

VILLAGE OF MINOA
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BOARD OF TRUSTEES
June 16, 2025

PRESENT: Mayor William F. Brazill
Trustee John M. Abbott (***Absent***)
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, John Jarmacz, Fire
PRESENT: Chief Don Grevelding, Captain Anthony Alessandrello

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

CLERK-TREASURER *MEETING MINUTES – May 5, 2025*

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the May 5, 2025 meeting minutes. All in favor; motion carried.

MEETING MINUTES – May 19, 2025

Trustee Christensen made a motion, seconded by Trustee Schepp to approve the May 19, 2025 meeting minutes. All in favor; motion carried.

MEETING MINUTES – May 23, 2025

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the May 23, 2025 meeting minutes. All in favor; motion carried

HARDSHIP REQUEST

Trustee Champagne made a motion, seconded by Trustee Christensen to waive \$150.00 ambulance invoice due to hardship request. All in favor; motion carried.

NYSMEC RESOLUTION

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

RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE ENERGY PURCHASING SERVICE (NYSMEC) FOR ELECTRICITY

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, VILLAGE OF MINOA (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the VILLAGE OF MINOA to participate in the NYSMEC, and authorizes and directs VILLAGE OF MINOA MAYOR WILLIAM BRAZILL to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed **\$.094 per kWh** for traditional pass-through energy price or not to exceed **\$.107 per kWh** for a fixed price, which includes all current pass through charges that you get billed for separately from the ESCO's for a term of at least one year and no more than three years commencing May 1, 2026, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that this Participant authorizes receipt of bids and offers in electronic format pursuant to Section 103(1) of the General Municipal Law and other applicable law; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

All in favor. Motion Carried. This Resolution shall take effect immediately.

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

RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE ENERGY PURCHASING SERVICE (NYSMEC) FOR NATURAL GAS

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, VILLAGE OF MINOA (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the VILLAGE OF MINOA to participate in the NYSMEC, and authorizes and directs VILLAGE OF MINOA MAYOR WILLIAM BRAZILL to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such traditional commodity of natural gas to the city gate not to exceed \$**.6450 per therm** or for all in price not to exceed \$**.7100 per therm** to the burner tip, which would include line losses that are currently billed separately for a term of at least one year and no more than three years commencing May 1, 2026, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that this Participant authorizes receipt of bids and offers in electronic format pursuant to Section 103(1) of the General Municipal Law and other applicable law; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

All in favor. Motion Carried. This Resolution shall take effect immediately.

RESIGNATION – C. SMITH, PT CARETAKER

Trustee Christensen made a motion, seconded by Trustee Schepp to accept PT Caretaker, Chris Smith resignation effective May 27, 2025. All in favor; motion carried.

TERMINATION – A. POWERS, TYPIST

Trustee Champagne made a motion, seconded by Trustee Christensen to terminate Ashlee Powers, Typist effective June 3, 2025. All in favor; motion carried.

NEW HIRE – R. PTAK, TYPIST

Trustee Champagne made a motion, seconded by Trustee Christensen to hire Ruth Ptak, Typist effective June 30, 2025 at an hourly rate of \$25.00. All in favor; motion carried.

HONEYWELL SITE ASSET LIFECYCLE ASSESSMENT REPORT

Village board discussed the Site Asset Lifecycle Assessment Report from Honeywell (Account H-03401383) specifically the two (2) unsupported/obsolete asset types that need to be planned for replacement and pose a risk to the building with potential for increased downtime. Village board agreed to move forward with the suggested upgrades and asked Clerk-Treasurer to schedule a meeting with Honeywell representative.

NYSERDA

Trustee Champagne made a motion, seconded by Trustee Schepp authorizing Clerk Treasurer to publish for public notification and solicitation of comments for proposed Charging and Fueling Stations at Lewis Park and Adams Street municipal parking lot as a requirement for grant funding. All in favor; motion carried.

EMS

FEE SCHEDULE

Trustee Schepp made a motion, seconded by Trustee Christensen to adopt the following Ambulance Service Fees:

	Residents	Non-Residents
<u>BLS Refusal</u>	<u>\$225.00</u>	<u>\$225.00</u>
<u>ALS Refusal</u>	<u>\$375.00</u>	<u>\$375.00</u>
<u>ALS1 Emergency Base</u>	<u>\$2,000.00</u>	<u>\$2,250.00</u>
<u>Rate MI</u>		
<u>ALS2 Base Rate MI</u>	<u>\$2,400.00</u>	<u>\$2,500.00</u>
<u>BLS R Emergency Base</u>	<u>\$1,600.00</u>	<u>\$1,600.00</u>
<u>Rate MI</u>		
<u>DOA Base Rate MI</u>	<u>\$500.00</u>	<u>\$500.00</u>
<u>Mileage MI</u>	<u>\$40.00</u>	<u>\$45.00</u>

Vote: All in favor, Trustees Schepp, Christensen; Opposed – Trustee Champagne. Motion carried.

DECLARE SURPLUS AND SELL EQUIPMENT

Trustee Champagne made a motion, seconded by Trustee Christensen to declare three (3) LifePak 1000 AED's and sell. All in favor; motion carried.

LIFEPAK 1000 AED'S PURCHASE OFFER

Trustee Champagne made a motion, seconded by Trustee Christensen to accept North Bay Fire District \$1,500 purchase offer for three (3) LifePak 1000 AED's (Serial #'s 44083479, 44083477, and 50085037). All in favor; motion carried.

FIRE DEPARTMENT

TRAINING REQUEST – Z. GREVELDING

Trustee Christensen made a motion, seconded by Trustee Champagne to approve Zach Grevelding to attend EMT-B Original, 8/25-12/18, \$1,350.00. All in favor; motion carried.

TERMINATION – Q. GRAHAM, JR

Trustee Schepp made a motion, seconded by Trustee Champagne to terminate Quandel Graham, Jr. effective June 12, 2025. All in favor; motion carried.

BATTERY OPERATED EQUIPMENT

Chief Grevelding asked the board to review his proposal to move forward with changing apparatus equipment to battery operated. A discussion ensued regarding the proposal and Mayor Brazill said he would meet with Chief to discuss further.

CNY COMMUNITY FOUNDATION GRANT APPLICATION FOR CHATBOT APPLICATION FOR FD POLICIES AND PROCEDURES THE ORGANIZATION

Trustee Champagne made a motion, seconded by Trustee Schepp to approve submittal of CNY Community Foundation Grant Application for 2

year subscription to AskYourPDF, the AI Chatbot model to assist Fire Department members in navigating Policy & Procedure Manual. All in favor; motion carried.

DPW

NEW HIRE – DANTE MILLER, PT TRASH

Trustee Champagne made a motion, seconded by Trustee Schepp to hire Dante Miller, PT Trash, effective 6/17 at an hourly rate of \$16.50. All in favor; motion carried.

WTP

New York State Water Infrastructure Improvement Act Resolution of Support & Authorization for Clean Water and Water Quality Improvement Act Grant Applications

Trustee Eric Christensen made a motion, seconded by Trustee John Champagne to adopt the following resolution:

WHEREAS, the Village of Minoa, Onondaga County, supports the submission of a New York State Water Infrastructure Improvement Act (WIIA) application and a Water Quality Improvement Project (WQIP) application on behalf of the Village, for Wastewater Treatment Plant Improvements, herein after referred to as the "Project"; and

WHEREAS, the New York State Environmental Facilities Corporation (EFC) and Department of Environmental Conservation (DEC) administer grants to assist municipalities in funding water quality infrastructure projects that protect public health and improve water quality; and

WHEREAS, an Engineering Report entitled "Wastewater Treatment Plant Assessment Preliminary Engineering Report Phase 2" recommends implementing the Project to help improve water quality and protect public health; and

NOW, THEREFORE BE IT RESOLVED, the Village of Minoa Board identifies the Mayor as the authorized representative of the Village to submit the WIIA and WQIP grant applications on behalf of the Village and execute all associated documents relative to and as required for the grant applications, financial applications, and funding agreements, as applicable; and

BE IT FURTHER RESOLVED, that if awarded the WIIA grant, the Village may be obligated to provide local matching funds totaling at least 75% of the Project Costs in the form of in-kind services or cash contributions appropriated through State Revolving Fund (SRF) or other approved financing or funds, in accordance with the Bond Resolution/BAN; and

BE IT FURTHER RESOLVED, that if awarded the WQIP grant, the Village may be obligated to provide local matching funds totaling at least 25% of the award amount in the form of in-kind services or local cash contributions; and

BE IT FURTHER RESOLVED that the Village Board of the Village of Minoa fully supports the Project and submission of a 2025 WIIA grant application and 2025 WQIP grant application by MRB Group on behalf of the Village to improve water quality and protect public health.

Upon Roll Call Vote:

William Brazill, Mayor	Yes
John Champagne, Deputy Mayor/Trustee	Yes
Eric Christensen, Trustee	Yes
John Abbott, Trustee	Absent
Robert Schepp, Trustee	Yes

THIS RESOLUTION WAS ADOPTED.

NYWEA INTERNSHIP

A motion was made by Trustee Christensen and seconded by Trustee Champagne to approve NYWEA 4 week internship, effective July 7, 2025 for Harrison Van Lora in Waste Water Treatment Plant; NYWEA is responsible for compensation to intern. All in favor; motion carried.

REQUEST FOR RFPQ FOR ENGINEERING SERVICES

Trustee Christensen made a motion, seconded by Trustee Schepp to put out a Request for Qualifications for Engineering Services for planning, design and construction of WTP new SBR as required by EFC to be eligible to receive funding for professional services. All in favor; motion carried.

**AUDIT OF CLAIMS
ABSTRACT #002**

A motion was made by Trustee Christensen and seconded by Trustee Champagne the claims on **Abstract #002** have been reviewed and approved for payment:

General Fund, voucher(s) 22 - 52 in the amount of \$89,215.06

Sewer Fund, voucher(s) 11 - 21 in the amount of \$20,542.84

Trust & Agency, voucher(s) 10 - 22 in the amount of \$120,813.90

All in favor; motion carried.

ATTORNEY REPORT

Nothing new to report.

TRUSTEES REPORT

Trustee Schepp thanked the members of the Minoa Fire Department Inc for dedication and hard work in bring the Minoa Field Days to community again this year.

Trustee Christensen announced the ESM students presented their final presentation of their work at the WTP during this school year.

Trustee Champagne congratulated Mayor Brazill on his appointment to vice President of NYCOM, recently announced at the Annual Meeting in Saratoga Springs.

MAYOR'S REPORT

Nothing new to report.

PUBLIC COMMENT

John Jarmacz, 224 Edgewood Place asked the village board to consider putting some speed control devices on Edgewood Place because the traffic, at all times of the day, seem to be over the speed limit. It's frustrating for the neighborhood especially with more pedestrian traffic.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Schepp to adjourn the village board meeting at 7:06pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer