

Village of New Berlin  
Minutes of April 12, 2022

CALL TO ORDER

**The regular meeting for the Village of New Berlin was called to order at 6:30 PM by Mayor, Peter Lennon.**

ATTENDANCE

Members Present: Peter Lennon, Mayor  
Michelle Priola, Trustee (Virtual)  
Jim Crawford, Trustee  
Maryellen Canuel, Trustee  
Members Absent: Dave Smith, Trustee/Deputy Mayor

Others Present: Kelly Anderson (virtual), Michael Wesolowski (virtual), Don Anderson, Jared Kline, Dale Barton, Brad Baldwin, Chuck Marshall, Tony Canuel, Patrick and Sarah Wright, Lisa Serradilla.

ROLL CALL

ROLL CALL:  
Priola – here  
Crawford – here  
Potter – here  
Smith – absent  
Lennon – here

PRIOR MINUTES

PRIOR MINUTES

Minutes of the March regular and special meetings were approved on motion by Michelle Priola, seconded by Jim Crawford. VOTE: Priola – yes, Crawford – yes, Canuel – yes, Lennon - yes.  
APPROVED

ORGANIZATIONAL MEETING

ORGANIZATIONAL MEETING

Organizational Meeting and appointments attached

PUBLIC CONCERNS AND VISITORS

PUBLIC CONCERNS

There were no public concerns addressed at the meeting.

FIRE DEPARTMENT

The fire department responded to 9 calls in the month of February, bringing them to 30 calls year to date. They currently have no equipment issues.

#### FIRE DEPARTMENT

#### EMS REPORT

#### EMS REPORT

The EMS Report was submitted to the board by Dale Barton. There are currently no new equipment issues.

#### DPW REPORT

#### DPW REPORT

The DPW is working on replenishing staff for the department, working on clearing catch basins and ditches, and digging graves. They will be flushing hydrants starting the 26<sup>th</sup> of April.

#### GRANT STATUS

#### GRANT UPDATES

Kelly will be working on the Advanced Benchmarking data in May. Once all data has been recorded, the Village will achieve the 4<sup>th</sup> high impact project and be eligible to receive the first \$5,000 grant. Funds have been budgeted to be used towards the recodification of Village laws as decided in the 2022/2023 budget discussions by the board.

The Village has received \$1,016.17 to date from the Low-Income Housing Water Assistance Program that Clerk/Treasurer Anderson applied for and brought to the Village. These funds have paid the past two balances for two households in the Village. Additional applications have been submitted and are currently under review by the program.

Michelle updated the board that the Village has been awarded a grant for the limited mobility swing for the playground. She is coordinating with Jared on timing to know when to request the funds, so that the equipment can be ordered and received when the DPW is ready to complete the installation.

The SAMS grant for the fire department building is still working its way through the Senate, there is no update on the timing currently.

The Village of New Berlin was awarded \$185,000 from the Susquehanna River Basin Commission to be used towards a new radio meter system for the Water. There is Green Grant Funding available that the Village will apply for that will cover the cost of installing the new meters if the Village DPW does not have time to allocate to project to ensure timely completion. There are no updates available on the WIIA grants for the water currently, but an announcement should be made in the upcoming weeks.

#### COMMITTEE REPORTS

CD Loan updates were provided by Anthony Canuel. All documents have been revised by the committee. Kelly sent out FAQ's with the water bills to generate interest in the loans. The Village currently has 2 active loans totaling just over \$12,000 with over \$212,000 available for lending.

Michael Wesolowski and Lisa Serradilla gave an updated report and recommendations to the board on several items they have been working on. They have a new member joining the Planning/Zoning Board under new business. Copies of the reports are on file in the Village office.

#### OLD BUSINESS

Jim Crawford gave an update on the lumber harvesting project. Trees have been marked. The forester put the logging out to bid. Bids were received back by the forester and have been sent to Jim. Clerk/Treasurer Anderson reminded the board that all copies of bid requests, newspaper posting and original submitted bids should be turned in to the Village office for records retention.

New Pictures of the Old Firehouse have not yet been taken. Michelle and her daughter both got sick. They will re-schedule within the next week. New pictures were deemed necessary for the listing of the property to better attract potential buyers.

The Village Board tabled the transitioning the social media administrator position for the Village from previous board member Jamie Burchill to current board member Michelle Priola again. Mayor Lennon stated that Jamie was unable to attend the meeting

#### COMMITTEE REPORTS

#### OLD BUSINESS

#### LUMBER HARVESTING

#### OLD FIREHOUSE

#### SOCIAL MEDIA

but would request that she attend the May meeting as she was not in town.

Dave and Kelly have spoken to a few website designers regarding upgrading the Village website. Mike Wesolowski mentioned that the re-design of the website could be covered under a grant that he will be working on with the Clerk/Treasurer once the State finalizes the budget, as one of the goals would be to get the Village codes on the website. Kelly has met with a gentleman who is willing to donate some of his time to work on updating some items on the website in the interim. He is currently working up a proposal of his suggestions.

WEBSITE

The Board decided to table the discussion of honorary vs. active membership of the Fire Department and whether they would qualify for a waiver of the fee for renting the community center. They tabled the issue until such time as a committee can be formed for the oversight of the center.

COMMUNITY CENTER

The Village received an offer to settle a past debt with the water fund from the new owner of Red Mill Apartments. Red Mill was sold with an outstanding water debt of roughly \$10,800. The offer to settle from the new owner was for roughly \$5,300 which represents the actual water charges and 5% of the roughly \$5,500 in interest charges that have accumulated since 2017. The board would like additional information as the attorney had once mentioned that the total debt should be covered in full by Title Insurance. Kelly Anderson will reach out to the Village's attorney to request additional information.

REQUEST TO SETTLE

NEW BUSINESS

NEW BUSINESS

The Village is grateful for the receipt of the Stewart's Holiday match grant. The Village received \$1,500. In prior years the Village has received \$1,000. Funds are allocated to Youth Programs within the Village.

STEWARTS GRANT

Michelle completed the audit of the office, audit of grants and cd loans for the 2021/2022 fiscal year. Dave was not in attendance and Mayor Lennon was not clear on whether the audit of Fire Department records had been completed by Dave.

AUDIT OF OFFICE

Jim Crawford made a motion to select NBT insurance as the insurance broker for both the General and emergency departments insurance broker for the 2022/2023 Fiscal Year with a selection of \$250,000 coverage for Cyber Security coverage. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes, Lennon - yes. APPROVED

INSURANCE COMPANY  
SELECTION

Jim Crawford announced the results of the logging bids. They were delivered via email by Mr. Jones and not sealed bids are required. Jim will get the original documents from the forester for retention in the Village office. Penice and Carlile \$24,116, Mr. Brad Gager \$20,200 and Chares Direg \$11,244. There were 333 marked trees to be cut. Maryellen Canuel made a motion to approve the bid from Prenice and Carlile in the amount of \$24,116. The logging does not come out of the bid that is paid separately by Prenice and Carlile. The funds received for logging have previously been allocated to cover part of the paving of the new firehouse and community centers parking lot. The total cost of paving was \$40,000. \$10,718 of the cost was covered by the American Rescue Plan (COVID Stimulus Funds).

LOGGING

The discussion regarding the sale of the old firehouse and what parts if any of the parking lot will go with the sale as there is additional research to be completed.

PARKING LOT

Maryellen gave an update on the Arbor Day ceremony that will be held by Preferred on the 29<sup>th</sup> of April. They will be purchasing 7-9 trees that are potted from the nursery in Norwich. They will be utilizing two of the trees and giving the rest to the Village to plant. Maryellen and Mayor Lennon will be working with Jared and his DPW crew on the placement of the trees.

ARBOR DAY

Jim Crawford made a motion to approve the 3-year appointment of Lori Wilson, Renee Priola, Maryellen Canuel, and Jamie Burchill to the color committee. Pete Lennon seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes, Lennon - yes. APPROVED

COLOR COMMITTEE

Maryellen Canuel made the motion to approve the 3-year appointment of Kelly Anderson, Lisa Serradilla, Sara and Patrick Wright, Moura Sterling, Megan Brennan, and Amy Huggins to the Community Events Committee. They will work on fostering

COMMUNITY EVENT  
COMMITTEE

community involvement and participation in the yard sale day, chicken bbq, soap box derby and other events that can be coordinated to create synergy amongst the activities. Michelle Priola seconded the motion. They will convene as necessary. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

The appointment to the community center committee has been tabled until such time as more members can be recruited.

COMMUNITY CENTER

Maryellen Canuel made the motion to spend \$300 for NYCOM bootcamp webinars for the Village board. The cost is \$50 each and will include Clerk/Treasurer Anderson. Michelle Priola seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

NYCOM BOOTCAMP

Maryellen Canuel made the motion to approve the renewal contract with Zoll for the maintenance of the heart monitor for the ambulance service at a cost of \$1,525.50. Michelle Priola seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

HEART MONITOR

Michelle Priola made the motion to approve the appointment of Brad Baldwin to the 5-year term on the Planning/Zoning board. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

PLANNING/ZONING BOARD

Maryellen Canuel made the motion to approve Tim Barrows as the new volunteer driver for the New Berlin Ambulance Service. Tim has his EMT certification and will also be applying through Civil Service to become a paid member of the Village's BLS crew. This is a competitive class position according to Clerk/Treasurer Anderson and once he is placed in the top 3 of the competitive list he can be hired on as a medic. Pete Lennon seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes, Lennon - yes. APPROVED

NEW VOLUNTEER DRIVER

Maryellen Canuel made a motion to approve Mayor Lennon to sign the SRBC "Consumptive Use Mitigation Grant Program" agreement for funds in the amount of \$185,000 for use for a drive by metering system for the water department. Michelle Priola seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

SRBC AGREEMENT

Michelle Priola made a motion to approve the vendor permit for a food truck to be parked at the fundraising event to be held at the Chobani Community Center on the 21<sup>st</sup> of May. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

VENDOR PERMIT

RESOLUTION

**Resolution No. 2022-9 “Resolution approving the payment of vouchers”**

APPROVAL OF ABSTRACTS

Whereas, the Treasurer of the Village has presented the following bills for payment...

General Fund - \$70,455.93

Water Fund - \$ 8,611.03

EMS Fund - \$19,284.72

Total Expenditures - \$ 98,351.68

Whereas, The Board of Trustees has audited the claims presented for payment.

Now, therefore...

Be it RESOLVED that the Village of New Berlin Board of Trustees, hereby approves payment of the aforementioned bills for payments.

RESOLUTION INTRODUCED BY: Michelle Priola SECONDED BY: Maryellen Canuel

ROLL CALL VOTE:

PRIOLA: YES SMITH: absent CRAWFORD: YES CANUEL: YES LENNON: YES

YES: 4 NO: 0 ABSTENTION: 0  
ABSENT: 1

CARRIED: YES

Michelle Priola made a motion to approve the treasurer reports and abstracts, Maryellen Canuel seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes. APPROVED

TEASURER REPORTS

Maryellen Canuel gave a commissioner report from buildings and grounds. She is currently working with UV School to facilitate the flowers that will be placed throughout the community. Flowerpots have been repainted by the DPW with color recommendations made by the Color Committee. They will be looking to also have the gazebo painted this year. Carlotta Iannello had the gazebo built for the Village. Lisa Serradilla has graciously offered to purchase and donate the paint for the gazebo.

COMMISSIONER REPORTS

James Crawford gave a commissioner report for the DPW. Jared and his crew are doing good.

ADJORN

Maryellen Canuel made a motion to adjourn. Michelle Priola seconded the motion. VOTE: Priola – yes, Crawford – yes, Canuel – yes, Lennon - yes. APPROVED

Adjourned at 8:38 PM - Kelly Anderson, Village Clerk and Treasurer