

**VILLAGE OF MINOA**

[WWW.VILLAGEOFMINOA.COM](http://WWW.VILLAGEOFMINOA.COM)

**BOARD OF TRUSTEES**

**September 20, 2021**

**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, Fire Chief Matt  
**PRESENT:** McGarrity, Tom Czajak, President MFD, Inc.

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

**RESOLUTION**

***SUPPORTING PARTICIPATION IN CNY STORMWATER COALITION STAFF SERVICES AND EDUCATION ASSISTANCE PROGRAM***

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

**Resolution Supporting Participation in the  
CNY Stormwater Coalition Staff Services and Education Compliance  
Assistance Program**

Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

**WHEREAS**, Village of Minoa herein called the “Municipality”, after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the “Project”, is desirable, is in the public interest, and is required in order to implement the Project; and

**WHEREAS**, the Central New York Regional Planning & Development Board, herein called the “Board”, has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

**WHEREAS**, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve-month timeframe as outlined in Attachment B;

**NOW, THEREFORE, BE IT RESOLVED BY** the Village of Minoa Board of Trustees

1. That Mayor William F. Brazill or such person’s successor in office is the representative authorized to act in behalf of the Municipality’s governing body in all matters related the Project;
2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.
4. That this Resolution take effect immediately. All in favor; motion carried.

**CLERK-TREASURER**    ***MEETING MINUTES – AUGUST 2, 2021***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the meeting minutes of August 2, 2021 with no changes. All in favor; motion carried.

***MEETING MINUTES – SEPTEMBER 7, 2021***

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the meeting minutes of September 7, 2021 with no changes. All in favor; motion carried.

***RESIGNATION – RAY EDWARDS***

Trustee Champagne made a motion, seconded by Trustee Schepp to accept the Ray Edwards resignation, effective September 29, 2021 after thirty-three years of continued service as DPW Laborer. All in favor; motion carried.

Mayor Brazill and village trustees thanked Ray for his year of service and wished him all the best on his future endeavors and retirement.

***DISCUSSION – RESOLUTION TO JOIN GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM***

Trustee Champagne made a motion, seconded by Trustee Christensen to adopt the following resolution contingent upon our ability to withdrawal application prior to agreement being executed:

**RESOLUTION TO SUBMIT APPLICATION FOR VILLAGE OF MINOA TO JOIN THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM**

**WHEREAS**, the *Village of Minoa* has performed due diligence for the responsibility it accepts with membership in the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC),

**NOW THEREFORE BE IT RESOLVED**, that the *Village of Minoa* Board of Trustees hereby directs its officers and appointees to take the following Consortium membership applicant steps:

1. Submit by September 1<sup>st</sup>, this municipality board resolution authorizing application for membership along with the GTCMHIC “New Group Member Application” completed which states the GTCMHIC Health Benefit Insurance Plan or Plans the Municipal Corporation’s employees and retirees will be participating in upon the effective date of participation in the GTCMHIC.
2. As soon as practicable, as but no later than September 1<sup>st</sup>, submit the Village of Minoa’s two most recent years of State Comptroller AUD reports.
3. As soon as practicable, but no later than September 1<sup>st</sup>, submit the Village

of Minoa's most recent monthly premium billing statements from all health insurance carriers providing benefits to all active employees and retirees.

Said premium billing statements should include the name of the Village of Minoa and the month for which the billing is related. In addition, said premium bills must include the number of contracts (employee, employee + spouse, employee + child (children), and family) and the monthly premium rate for each plan of benefit.

Further **RESOLVED**, if the Consortium Board accepts this Town's/Villages application, the Town/Village will comply with the following action steps:

4. Sign the Municipal Cooperative Agreement of the GTCMHIC upon notification that the GTCMHIC Board of Directors has approved the Village of Minoa's application to become a Participant in the GTCMHIC by October 15<sup>th</sup>.
5. Confirm by October 25<sup>th</sup>, with the Medical Claims Administrator, Excellus, and the names of all employees, retirees, and dependents to be covered in which Consortium's Health Insurance Plans. (Note: a list of those enrolled will be sent to the Village of Minoa by the Medical Claims Administrator by no later than November 15<sup>th</sup> for verification purposes.)
6. By November 1<sup>st</sup>, notify the GTCMHIC of the name and contact information for the person within your organization for benefit administration; and who will attend a new member orientation between November 15 and December 15.
7. By November 1<sup>st</sup>, notify the GTCMHIC of the Village of Minoa's commitment to utilize the GTCMHIC's on-line enrollment process or to authorize the GTCMHIC to provide, for the Village of Minoa's employees and retirees, this function.
8. Submit payment by November 1<sup>st</sup> to the Consortium of the Village of Minoa's proportionate share of the Surplus Account Reserve (5% of annualized premium) as determined by the GTCMHIC and as required by Article 47 of the New York State Insurance Law and the GTCMHIC's Municipal Cooperative Agreement.

(Note: Provided the Village of Minoa applying for Membership in the GTCMHIC completes all the requirements set forth in this Resolution by the due dates indicated; the Surplus Account Reserve payment defined above will be credited against the Village of Minoa's January premium invoice from the Consortium which is due by December 31<sup>st</sup>. All Municipal Corporations applying for Membership in the GTCMHIC are hereby advised that missing any of these steps by the due date indicated will result in the Municipal Corporation not being accepted into the Consortium for the upcoming year and will result in the forfeiture of the Municipal Corporation's Surplus Account Reserve payment.)

9. By November 1<sup>st</sup>, submit a municipal resolution appointing the Director and Alternate to the Consortium.
10. By November 30<sup>th</sup>, take the necessary steps to comply with the GTCMHIC's dependent verification process.

All in favor; motion carried.

**GROUNDS**

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval for Mayor to execute agreement with Town of Manlius and Hope for Heather with regards to the September 25, 2021 Teal Ribbon Run through the Village. All in favor; motion carried.

**FIRE DEPARTMENT**

***AGREEMENT / CONTRACT WITH TULLY JOINT FIRE DISTRICT FOR THE LEASE OF 1996 E-ONE TYPHOON RESCUE***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve a Lease of Equipment Agreement with Tully Joint Fire District, 1 Railroad Street, Tully NY 1315+9, for a term of six (6) months, for the lease of 1996 E-One Typhoon Rescue Pumper (E37), \$2,000/mo. All in favor; motion carried.

***TRAINING REQUEST – KRAIG MARQUART, EMT PILOT REFRESHER***

Trustee Christensen made a motion, seconded by Trustee Schepp to approve the request for Kraig Marquart to attend EMT Pilot Refresher with Al Tompkins, \$300.00 fee. All in favor; motion carried.

**WTP**

***SEQRA RESOLUTION – CAPITAL IMPROVEMENT PROJECT***

The following resolution was offered by Deputy Mayor John Champagne, who moved its adoption, and second by Trustee J. Robert (Bobby) Schepp to wit:

**RECITAL**

**WHEREAS**, the Village of Minoa (the “Village”), is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”), and

**WHEREAS**, the Village is considering undertaking a capital improvement project (the “Project”) consisting of reconstruction and improvements to the Village’s existing waste water treatment plant, to include modifications to influent screening, grit removal, primary clarifier reconstruction, concrete repairs, trickling filter and secondary clarifier process equipment replacement, concrete repairs, reconstruction of an existing NYSDEC permitted wetlands treatment system, sequencing batch reactors and disinfection tanks, construction of a new effluent pump station and building and concrete process tank reconstruction, as well as the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work;

**WHEREAS**, a long form Environmental Assessment Form (“EAF”), dated September 20, 2021, a copy of which is attached hereto as Exhibit A, was prepared by the Miller Engineers (the “Village Engineer”), to facilitate a review of the potential environmental impacts of the Project; and

**WHEREAS**, the Village Engineers have reviewed the scope of the Project and have advised the Village that as a thoughtful steward of the environment, the Village should (a) initially classify the Project as a Type I Action as that term is defined in Part 617.2 of the Regulations, (b) declare its intention to serve as lead agency to undertake a coordinated review of the Project, and (c) circulate notice to all involved and interested agencies of the Village’s intent to act as lead agent pursuant to the Regulations together with a copy of the EAF; and

**WHEREAS**, the Board of Trustees of the Village has carefully considered the nature and scope of the Project as set forth in the EAF, and the recommendations provided by the Village Engineer, and

**BE IT RESOLVED** by this Board of Trustees as follows:

Section 1. The Village hereby preliminarily classifies the Project as a Type I Action, as such term is defined in the Regulations.

Section 2. The Village hereby authorizes and directs the Village's administration, with the assistance of the Village Engineer and the Village's Attorney, to circulate notice to all involved and interested agencies of the Village's intention to act as lead agent in connection with a coordinated environmental review of the Project, together with a copy of the EAF.

Section 3. This Resolution shall take effect immediately.

**WHEREFORE**, the foregoing Bond Resolution was put to a vote of the members of the Board of Trustees of the Village on September 20, 2021, the result of which vote was as follows:

<u>TRUSTEE</u>	<u>VOTE</u>
William F. Brazill, Mayor	<u>Yes</u>
John H. Champagne, Deputy Mayor	<u>Yes</u>
John M. Abbott	<u>Absent</u>
Eric S. Christensen	<u>Yes</u>
J. Robert Schepp	<u>Yes</u>

The resolution was thereupon declared duly adopted.

**AUDIT OF CLAIMS  
ABSTRACT #008**

A motion was made by Trustee Christensen and seconded by Trustee Schepp that the claims on **Abstract #008** in the amount of General Fund \$59,475.37 (Vouchers 284 - 321), Sewer Fund \$8,997.25 (Vouchers 102 - 116), for a total of \$68,472.62; All in favor; motion carried.

**ATTORNEY'S  
REPORT**

***LOCAL LAW #3 FOR 2021 – NYS MARIHUANA REGULATIONS & TAXATION ACT***

Attorney Hills reported that due to the timing of adoption for Local Law #3 for 2021 NYS Cannabis Law opting out of licensing and establishing retail cannabis dispensaries on September 7, 2021 the village would be required to hold a special election rather than waiting for the General Election on March 15, 2022 and recommends the board rescind the adoption, re-open public hearing and hold open until appropriate period of time to adopt again place on General Election ballot. Pursuant to Village Law 9-902, for March Elections if a petition is filed after March 1<sup>st</sup> and before January 1<sup>st</sup>, a special election must be held, therefore the adoption of Local Law 3 for 2021 – NYS Marihuana Regulations & Taxation Act would be adopted at the last meeting in December (which is the state's deadline) and during the 30-day passage of legislative act the village board, at first meeting in January 2022, would adopt motion to put the Local Law on the March 15, 2022 ballot.

Trustee Schepp made a motion, seconded by Trustee Christensen to rescind adoption of Local Law 3 for 2021. All in favor; motion carried.

Trustee Schepp made a motion, seconded by Trustee Christensen to rescind motion to close public hearing and re-open with adjournment on October 18, 2021. All in favor; motion carried.

**TRUSTEES'  
REPORT**

Trustee Abbott – Absent.

Trustee Schepp – nothing new to report.

Trustee Christensen reminded every of the race on Saturday and the road closures.

Trustee Champagne – nothing new to report.

**MAYOR’S REPORT**

Mayor Brazill thanked everyone who helped out with this year’s festival, it was a great turnout.

**PUBLIC COMMENT**

No comments.

**ADJOURNMENT**

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 6:53pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L DeVona*

Lisa L. DeVona, Clerk-Treasurer