

**VILLAGE OF MINOA**  
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**BOARD OF TRUSTEES**  
**April 17, 2023**

**PRESENT:** Mayor William F. Brazill  
Trustee John M. Abbott  
Trustee John H. Champagne (*Absent*)  
Trustee Eric S. Christensen  
Trustee J. Robert (Bobby) Schepp  
Clerk Treasurer Lisa DeVona  
Attorney Courtney Hills, Esq. (*Absent*)

**ALSO** Mike Macko, Jeremiah Butchko, Fire Chief Don  
**PRESENT:** Grevelding, Police Chief Jason Cassalia, Jason Klaiber,  
Eagle Bulletin

Mayor Brazill opened the village board meeting at 6:30 pm and Mayor Brazill led those present with the Pledge of Allegiance.

**ADOPT 2022-2023  
BUDGET**

Mayor Brazill stated before the board considers adopting the 2023-24 budget he offers the following changes to the tentative:

- Increase A6989.4 Grant Writing from \$10,000 to \$25,000
- Increase A4540.20 Ambulance Miscellaneous from \$56,000 to \$60,000 due to increase in Life 360 contract
- Increase A4540.402 Contractual – 2<sup>nd</sup> Rig from \$70,000 to \$90,000 due to availability of staffing

Motion was made by Trustee Christensen and seconded by Trustee Abbott to adopt 2023-2024 General Fund budget in the amount of \$4,896,658.73, tax rate of \$9.23/thousand, raising \$1,985,719.15 in property taxes and Sewer Fund Budget in the amount of \$1,023,505.00. All were in favor; motion carried.

**ZONE CHANGE –  
7235 N. CENTRAL  
AVENUE  
RA1 TO  
INDUSTRIAL**

**ZONE CHANGE – 7235 N. CENTRAL AVENUE, FROM RESIDENTIAL  
A (RA-1) TO INDUSTRIAL**

Sharon Caron presented the board with an application for a zone change from Residential A-1 to Industrial for property located at 7235 N. Central Avenue for newly constructed apartment complex. The proposed project does not require any variances and is designed similar to her other

apartment complex next to Scotty's Automotive.

Mayor Brazill stated this application requires a public hearing at which time the board will review the apartment complex in greater detail. A site plan review will also be required by the Planning Board.

Trustee Schepp made a motion, seconded by Trustee Abbott to schedule the public hearing for zone change application on May 1, 2023 beginning at 6:30pm. All in favor; motion carried.

**TOWN OF  
MANLIUS POLICE**

Town of Manlius Police Chief Jason Cassalia introduced himself to the board and stated he looks forward to open line of communication between the village and the department. Chief Cassalia assured the village board the Manlius Police Department will continue to be strong and provide excellent services to the community and if the village needs anything to please reach out to him directly. Mayor Brazill thanked Chief Cassalia for his time and stated the village looks forward to working with you.

**CLERK-  
TREASURER**

***MEETING MINUTES – APRIL 3, 2023***

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the April 6, 2022 meeting minutes. All in favor; motion carried.

***TREASURERS REPORT FOR PERIOD ENDING MARCH 31, 2023***

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the Treasurer's Report for period ending March 31, 2023. All in favor; motion carried.

***SUMMER MEETING SCHEDULE***

Trustee Schepp made a motion, seconded by Trustee Abbott to approve the following meeting dates for the summer: May 1<sup>st</sup>, June 5<sup>th</sup>, July 10<sup>th</sup>, August 7<sup>th</sup> and September 5<sup>th</sup> all beginning at 6:30pm. All in favor; motion carried.

***RATIFY PRIOR APPROVAL – WORK RITE SAFETY LLC – DOT DRUG & ALCOHOL TESTING***

Trustee Schepp made a motion, seconded by Trustee Christensen to ratify prior approval to join Work Rite Safety, LLC consortium for DOT Drug and Alcohol Testing for employees with CDL licenses. All in favor; motion carried.

## **CELEBRATION**

### ***PERFORMING ARTIST CONTRACTS***

Trustee Christensen made a motion, seconded by Trustee Abbott authorizing Mayor to execute Performing Artist Contracts with Kosmo Kings, 7/21 concert for \$500.00. All in favor; motion carried.

### ***ORPHAN VEHICLES***

Trustee Abbott made a motion, seconded by Trustee Schepp to approve 9<sup>th</sup> Gathering of Orphan Vehicles, Saturday, August 19, 2023 11am – 3pm Lewis Park. All in favor; motion carried.

## **WASTEWATER TREATMENT PLANT**

### ***RATIFY PRIOR APPROVAL TO DENY PROPERTY OWNER REQUEST TO WAIVE \$115.50 PENALTY ON SEWER A/C 33310***

Trustee Christensen made a motion, seconded by Trustee Schepp to deny property owners request to waive \$115.50 penalty on sewer account #33310. All in favor; motion carried.

### ***ENGINEERING PROPOSAL FOR EFFLUENT PUMP STATION/OUTFALL PERMITS, DESIGN AND BID PHASE***

Miller Engineers presents the following proposal to the Village of Minoa to prepare the bid documents for the:

- Construction of an effluent lift station, and
- Replacement of the existing outfall.

Our proposal provides coordination with permitting agencies, design and bidding. Construction contract administration and contractor coordination during construction will be provided once the design has been completed. Our scope is as follows.

Scope of Work

#### **Task 1 – Permitting Services**

The replacement of the existing outfall will require the coordination with and approvals of the NYSDEC and US Army Corp of Engineers. Under this task, Miller will prepare the required application documents and provide communication and coordination with reviewing agencies to obtain the required permits to reconstruct or replace the existing outfall.

#### **Task 2 - Design Phase Services**

Under this task Miller will prepare engineering drawings, technical specifications and other contract documents required for the purposes of obtaining competitive bids for construction of a new effluent lift station and a new outfall. The work will include all general site, structural, process, electrical and HVAC designs required. Special conditions and requirements which may be required by the funding agencies to maintain funding eligibility will be developed. Miller will prepare all contract

documents and specific work scopes for the purposes of obtaining bids. We propose to execute the design phase work in steps as follows.

### **Site Survey, Subsurface Investigations**

As a first step Miller will, through its subcontractor, prepare an engineering survey of the area proposed for the effluent pumping station and the new outfall. Site contours will be delineated at 1-foot intervals, all ground elevations will be established to the nearest 0.1 foot and hardened, or structural features will be located and elevations established to the nearest 0.01 foot. Visible utilities inclusive of inverts will be located with elevations/inverts set.

Miller will also conduct a subsurface investigation and prepare a foundation report to support foundation design for the new effluent lift station and outfall. Our scope anticipates the installation of up to three subsurface borings to a depth of 25 feet below ground surface, collection and analysis of samples to support foundation assessment and the installation and monitoring of a groundwater monitoring well to establish parameters for dewatering of excavations.

### **Design**

At critical points in the design, (15%, 65% and Draft Bid Documents) project status meetings will be conducted with the Village to review scope and the progression of the design. One set of progress prints and specification documents will be provided in advance along with an electronic copy for review.

Upon completion of the design, Miller Engineers will provide:

- completed drawings signed and sealed by a licensed professional engineer, and
- completed project manual which includes:
  - funding agency contract conditions,
  - special conditions if any, to construct the project,
  - materials and performance specifications, and
  - payment methods.

One electronic set along with five paper copies of the documents signed and sealed will be provided. Three of the sets of drawings will need to be sent to NYSDEC for review and approval. Miller will respond to comments and issue final documents for bidding.

As described above we have included meetings to review the design. Meetings are summarized below.

- One meeting with Miller Engineers representatives to review the preliminary design (15%),
- One meeting with Miller Engineers representatives to review the preliminary design (65%), and
- One meeting with Miller Engineers representatives at completion of the draft bid documents to discuss important design features.

Miller Engineers will document each meeting with a memorandum to be distributed to the team.

### **Task 3 - Bid Phase Services**

We anticipate a 30-day bidding process for the contract. Miller will conduct a Pre bid meeting at the site, answer all questions from contractors, and issue addenda as required, ten (10) copies of contract documents for bidding will be provided. Miller will attend the bid opening. Once bids have been received, we will provide written review and comment on bid summaries and recommend award to the qualified low bidder. We have not provided for the preparation of any owner-initiated addenda if required under this task.

Construction Related Services (To be determined at a later date)

Miller Engineers. Proposes to submit a scope of services and budget for bidding and construction related services upon completion of the design. Services will generally include Contract Administration/Periodic Site Inspection and Submittal Review and Response to Contractor RFIs/RFCs. Full time on-site inspection is not anticipated at this time.

Schedule and Cost

We are offering the cost of Task 1, Task 2 and Task 3 herein. The estimate to complete construction services will be provided later. We propose to bill our time for Task 1, Task 2 and Task 3 in accordance with our fee structure included as Attachment 1 with an estimated not-to-exceed budget of \$109,000. A detailed cost breakdown is included as Attachment 2 and summarized below:

#### **Task Cost**

Task 1- Permitting \$8,300.00

Task 2- Design \$89,800.00

- Survey \$6,650.00
- Foundation Report \$13,600.00
- Design \$69,550.00

**Task 3 – Bid Phase Services \$10,900.00**

**Total \$109,000.00**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve the engineering proposal from Miller Engineers as described above. All in favor; motion carried.

## **AMBULANCE**

### ***DEDICATED AMBULANCE – TEAL RIBBON RUN DETAIL***

Trustee Abbott made a motion, seconded by Trustee Schepp to approve dedicated ambulance for Teal Ribbon Run, May 20, 2023 between 8:30 a.m. and 12:00 p.m. at Lewis Park, services paid for by Hope for Heather. All in favor; motion carried.

**AUDIT OF CLAIMS** A motion was made by Trustee Christensen and seconded by Trustee  
**ABSTRACT #022** Abbott that the claims on **Abstract #022** have been reviewed and  
approved for payment:  
General Fund, voucher(s) 922-965 in the amount of \$153,636.85  
Sewer Fund, voucher(s) 341-353 in the amount of \$7,602.83  
Trust & Agency, voucher(s) 299-312 in the amount of \$42,532.41  
All in favor; motion carried.

**ATTORNEY** Nothing new to report.  
**REPORT**

**TRUSTEES** Trustee Abbott and Schepp – nothing to report.  
**REPORT** Trustee Christensen thanked the Fire Department for helping out with the  
Easter Egg Hunt.

**MAYOR'S REPORT** Mayor Brazill reported on the following upcoming events:  
5/29 at 11am Memorial Day Parade and chicken barbeque  
5/15 at 9am Paint Main Street Teal  
5/19 at 6:00pm Crusin' in Minoa with Simply Dave  
5/20 Teal Ribbon Run  
7/8 Village Wide Garage Sale

**ADJOURNMENT** A motion was made by Trustee Abbott and seconded by Trustee  
Christensen to adjourn the village board meeting at 7:05pm. All in favor.  
Motion carried.

Respectfully submitted,  
*Lisa L. DeVona*  
Lisa L. DeVona, Clerk-Treasurer