

**VILLAGE OF MINOA**  
[WWW.VILLAGEOFMINOA.COM](http://WWW.VILLAGEOFMINOA.COM)  
**BOARD OF TRUSTEES**  
**May 2, 2022**

**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 PRESENT:** Assistant DPW Superintendent Jim Landry, Jeremiah Butchko, Mike Macko, DPW Superintendent Tom Petterelli, Chuck Mullane, Eric Cushing, Manlius Councilman William Nicholson

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

**PUBLIC HEARING  
COMMUNITY  
DEVELOPMENT  
FUNDING**

Trustee Champagne made a motion, seconded by Trustee Christensen to waive the reading of legal notice and open public hearing for Community Development Funding Request 2023 and Five Year Plan. All in favor; motion carried.

Mayor Brazill opened the public hearing at 6:30pm.

Mayor Brazill presented the Five-Year Plan as of April 2022 along with the 2023-2024 funding request:

**FUNDING REQUEST FOR 2023-2024**

Concrete Sidewalk installation – Elm Street between Willard & North Central (East side) per Environmental Paving Solutions LLC proposal TR220418A-2 dated 4/18/2022 attached **\$50,218.00**.

**Year TWO – F on Map**

Concrete Sidewalk installation – N. Central Avenue, north side from N. Main Street to Suburban Propane 5'wide by 530' long (approx. 2,650 sq.) **\$40,000.00**

**Year THREE – C on Map**

Concrete Sidewalk installation – Elm Street between Edgerton & Willard (West Side) per Environmental Paving Solutions LLC proposal TR041519A-2 dated 4/15/2019 attached **\$35,800.00**.

**Year FOUR – G on Map**

Concrete Sidewalk installation – Osborne Street, both sides of street from N. Main Street to East Avenue, Environmental Paving Solutions LLC proposal TR210401A-2 dated 4/1/2021 attached **\$47,200.00**

**Year FIVE – H on Map**

Concrete Sidewalk installation – East Avenue (East side) Kalin Drive to Osborne Street  
5'wide by 820'long (approx. 4,100 sq. ft.)

**Year SIX – I on Map**

Concrete Sidewalk installation – East Avenue (west side) Kalin Drive to Osborne Street  
5'wide by 820'long (approx. 4,100 sq. ft.)

**Year SEVEN – J on Map**

Concrete Sidewalk installation – East Avenue (west side) Osborne Street to 415 East Avenue  
5'wide by 715'long (approx. 3,575 sq. ft.)

**Year EIGHT – K on Map**

Concrete Sidewalk installation – 406 East Avenue (east side) 452 East Avenue  
5'wide by 715'long (approx. 3,575 sq. ft.)

Mayor Brazill stated again this year Community Development is offering the option to submit a second application for funding up to \$150,000 and would like the board to consider the following project:

**Commercial District Main Street Park**

Proposed parcel is located within 2022 eligible area of Community Development Block Grant. The proposed park would benefit both elderly and handicapped groups because of its location in a residential/commercial area near Eastview senior living apartments on Adams Street, a nursing home and Thekchen Choling Temple on East Avenue, and Minoa Free Library on Main Street. Events such as Farmer’s Market, annual holiday tree lighting, Halloween Night (free donuts and cider sponsored by Minoa Fire Department and village), and Memorial Day chicken barbeque at Minoa Station I are held at this location. Municipal parking lot directly behind the proposed park and used daily as a meeting place for area cycling groups, yoga classes, library events, fire department drills and overflow parking for local businesses along Main Street. The park will be handicap accessible with two entrances; one from the parking lot and the other from N. Main Street.

Our Vision: black iron fencing mixed with landscape to border the park, install safe walkway from Main Street to parking lot using flexi-pave type hardscape, benches for seating and lighting for safety.

Pocket parks are great open spaces on a small-scale and we feel this parcel is the perfect spot to provide a safe and inviting environment for the community.

Mayor Brazill asked if the board or those present had any questions regarding the Five Year Plan or the funding request.

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

Mayor Brazill closed the public hearing at 6:38pm.

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the Five Year Plan and authorized the Mayor to submit 2023 funding request to Community Development for Concrete Sidewalk installation, Elm Street between Willard & North Central (East side) in the amount of \$50,000 and second application for Commercial District Main Street Park, \$150,000.00. All were in favor; motion carried.

**CLERK-  
TREASURER**

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

Tabled.

***STOP SIGN AND CROSSWALK – HULBERT & BAIRD STREET***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the installation of stop sign and crosswalk at the corner of Hulbert and Baird Street. All in favor; motion carried.

**OCEBA EXPERIENCE REPORT**

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge receipt of OCEBA Experience Report for period ending March 31, 2022. All in favor; motion carried.

**GUARDIAN INSURANCE RENEWAL**

Trustee Champagne made a motion, seconded by Trustee Schepp to approve Guardian Renewal, 7/1/2022 - 6/30/2023 for Basic Life \$1,244 and AD&D \$102. All were in favor; motion carried.

**PERMISSION TO WAIVE AMBULANCE BILLING**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve waiving ambulance billing in the amount of \$2,200 due to Workers Compensation case. All in favor; motion carried.

**REQUEST PERMISSION TO USE POLE BARN**

Trustee Schepp made a motion, seconded by Trustee Champagne to approve Lynn Gordon's request to use Pole Barn, July 16, 2022 for graduation party. All in favor; motion carried.

**FARMERS MARKET**

Discussion ensued regarding insurance requirements and coverage for participants and vendors of the farmers market. Attorney Hills recommends the Clerk-Treasurer contact John Crowley to discuss liability concerns.

**CHANGE OF MEMBERSHIP – CHARLES MULLANE**

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the change of membership status for Charles Mullane from Life to Active Life. All in favor; motion carried.

**LINE OFFICER ELECTION RESULTS**

Trustee Schepp made a motion, seconded by Trustee Christensen to approve Trevor Van Auken, Captain, Fire Station I. All in favor; motion carried.

Trustee Christensen made a motion, seconded by Trustee Schepp to approve Becky Schermerhorn, Lieutenant, Fire Station I. All in favor; motion carried.

**DECLARE SURPLUS – 1996 E-ONE (VIN#5749)**

Trustee Schepp made a motion, seconded by Trustee Christensen to declare surplus 1996 E-One engine (Vin#5749) and send to auction. All in favor; motion carried.

**RATIFY PRIOR APPROVAL TO ATTEND FAIRMOUNT FD TRAINING**

Trustee Champagne made a motion, seconded by Trustee Schepp to ratify prior approval for Fire Department to attend Fairmount FD Training Facility and authorize Chief Tompkins to sign Hold Harmless Agreement. All in favor; motion carried.

**BUILDING & GROUNDS**

**FIRE DEPARTMENT**

**WASTEWATER  
TREATMENT  
PLANT**

**NYWEA CONFERENCE**

Trustee Champagne made a motion, seconded by Trustee Schepp to approve E. Cushing, J. Marko, and E. Christensen to attend NYWEA Conference & Exhibition, June 6-8, 2022 at Marriott Hotel Syracuse. All were in favor; motion carried.

**GLEASON CHEMICALS – PRICE INCREASE**

Trustee Christensen made a motion, seconded by Trustee Champagne to approve Gleason Chemicals 2022-2023 quote, \$147/drum (55gal) and Sodium Hypochlorite \$230.40/drum (55gal). All in favor; motion carried.

**CONTRACT DOCUMENT WTP PRIMARY CLARIFIER  
IMPROVEMENTS**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve bid Contract Documents for the Construction of WTP Primary Clarifier Improvements, Phase I – Equipment Purchase, with bid opening on May 23, 2022 at 12:00noon, Municipal Building Board Room. All in favor; motion carried.

**AUDIT OF CLAIMS  
ABSTRACT #023**

A motion was made by Trustee Champagne and seconded by Trustee Schepp that the claims on **Abstract #023** have been reviewed and approved for payment:  
General Fund, voucher(s) 922-958 in the amount of \$66,398.39  
Sewer Fund, voucher(s) 345-360 in the amount of \$11,725.57  
Trust & Agency, voucher(s) 283-298 in the amount of \$47,262.79  
All in favor; motion carried.

**ATTORNEY  
REPORT**

Nothing new to report.

**TRUSTEES  
REPORT**

Trustee Abbott – absent.  
Trustee Schepp announced a Manlius Comprehensive Meeting is scheduled for June 14, 2022 in the village; location to be announced, Manlius Police Department will hold Open House, May 21, 2022, 10am-2pm at 1 Arkie Albanese Drive, Manlius. Visit <https://www.townofmanlius.org/> for more information about the police department.  
Champagne – no report.  
Trustee Christensen announced WTP Operators / Mayors of municipal waste water plants will have a roundtable meeting on May 11, 2022 in village board room, we are very excited to get together with this group to network and discuss daily operations, equipment purchases, etc. He also announced the “painting of Main Street” for the Teal Ribbon Run will be on Monday, May 9<sup>th</sup> at 10am.

**PUBLIC  
COMMENT**

There were no comments from the public.

**EXECUTIVE  
SESSION - IN**

Trustee Christensen made a motion, seconded by Trustee Champagne to enter into Executive Session for the medical, financial, credit, or employment history of a particular person or corporation, r matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor; motion carried.

The board entered Executive Session at 7:05pm.

**EXECUTIVE  
SESSION - OUT**

Trustee Schepp made a motion, seconded by Trustee Christensen to enter into Regular Session. All in favor; motion carried.

The board entered into Regular Session at 7:48pm.

**ADJOURNMENT**

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 7:48pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona, Clerk-Treasurer