

VILLAGE OF MINOA
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BOARD OF TRUSTEES
September 9, 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, MFD, Inc President Tim Decker, Fire Chief Don Grevelding, George Kalkowsky, MRB Group, DPW Superintendent Tom Petterelli

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

PRESENTATION

Verterra LLC Housing Project – Hulbert Street

Brian Madigan, Landscape Architect for Sal Zavaglia, developer of proposed site plan “The Nest at Minoa” apartments, located on “paper streets” Esther, Ruth and McKinley Streets, presented the board with conceptual site plan for 72 apartment units to be built on 6.61 acres of existing open land and requests the village board consider a zone change from Open Land (OL) to Planned Development District (PDD) for this project.

The complex would consist of four buildings, lower level with two bedroom and second floor, three bedrooms with balcony. Detention basins and retention ponds would be proposed to accommodate site storm water, building lighting would be sufficient for site but would not offend neighboring properties.

A discussion ensued regarding snow removal and trash pick-up. Several questions regarding “paper streets”, right of ways, private or public roads, sewers, drainage facilities.

Attorney Hills reviewed the procedure and requirements for Planned Development District (PDD):

Step 1 - Initial review is conducted by the Village Board. The review procedure for this step is outlined in **Section 13.1D**. This could take several meetings. This step doesn't require a formal public hearing, but the board may hold informational hearings to gather further input from the applicant, the various interested/involved agencies, and the public.

Step 2 - Once the village board is satisfied it has everything it needs to move forward (after following the procedure in step one), the board then refers the application to the planning board. The planning board then follows the procedure outlined in **Section 13.1E**. This stage doesn't require a formal public hearing, but

the board may hold informational hearings to gather further input from the applicant, the various interested/involved agencies, and the public.

Step 3 - once the Planning Board finalizes their review, the application returns to the Village Board for the formal Zone Change. Zone Changes are enacted by Local Law and require a formal public hearing.

Regulations for Planned Development District can be viewed on General Code, Village of Minoa: <https://ecode360.com/16260072>

Trustee Champagne made a motion, seconded by Trustee Abbott to waive the ten (10) acre requirement of the PDD zone. All in favor, motion carried.

The developer thanked the village board for their time and stated his team would reach out to the village engineer and discuss the project to determine which direction is best for the village and project.

PUBLIC HEARING

VILLAGE OF MINOA MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) STORM WATER MANAGEMENT PLAN (SWMP) SPDES ID #NYR20A229

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

Mayor Brazill opened the public hearing at 7:00pm.

Mayor Brazill introduced George Kalkowsky of MRB Group who prepared the Village Municipal Separate Storm Sewer System (MS4) Storm Water Management Plan (SWMP) SPDES ID # NYR20A229 and asked the village board if they had any questions regarding the draft copy of the plan.

With no questions from the board Mayor Brazill asked if there were any public comments regarding the draft plan.

With no questions from the public, Trustee Schepp made a motion, seconded by Trustee Abbott to close the public hearing. All in favor; motion carried.

Mayor Brazill closed the public hearing at 7:10pm.

SEQR RESOLUTION – TYPE II ACTION

WHEREAS, the Village of Minoa Village Board of Trustees (Hereinafter referred to as “Village Board”) has reviewed the proposed Village of Minoa Municipal Separate Storm Sewer System (MS4) Storm Water Management Plan prepared by the MRB Group (hereinafter referred to as “Village Engineer”) dated February 2023; and

WHEREAS, this action constitutes “(26) Routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment” and “(33) Adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list” which under the New York State Environmental Quality Review (SEQR) Act are listed as Type II actions for which it has been determined there are no significant adverse effects on the environment; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Village Board does hereby

classify the above-referenced action to be a Type II Action under 6 N.Y.C.R.R. Section 617.5 [c] [26] [33] of the State Environmental Quality Review (SEQR) Regulations; and

BE IT FURTHER RESOLVED THAT, Type II Actions are not subject to further review under Part 617 of the SEQR Regulations; and

BE IT FINALLY RESOLVED THAT, the Village Board in making this classification has satisfied the procedural requirements under SEQR and directs this Resolution to be placed in the file on this Action.

Motion by: Trustee John Champagne
Seconded by: Trustee Eric Christensen

Passed by the following vote of all Village Board Members voting in favor thereof:

Mayor William F. Brazill	Yes
Deputy Mayor John Champagne	Yes
Trustee J. Robert Schepp	Yes
Trustee Eric Christensen	Yes
Trustee John Abbott	Yes

ADOPTING RESOLUTION

WHEREAS, the Village of Minoa Village Board of Trustees (Hereinafter referred to as “Village Board”) has conducted a public hearing upon the adoption of the documents prepared by MRB Group, D.P.C, the Village Engineering Firm, entitled “Village of Minoa Storm Water Management Program (SWMP) Plan, dated August 2024; and

WHEREAS, the Village Board has given consideration to the April 19, 2024 Notice of Violation provided to the Village of Minoa, from Ryan Waldron, P.E., NYSDEC, Metropolitan Compliance Section regarding the Renewal of Coverage Under SPDES General Permit for Stormwater Discharges from the Village of Minoa MS4 System; and

WHEREAS, the Village Board has given consideration to the April 30, 2024 Notice of Violation provided to the Village of Minoa, from Debra Hanas, NYSDEC, Region 7 Office regarding the Village of Minoa Audit of the MS4 Program; and

WHEREAS, the Village Board has given consideration to the public hearing record conducted at tonight’s Village Board Meeting; and

WHEREAS, the Storm Water Management Program (SWMP) Plan’s stated intent is part of the Village’s ongoing effort to reduce the discharge of pollutants to the maximum extent possible and practicable by better management of the Village’s Municipal Separate Storm Sewer System (MS4), and is required under the MS4 General Permit.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board does hereby move to adopt the August 2024 document described above herein as the official Village of Minoa Storm Water Management Program Plan.

BE IT FURTHER RESOLVED, that the Village Board does hereby direct the Village’s MS4 Officer to prepare reports, every six (6) months, to the Village Board on the contents of said Plan, identifying what, if any changes or amendments thereto may be necessary to sustain the Village’s compliance with the State’s MS4 General Permit, or other State mandated MS4 Legislation.

BE IT FURTHER RESOLVED that copies of the Plan document are to be prepared and kept on file in the Village Clerk’s Office, the Village DPW Department, and the Village Codes Enforcement Department.

BE IT FURTHER RESOLVED that the bi-annual reports from the Village’s MS4

Officer to the Village Board are also to be placed in an Appendix to the Plan.

BE IT FINALLY RESOLVED that certified copies of this resolution are to be provided to: Debra Hana, Region 7 Office, New York State Department of Environmental Conservation, 615 Erie Boulevard West, Syracuse, New York 13204-2400; the Village DPW Department; and the Village Codes Enforcement Department.

Motion by: Trustee Eric Christensen
Seconded by: Trustee J. Robert Schepp

Passed by the following vote of all Village Board Members voting in favor thereof:

Mayor William F. Brazill	Yes
Deputy Mayor John Champagne	Yes
Trustee J. Robert Schepp	Yes
Trustee Eric Christensen	Yes
Trustee John Abbott	Yes

Mayor Brazill thanked George Kalkowsky and MRB Group for their assistance with this project.

**CLERK-
TREASURER**

MEETING MINUTES – August 5, 2024

Trustee Schepp made a motion, seconded by Trustee Champagne to approve the meeting minutes of August 5, 2024. All in favor; motion carried.

DAVIS ULMER FIRE PROTECTION

Trustee Christensen made a motion, seconded by Trustee Champagne to approve Davis Ulmer Fire Protection Inspection Agreement 11/1/2024 through 11/1/2027, \$1,752 annually. All in favor; motion carried.

PERMISSION TO ADVERTISE FOR FULL TIME DEPUTY CLERK TREASURER

Trustee Champagne made a motion, seconded by Trustee Schepp authorizing Clerk Treasurer to advertise for full time Deputy Clerk Treasurer position. All in favor; motion carried.

DPW

TRAINING REQUEST – NYCOM PUBLIC WORKS

Trustee Champagne made a motion, seconded by Trustee Schepp to approve training request and cost associated with T. Petterelli, E. Cushing and E. Christensen attending annual NYCOM Public Works conference, October 21-23, 2024 in Saratoga Springs. All in favor; motion carried.

WTP

CIVIL SERVICE JOB DESCRIPTION – WTP OPERATOR & MANAGER

Trustee Christensen made a motion, seconded by Trustee Abbott authorizing Clerk Treasurer to submit revision to Onondaga County Civil Service to change Plant Type B to A for WTP Operator and Manager job descriptions. All in favor,

motion carried.

FIRE

DECLARE SURPLUS TO SELL AT COUNTY AUCTION

Trustee Schepp made a motion, seconded by Trustee Champagne to declare surplus and sell at county auction:

See Fixed Assets File 2024 – 2025 in Clerk's Office for complete list of Miscellaneous equipment. All in favor; motion carried.

CHANGE IN MEMBERSHIP STATUS

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the following Membership Status changes: Khaaleef Enoch, Terminated; Nick Carulli, Active to Life; Pat Flannery, Active Life to Life. All in favor, motion carried.

NEW MEMBERSHIP APPLICATIONS

Trustee Schepp made a motion, seconded by Trustee Christensen to approve the following new Membership applications: Joseph Snyder, Restricted; Judy Hess and Kathryn Reed, Support; Madalyn Rushlo and Tylor Cota, Interior/Exterior FF; Josiah Roloson, Support, Driver and Fire Police. All in favor, motion carried.

TRAINING REQUEST – DOMINIC ERARD, BASIC AIRCRAFT RESCUE & FIREFIGHTING

Trustee Christensen made a motion, seconded by Trustee Champagne to approve training request for Dominic Erard to attend Basic Aircraft Rescue and Firefighting, September 9-12, 2024, Monroe Community College, \$1,406.75 plus class material and transportation costs. All in favor; motion carried.

MINOA FARMS, SECTION 2A UPDATE

MINOA FARMS, SECTION 2A UPDATE

Mayor Brazill stated Village Engineer has inspected Phase 2A to verify current site conditions and to follow up on the February 2024 list of incomplete construction items. Village engineer found the majority of the unfinished items listed on the punch list have been unresolved for months and recommends that the village take appropriate action to compel the developer to finish the listed items and dedicate the infrastructure to the Village.

The village board agreed to have Attorney Hills draft a letter to Brolex Properties, LLC and Oot Bros., Inc explaining village concern and frustration over the lack of movement on the list of incomplete construction items in Minoa Farms, section 2A and request the items be completed by the next village board meeting scheduled for Monday, October 7, 2024.

AUDIT OF CLAIMS

ABSTRACT #006

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #006** have been reviewed and approved for payment:
General Fund, voucher(s) 193 - 231 in the amount of \$411,906.98
Sewer Fund, voucher(s) 73 - 87 in the amount of \$149,615.16
Trust & Agency, voucher(s) 61 - 70 in the amount of \$43,878.13
All in favor; motion carried.

AUDIT OF CLAIMS

ABSTRACT #007

A motion was made by Trustee Christensen and seconded by Trustee Schepp the claims on **Abstract #007** have been reviewed and approved for payment:
General Fund, voucher(s) 232 - 290 in the amount of \$207,563.29
Sewer Fund, voucher(s) 88 - 112 in the amount of \$15,448.91
Trust & Agency, voucher(s) 71 - 86 in the amount of \$53,007.98
All in favor; motion carried.

**ATTORNEY
REPORT**

Nothing new to report.

**TRUSTEES
REPORT**

Nothing new to report.

MAYOR'S REPORT

Mayor Brazill thanked everyone that helped in making this year's Fall Festival so successful.

**PUBLIC
COMMENT**

There were no public comments.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 7:33pm. All in favor. Motion carried.

Respectfully submitted,
William F. Brazill
William F. Brazill, Mayor