

VILLAGE OF MINOA
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BOARD OF TRUSTEES
April 21, 2025

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

ALSO DPW Superintendent Tom Petterelli, Fire Chief Don
PRESENT: Grevelding, T/Manlius Councilor William Nicholson, Lance and
Beth Scott (Scotty's Automotive)

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

**PUBLIC HEARING
COMMUNITY
DEVELOPMENT
5YR PLAN**

***PUBLIC HEARING – COMMUNITY DEVELOPMENT FUNDING
AND 5YR PLAN***

Trustee Champagne made a motion, seconded by Trustee Christensen made a motion to waive reading of the legal notice and open the public hearing for 2025 Community Development Funding Application and Five Year Plan. All in favor; motion carried. Mayor Brazill opened the public hearing at 6:35pm.

The board reviewed and discussed the 2025 Community Development Funding request for east side of East Avenue, from Kalin Drive to Osborne Street, sidewalk replacement as well as the updated Five Year Plan.

SEQRA EAF:

Trustee Abbott made a motion, seconded by Trustee Champagne to adopt the following resolution:

WHEREAS, the Village of Minoa, is a recipient of grant funds pursuant to a certain agreement with New York State Community Development Block Grant (“NYSCDBG”) for the Village of Minoa’s sidewalk replacement project identified as **Sidewalk Improvement, East Avenue, east side from Kalin Drive to Osborne Street**, (“Project”);

WHEREAS, in this regard the Village Clerk having prepared, and presented same to the Village Board, the Short Form SEQRA EAF (“EAF”) Part I;

WHEREAS, the Village Board also on this date caused the review of such EAF Part I, assumed Lead Agency status for purposes of SEQRA review, determined the action to be either a Type II or Unlisted Action, elected, in the event of the latter, to conduct an uncoordinated review, and determined that same will have no significant environmental impact and thus issued a Negative Declaration pursuant to the New York State Environmental Quality Review Act;

NOW THEREFORE, be it

RESOLVED, that the Village of Minoa hereby supports the CDBG program based on the principals that the proposed project: (a) is consistent with the

Village's local revitalization plan, (b) the proposed grant is appropriate for the specific project; and (c) it facilitates effective and efficient use of existing and future public resources as to promote both economic development and preservation of community resources; and accordingly; be it **FURTHER RESOLVED**, that the Mayor of the Village of Minoa and/or Clerk is duly authorized to complete, execute and deliver Part I of the EAF and to submit the application for grant funding.

Board unanimously voted in favor of the motion; resolution was adopted.

Trustee Abbott made a motion, seconded by Trustee Christensen to approve the 2025 Community Development funding request for **East Avenue, east side from Kalin Drive to Osborne Street** and the Five Year Plan for sidewalk replacement.

All in favor; motion carried.

With no questions or comments from the public or the board, Trustee Champagne made a motion, seconded by Trustee Abbott to close the public hearing.

All in favor; motion carried.

Mayor Brazill closed the public hearing at 6:36pm.

2025 – 2026 BUDGET

ADOPT 2025 – 2026 BUDGET

Clerk Treasurer DeVona presented the following changes to the tentative budget for board consideration prior to adoption:

Sewer Fund

G8120.44 increase \$12,000 for new HVAC unit in Lab Building to replace thirty year old boiler

General Fund

A3410.10 increase \$23,000 for staffing

A3410.45 increase \$35,000 new bay doors

A4540.401 increase \$15,514.00 correct data entry error

A4540.43 increase \$23,000 paint 2019 ambulance

With no comments or questions from those present Trustee Christensen made a motion, seconded by Trustee Abbott to adopt Tentative Budget with revision mentioned above for 2025-2026 Budget.

All in favor, Mayor Brazill, Trustee(s) Abbott, Champagne, Christensen;

Opposed: Trustee Schepp.

Motion carried.

**CLERK-
TREASURER**

MEETING MINUTES – MARCH 10, 2025

Trustee Champagne made a motion, seconded by Trustee Christensen to approve March 10, 2025 meeting minutes. All in favor; motion carried.

MEETING MINUTES – APRIL 7, 2025

Trustee Champagne made a motion, seconded by Trustee Christensen to approve April 7, 2025 meeting minutes. All in favor; motion carried.

TREASURERS REPORT FOR PERIOD ENDING MARCH 30, 2025

Trustee Christensen made a motion, seconded by Trustee Champagne to approve Treasurers Report for period ending March 30, 2025. All in favor; motion carried.

***RESOLUTION – STANDARD WORK DAY AND REPORTING FOR ELECTED
AND APPOINTED OFFICIALS***

Trustee Schepp made a motion, seconded by Trustee Abbott to approving the NYS Retirement Standard Work Day and Reporting Resolution RS 2417-A establishing standard work days for elected and appointed officials and will report the days worked to the NYS and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by the officials the clerk of the body and will post on the Village Office bulletin board for a minimum of 30 days:

J. Stanley – time keeping
W. Brazill – 19.99 days
J. Abbott – 1.34 days
L. DeVona – time keeping
B. Lindsley – time keeping
J. Schepp – 1.45 days
E. Christensen – 2.17

All in favor. Motion carried.

REQUEST TO WAIVE AMBULANCE BILL DUE TO HARDSHIP

Trustee Schepp made a motion, seconded by Trustee Champagne to approve request to waive \$250 ambulance bill due to hardship. All in favor; motion carried.

***AUTHORIZE MAYOR TO EXECUTE 2025 TEAL RIBBON RUN AGREEMENT
WITH TOWN OF MANLIUS AND HOPE FOR HEATHER***

Trustee Schepp made a motion, seconded by Trustee Christensen authorizing Mayor to execute 2025 Teal Ribbon Run Agreement with Town of Manlius and Hope for Heather. All in favor; motion carried.

BUDGET TRANSFER

Trustee Champagne made a motion, seconded by Trustee Abbott to approve \$2,600 budget transfer from A5110.40 to A8560.4 All in favor; motion carried.

CELEBRATIONS

2025 PERFORMING ARTIST CONTRACTS – CONCERTS IN THE PARK

Trustee Christensen made a motion, seconded by Trustee Schepp authorizing the Mayor to execute 2025 Performing Artist Contracts for Concerts in the Park All in favor; motion carried.

2026 - TEAL RIBBON RUN

Trustee Champagne made a motion, seconded by Trustee Christensen to approve request to hold 2026 Teal Ribbon Run on May 16, 2026. All in favor; motion carried.

For more information visit: <https://www.hopeforheather.org/>

DISCUSSION

CODE ENFORCMENT RECOMMENDATION RE: CHAPTER 120

Tabled.

SEWER

SUMMER HOURS

Trustee Christensen made a motion, seconded by Trustee Schepp approving summer hours, April 29, 2025 through August 29, 2025 Monday through Thursdays 6am – 3:30pm and Fridays 6am – 10am. All in favor; motion carried

***FULL ENVIRONMENTAL ASSESSMENT FORM – PART I – REVISED SCOPE
OF WORK – NEW SBR – Lead Agency***

WHEREAS, the Village of Minoa Board of Trustees (hereinafter referred to as “Village Board”) has reviewed the New York State Environmental Quality Review Act (“SEQRA”) Full Environmental Assessment Form (“EAF”) Part 1, prepared by the MRB Group (hereinafter referred to as “Village Engineer”) on the above-referenced Village of Minoa Phase 2 Wastewater Treatment Improvements Project (hereinafter referred to as “Action”); and

WHEREAS, the Village Board determines that said Action is classified as a Type 1 Action under the State Environmental Quality Review ("SEQR") Regulations; and

WHEREAS, the Village Board determines that said Action is also subject to review and approval by other involved agencies under the SEQR Regulations; and

WHEREAS, the Village Board determines that it is the most appropriate agency to ensure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Village Board does hereby declare its intent to be designated as the lead agency for the Action and directs the Mayor to sign and date the Full EAF Part 1.

BE IT FURTHER RESOLVED, that the Village Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on **May 23, 2025**.

Motion made by Trustee John Champagne,
Seconded by Trustee Eric Christensen

Dated: April 21, 2025

DPW

NEW HIRE – PT TRASH THROWER

Trustee Champagne made a motion, seconded by Trustee Abbott to approve new PT Trash Thrower hire, Dylan Duprey effective April 22, 2025, \$16.50/hr. All in favor; motion carried.

SUMMER HOURS

Trustee Christensen made a motion, seconded by Trustee Schepp approving summer hours, April 29, 2025 through August 29, 2025 Monday through Thursdays 6am – 3:30pm and Fridays 6am – 10am. All in favor; motion carried.

TOWN OF MANLIUS

REQUEST FOR LEAD AGENCY – TOWN HIGHWAY GARAGE

A motion was made by Trustee Champagne and seconded by Trustee Abbott approving Town of Manlius request to be Lead Agency for addition / renovations of Town Highway Garage. All in favor; motion carried.

AUDIT OF CLAIMS ABSTRACT #022

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #022** have been reviewed and approved for payment:
General Fund, voucher(s) 880 - 914 in the amount of \$92,609.01
Sewer Fund, voucher(s) 322 - 330 in the amount of \$19,154.14
Trust & Agency, voucher(s) 270 - 275 in the amount of \$30,489.39
All in favor; motion carried.

**ATTORNEY
REPORT**

Nothing new to report.

**TRUSTEES
REPORT**

Trustee Schepp announced Police Committee meeting Wednesday, 4/23.

Trustee Christensen thanked boy scout troop, board members and Schepp family for their help with the Easter Egg Hunt. The street painting of Teal line will be May 5th at 10am.

Nothing new to report from Trustees Abbott and Champagne.

MAYOR'S REPORT

Mayor Brazill thanked everyone who attended the Easter Egg Hunt.

**PUBLIC
COMMENT**

No comments.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 6:54pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer