

VILLAGE OF MINOA
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BOARD OF TRUSTEES
August 7, 2023

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 Mike Macko, Jeremiah Butchko, Deputy Fire Chief
PRESENT: Trevor Van Auken, Chuck Mullane, DPW Superintendent
Tom Petterelli, Asst. Superintendent Jim Landry

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

**CLERK-
TREASURER**

MEETING MINUTES – June 5, 2023

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the June 5, 2023 meeting minutes as submitted. All in favor; motion carried.

MEETING MINUTES – July 10, 2023

Trustee Christensen made a motion, seconded by Trustee Schepp to approve the July 10, 2023 meeting minutes as submitted. All in favor; motion carried.

OCEBA MONTHLY EXPERIENCE REPORT

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge receipt of OCEBA Monthly Experience Report for period(s) ending June 30, 2023. All in favor; motion carried.

WILLIAMSON LAW BOOK SUPPORT CONTRACT

Trustee Christensen made a motion, seconded by Trustee Abbott to approve Williamson Law Book Support Contract for sewer program

8/1/2023 through 7/31/2024 for \$1,381.00. All in favor; motion carried.

FISCAL YEAR END 5/31/2023 TRANSFER OF APPROPRIATIONS

Trustee Christensen made a motion, seconded by Trustee Schepp to approve the following Transfer of Appropriations for fiscal year end May 31, 2023:

Transfer of Appropriations - General Fund 5/31/2023					
FROM		DR	TO		CR
A/C	TITLE	AMOUNT	A/C	TITLE	AMOUNT
A1010.2	BOT Equipment	\$ 500.00	A1010.4	BOT Contractual	\$ 500.00
A1990.4	Contingent	\$ 3,107.11	A1010.10	Deputy Mayor	\$ 24.00
			A1010.4	BOT Contractual	\$ 615.17
			A1210.2	Mayor Equip	\$ 421.59
			A1210.4	Mayor Contractual	\$ 2,046.35
A1110.41	COURT - Time Warner	\$ 93.47	A1110.46	COURT - Internet	\$ 69.57
			A1110.43	COURT - Postage	\$ 23.90
A1325.40	CLERK MISC CONT	\$ 2,034.02	A1325.1	CLERK - PS	\$ 525.40
			A1325.401	CLERK - WEBSITE	\$ 958.31
			A1325.43	CLERK - Internet	\$ 420.54
			A1325.45	CLERK - Legal	\$ 129.77
A1325.44	CLERK - Postage	\$ 549.84	A1430.10	Deputy Clerk PS	\$ 549.84
A1620.45	CG - Building Upkeep	\$ 279.18	A1620.40	CG - Misc. Contractual	\$ 279.18
A1640.42	Central GARAGE INS	\$ 5,278.47	A1640.2	Central Garage Equip	\$ 515.00
			A1640.40	Central Garage Misc.	\$ 2,943.36
			A1640.45	CG BLDG Upkeep	\$ 1,124.11
			A1640.48	CG - Attorney	\$ 696.00
A3410.23	FD - Chiefs Vehicle	\$ 25,000.00			
A3410.41	FD Oil Lubes Gas	\$ 1,209.57	A3410.40	FD Misc. Contractual	\$ 9,958.83
			A3410.42	FD Insurance	\$ 928.67
			A3410.43	FD Vehicle Repairs	\$ 4,687.15
			A3410.44	FD Radios	\$ 1,246.00
			A3410.46	FD Fire Training	\$ 9,388.92
A4540.40	AMB - Misc. Contract	\$ 28,471.44	A4540.402	AMB - 2nd Rig	\$ 28,471.44
A5010.13	ST DPW SUPER	\$ 6,153.06	A5010.12	ST - Part Time	\$ 4,522.53

			A5010.14	St. Admin Asst Super	\$ 1,630.53
A5142.1	Snow Removal	\$ 7,679.94			
A5142.4	Snow Removal Misc.	\$ 2,371.71	A5410.4	Sidewalks	\$ 10,051.65
A1620.2	Buildings Equip	\$ 6,793.88	A7410.40	Library - Misc.	\$ 6,793.88
A8020.4	Planning Contractual	\$ 105.73	A8020.1	Planning - PS	105.73
A8510.4	Beautification	\$ 800.00	A8560.4	Shade Trees	\$ 800.00
A8160.40	Refuse - Tipping Fees	\$ 8,222.60	A8160.41	Refuse - Oil Lubes	\$ 6,366.79
			A8160.45	Refuse - CD Grind	\$ 267.00
			A8160.47	Refuse - Vehicle Repair	\$ 1,588.81
A8510.4	Beautification	\$ 1,304.68	A8010.1	Zoning PS	\$ 1,304.68
A9030.83	SS - Fire	\$ 1,528.07	A9050.8	Unemployment	\$ 1,528.07
A9730.6	BOND Principal	\$ 26,780.80	A9060.80	Hosp. & Medical	\$ 26,780.80
A4540.19	AMB Mechanic	\$ 55.72			
A4540.23	Amb Training Equip	\$ 4,000.00			
A4540.40	AMB Misc. Cont.	\$ 11,195.12			
A4540.41	AMB Oil Lubes	\$ 3,049.84			
A4540.42	AMB Insurance	\$ 1,794.74			
A4540.43	AMB Vehicle Repairs	\$ 4,531.77			
A4540.44	AMB Radio	\$ 18,499.77			
A4540.45	AMB Bldg. Utilities	\$ 11,810.65			
A4540.47	AMB Attorney	\$ 2,880.00			
A4540.48	AMB Ambulance Supply	\$ 24,034.40			
A4540.49	AMB Billing	\$ 5,940.86	A4540.20	AMB Equipment	\$ 87,792.87
A599	Appropriated Fund Bal	\$ 116,129.72	A4540.20	AMB Equipment	\$ 116,129.72
		\$ 332,186.16			\$ 332,186.16
Transfer of Appropriations - Sewer Fund 5/31/2023					
FROM			TO		
A/C	TITLE	AMOUNT	A/C	TITLE	AMOUNT
G8120.43	Sewers Infrastructure	\$ 29,949.93	G8110.41	Engineer	\$ 29,949.93
G8110.43	Admin Insurance	\$ 96.52	G8110.40	Admin Misc. Con	\$ 96.52

G8120.43	Sewers Infrastructure	\$ 9,385.11	G8120.20	Sewer Equip	\$ 3,600.00
			G8120.40	Sewers Misc.	\$ 4,935.14
			G8120.41	Sewer Oil Lubes	\$ 849.97
G8130.45	Removal of Bio solids	\$ 1,742.08	G8130.49	Treatment Polymer	\$ 1,742.08
G8130.43	Repairs	\$ 4,564.44	G8130.40	Treatment Misc.	\$ 4,564.44
G8120.43	Sewer Infrastructure	\$ 83,620.09	G8130.20	Equipment	\$ 83,620.09
G599	Appropriate FB	\$ 127,537.24	G8130.20	Equipment	\$ 127,537.24
G8120.13	Sewers Mechanic	\$ 226.97	G8120.14	Sewer DPW Super	\$ 226.97
G8110.44	Admin Attorney	\$ 233.80	G8110.10	Admin Deputy Clerk	\$ 233.80
G8130.11	Treatment OT	\$ 1,479.62	G8130.10	Treatment Operator	\$ 683.10
			G8130.15	Treatment Manager	\$ 796.52
		\$ 258,835.80			\$ 258,835.80

All in favor; motion carried.

REQUEST TO EXTEND SUMMER HOURS – CLERK’S OFFICE

Trustee Champagne made a motion, seconded by Trustee Schepp to approve extension of summer office hours to September 30, 2023 for Clerk’s Office. All in favor; motion carried.

MS4 ANNUAL REPORT

SCHEDULE PUBLIC HEARING

Trustee Champagne made a motion, seconded by Trustee Christensen to schedule public hearing for MS4 Annual Report for period ending March 31, 2023 for September 5, 2023 at 6:30pm. All in favor; motion carried.

BUILDINGS & GROUNDS

OCVFA REQUEST USE OF MINOA FIRE STATION I OR II

Trustee Christensen made a motion, seconded by Trustee Champagne to approve request to use FSI or FSII for Annual OCVFA meeting on Wednesday, May 29, 2024, 6PM-10PM. All in favor; motion carried.

SARA WAY & DAN ERARD REQUEST USE OF LEWIS PARK POLE BARN

Trustee Champagne made a motion, seconded by Trustee Schepp to approve Sara Way and Dan Erard’s request to use Lewis Park Pole Barn on Friday, October 27, 2023. All in favor; motion carried.

ESM REQUEST USE OF LEWIS PARK

Trustee Abbott made a motion, seconded by Trustee Schepp to approve ESM request to use Lewis Park on Saturday, October 14, 2023 for Halloween Trunk or Treat event. All in favor; motion carried.

DPW

DPW MAIN BUILDING ROOF PROJECT – BID RESULTS

Tom Petterelli, Donna Miller, Barbara Sturick and Lisa DeVona were present at the July 20, 2023 bid opening in the Village Office at 1:30pm and the following bids were read aloud for the Removal of existing roof on Main Building at 100 Kalin Drive and installation of new material:

- ***Titan Roofing, Inc \$54,500***
- ***Diamond Roofing \$62,885***

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the lowest bid offered by Titan Roofing, Inc. in the amount of \$54,500. All in favor; motion carried.

ZBA

Mayor Brazill announced the Co-Chair position on Zoning Board of Appeals was vacant and he would be reaching out the Chairperson to discuss opening and potential candidates.

ELECTION 2024

Mayor Brazill stated he recently attended a meeting with Onondaga County Board of Elections regarding the new voting machines and the elections to be held in 2024. Onondaga County Board of Elections announced the new ballot machines will no longer be available to villages conducting their own elections and has offered three (3) options:

- Onondaga County Board of Elections conducts Village Elections and moves Election to November and the village will not be charged for services
- Onondaga County Board of Elections conducts Village Election in March and village will be charged for services.
- Village continues to conduct their own election with their own material and equipment (paper ballots and ballot box).

Mayor Brazill stated his opinion to have Onondaga County Board of Elections conduct village elections, but continue to have elections in

March, would be best option for the village. He stated he is not in favor of moving election to November and asked the board for thoughts and comments.

Village board agreed having Onondaga County Board of Elections run the village March election would be the best option.

Mayor Brazill stated this option would involve a public hearing and a resolution of the board subject to permissive referendum.

With no further comments from the board Trustee Champagne made a motion, seconded by Trustee Christensen to hold a public hearing on Tuesday, September 5, 2023 at 6:30pm. All in favor; motion carried.

AMBULANCE

REQUEST TO WAIVE \$300 AMBULANCE BILL DUE TO HARDSHIP

Trustee Champagne made a motion, seconded by Trustee Schepp to approve request to waive \$300 ambulance bill associated with Run #23-84705 due to hardship. All in favor; motion carried.

ESM REQUEST AMBULANCE STAND-BY FOR 2023-24 EVENTS

Trustee Christensen made a motion, seconded by Trustee Schepp to approve ESM request for Ambulance Stand-by for the following events:

- Marching Band 9/9/23 5:30pm – 8:30pm, 2/10/24 2:30pm – 7:30pm, 3/18/24 1pm-4pm
- 2023-24 home field Football games per schedule submitted
- Cross Country Invite 9/16/2023 8am

All in favor; motion carried.

FIRE DEPARTMENT

RATIFY PRIOR APPROVAL FOR NEW MEMBERSHIP

Trustee Christensen made a motion seconded by Trustee Schepp to ratify prior approval for new membership application for Zachary Grevelding, 7927 Rinaldo Blvd. West, Bridgeport. All in favor; motion carried.

TRAINING REQUEST – BEFO CLASS AT BELGIUM

Trustee Champagne made a motion seconded by Trustee Abbott to ratify prior approval for Zachary Grevelding, Matthew Allen Jennings, Aaron Reynolds to attend BEFO Class at Belgium facility, date to be announced; no fee. All in favor; motion carried.

DECLARE SURPLUS AND SELL

Trustee Schepp made a motion, seconded by Trustee Christensen to declare surplus and send to auction various miscellaneous pieces of equipment per list submitted. All in favor; motion carried.

RATIFY PRIOR APPROVAL TO ACCEPT PURCHASE OFFERS FOR 2009 E-ONE FIRE RANGER AND 1999 E-ONE SALISBURY

Trustee Christensen made a motion, seconded by Trustee Schepp to accept purchase offer of \$40,000 for 2009 E-One Fire Ranger (S2) and \$10,000 for 1999 E-One Salisbury (E24). All in favor; motion carried.

CHANGE OF STATUS – MATTHEW MCGARRITY ACTIVE LIFE TO LIFE

Trustee Champagne made a motion seconded by Trustee Schepp to approve request for Matthew McGarrity change of status from Active Life to Life effective immediately. All in favor; motion carried.

**AUDIT OF CLAIMS
ABSTRACT #004**

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on **Abstract #004** have been reviewed and approved for payment:

General Fund, voucher(s) 114-157 in the amount of \$64,020.49

Sewer Fund, voucher(s) 043-055 in the amount of \$8,457.33

Trust & Agency, voucher(s) 048-054 in the amount of \$24,568.95

All in favor; motion carried.

**AUDIT OF CLAIMS
ABSTRACT #005**

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on **Abstract #005** have been reviewed and approved for payment:

General Fund, voucher(s) 158 - 203 in the amount of \$226,793.32

Sewer Fund, voucher(s) 56 - 76 in the amount of \$18,523.05

Trust & Agency, voucher(s) 55 - 75 in the amount of \$61,769.16

All in favor; motion carried.

**ATTORNEY
REPORT
TRUSTEES
REPORT**

Nothing new to report.

Nothing new to report.

MAYOR'S REPORT

Reminded those present:

August 19th Orphan Car Show, Lewis Park

September 9th Annual Festival in the Park

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 6:43pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer