

Village of Minoa
WWW.VILLAGEOFMINOA.COM

Board of Trustees

April 6, 2022

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

ALSO Assistant DPW Superintendent Jim Landry, Jeremiah Butchko, William
PRESENT: Nicholson, Town of Manlius Councilman, Mike Macko, Jason Klaiber
(Eagle Bulletin), DPW Superintendent Tom Petterelli
Shawn Tompkins, Minoa Chief of Fire, Chuck Mullane, Trevor Van
Auken, Pat Abbott

Mayor Brazill opened the village board meeting at 6:00 pm and Trustee Schepp led those present with the Pledge of Allegiance.

Mayor Brazill made the following appointments:

DEPUTY-MAYOR

John Champagne	April 2022	April 2023	1 year term
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DEPUTY CLERK-TREASURER

Barbara Sturick	April 2022	April 2023	1 year term
Donna Miller	April 2022	April 2023	1 year term

RECORDS ACCESS OFFICER

Lisa DeVona	April 2022	April 2023	1 year term
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PROPERTY CONTROL MANAGER

Lisa DeVona	April 2022	April 2023	1 year term
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RESPIRATORY CONTROL COORDINATOR

Lisa DeVona	April 2022	April 2023	1 year term
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ACTING VILLAGE JUSTICE

Jeanette Zacharias	April 2022	April 2023	1 year term
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SUPERINTENDENT OF PUBLIC WORKS

Thomas Petterelli	April 2022	April 2023	1 year term
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SAFETY OFFICER/COORDINATOR

Jim Landry	April 2022	April 2023	1 year term
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ENVIROMENTAL OFFICER

Thomas Petterelli	April 2022	April 2023	1 year term
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CODE ENFORCEMENT OFFICER

Intermunicipal Agreement with Village of Fayetteville

VILLAGE HISTORIAN

VACANT

1 year term

INFECTON CONTROL OFFICER

VACANT

1 year term

VILLAGE ENGINEER

Alex Wisniewski
LJR Engineering

April 2022 April 2023

1 year term

ATTORNEY

Courtney M. Hills
Courtney M. Hills Law Firm

April 2022 April 2023

1 year term

STORMWATER MANAGEMENT OFFICER

Thomas Petterelli

April 2022 April 2023

1 year term

ZONING BOARD OF APPEALS

Jeremiah Butchko
Barbara Sturick, Secretary

April 2022 April 2027
April 2022 April 2023

5 year term

1 year term

PLANNING BOARD

Dan DeLucia, Chairman
Barbara Sturick, Secretary

April 2022 April 2027
April 2022 April 2023

5 year term

1 year term

OFFICIAL NEWSPAPER

Syracuse Post Standard
Eagle Bulletin

April 2022 April 2023
April 2022 April 2023

1 year term

1 year term

OFFICIAL DEPOSITORIES

JP Morgan Chase
Solvay Bank
MBIA NYCLASS

April 2022 April 2023
April 2022 April 2023
April 2022 April 2023

MOTION:

Trustee Christensen made a motion, seconded by Trustee Champagne to accept the appointments as read aloud by the Mayor Brazill. All in favor, motion carried.

Mayor Brazill made the following liaison appointments:

LIAISON APPOINTMENTS

Mayor Brazill

Court
T/ Manlius Chamber of Commerce
Clerk's Office
Public Relations

Trustee Abbott

Wastewater Treatment Plant / CERF
Golden Age/Library
Business Community
Town of Manlius Historical Society

Trustee Champagne

Mechanic
Department of Public Works (parks, buildings, grounds)
Critical Response Committee
NIMS Compliance Officer
Code Enforcement
Security System – Camera
Employee Handbook

Trustee Christensen

Wastewater Treatment Plant / CERF
Minoa Historical Association
Celebrations (all events)

Trustee Schepp Minoa Farms
ESM Youth Sports
Fire/EMS Commissioner
Police Committee

- Each Trustee is the Emergency Disaster Preparedness Planner for his department and each Trustee is responsible to see that the Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will interact with Trustee Champagne as Emergency Disaster Preparedness Coordinator.

MOTION MADE BY: Trustee Schepp

SECONDED BY: Trustee Champagne

All in favor; motion carried.

Policy Against Discrimination and Harassment Policy as amended November 5, 2018 remain in effect with the following: Clerk/Treasurer and Mayor as the Compliance Officers; **BE IT FURTHER RESOLVED:** that this Policy shall be distributed at the beginning of each year and copies of the Policy and Complaint Form shall be maintained in each department of the village as well as the Employee Handbook.

MOTION MADE BY: Trustee Christensen

SECONDED BY: Trustee Schepp

All in favor; motion carried.

- **Workplace Violence Prevention Policy** adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Champagne) as the Review Board for the Workplace Violence Prevention Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED:** that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer

MOTION MADE BY: Trustee Champagne

SECONDED BY: Trustee Schepp

All in favor; motion carried.

Mayor Brazill acknowledged and read aloud the following:

1. The Village Board Meeting shall be held on the first and third Monday of every month at 6:30 p.m. and will be held at the Municipal Building in the Village Board Room.
2. The Planning Board and Zoning Board of Appeals Meeting shall be held on the second Thursday of every month, as needed, at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room as needed.
3. That the Surety Bond on the Village Clerk-Treasurer, Deputy Clerks-Treasurers, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.
4. That if a state of emergency is declared by Mayor Brazill, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the reverse 911 System as applicable, the Village of Minoa website, and local radio and television stations to notify Village of Minoa residents.
5. That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.
6. That the District Attorney's authorization dated 6/11/2012 for village attorney, to appear in Minoa Justice Court on behalf of District Attorney for limited purpose of prosecuting matters involving municipal code violations (Van Sickel letter).
7. That the Sergeant-of-Arms be Michael Macko, Kenneth Caskinett, Michael McGraw and/or Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.
8. That mileage allowance for Village officials while on Village business shall be the same as the IRS allowance at the time.

9. The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk-Treasurer who will then notify the Trustees, the newspapers, and post a notice of such meeting in a public place; namely, the Minoa Post Office, 115 N. Main Street, Spill the Tea, 208 N. Main Street, Sunshine Mart, 91 Hulbert Street, Room to Improve, 359 S. Main Street, Parkway Pizza, 332 Costello Pkwy, Trappers II, 101 N. Main Street, Scotty's Automotive, 520 N. Main Street.
10. That Mayor Brazill shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize all purchases over \$100.00.
11. That the following signatures be on the bank signature cards on file at the bank: William F. Brazill, Mayor; John H. Champagne, Trustee; Lisa L. DeVona, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.
12. That Onondaga County prints the Village Tax Bills.
13. Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.
14. That the Village Clerk-Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.
15. That the **Procurement Policy** for the Village of Minoa as adopted on January 7, 1992 and amended on April 7, 2008 and March 21, 2011 remains in effect.
16. That the **Investment Policy** for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.
17. That the Fee Schedule dated April 1, 2002 and last amended 4/7/09 be revised as of April 6, 2015 and new fee schedule be effective January 9, 2017.
20. That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.
21. That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.
22. That the Time Capsule buried October 2019 located in front of the Municipal Building (side of Main Entrance) shall be opened in 2044.
23. That the 2023 Annual Organizational Meeting be held on **Monday, April 3, 2023** beginning at **6:00pm.**

MOTION MADE BY: Trustee Christensen
SECONDED BY: Trustee Schepp
 All in favor; motion carried.

PUBLIC HEARING 2022-2023 TENTATIVE BUDGET
2022-2023
TENTATIVE
BUDGET

Trustee Champagne made a motion, seconded by Trustee Schepp to waive reading of legal notice and open public hearing. All in favor; motion carried.

Mayor Brazill opened the public hearing at 6:15pm.

Mayor Brazill reviewed the 2022-2023 Tentative Budget:

SEWER FUND:

- sewer rent \$330/year – \$20.00 increase (\$165.00/billing)
- ESM Sewer Agreement – 20% increase \$150,885.60 (3 year agreement)
- 3% salary increase
- ARPA funding - \$175,127.67
- Sewer Administration – 57.68% increase – Engineering/Legal for plant reconstruction project

- Anticipated Revenue - \$869,363.27 (35.11% increase)
- Anticipated Expenditures - \$1,022,327.67 (43.72% increase)
- Fund Balance needed to balance 2022-2023 budget - \$152,964.40

GENERAL FUND:

- Fiscal Stress Level: 1.7 No Designation (2/27/21 snapshot)
- Environmental Rating: 13.3 No Designation (2/27/2021 snapshot)
- Taxable Value \$191,759,181.00
- 1,337 parcels
- No Increase to Tax Rate - \$9.23
- Proposed tax levy - \$1,769,937.24
- Tax Cap - \$1,720,489.00
- Over tax cap approximately \$49,448.24
- Increase board compensation - \$17,623.00 Mayor, \$7,500.00 Trustees
- Continue Intermunicipal Agreement with V/Fayetteville for Code Enforcement
- Public Safety Budget -15.38 %
- Public Health Budget +6.41%
- Transportation -7.37%
- Home & Community 4.83%
- Debt Service: +1.40%
- Total revenue: +4.33% increase
- Expenditures: +7.58% increase
- Appropriated Fund Balance - \$350,948.81

PUBLIC COMMENTS:

Town of Manlius Councilor William Nicholson asked that the board be cognizant of any increases to the Fire / EMS budget as this has a direct impact on town residents in the Minoa Fire District.

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

Mayor Brazill closed the public hearing at 6:24pm.

**CLERK-
TREASURER**

MEETING MINUTES – MARCH 7, 2022

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the meeting minutes of March 7, 2022 as submitted. All in favor; motion carried.

MEETING MINUTES – MARCH 21, 2022

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the meeting minutes of March 21, 2022 as submitted. In favor: Mayor Brazill, Trustee(s) Schepp and Christensen; motion carried.

DISPOSITION OF VILLAGE RECORDS

Trustee Schepp made a motion, seconded by Trustee Christensen to approve disposal of the following records pursuant to Retention and Disposition Schedule for New York Local Governments LGS-01, 2020 version:

2013-2015 Budget Worksheets
Election Ballots 9/15/2020
Justice Court Revenue 2013-2016
2015 Tax Searches

All in favor; motion carried.

SUMMER HOURS

Trustee Schepp made a motion, seconded by Trustee Champagne to approve summer office hours, Friday's, 8AM – 1PM beginning the week of June 6 through September 4, 2022. All in favor; motion carried.

HONEYWELL RENEWAL 6/1/2022 – 5/31/2023

Trustee Champagne made a motion, seconded by Trustee Schepp to approve \$28,425.91 renewal for Honeywell 6/1/2022-5/31/2023, which is a \$2,622 increase from last year. All in favor; motion carried.

NYSERDA HIGH IMPACT ACTION ITEM

Trustee Christensen made a motion, seconded by Trustee Schepp acknowledge submission of Energy Code Enforcement Training Hi Impact Action under NYSERDA's Clean Energy Communities program. All in favor; motion carried.

Mayor Brazill announced this is our 8th action to be completed giving us 2,200 points earned.

E-SCREEN RENEWAL FOR CDL TESTING

Trustee Champagne made a motion, seconded by Trustee Christensen to approve 4/30/2022-4/30/2023 E-Screen renewal for CDL testing, \$150.00. All in favor; motion carried.

PAYMENT AGREEMENT – RPNY SOLAR 4, LLC

Trustee Champagne made a motion, seconded by Trustee Christensen to approve \$4,000 payment agreement with RPNY Solar 4, LLC for engineering/legal review of proposed solar facility project on Clemons Road. All in favor; motion carried.

SCHEDULE PUBLIC HEARING – COMMUNITY DEVELOPMENT FUNDING APPLICATION FOR 2023

Trustee Christensen made a motion, seconded by Trustee Schepp to schedule public hearing for 2023 Community Development application and 5-Year Plan on April 18, 2022 beginning at or about 6:30pm. All in favor; motion carried.

DPW***SUMMER HOURS***

Trustee Christensen made a motion, seconded by Trustee Schepp to approve summer hours for DPW employees, June 6 – September 4, 2022, Monday through Thursday 6:30AM-3:30PM, Friday 6AM-10AM. All in favor; motion carried.

CELEBRATIONS***PERFORMING ARTIST CONTRACTS***

Trustee Christensen made a motion, seconded by Trustee Schepp authorizing Mayor to execute Performing Artist Contracts with Loose Gravel \$375.00, Tom Chick \$225.000, Letizia \$600.00, Monterey's \$500.00, Degenerator's \$599.00, Strangers \$500.00, Thunder Canyon Band \$500.00. All in favor; motion carried.

**BUILDINGS &
GROUNDS*****PERMISSION TO USE LEWIS PARK***

Trustee Christensen made a motion, seconded by Trustee Schepp to approve Think Pawsitive Dog Training request use of Lewis Park, May 21, 2022, 11am – 12pm with rain date of 6/1/2022. All in favor; motion carried.

**FIRE
DEPARTMENT*****CHANGE OF STATUS – ERICH SCHEPP***

Trustee Christensen made a motion, seconded by Trustee Champagne to accept change of status for Erich Schepp from Life to Active Life contingent upon MFD, Inc. approval. Those in favor: Mayor Brazill, Trustee(s) Champagne, Christensen. Trustee Schepp abstained from vote; motion carried.

REQUEST TO USE FS2 – BRUCE BENNETT, SR

Trustee Champagne made a motion, seconded by Trustee Schepp to approve Bruce Bennett, Sr. request to use Minoa Fire Station II, June 26, 2022, 1pm-5pm for baby shower. All in favor; motion carried.

OPERATIONS: JOB DESCRIPTIONS

Trustee Champagne made a motion, seconded by Trustee Schepp to approve job descriptions for Health & Safety Officer, Director of Medical Operations and Training Officer as submitted by Fire Chief Shawn Tompkins. All in favor; motion carried.

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OPERATIONS: REVISED PROCEDURES

Trustee Christensen made a motion, seconded by Trustee Champagne to approve revised procedures for Standard Operating Guidelines: Hot & Cold

Response Procedures as submitted by Fire Chief Shawn Tompkins. All in favor; motion carried.

**WASTEWATER
TREATMENT
PLANT**

***PROPERTY OWNER REQUEST \$15.50 PENALTY BE WAIVED SEWER
A/C 32470***

Trustee Schepp made a motion, seconded by Trustee Christensen to deny property owners request to waive \$15.50 penalty on sewer account #32470. Those in favor – Trustee(s) Christensen, Schepp
Those opposed – Mayor Brazill, Trustee Champagne
Vote resulted in a tie, therefore this item tabled until the next meeting.

SUMMER HOURS

Trustee Christensen made a motion, seconded by Trustee Champagne to approve summer hours for WTP employees, June 6 – September 4, 2022, Monday through Thursday 6:30AM-3:30PM, Friday 6AM-10AM. All in favor; motion carried.

**AUDIT OF CLAIMS
ABSTRACT #022**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the claims on **Abstract #022** have been reviewed and approved for payment:
General Fund, voucher(s) 833-873 in the amount of \$115,928.54
Sewer Fund, voucher(s) 315-329 in the amount of \$4,491.40
Trust & Agency, voucher(s) 257-269 in the amount of \$28,906.49
All in favor; motion carried.

**ATTORNEY
REPORT**

Absent

**TRUSTEES
REPORT**

Trustee Abbott – absent.
Trustee Schepp presented the board with a draft letter to OCWA regarding the street repairs needed for Hulbert Street due to the recent water main breaks. Trustee Schepp reported the Police Committee recently approved new hires and announced the Citizens Police Academy will begin April 27th for those interested in signing up.
Champagne – no report.
Trustee Christensen reported Miller Engineering firm has begun the process of taking measurements for the repair/upgrades to the clarifying tank, more to report when details are available.

MAYOR'S REPORT

Mayor Brazill extended condolences to Pat Abbott and family for the recent loss of their sister.
Mayor Brazill announced the late Larry Costello, famous NBA player from Minoa, NY has been selected for the Naismith Memorial Basketball Hall of Fame and the ceremony will be held in September 2022 in Springfield Massachusetts. For more information view Eagle Bulletin article, <https://eaglenewsonline.com/sports/2022/04/12/larry-costello-inducted-posthumously-into-hall-of-fame/>

PUBLIC

No comments.

COMMENT

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 6:41pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer