

**VILLAGE OF MINOA**  
[WWW.VILLAGEOFMINOA.COM](http://WWW.VILLAGEOFMINOA.COM)  
**BOARD OF TRUSTEES**  
**August 5, 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 (*Absent*)  
Attorney Courtney Hills, Esq.

**ALSO PRESENT:** Mike Macko, Deputy Fire Chief Trevor Van Auken, Chuck Mullane, Elwood Weerheim, Chris Smith, Bob Krol, Jeremiah Butchko, Patrick Flannery, Anthony Alessandrello, David Hess, David Matthes, Jr., MFD, Inc President Tim Decker, Fire Chief Don Grevelding Jason Klaiber, Eagle Bulletin

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

***MEETING MINUTES – JUNE 3, 2024***

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval of June 3, 2024 meeting minutes. All in favor; motion carried.

***OCEBA DENTAL PLAN MONTHLY EXPERIENCE REPORT FOR 4/30/2024 AND 5/31/2024***

Trustee Champagne made a motion, seconded by Trustee Christensen to Acknowledge receipt of OCEBA Dental Plan Monthly Experience Report for period ending 4/30/2024 and 5/31/2024. All in favor; motion carried.

***RATIFY PRIOR APPROVAL AUTHORIZING TOWN OF MANLIUS AS LEAD AGENCY FOR ZONING TEXT***

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval authorizing Town of Manlius as Lead Agency for Zoning Text Amendment for accessory dwelling units in Town of Manlius. All in favor; motion carried.

***RATIFY PRIOR APPROVAL ADOPTING GREATER TOMPKINS COUNTY AGREEMENT***

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval adopting Greater Tompkins County Municipal Cooperative Agreement on a yearly basis. All in favor; motion carried.

**CLERK-  
TREASURER**

**REVENUE / EXPENDITURE REPORT FOR PERIOD ENDING MAY 31, 2024**

Trustee Champagne made a motion, seconded by Trustee Christensen to acknowledge receipt of Revenue / Expenditure Report for period ending May 31, 2024. All in favor; motion carried.

**TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR ENDING 5/31/2024**

| FROM     |                          | DR           | TO        |                      | CR           |
|----------|--------------------------|--------------|-----------|----------------------|--------------|
| ACCOUNT  | TITLE                    | AMOUNT       | ACCOUNT   | TITLE                | AMOUNT       |
| A1010.2  | BOT Equipment            | \$ 500.00    | A1010.4   | BOT Contractual      | \$ 500.00    |
| A1990.4  | Contingent               | \$ 3,145.62  | A1010.10  | Deputy Mayor         | \$ 24.00     |
|          |                          |              | A1010.4   | BOT Contractual      | \$ 453.59    |
|          |                          |              | A1210.4   | Mayor Contractual    | \$ 2,668.03  |
| A1110.41 | COURT - Time Warner      | \$ 75.99     | A1110.46  | COURT - Internet     | \$ 15.20     |
|          |                          |              | A1110.43  | COURT - Postage      | \$ 4.79      |
|          |                          |              | A1110.10  | JUSTICE PS           | \$ 0.02      |
|          |                          |              | A1110.45  | JUSTICE SOFTWARE     | \$ 55.98     |
| A1325.40 | CLERK MISC CONT NEWSLETT | \$ 1,953.18  |           |                      |              |
| A1325.41 | ER                       | \$ 1,199.90  | A1325.1   | CLERK - PS           | \$ 211.65    |
|          |                          |              | A1325.401 | CLERK - WEBSITE      | \$ 2,539.95  |
|          |                          |              | A1325.43  | CLERK - Internet     | \$ 401.48    |
| A1325.49 | Clerk Telephone          | \$ 20.07     | A1430.10  | Deputy Clerk PS      | \$ 20.07     |
| A1440.4  | Engineer                 | \$ 893.74    | A1450.1   | Election PS          | \$ 783.51    |
|          |                          |              | A1450.4   | Election Misc.       | \$ 110.23    |
| A1620.40 | Buildings Misc.          | \$ 868.77    | A1620.42  | Building Security    | \$ 868.77    |
| A1620.45 | CG - Building Upkeep     | \$ 409.92    | A1640.10  | CG Mechanic          | \$ 402.12    |
|          |                          |              | A1640.47  | CG Internet          | \$ 7.80      |
| A3410.49 | FD Bldg. II              | \$ 20,953.23 |           |                      |              |
| A3410.48 | FD Medical Exam          | \$ 8,115.29  |           |                      |              |
| A3410.47 | FD Attorney              | \$ 5,791.29  |           |                      |              |
| A3410.41 | FD Fuel                  | \$ 5,717.11  |           |                      |              |
| A3410.15 | FD Admin                 | \$ 5,160.34  |           |                      |              |
| A3410.45 | FD Bldg.                 | \$ 6,429.15  | A3410.40  | FD Misc. Contractual | \$ 8,034.41  |
|          |                          |              | A3410.42  | FD Insurance         | \$ 15,797.80 |
|          |                          |              | A3410.43  | FD Vehicle Repairs   | \$ 11,821.28 |
|          |                          |              | A3410.44  | FD Radios            | \$ 2,610.21  |
|          |                          |              | A3410.20  | FD Rescue Equip      | \$ 11,913.54 |
|          |                          |              | A3410.10  | FD Per. Svcs         | \$ 1,989.17  |
| A4540.48 | AMB SUPPLIES             | \$ 10,818.44 | A4540.20  | AMB EQUIP            | \$ 5,471.77  |
|          |                          |              | A4540.49  | AMB BILLING          | \$ 5,346.67  |
| A4540.19 | Ambulance Mechanic       | \$ 5,710.00  |           |                      |              |
| A4540.23 | Ambulance Training Equip | \$ 4,000.00  |           |                      |              |
| A4540.40 | Ambulance Misc.          | \$ 10,390.33 |           |                      |              |
| A4540.41 | Ambulance Oil Fuel       | \$ 9,521.47  |           |                      |              |
| A4540.42 | Ambulance Insurance      | \$ 3,293.51  |           |                      |              |
| A4540.43 | Ambulance Vehicle Rep    | \$ 11,146.39 |           |                      |              |
| A4540.44 | Ambulance Radio Rep      | \$ 1,856.80  |           |                      |              |
| A4540.45 | Ambulance Bldg. Grounds  | \$ 18,380.81 |           |                      |              |

|                                                   |                          |               |           |                       |               |
|---------------------------------------------------|--------------------------|---------------|-----------|-----------------------|---------------|
| A4540.47                                          | Ambulance Attorney       | \$ 4,685.00   |           |                       |               |
| A4540.48                                          | Ambulance Billing        | \$ 26,066.97  |           |                       |               |
| A1990.4                                           | Contingent Account       | \$ 2,970.88   | A4540.401 | Waves                 | \$ 74,280.00  |
|                                                   |                          |               | A4540.402 | Waves 2nd rig         | \$ 23,742.16  |
| A5010.12                                          | Street - PT              | \$ 1,277.77   | A5010.10  | Street - Regular Pay  | \$ 1,277.77   |
| A5010.11                                          | Street - OT              | \$ 3,409.13   | A5010.14  | St. Admin Asst. Super | \$ 1,198.83   |
|                                                   |                          |               | A5010.13  | Superintendent        | \$ 2,210.30   |
| A7410.43                                          | Library NG               | \$ 3,584.63   | A7410.41  | Library Security      | \$ 748.53     |
|                                                   |                          |               | A6989.4   | Grants                | \$ 2,836.10   |
| A7310.40                                          | ESM Youth Sports         | \$ 3,770.43   | A7110.4   | Parks Contractual     | \$ 3,770.43   |
| A8020.4                                           | Planning Misc.           | \$ 622.45     | A8020.1   | Planning PS           | \$ 60.00      |
|                                                   |                          |               | A8020.41  | Planning SPDES        | \$ 562.45     |
| A8020.42                                          | Planning MS4             | \$ 400.00     | A8020.41  | Planning SPDES        | \$ 400.00     |
| A8510.4                                           | Community Beautification | \$ 878.30     | A8020.41  | Planning SPDES        | \$ 538.30     |
|                                                   |                          |               | A8560.4   | Shade Tree            | \$ 340.00     |
| A9060.80                                          | Health Insurance         | \$ 3,709.96   | A9030.80  | Social Security       | \$ 2,408.99   |
|                                                   |                          |               | A9040.80  | Workers Comp          | \$ 166.35     |
|                                                   |                          |               | A9040.82  | Workers Comp Mechanic | \$ 260.00     |
|                                                   |                          |               | A9045.80  | Life Insurance        | \$ 2.21       |
|                                                   |                          |               | A9050.8   | Unemployment          | \$ 408.39     |
|                                                   |                          |               | A9055.80  | Disability            | \$ 464.02     |
| A9030.83                                          | Social Security          | \$ 5,500.00   | A9010.82  | Retirement Mechanic   | \$ 3,034.53   |
|                                                   |                          |               | A9010.80  | Retirement            | \$ 2,465.47   |
| A9025.8                                           | LOCAL PENSION            | \$ 20,000.00  |           |                       |               |
| A9040.83                                          | WORKERS COMP             | \$ 4.00       |           |                       |               |
| A9045.83                                          | LIFE INSURANCE           | \$ 123.35     |           |                       |               |
| A9055.83                                          | DISABILITY INS           | \$ 22.80      |           |                       |               |
| A9060.80                                          | Health Insurance         | \$ 16,295.04  |           |                       |               |
| A9060.82                                          | FLEX SPENDING            | \$ 185.29     |           |                       |               |
| A906.84                                           | HEALTH INS               | \$ 18,976.83  |           |                       |               |
| A9730.7                                           | BOND INTEREST            | \$ 8,328.16   | A9010.80  | Retirement            | \$ 63,935.47  |
| A9040.83                                          | WC - FIRE DEPT           | \$ 4.00       | A9040.80  | Workers Comp          | \$ 4.00       |
|                                                   |                          | \$ 257,166.34 |           |                       | \$ 257,166.34 |
| Transfer of Appropriations - Sewer Fund 5/31/2024 |                          |               |           |                       |               |
| FROM                                              |                          |               | TO        |                       |               |
| ACCOUNT                                           | TITLE                    | AMOUNT        | ACCOUNT   | TITLE                 | AMOUNT        |
| G8110.43                                          | Sewer Insurance          | \$ 963.47     | G8110.40  | Misc. Office Expense  | \$ 963.47     |
| G8120.46                                          | Vehicle Equip Rep        | \$ 1,063.71   | G8120.13  | SS - Mechanic         | \$ 359.01     |
|                                                   |                          |               | G8120.44  | Sewer Utilities       | \$ 704.70     |
| G8130.45                                          | Removal of Bio solids    | \$ 7,672.19   | G8130.42  | Treatment Exp/Che     | \$ 7,550.02   |
|                                                   |                          |               | G8130.44  | Utilities             | \$ 120.09     |
|                                                   |                          |               | G8130.47  | Education             | \$ 2.08       |
| G9060.8                                           | Hosp & Med Ins           | \$ 1,279.11   | G9030.8   | Social Security       | \$ 1,279.11   |
| G1990.4                                           | Contingency              | \$ 24,050.89  | G9010.8   | State Retirement      | \$ 24,050.89  |
| G9060.8                                           | Hosp & Med Ins           | \$ 6,113.47   | G9010.8   | State Retirement      | \$ 6,113.47   |
| G8130.43                                          | Repairs                  | \$ 23,577.07  | G9010.8   | State Retirement      | \$ 23,577.07  |
| G8130.40                                          | Miscellaneous            | \$ 3,544.12   | G9010.8   | State Retirement      | \$ 3,544.12   |

|          |                  |              |          |                  |              |
|----------|------------------|--------------|----------|------------------|--------------|
| G8110.20 | Office Equipment | \$ 258.98    | G8110.10 | Deputy Clerk     | \$ 9.98      |
|          |                  |              | G8110.40 | Misc. Office Exp | \$ 249.00    |
| G8120.40 | Miscellaneous    | \$ 281.40    | G8120.13 | Mechanic         | \$ 281.40    |
| G8130.11 | Overtime         | \$ 177.92    | G8130.10 | Operator         | \$ 148.22    |
|          |                  |              | G8130.15 | Manager          | \$ 29.70     |
| G8130.22 | Computer Copier  | \$ 3,486.95  |          |                  |              |
| G8130.49 | Polymer          | \$ 1,791.31  | G8130.43 | Repairs          | \$ 5,278.26  |
| G8110.43 | Insurance        | \$ 5,065.82  | G9010.8  | Retirement       | \$ 4,752.00  |
|          |                  |              | G9030.8  | Social Security  | \$ 313.82    |
|          |                  | \$ 79,326.41 |          |                  | \$ 79,326.41 |

Trustee Champagne made a motion, seconded by Trustee Christensen to approve Year End Transfer of Appropriation as submitted. All in favor; motion carried.

**SCHEDULE PUBLIC HEARING FOR MINOA'S STORMWATER MANAGEMENT PLAN**

Trustee Champagne made a motion, seconded by Trustee Christensen to schedule public hearing for Minoa's Stormwater Management Plan on September 9, 2024 at 6:30pm. All in favor; motion carried.

**To view Minoa's Stormwater Management Plan:**

<https://www.villageofminoa.com/tfiles/folder2492/2024%20Plan.pdf>

**BUILDING REQUEST**

**LEWIS PARK**

Trustee Champagne made a motion, seconded by Trustee Christensen to approve Tillies Touch use of Lewis Park August 18<sup>th</sup> for School Supply Giveaway and ESM Schools use of Lewis Park on October 19<sup>th</sup> 9am – 12:30pm for Trunk of Treat. All in favor, motion carried.

**FIRE STATION II**

Trustee Champagne made a motion, seconded by Trustee Christensen to approve ESM Girls Soccer Car Wash Fundraiser, August 31, 2024 at Fire Station II. All in favor, motion carried.

**FIRE**

**RESIGNATION – TIM VISSER, DEPUTY FIRE CHIEF**

Trustee Christensen made a motion, seconded by Trustee Schepp to accept Tim Visser's resignation from Deputy Chief position effective July 1, 2024. All in favor; motion carried. Tim Visser will remain as active firefighter.

**MFD, INC REFUSAL TO PAY WAVES INVOICE**

Discussion ensued regarding EMS standby services provided by WAVES during 2024 field days at the request of MFD, Inc. Trustee Abbott made a motion, seconded by Trustee Champagne that the Village would pay for the EMS

services provided by WAVES for MFD, Inc during 2024 field days. Vote: Mayor Brazill, Trustee Champagne, Abbott; YES. Trustees Christensen and Schepp; NO. Motion carried

**TRAINING REQUEST – D. CAVANAUGH EMT ORIGINAL**

Trustee Christensen made a motion, seconded by Trustee Schepp to approve training request for D. Cavanaugh to attend EMT Original Class, Bridgeport FD, August through December 2024; \$1,350.00. All in favor; motion carried.

**AMBULANCE**

***ESM REQUEST FOR EMS COVERAGE FOR 2024-25 EVENTS***

Trustee Schepp made a motion, seconded by Trustee Christensen to approve ESM request for EMS coverage for 2024 Football games, Cross County Invite and Marching Arts Home Shows on 9/7, 2/8/25 and 3/15/25. All in favor; motion carried.

**CODE ENFORCEMENT**

***PROPERTY OWNER REQUEST EXTENSION FOR PROPERTY MAINTENANCE VIOLATION***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the 90 day extension for property owner. All in favor; motion carried

**NYSERDA**

***CLEAN ENERGY COMMUNITIES SCORECARD***

Mayor Brazill announced the village has recently completed enough high impact actions to qualify for a \$10,000 along with two other \$5,000 each grants for Community Solar Tier I and II Actions under the NYSERDA's Clean Energy Communities Program.

To view the Village of Minoa Scorecard visit:

<https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Communities/Tracking-Progress/Scorecard>

**AUDIT OF CLAIMS ABSTRACT #026**

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #026** have been reviewed and approved for payment: General Fund, voucher(s) 1047 - 1063 in the amount of \$31,395.56  
Sewer Fund, voucher(s) 385 - 390 in the amount of \$5,001.05  
All in favor; motion carried.

**AUDIT OF CLAIMS ABSTRACT #002**

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #002** have been reviewed and approved for payment: General Fund, voucher(s) 26 - 53 in the amount of \$83,066.44  
Sewer Fund, voucher(s) 10 - 16 in the amount of \$26,331.22  
Trust & Agency, voucher(s) 10 - 20 in the amount of \$51,239.00

All in favor; motion carried.

**AUDIT OF CLAIMS  
ABSTRACT #003**

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #003** have been reviewed and approved for payment:  
General Fund, voucher(s) 54 - 112 in the amount of \$286,282.79  
Sewer Fund, voucher(s) 17 - 42 in the amount of \$15,222.59  
Trust & Agency, voucher(s) 21 - 37 in the amount of \$52,138.33  
All in favor; motion carried.

**AUDIT OF CLAIMS  
ABSTRACT #004**

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #004** have been reviewed and approved for payment:  
General Fund, voucher(s) 113 - 150 in the amount of \$47,969.11  
Sewer Fund, voucher(s) 43 - 55 in the amount of \$9,835.46  
Trust & Agency, voucher(s) 39 - 44 in the amount of \$27,293.82  
All in favor; motion carried.

**AUDIT OF CLAIMS  
ABSTRACT #005**

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #005** have been reviewed and approved for payment:  
General Fund, voucher(s) 151 - 192 in the amount of \$202,500.59  
Sewer Fund, voucher(s) 56 - 72 in the amount of \$13,427.73  
Trust & Agency, voucher(s) 45 - 60 in the amount of \$53,685.68  
All in favor; motion carried.

**ATTORNEY  
REPORT**

Nothing new to report.

**TRUSTEES  
REPORT**

Nothing new to report.

**MAYOR'S REPORT**

Nothing new to report.

**PUBLIC  
COMMENT**

Jeremiah Butchko, 240 S. Main Street asked that the village look into the crosswalk from Lewis Park to driveway of ice cream shop on Hulbert Street because he believes it is in violation of New York State Vehicle & Traffic Laws.

Elwood Weerheim, 405 Fay Lane asked about the elevated ground level at the construction site of proposed apartments on N. Central Avenue and complained about the water.

A discussion ensued between MFD, Inc and village board members regarding new appliances in the Fire Department lounge.

**ADJOURNMENT**

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 7:25pm. All in favor. Motion carried.

Respectfully submitted,

*William F. Brazill*

William F. Brazill, Mayor