

Village of Minoa
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Board of Trustees
April 1, 2024

Mayor William F. Brazill
Trustee John M. Abbott
Trustee John H. Champagne
Trustee Eric S. Christensen
Trustee Bobby Schepp
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Esq.

ALSO Mike Macko, DPW Superintendent Tom Petterelli, Deputy Fire Chief
PRESENT: Trevor Van Auken, Fire Chief Don Grevelding, Chuck Mullane, Dan Engelhardt, Alex Dimitri Furdui, Michael Hogle, Pat Abbott

Mayor Brazill opened the village board meeting at 6:00 pm and led those present with the Pledge of Allegiance.

Mayor Brazill made the following appointments:

	<u>Appointment</u>	<u>Expiration</u>	<u>Term</u>
<u>MAYOR</u> William F. Brazill	April 2025	April 2028	4 year term
<u>DEPUTY MAYOR</u> John H. Champagne	April 2024	April 2025	1 year term
<u>CLERK-TREASURER</u> Lisa DeVona	April 2024	April 2026	1 year term
<u>DEPUTY CLERK-TREASURER</u> Barbara Sturick Donna Miller	April 2024 April 2024	April 2025 April 2025	1 year term 1 year term
<u>RECORDS ACCESS OFFICER</u> Lisa DeVona	April 2024	April 2025	1 year term
<u>PROPERTY CONTROL MANAGER</u> Lisa DeVona	April 2024	April 2025	1 year term
<u>ACTING VILLAGE JUSTICE</u> Jeanette Zacharias	April 2024	April 2025	1 year term

SUPERINTENDENT OF PUBLIC WORKS

Thomas Petterelli April 2024 April 2025 1 year term

SAFETY OFFICER/COORDINATOR

VACANT *1 year term*

ENVIROMENTAL OFFICER

Thomas Petterelli April 2024 April 2025 1 year term

CODE ENFORCEMENT OFFICER

Michael Jones April 2024 April 2025 1 year term
(Intermunicipal Agreement with Village of Fayetteville)

VILLAGE HISTORIAN

VACANT *1 year term*

INFECTIOUS CONTROL OFFICER

VACANT *1 year term*

VILLAGE ENGINEER

Alex Wisniewski April 2024 April 2025 1 year term
LJR Engineering

ATTORNEY

Courtney M. Hills April 2024 April 2025 1 year term
Courtney M. Hills Law Firm

STORMWATER MANAGEMENT OFFICER

Michael Jones April 2024 April 2025 1 year term

DIRECTOR OF EMERGENCY MANAGEMENT

Don Grevelding April 2024 April 2025 1 year term

DEPUTY CHIEF – C2

Tim Visser April 2024 April 2025 1 year term

DEPUTY CHIEF – C3

Trevor Van Auken April 2024 April 2025 1 year term

FIRE CAPTAIN – FS1

Tony Alessandrello April 2024 April 2025 1 year term

FIRE CAPTAIN – FS2

Nick Carulli April 2024 April 2025 1 year term

FIRE LIEUTENANT – FS1

Dave Hess April 2024 April 2025 1 year term

Dominic Erard	April 2024	April 2025	1 year term
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FIRE LIEUTENANT – FS2

Jeremy DiBello	April 2024	April 2025	1 year term
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ZONING BOARD OF APPEALS

Adrienne Turbeville	April 2024	April 2029	5 year term
Scott Parish (Co-Chairperson)	April 2020	April 2025	5 year term
Jeremiah Butchko	April 2022	April 2027	5 year term
Gary Stoddard	April 2024	April 2028	5 year term
Chris Beers (Chairperson)	April 2021	April 2026	5 year term
Barbara Sturick, Secretary	April 2024	April 2025	1 year term

PLANNING BOARD

Dan Engelhardt	April 2024	April 2029	5 year term
Sarah Coleman	April 2024	April 2028	5 year term
Alan Archer	April 2020	April 2025	5 year term
John Jarmacz (Co-Chairman)	April 2021	April 2026	5 year term
Dan DeLucia, (Chairman)	April 2022	April 2027	5 year term
Barbara Sturick, Secretary	April 2024	April 2025	1 year term

OFFICIAL NEWSPAPER

Syracuse Post Standard	April 2024	April 2025	1 year term
Eagle Bulletin	April 2024	April 2025	1 year term

OFFICIAL DEPOSITORIES

JP Morgan Chase	April 2024	April 2025	
Solvay Bank	April 2024	April 2025	
MBIA CLASS	April 2024	April 2025	

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the appointments as read aloud by Mayor Brazill. All in favor, motion carried.

Mayor Brazill made the following Liaison appointments:

LIAISON APPOINTMENTS

Mayor Brazill Court
T/ Manlius Chamber of Commerce
Clerk's Office
Public Relations

Trustee Abbott Wastewater Treatment Plant / CERF
Golden Age/Library
Business Community
Town of Manlius Historical Society

Trustee Champagne Mechanic
Department of Public Works (parks, buildings, grounds)
Critical Response Committee

NIMS Compliance Officer
Code Enforcement
Security System – Camera
Employee Handbook

Trustee Christensen Wastewater Treatment Plant / CERF
Minoa Historical Association
Celebrations (all events)

Trustee Schepp Minoa Farms
ESM Youth Sports
Fire/EMS Commissioner
Police Committee

- Each Trustee is the Emergency Disaster Preparedness Planner for his department and each Trustee is responsible to see that the Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will interact with Trustee Champagne as Emergency Disaster Preparedness Coordinator.

Trustee Christensen made a motion, seconded by Trustee Schepp to accept the appointments as read aloud by Mayor Brazill. All in favor, motion carried.

Policy Against Discrimination and Harassment Policy as amended November 5, 2018 remain in effect with the following: Clerk/Treasurer and Mayor as the Compliance Officers; **BE IT FURTHER RESOLVED**: that this Policy shall be distributed at the beginning of each year and copies of the Policy and Complaint Form shall be maintained in each department of the village as well as the Employee Handbook.

Trustee Champagne made a motion, seconded by Trustee Schepp to accept the appointments as read aloud by Mayor Brazill. All in favor, motion carried.

- **Workplace Violence Prevention Policy** adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Champagne) as the Review Board for the Workplace Violence Prevention Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer

Trustee Christensen made a motion, seconded by Trustee Schepp to accept the appointments as read aloud by Mayor Brazill. All in favor, motion carried.

Mayor Brazill stated the following:

1. The Village Board Meeting shall be held on the first and third Monday of every month at 6:30 p.m. and

will be held at the Municipal Building in the Village Board Room.

2. The Planning Board and Zoning Board of Appeals Meeting shall be held on the second Thursday of every month, as needed, at 6:30 p.m. and will be held at the Municipal Building in the Village Board Room as needed.
3. That the Surety Bond on the Village Clerk-Treasurer, Deputy Clerks-Treasurers, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.
4. That if a state of emergency is declared by Mayor Brazill, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the reverse 911 System as applicable, the Village of Minoa website, Spectrum, local radio and television stations to notify Village of Minoa residents.
5. That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.
6. That the District Attorney's authorization dated 6/11/2012 for village attorney, to appear in Minoa Justice Court on behalf of District Attorney for limited purpose of prosecuting matters involving municipal code violations (Van Sickle letter).
7. That the Sergeant-of-Arms be Michael Macko, Kenneth Caskinett, Michael McGraw and/or Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.
8. That mileage allowance for Village officials while on Village business shall be the same as the IRS allowance at the time.
9. The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk-Treasurer who will then notify the Trustees, the newspapers, and post a notice of such meeting in a public place; namely, the Minoa Post Office, 115 N. Main Street, Spill the Tea, 208 N. Main Street, Sunshine Mart, 91 Hulbert Street, Room to Improve, 359 S. Main Street, Parkway Pizza, 332 Costello Parkway, Trappers II 101 N. Main Street, Scotty's Automotive, 520 N. Main Street.
10. That Mayor Brazill shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize all purchases over \$100.00.
11. That the following signatures be on the bank signature cards on file at the bank: William F. Brazill, Mayor; John H. Champagne, Deputy-Mayor; Lisa L. DeVona, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.
12. That Onondaga County prints the Village Tax Bills.
13. Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.
14. That the Village Clerk-Treasurer be designated by the Mayor as the Licensing Officer for the Village of

Minoa per written designation dated April 5, 2004.

15. That the **Procurement Policy** for the Village of Minoa as adopted on January 7, 1992 and amended on April 7, 2008 and March 21, 2011 remains in effect.
16. That the **Investment Policy** for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.
17. That the Fee Schedule dated April 1, 2002 and last amended 4/7/09 be revised as of March 18, 2024 and effective June 1, 2024.
20. That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.
21. That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.
22. That the Time Capsule buried October 2019 located in front of the Municipal Building (side of Main Entrance) shall be opened in 2044.
23. That the 2025 Annual Organizational Meeting be held on **Monday, April 7, 2025** beginning at **6:00pm**.

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the appointments as read aloud by Mayor Brazill. All in favor, motion carried.

**PUBLIC HEARING
2024-2025
TENTATIVE
BUDGET**

2024-2025 TENTATIVE BUDGET

Trustee Christensen made a motion, seconded by Trustee Abbott to waive reading of legal notice and open public hearing. All in favor; motion carried.

Mayor Brazill opened the public hearing at 6:20pm.

Mayor Brazill reviewed the 2024-2025 Tentative Budget:

SEWER:

- sewer rent \$330/year – \$165.00/billing
- 6/1/2024 sewer rent billing will be placed on village tax bills
- ESM Sewer Agreement – \$150,885.60
- 2.5% salary increase
- Renovations & Upgrades continue in this fiscal year
- Sewer Administration – 3.76% increase – salary / Insurance / Legal / Engineering
- Sanitary Sewer – Equipment Purchases: F250 Pick up, new/used 10 wheeler

- Sewer Treatment & Disposal – 2.71% decrease (due to reassignment of expense lines)
- Anticipated Revenue - \$1,255,546.00
- Anticipated Expenditures - \$1,489,605.67
- Fund Balance needed to balance 2024-2025 budget - \$234,059.67 (21.55% decrease)

GENERAL:

- Taxable Value \$248,982,769.00 (increase off assessed taxable value \$33,845,266.00)
- 1,350 parcels – 1 new parcel
- Reduce Tax Rate from \$9.23/thousand to \$8.96/thousand (3.03% decrease)
- Proposed tax levy - \$2,228,395.78 (increase \$242,675.78)
- Tax Cap - \$2,039,621.00
- Over tax cap approximately \$188,774.78
- Continue Intermunicipal Agreement with V/Fayetteville for Code Enforcement
- General Government Support - \$844,445.00 -19.88 %
 - ❖ Central Garage Equipment: replace T4 (2011) & T3 (2014) Pickups, Loader forks, Gator, tire machine
- Public Safety Budget \$995,893.00 +21.02% FS2 parking lot, Legal, Caretaker, vehicle lease, insurance
- Public Health Budget \$1,261,975.00 +13.84% - WAVES Agreement, 2nd rig, medical supplies
- Transportation \$766,999.57 +20.84% - Hulbert Street, S. Main Street paving
- Home & Community \$358,936.81 +0.92%
- Total revenue: \$5,095,341.78 +14.53% increase – sale of equipment, interest rates, fire contract
- Expenditures: \$5,239,279.38
- Appropriated Fund Balance - \$143,937.60

PUBLIC COMMENTS:

With no comments or questions from those present Trustee Christensen made a motion, seconded by Trustee Champagne to close the public hearing.

Mayor Brazill closed the public hearing at 6:29pm.

Trustee Schepp made a motion, seconded by Trustee Christensen to adopt

Tentative Budget for 2024-25. All in favor; motion carried.

**CLERK-
TREASURER**

MEETING MINUTES – MARCH 18, 2024

Trustee Champagne made a motion, seconded by Trustee Schepp to approve the meeting minutes of March 18, 2024 as submitted. All in favor; motion carried.

CANCEL APRIL 15, 2024 BOARD MEETING

Trustee Champagne made a motion, seconded by Trustee Abbott to cancel the April 15, 2024 Board Meeting. All in favor; motion carried.

NYSMEC GAS & ELECTRIC CONTRACT – MAY 1, 2024 THROUGH APRIL 30, 2026

Trustee Champagne made a motion, seconded by Trustee Christensen to approve NYSMEC Gas & Electric Contract as shown in the table below “2024 Award Contract Price” for two years:

NYSMEC 2024-2021 Contracts Price Comparison				
Supply	Zone	2024 Award Contract Price	2021 Award Contract Price	Change
Electricity	National Grid B	\$0.0612	\$0.0311	\$0.0301
	National Grid C	\$0.0669	\$0.0337	\$0.0332
	National Grid E	\$0.0686	\$0.0338	\$0.0348
	National Grid F	\$0.0797	\$0.0473	\$0.0324
	National Grid UCB	\$0.0757		
	NYSEG C	\$0.0650	\$0.0335	\$0.0315
	NYSEG D	\$0.0630	\$0.0344	\$0.0286
	NYSEG E	\$0.0668	\$0.0337	\$0.0331
	NYSEG F	\$0.0789	\$0.0471	\$0.0318
	NYSEG H	\$0.0757	\$0.0520	\$0.0237
	NYSEG UCB	\$0.0699		
	Gas	National Grid Mthly	\$3.3320	\$2.5180
National Grid Dly		\$3.9380	\$3.0250	\$0.9130
NYSEG Mthly		\$4.2490	\$3.0200	\$1.2290
NYSEG Dly		\$3.0590	\$2.5137	\$0.5453
Notes:				
1/ All 2021 contracts are 3 year contract terms.				
2/ All 2024 contracts are 2 year contract terms.				
3/ Electricity pricing is in \$/kWh; natural gas pricing in \$/DT				
4/ UCB is reference to "Utility Consolidated Accounts" which combine supply and utility (local distribution company) services on the LDC bill.				
5/ the 2024 electricity awards include 2 separate awards for the small number of NIMO Zone F accounts that are combined billed (UCB accounts) and small number of NYSEG Zone C UCB accounts (because of lower prices than the zones). As a result, the reported pricing in those zones may be slightly different than if those accounts were included in the zones as they were in 2021.				
6/ Each zone has different volumes and therefore the results cannot be averaged.				

All in favor; motion carried.

BOND COUNSEL

Trustee Champagne made a motion, seconded by Trustee Christensen to continue bond counsel services with William J. Marquardt, PLLC formerly with

Trespasz & Marquardt, LLP effective immediately. All in favor; motion carried.

DISCUSSION – 3-WAY STOP AT CORNER OF WILLARD AND DESILVA

A discussion ensued regarding a recently request for the village to place a three-way stop at the corner of DeSilva and Willard Street. Village board asked Superintendent Petterelli to inspect the area and report back to the board with recommendations. All in favor; motion carried.

DPW

SUMMER HOURS

Trustee Champagne made a motion, seconded by Trustee Abbott to approve summer hours for DPW employees, week of May 1 – September 4, 2024, Monday through Thursday 6:00AM-3:30PM, Friday 6AM-10AM. All in favor; motion carried.

**FIRE
DEPARTMENT**

TEMPORARY MEMBERSHIP – ALEX DIMITRI FURDUI

Trustee Champagne made a motion, seconded by Trustee Schepp to approve temporary membership for ESM Foreign Exchange Student Alex Dimitri Furdui, 6100 N. Manlius Rd. All in favor; motion carried.

**BUILDING &
GROUNDS**

ESM LITTLE LEAGUE

Trustee Christensen made a motion, seconded by Trustee Schepp to approve request to use Lewis Park Monday through Thursday, 6/3/2024 – 8/1/2024, 6pm-7:30pm. All in favor, motion carried.

**WASTEWATER
TREATMENT
PLANT**

***PROPERTY OWNER REQUEST \$16.50 PENALTY BE WAIVED SEWER
A/C 40650***

Trustee Champagne made a motion, seconded by Trustee Abbott to waive \$16.50 penalty on sewer account #40650.

Those in favor – Mayor Brazill, Trustee(s) Champagne and Abbott.

Those opposed – Trustee(s) Christensen, Schepp

The request was approved.

**PROPERTY OWNER REQUEST \$16.50 PENALTY BE WAIVED SEWER
A/C 10440 and A/C 10430**

Trustee Champagne made a motion to approve the request, one-time only, Trustee Abbott seconded to waive \$16.50 penalty on sewer account #10440 and A/C 10430.

Those in favor – Mayor Brazill, Trustee(s) Champagne and Abbott.

Those opposed – Trustee(s) Christensen, Schepp

The request was approved.

SUMMER HOURS

Trustee Schepp made a motion, seconded by Trustee Christensen to approve summer hours for WTP employees, week of May 1st – September 4, 2024, Monday through Thursday 6:00AM-3:30PM, Friday 6AM-10AM. All in favor; motion carried.

MRB PROPOSAL FOR ENGINEERING REPORT & WIIA GRANT

Trustee Christensen made a motion, seconded by Trustee Champagne to accept MRB \$29,100 proposal for engineering report and prepare WIIA grant application for WTP renovation project. owing bid results to the board: All in favor; motion carried.

**AUDIT OF CLAIMS
ABSTRACT #021**

A motion was made by Trustee Christensen and seconded by Trustee Schepp that the claims on **Abstract #021** have been reviewed and approved for payment:

General Fund, voucher(s) 853-894 in the amount of \$63,870.01

Sewer Fund, voucher(s) 316-330 in the amount of \$26,849.40

Trust & Agency, voucher(s) 302-314 in the amount of \$34,887.97

All in favor; motion carried.

**ATTORNEY
REPORT**

Nothing new to report.

**TRUSTEES
REPORT**

Nothing new to report.

MAYOR'S REPORT

Mayor Brazill congratulated Trustee Christensen and Abbott on their re-election to office and reminded the board to register for NYCOM Annual Meeting, May 15-17, 2024 at the Sagamore Hotel, Bolton Landing. For

**PRESENTATION
BY
ALEX DIMITRI
FURDUI
COMMUNITY
SERVICE PROJECT**

more information visit: <https://www.nycom.org/training/annual-conference>

Mayor Brazill introduced Alex Dimitri Furdui, ESM Foreign Exchange Student from Romania who wishes to give a presentation for a community service project.

Alex thanked the Mayor for the opportunity to present the following community service project to the board.

“Adopt a Road” campaign to clean up the litter on Minoa’s Main Street. Alex will coordinate all the volunteers and with Earth Day approaching he would be willing to schedule a date for the roadside clean up.

Discussion ensued regarding which areas would be best for the cleanup. Mayor suggested the days following the Minoa Fire Department field days as Lewis Park is usually covered with trash and debris.

Mr. Furdui asked if the village could supply gloves, reflective vests, and tools to pick up the debris, face masks and garbage bags.

The board unanimously agreed to supply the requested items and asked Mr. Furdui to coordinate with DPW Superintendent Tom Petterelli.

Mayor Brazill thanked Alex for his time and interest in keeping the village presentable.

**PUBLIC
COMMENT**

No comments.

ADJOURNMENT

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

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer