

VILLAGE OF MINOA
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BOARD OF TRUSTEES
January 8, 2024

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: Mike Macko, Jeremiah Butchko, Fire Chief Don Grevelding,
Deputy Fire Chief Trevor Van Auken, Chuck Mullane

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

**PUBLIC HEARING
LL #1 OF 2024**

PUBLIC HEARING FOR LL#1 OF 2024 – Chapter 67 “Fire Department”

Trustee Champagne made a motion, seconded by Trustee Christensen to waive the reading of legal notice and open the public hearing for LL#1 of 2024, Amending Chapter 67 entitled “Fire Department” specifically the regulations applicable to the approval of the Bylaws of the Fire Company. All in favor; motion carried.

Mayor Brazill opened the public hearing at 6:34pm.

Attorney Hill stated this amendment relates to the reassigned responsibilities of the village and the Minoa Fire Department, Inc Executive Board and Membership therefore changes to Chapter 67 are necessary.

With no questions from the board or those present, Trustee Christensen made a motion, seconded by Trustee Abbott to close the public hearing. All in favor; motion carried.

Mayor Brazill closed the public hearing at 6:35pm.

Trustee Schepp made a motion, seconded by Trustee Champagne to adopt LL #1 of 2024 amending Chapter 67 entitled “Fire Department. All in favor; motion carried.

**PUBLIC HEARING
LL #2 OF 2024**

PUBLIC HEARING FOR LL#2 OF 2024 – Building Construction and Fire Prevention

Trustee Christensen made a motion, seconded by Trustee Champagne to waive the reading of legal notice and open the public hearing for LL#2 of 2024, Amending

Chapter 51 entitled "Building Construction and Fire Prevention" specifically the regulations applicable to the expiration of building permits. All in favor; motion carried.

Mayor Brazill opened the public hearing at 6:36pm.

Attorney Hill stated this amendment relates to the extension of building permits from six (6) months to twelve (12) months.

With no questions from the board or those present, Trustee Champagne made a motion, seconded by Trustee Schepp to close the public hearing. All in favor; motion carried.

Mayor Brazill closed the public hearing at 6:37pm.

Trustee Champagne made a motion, seconded by Trustee Schepp to adopt LL #2 of 2024 amending Chapter 51 entitled "Building Construction and Fire Prevention" specifically the regulations applicable to the expiration of building permits. All in favor; motion carried.

**MANDATORY
REFERENDUM
RESOLUTION**

MINOA FIREMAN SERVICE AWARDS PROGRAM (LOSAP)

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

WHEREAS, in 1988, in order to help municipalities recruit and retain volunteer firefighters, New York State enacted Article 11-A of the General Municipal Law, authorizing the establishment of Length of Service Award Programs for the benefit of volunteer firefighters who annually meet certain point totals based on participation in department activities; and

WHEREAS, on March 6, 1990, the Village of Minoa Board of Trustees ("Village Board"), with voter approval, established a Length of Service Award Program for the Volunteer Firemen of the Village of Minoa ("Service Award Program"), providing for service benefits to its volunteer members in accordance with the terms of the approved contribution plan approved by duly adopted resolution of the Village Board on January 16, 1990; and

WHEREAS, Section 216(3)(e) of the General Municipal Law provides that, except in limited circumstances, a Service Award Program, once established, may only be amended prospectively, and then only subject to mandatory referendum; and

WHEREAS, the Village Board deems it to be in the best interests of the Village of Minoa and the residents served by the Minoa Fire Department to amend its Service Award Program as outlined in the draft attached hereto as Schedule "A" and made a part hereof; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the Village Board, by an affirmative vote of at least sixty percent (60%) of the Village Board, hereby approves an amendment to the Service Award Program for the Volunteer Firemen of the Village of Minoa, as outlined in Schedule "A"; and it is

FURTHER RESOLVED, that the next General Election shall be held on Tuesday, March 19, 2024; and it is further

FURTHER RESOLVED, that the polling place for said election shall be at the municipal building, 240 N. Main Street, Minoa, New York 13116; and

FURTHER RESOLVED, that the proposition to be voted upon at said election shall read as follows: "Shall the Village of Minoa amend its Service Award Program for the Volunteer Firemen of the Village of Minoa, providing that in the event an active or active life member opts to commit to a 12-hour Duty Crew schedule (12 hours per week minimum of 44 shifts or 528 hours annually), it shall NOT be mandatory for that member to fulfill the requirements of the Mandatory Participation in the Department Responses Section of the Point System Guidelines?"

FURTHER RESOLVED, that no later than ten (10) days before said election a summary of this Resolution shall be published once in the Village’s designated official newspaper of general circulation, and that a copy of same shall be posted in at least six (6) conspicuous places in the Village of Minoa, New York;

Upon Roll Call Vote:

William Brazill, Mayor	Yes
John Champagne, Deputy Mayor/Trustee	Yes
Eric Christensen, Trustee	Yes
John Abbott, Trustee	Yes
Robert Schepp, Trustee	Yes

THIS RESOLUTION WAS ADOPTED.

AMENDMENT TO MINOA FIREMAN’S SERVICE AWARD PROGRAM TO ALLOW PARTIAL DISTRIBUTIONS

Trustee Christensen made a motion, seconded by Trustee Champagne authorizing an amendment to the Minoa Fireman’s Service Award Program that “Partial distributions” will be allowed from the plan. All in favor; motion carried.

**CLERK-
TREASURER**

MEETING MINUTES – December 4, 2023

Trustee Champagne made a motion, seconded by Trustee Schepp to approve the December 4, 2023 meeting minutes as submitted. All in favor; motion carried.

TREASURERS REPORT FOR PERIOD ENDING NOVEMBER 30, 2023

Trustee Christensen made a motion, seconded by Trustee Champagne to accept and approve the Treasurers Report for period ending November 30, 2023. All in favor; motion carried.

OCEBA DENTAL MONTHLY EXPERIENCE REPORT 10/31/2023

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge receipt of OCEBA Dental Monthly Experience Report for period ending 10/31/2023. All in favor; motion carried.

ONONDAGA COUNTY VILLAGE INFRASTRUCTURE PROGRAM (VIP) ANNUAL REPORT AND APPLICATION FOR FUNDING

Trustee Christensen made a motion, seconded by Trustee Schepp authorizing Clerk to submit Annual Report for fiscal year ending 5/31/2023 and Application requesting funding for 2024-25. All in favor; motion carried.

FEBRUARY 2024 MEETING SCHEDULE

Trustee Champagne made a motion, seconded by Trustee Christensen to CANCEL February 5, 2024 meeting and reschedule February 19, 2024 meeting to Tuesday February 20, 2024. All in favor; motion carried.

2024 BUDGET WORKSHOPS

Trustee Champagne made a motion, seconded by Trustee Abbott to schedule 2024 Budget Workshop meetings on February 28, 2024 and March 6, 2024 beginning at 6pm. All in favor; motion carried.

WHITE'S CLOCK & CARILLON NE MAINTENANCE

Trustee Christensen made a motion, seconded by Trustee Schepp approving 2024 Maintenance Agreement for White's Clock & Carillon NE in the amount of \$650.00 for one (1) visit. All in favor; motion carried.

WILLIAMSON 2024 SUPPORT CONTRACT

Trustee Champagne made a motion, seconded by Trustee Schepp approving 2024 Support Contracts for Williamson Payroll program, \$762.00 and Accounting, \$862.00. All in favor; motion carried.

CIVIL SERVICE PURPOSES ONLY

Trustee Christensen made a motion seconded by Trustee Abbott to approve the transfer of J. Hart from roster position #60100 Laborer to Position #61539 WTP Maintenance effective immediately. All in favor; motion carried.

"NOA" ITEMS AND CLOTHING APPAREL

Trustee Champagne made a motion, seconded by Trustee Christensen to use the proceeds of "NOA" items and clothing apparel for Community Beautification projects (flower boxes, benches & holiday decorations). All in favor; motion carried.

MRB PROPOSAL FOR PROFESSIONAL SERVICES

Trustee Champagne made a motion seconded by Trustee Christensen to approve MRB \$4565.00 proposal for professional services to provide design documents for new folding partition in Community Rooms. All in favor; motion carried.

PERMISSION TO WAIVE AMBULANCE BILLING

Trustee Champagne made a motion, seconded by Trustee Abbott to waive \$200.00 ambulance bill for FF injured on-scene. All in favor; motion carried.

PERMISSION TO WAIVE AMBULANCE BILLING

Trustee Christensen made a motion, seconded by Trustee Champagne to waive \$1,820.00 ambulance bill due to hardship. All in favor; motion carried.

MINOA FARMS

INFORMATIONAL ONLY

The Irrevocable Standby Letter of Credit issued for Brolex Properties, LLC has expired and the village has requested that Five Star Bank extend the expiration date to December 31, 2024.

FIRE DEPARTMENT

TRAINING REQUEST – D. GREVELDING & T. VISSER – FIRE OFFICER III

Trustee Champagne made a motion, seconded by Trustee Christensen to approve training request for D. Grevelding and T. Visser to attend Fire Officer III Class, 5/12 – 5/16/2024, \$1,720 housing at Homewood Suites Hilton, Albany NY along with request to use Chief's vehicle for transportation. All in favor; motion carried.

AUDIT OF CLAIMS ABSTRACT #014

A motion was made by Trustee Christensen and seconded by Trustee Schepp that the claims on **Abstract #014** have been reviewed and approved for payment:

General Fund, voucher(s) 540 - 589 in the amount of \$143,905.69

Sewer Fund, voucher(s) 203 - 219 in the amount of \$22,070.89

Trust & Agency, voucher(s) 195 - 212 in the amount of \$61,369.35

All in favor; motion carried.

AUDIT OF CLAIMS ABSTRACT #015

A motion was made by Trustee Christensen and seconded by Trustee Schepp that the claims on **Abstract #015** have been reviewed and approved for payment:

General Fund, voucher(s) 590 - 641 in the amount of \$123,685.65

Sewer Fund, voucher(s) 220 - 236 in the amount of \$8,552.45

Trust & Agency, voucher(s) 213 - 232 in the amount of \$53,902.65

All in favor; motion carried.

ATTORNEY REPORT

Nothing new to report.

TRUSTEES REPORT

Trustee Christensen reported:

- Frosty Forest, January 20, 2024, 1pm – 4pm at Green Lakes State Park <https://manliustown.recdesk.com/RecDeskPortal/Portals/182/Full%20Brochure.pdf>

MAYOR'S REPORT

Mayor Brazill announced:
Onondaga County will hold a Housing Needs Assessment Listening Tour,
Tuesday, January 9 at 3PM at the Minoa Municipal Building

**PUBLIC
COMMENT**

There were no comments from the public.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee
Christensen to adjourn the village board meeting at 7:04pm. All in favor. Motion
carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona, Clerk-Treasurer