

VILLAGE OF MINOA
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BOARD OF TRUSTEES
October 20, 2025

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 John Jaramcz, Town of Manlius Councilor William
PRESENT: Nicholson, Fire Chief Don Grevelding, MFD, Inc President
Tim Decker, Dan Engelhardt, Bob Krol, Jeremiah Butchko,
Tom Petterelli, Ron Milbeck, Deputy Chief Trevor
VanAuken, Captain Tony Alessandrello

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

**CLERK-
TREASURER**

MEETING MINUTES – October 6, 2025

A motion was made by Trustee Schepp and seconded by Trustee Abbott to approve the meeting minutes of October 6, 2025, meeting. All in favor; motion carried.

TREASURER REPORT FOR PERIOD ENDING SEPTEMBER 30, 2025

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge and approve Treasurers Report for period ending September 30, 2025. All in favor; motion carried.

***BONADIO & CO. INDEPENDENT AUDITOR'S REPORT FOR FISCAL YEAR
ENDING MAY 31, 2025***

Trustee Christensen made a motion, seconded by Trustee Champagne to

accept Bonadio & Co. Independent Auditor's Report for fiscal year ending May 31, 2025. All in favor; motion carried.

Mayor Brazill said if anyone has any questions regarding the auditor to please reach out to Clerk Treasurer DeVona.

HARDSHIP REQUEST FOR VILLAGE WAIVE \$150.00 AMBULANCE BILL

Trustee Abbott made a motion, seconded by Trustee Champagne to approve hardship request to waive \$150.00 ambulance bill. All in favor; motion carried.

**VILLAGE
ELECTION
MARCH 18, 2026**

Trustee Christensen made a motion, seconded by Trustee Champagne, pursuant to Election Law 15-104(3)(a) to adopt resolution to hold Village Election on Wednesday, March 18, 2026 from 12noon to 9PM in the Municipal Building Board Room. All in favor; motion carried.

**BUILDING &
GROUNDS**

MUNICIPAL BUILDING ROOF INSPECTION

Trustee Champagne made a motion, seconded by Trustee Schepp, to accept Josall Syracuse, Inc proposal for repairs to the Municipal Building; amount not to exceed \$2,100.00. All in favor; motion carried.

DPW

UDIG TRAINING

Trustee Schepp made a motion, seconded by Trustee Abbott, to approve training request for B. Hyde and A. Burton to attend UDIG NY Damage Prevention Training, October 22nd at the Syracuse On-Center, no fee. All in favor; motion carried.

**CODE
ENFORCEMENT**

DISCUSSION – DRIVEWAY DESIGN STANDARDS

Codes Enforcement Officer Al Hanzalik stated due to the average number of vehicles per household's vehicles are being parked on front and side yards and ask that the board review the driveway standards of the code to determine if there is a more appropriate standard that could be adopted for enforcement. A discussion ensued regarding the existing code and issues code enforcement now faces with driveway and parking situations. Mayor Brazill asked the board

to review the material and be prepared to discuss at the next meeting.

**FIRE
DEPARTMENT**

NEW MEMBERSHIP – ZACHARIAH SEWELL

Trustee Schepp made a motion, seconded by Trustee Christensen, to accept new membership application for Zachariah Sewell, 433 E. Genesee Parkway, Syracuse contingent upon MFD, Inc. approval. All in favor; motion carried.

NEW MEMBERSHIP – CADEN KILIAN

Trustee Christensen made a motion, seconded by Trustee Abbott, to accept new membership application for Caden Kilian, 103 Medfield Drive, E. Syracuse contingent upon MFD, Inc. approval. All in favor; motion carried.

MINOA FARMS

Ron Milback of Foundation Homes of CNY stated he is waiting for Brolex, LLC or also known as Minoa Villas, LLC to file maps of Section 5 as he is in contract with Brolex, LLC to purchase and build on Lots 129 – 134, and 136 and would like to submit building permits prior to December 31, 2025, so he can offer natural gas option to owners. Otherwise, if after December 31, 2025, electric utility would be the only option for the homes. Mayor Brazill asked Mr. Milback to provide documentation of ownership or an executed contract between himself and Brolex LLC for these lots before any consideration of building permits can be given. Mr. Milback agreed to provide the documents for the village.

**AUDIT OF CLAIMS
ABSTRACT #010**

A motion was made by Trustee Schepp and seconded by Trustee Abbott the claims on **Abstract #010** have been reviewed and approved for payment:

General Fund, voucher(s) 383 - 434 in the amount of \$137,073.94

Sewer Fund, voucher(s) 136 - 149 in the amount of \$24,600.02

Trust & Agency, voucher(s) 113 - 124 in the amount of \$123,319.03

All in favor; motion carried.

**ATTORNEY
REPORT**

Attorney Hills presented a resolution for Rules of Conduct for Municipal Buildings and Village Property. With no questions from the board, the following resolution was offered by Trustee John Champagne, who moved its adoption,

and second by Trustee Eric Christensen to wit:

WHEREAS, the Village of Minoa owns and maintains the municipal building located at 240 N. Main Street, in the Village of Minoa, County of Onondaga, State of New York, which houses village offices, a fire department, a public library, and public meeting space; and

WHEREAS, the Village Board of Trustees has the duty under Village Law § 4-412(1) to manage and control village property and to protect the health, safety, and welfare of employees, officials, and the public using such facilities; and

WHEREAS, recent incidents have occurred in and around the municipal building in which conduct by individuals has caused staff and library patrons, including children, to feel unsafe and intimidated; and

WHEREAS, the Board finds it necessary to adopt reasonable, content-neutral rules regulating conduct in the municipal building and on village property to ensure the orderly administration of village business and safe public access;

NOW, THEREFORE, BE RESOLVED by the Village Board of Trustees of the Village of Minoa as follows:

1. The attached Rules of Conduct for the Municipal Building and Grounds are hereby adopted, effective immediately.
2. The Rules shall be posted at all public entrances to the building, published on the Village website, and made available upon request at the Clerk's Office.
3. The Mayor, Village Clerk, Code Enforcement Officer, Library Director, and Village Police Department are authorized and directed to enforce the Rules of Conduct, including directing violators to leave the premises and, if necessary, treating violations as trespass under New York Penal Law § 140.05.
4. The Board reserves the right to amend or expand these Rules of Conduct at any time in the interest of public health, safety, and welfare.

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.

TRUSTEE REPORT

Trustees Abbott, Champagne, and Schepp - Nothing new to report.

Trustee Christensen reported that he recently attended NYCOM's DPW Conference in Lake George as well as the ESM Key Communicator's Dinner; both were great events.

MAYOR'S REPORT Mayor Brazill announced the Cookie Train and Shop Local will be held on Saturday, December 6th all day in the village with the Annual Tree Lighting at 6pm

PUBLIC COMMENT Tim Decker, MFD, Inc President asked Mayor Brazill to investigate why fire department members no longer receiving ambulance calls to their cellular devices. Trustee Champagne stated Chief Grevelding discontinued use of ADI system for the fire calls and the system was turned over to EMS.

EXECUTIVE SESSION - IN Trustee Champagne made a motion, seconded by Trustee Christensen to enter Executive Session for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor; motion carried.
The board entered Executive Session at 6:58pm.

EXECUTIVE SESSION - OUT Trustee Champagne made a motion, seconded by Trustee Schepp to enter Regular Session. All in favor; motion carried.
The board entered Regular Session at 7:35pm.

HEALTH & DENTAL INSURANCE 2026 Trustee Champagne made a motion, seconded by Trustee Christensen

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

WHEREAS, the Village Board previously reviewed information regarding projected health insurance premium increases for the 2026 plan year, which is an eighteen percent (18%) increase over the prior year's rates; and

WHEREAS, the Village Board recognizes the importance of maintaining in employee health coverage and avoiding undue hardship to employees; and

WHEREAS, the Village Board discussed the financial impact of this increase on the potential options available to the Village and its employees; and

WHEREAS, the Village Board, after due consideration, determined it to be in the best interests of the Village and its workforce to temporarily absorb the 2026 premium increase so that employees' contribution rates remain at the same level as 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby authorizes the Village to pay the additional cost associated with the 2026 premium increase for employee health insurance, such contribution applying only to the 2026 plan year; and

BE IT FURTHER RESOLVED, that this action is a one-time measure and shall not constitute past practice or precedent for any future plan years or collective bargaining negotiations; and

BE IT FURTHER RESOLVED, that this Resolution does not amend, modify, or reopen any collective bargaining agreement presently in effect, and is made solely as a discretionary benefit for the 2026 plan year; and

BE IT FURTHER RESOLVED, that the Village Clerk is hereby authorized to provide notice of this action to employees and to retain this Resolution in the Village's permanent record of board actions.

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

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Schepp to adjourn the village board meeting at 7:36pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L DeVona

Lisa L. DeVona, Clerk Treasurer