

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

**May 3, 2021**

**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:** Fire Chief Matt McGarrity, DPW Superintendent Tom Petterelli, FD President Tom Czajak

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

**MOMENT OF SILENCE**

Mayor Brazill asked for a moment of silence for the following longtime residents of the village of Minoa who have recently passed, Helen Bishop, Ethel Sawkins, and Robert (Bob) Wolfe.

**SCHEDULE PUBLIC HEARING LOCAL LAW 3 FOR 2021**

***SCHEDULE PUBLIC HEARING – LOCAL LAW 3 FOR 2021***

Draft local law 3 for 2021: pursuant to Cannabis Law 131 opting out of licensing and establishing retail cannabis dispensaries and/or on-site cannabis consumption establishments within the village of Minoa.

Mayor Brazill asked that this be tabled until more state information and guidelines are released.

**CLERK-TREASURER**

***MEETING MINUTES – MARCH 15, 2021***

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval for March 15, 2021 meeting minutes. All in favor; motion carried.

***MEETING MINUTES – APRIL 5, 2021***

Trustee Christensen made a motion, seconded by Trustee Champagne to ratify prior approval for April 5, 2021 meeting minutes. All in favor; motion carried.

***MEETING MINUTES - APRIL 19, 2021***

Trustee Schepp made a motion, seconded by Trustee Abbott to ratify prior approval for April 19, 2021 meeting minutes. All in favor; motion carried.

***ENGAGEMENT AGREEMENT FOR LABOR AND EMPLOYMENT LEGAL SERVICES***

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval for Mayor to execute Engagement Agreement for Labor and Employment Legal Services with Melinda B. Bowe, Esq. All in favor; motion carried.

***ANNUAL RENEWAL – GUARDIAN***

Trustee Champagne made a motion, seconded by Trustee Schepp to approve Guardian renewal, July 1, 2021 through June 30, 2022; Basic Life policy \$1,098.00, AD&D \$90.00. All in favor; motion carried.

***WILLIAMSON CASH CLERK’S PROGRAM***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the purchase of Cash Clerk’s program from Williamson, \$3,195.00. All in favor; motion carried.

**COMMERCIAL DISTRICT  
CONCEPT PLANS**

Mayor Brazill presented the board with concept plan (75% complete) titled “Downtown Corridor Improvements” prepared by Alex Wisniewski (village engineer) and funded by \$30,000 community development grant awarded by Onondaga County last year. The commercial corridor has been displayed in three sections, South Main Street from Hulbert Street to S. Central Ave, South Main Street from S. Central Avenue to south entrance of “Green Bridge”, N. Main Street from north entrance of “Green Bridge” to Willard Street.

Mayor Brazill asked the board to review the concept plans and to reach out if they have any questions or suggestions for the commercial district. Once this plan is finalized it will be used to apply for federal, state, and local funding opportunities.

**AMBULANCE**

***MARCH CALL & RESPONSE DATA***

126 calls report for March 2021

**FIRE DEPARTMENT**

***NEW POSITION DUTY STATEMENT – FIREHOUSE CARETAKER***

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the new position duty statement for Firehouse Caretaker to be filled in 2021-2022 fiscal year. All in favor; motion carried.

**AUDIT OF CLAIMS  
ABSTRACT 22**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #023 in the amount of General Fund \$99,951.52 (Vouchers 922 -963), Sewer Fund \$6,774.40 (Vouchers 363 - 377), for a total of \$106,725.92 audited and paid. All in favor; motion carried.

**ATTORNEY’S REPORT**

Nothing new to report.

**TRUSTEES’  
REPORT**

Trustees Abbott, Champagne, Schepp – nothing new to report.

Trustee Schepp reported he attended Police Committee meeting with Trustee Champagne; very informative and educational. On Tuesday, May 4<sup>th</sup> he will be attending as a member of the Town of Manlius Comprehensive Plan, which is a newly organized committee.

**MAYOR’S REPORT**

Nothing new to report.

**PUBLIC COMMENT**

No comments from the public.

**ADJOURNMENT**

A motion was made by Trustee Abbott and seconded by Trustee Champagne to adjourn the village board meeting at 7:05pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona  
Clerk-Treasurer