

**VILLAGE OF MINOA**  
[WWW.VILLAGEOFMINOA.COM](http://WWW.VILLAGEOFMINOA.COM)  
**BOARD OF TRUSTEES**  
**May 16, 2022**

**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 PRESENT:** Assistant DPW Superintendent Jim Landry, Jeremiah Butchko, Mike Macko, DPW Superintendent Tom Petterelli, Shawn Tompkins, Fire Chief, Charles Malcomb, Brian Madigan, Kristy McCoy, Amanda Barone, Javier Barrios (Good Energy, LP)

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

**CLERK-  
TREASURER**

***MEETING MINUTES – APRIL 18, 2022***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve April 18, 2022 meeting minutes. All in favor; motion carried.

***MEETING MINUTES – MAY 2, 2022***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve May 2, 2022 meeting minutes. All in favor; motion carried.

***PERMISSION TO FILE EXTENSION WITH OSC FOR FYE 5/31/2022***

Trustee Champagne made a motion, seconded by Trustee Schepp to approve the request for Clerk to request permission from NYS Office of Comptroller for a filing extension for Annual Updated Document for fiscal year ending 5/31/2022. All in favor; motion carried.

***TREASURER'S REPORT***

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge receipt of Treasurer's Report for period ending April 30, 2022. All in favor; motion carried.

***2021-2022 UNPAID SEWER ACCOUNTS LEVIED TO VILLAGE TAX BILL***

Trustee Christensen made a motion, seconded by Trustee Schepp to approve 2021-2022 Unpaid Sewer Accounts in the amount of \$41,490.00 be placed on the 2022-2023 Village Tax Bill for collection. All were in favor; motion carried.

**2022-2023 TAX WARRANT**

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing Mayor to execute 2022-2023 Tax Warrant in the amount of \$1,811,564.39 All in favor; motion carried.

**2022-2023 WAVES AGREEMENT**

Trustee Schepp made a motion, seconded by Trustee Christensen authorizing Mayor to execute 2022-2023 WAVES Agreement in the amount of \$645,921.24 All in favor; motion carried.

**RESIGNATION – Jordan Benz, FT Laborer**

Trustee Champagne made a motion, seconded by Trustee Christensen accepting full-time laborer, Jordan Benz resignation effective May 20, 2022 All in favor; motion carried.

**CELEBRATION**

**PERFORMING ARTIST CONTRACT – BOB & BRANDY UNPLUGGED**

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing Mayor to execute Performing Artist Contract with Robert Durantini (Bob & Brady Unplugged), \$200.00. All in favor; motion carried.

**BUILDING & GROUND**

**INFORMATIONAL ONLY: PRIMARY ELECTION DAY**

Onondaga County Board of Elections will hold Primary Election Day, Tuesday, June 28, 2022, 5am – 9:30pm in Municipal Building, Golden Age Room.

**FIRE DEPARTMENT**

**PERMISSION TO HOLD CAR SEAT EVENT**

Trustee Christensen made a motion, seconded by Trustee Schepp approving Town of Manlius Police Department to hold car set event, August 13, 2022, 3p,-7pm at Minoa Fire Station I. All in favor; motion carried.

**RATIFY PRIOR APPROVAL – SURPLUS EQUIPMENT**

Trustee Schepp made a motion, seconded by Trustee Champagne to ratify prior approval to sell thirty-five (35) MSA Fire Hawk SCBA plus masks to Dalmatian Fire Co, \$500/per unit. All in favor; motion carried.

**ADMINISTRATIVE SOG – Car 4 POSITION**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve Administrative SOG – Car 4 Position effective immediately. All in favor; motion carried.

**ADMINISTRATIVE SOG – COLLABORATIVE DUTY CHIEF PROGRAM**

Trustee Schepp made a motion, seconded by Trustee Christensen to

approve Administrative SOG – Collaborative Duty Chief Program effective immediately. All in favor; motion carried.

**OPERATIONS SOG – FIRE POLICE RESPONSE**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve Operations SOG – Fire Police Response. All in favor; motion carried.

**DPW**

**PERMISSION TO HIRE PT LABORER – RAY EDWARDS**

Trustee Champagne made a motion, seconded by Trustee Christensen to part-time laborer, Ray Edwards, \$20/hr. Tuesdays and Wednesdays for trash removal effective May 24, 2022.

All were in favor; motion carried.

**ZONE CHANGE  
APPLICATION – R1  
TO PDD  
RPNY SOLAR 4,  
LLC, 5986  
CLEMONS ROAD**

Brian Madigan, RPNY Solar 4, LLC thanked the board for the opportunity to further discuss the zone change application for 5986 Clemons Road, from R1 to PDD.

Attorney Hills stated the village board has received a copy of the April 14, 2022 Planning Board minutes with recommendation:

*“A Motion made by Sheri Hayner and seconded by John Jarmacz to provide the following recommendations to the Village of Minoa Board:*

*The Planning Board recommend proceeding with a zone change from Residential R-A1 to PDD (Planned Development District) for the development of an approximately 13 acre, 3 MW Community Solar Project: Site Plan Proposal presented with the addition of providing Village Board with comparison cost analyst of proposed location of electrical connection at the presented location of Baird St and Clemons in comparison to Maize Path and Clemons for their review.”*

Use the following link to view Planning Board meeting minutes:

<http://www.villageofminoa.com/districtpage.cfm?pageid=2512>

The following items were discussed:

- Brian Madigan stated the access road further north has not been adjusted on Sheet 5, Site Plan
- Solar panels are approximately 45’ from edge of the road
- Solar panels will rotate to follow sun’s path throughout the day
- Trustee Champagne asked if the panels will reflect sunlight and produce a glare on any residential homes and which National Grid substation will be accessed.
- Trustee Schepp asked if RPNY Solar 4, LLC will use local businesses and contractors for the project. Brian Madigan stated the company would be open the using local businesses and contractors.
- Mayor Brazill asked for details regarding the buffer or berm between the street and solar panels. Brian Madigan stated 5’- 8’ Arborvitae will be planted and fencing will be installed.
- Shawn Tompkins, Fire Chief stated he briefly reviewed the site plan and has concerns with the sharp corner on Baird Street should the

department need to respond to vehicle accidents at this location. Will guard rails be installed on this corner?

- Attorney Hills stated that the Fire, DPW and WTP departments have not reviewed these plans and asked that the applicant return a revised site plan for each to review prior to application going back to the Planning Board.

- Payment in Lieu of Taxes (PILOT agreement) was discussed and Mr. Madigan stated Onondaga County requires villages and schools to approve a conceptual site plan prior to negotiating.

- Javier Barrios, Good Energy, LP stated the village adopted a resolution for Community Choice Aggregation and Good Energy, LP is named as the administrator for the village. Good Energy, LP is currently negotiating an agreement/contract with RPNY Solar 4, LLC and once settled would allow the solar energy of this project to be used by village residents.

With no further questions or concerns Mayor Brazill asked if the board was in favor of moving forward with the project.

The following resolution was offered by Trustee Champagne, who moved its adoption, and second by Trustee Schepp to wit:

**Resolution Approving the Concept Plan and Outline for Rezoning  
Application of Clemons Road Solar Energy Project at 5986 Clemons  
Road, Village of Minoa**

**WHEREAS**, RPNY Solar 4, LLC (the “Applicant”) seek to construct a 3.7 megawatts (MW) of alternating current (ac) solar energy generating facility (the “Project”) at 5986 Clemons Road, in the Village of Minoa, in Onondaga County (Tax Map Id: 005.-10-01.0)(the “Site”); and

**WHEREAS**, in order to facilitate the Project, the Applicant has submitted an application to the Village of Minoa Board of Trustees (the “Village Board”) for rezoning of the Site to a Planned Development District (PDD); and

**WHEREAS**, in accordance with Step 1 of the PDD procedures pursuant to Village Code § 160-13.1(D), the Village Board has accepted the Applicant’s concept plan and outline for the Project and referred the Project materials to the Village of Minoa Planning Board (the “Planning Board”); and

**WHEREAS**, the Planning Board has completed its Step 1 review of the Project application and provided its advisory opinion and written report to the Village Board and recommends approval of the Applicant’s concept plan and outline; and

**WHEREAS**, at the February 4, 2022 meeting, the Village Board issued a Notice of Intent to act as Lead Agency for purposes of reviewing the Project under the State Environmental Quality Review Act (“SEQRA”); and

**WHEREAS**, in an effort to facilitate an efficient PDD review process, the Applicant has submitted a complete Project Site plan which exceeds the requirements of Step 1 approval. The Planning Board has reviewed the complete Project Site plan and noted in its advisory opinion to the Village Board that the Project Plan meets the Project Plan criteria of Step 2 pursuant to Village Code § 160-13.1(E); and

**WHEREAS**, pursuant to Village Code § 160-13.1(D), the Village Board has accepted the concept plan and outline of the Project subject to modification based upon the Planning Board’s comments as documented in their advisory opinion to the Village Board. Specifics of the Site Plan modifications, including relocating the access road, will be addressed during Step 2, the Planning Board’s review of the Project Plan.

**WHEREAS**, pursuant to Village Code § 160-13.1(E), the Village Board hereby transfers the Project application to the Planning Board for Step 2 PDD Project Plan review and the Planning Board’s recommendation that the revised layout and access road satisfies the safety related and traffic concerns expressed during the course of its review.

**NOW THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE VILLAGE OF MINOA BOARD OF TRUSTEES AS FOLLOWS:**

1. The Village Board hereby accepts the concept plan and outline of the Project and makes the following findings:
  - a. The proposed PDD concept is consistent with the Village of Minoa's (the "Village") comprehensive planning intentions and furthers the Village land development policies and goals. In particular, the Project furthers the Village's policy goals of increasing renewable energy use and reducing greenhouse gas emissions.
  - b. Village Board shall allow the proposed PDD to be used for a solar energy generating facility located on the 42-acre parcel Project Site as referenced in the Applicant's Site Plan. The permitted construction on the land to build the solar energy generating facility includes but is not limited to modules, racking systems, site preparation, access roads (if applicable), grid interconnection, electric cables, and any other required improvements.
  - c. The Village Board reviewed the Planning Board's opinion and report on the concept plan and outline and finds that the concept plan outline meets all criteria of Village Code § 160-13.1(D).
  - d. The Village Board hereby transfers all Project materials to the Planning Board to commence Village Code § 160-13.1(E) Step 2 review of the PDD process and to address the Site Plan modifications based upon the Planning Board's advisory opinion.
  - e. Upon the Planning Board's recommendation of the modified Site Plan and completion of Step 2 review, the Village Board will make its final determination to complete Step 3, PDD adoption.
2. The application and site plan submittal are hereby incorporated into this resolution.
3. This Resolution is effective immediately.

**PASSED AND ADOPTED BY THE VILLAGE OF MINOA BOARD OF TRUSTEES on the 16<sup>th</sup> day of May, 2022.**

Attorney Hills requested the applicate provide an updated Site Plan to be electronically sent to Village Clerk so she can distribute it to appropriate departments for review prior.

**AUDIT OF CLAIMS  
ABSTRACT #024**

A motion was made by Trustee Christensen and seconded by Trustee Schepp that the claims on **Abstract #024** have been reviewed and approved for payment:  
General Fund, voucher(s) 959-1000 in the amount of \$73,293.65  
Sewer Fund, voucher(s) 361-372 in the amount of \$50,983.28  
Trust & Agency, voucher(s) 299-310 in the amount of \$37,242.46  
All in favor; motion carried.

**ATTORNEY  
REPORT**

Nothing new to report.

**TRUSTEES  
REPORT**

Trustee(s) Abbott, Champagne, Schepp – nothing new to report.  
Trustee Christensen thanked all who helped with Teal Ribbon Race; the event has raised approximately \$63,000. More information can be found on Hope for Heather website: <https://www.hopeforheather.org/>

**PUBLIC**

There were no comments from the public.

**COMMENT**

**MAYOR'S  
REPORT**

Mayor Brazill reminded everyone the Memorial Day Parade will take place Monday, May 30, 2022 at 11am.

**ADJOURNMENT**

A motion was made by Trustee Abbott and seconded by Trustee Christensen to adjourn the village board meeting at 7:52pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona, Clerk-Treasurer