

VILLAGE OF MINOA
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BOARD OF TRUSTEES
September 8, 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 (*absent*)
Attorney Courtney Hills, Esq.

ALSO DPW Superintendent Tom Petterelli, John Jaramcz, Town
PRESENT: of Manlius Councilor William Nicholson, EMS Supervisor
Chris Smith

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

**CODE
ENFORCEMENT**

**SCHEDULE PUBLIC HEARING PURSUANT TO CODE 116-A (1) UNSAFE
BUILDING, 211 EAST AVENUE, TAX MAP #001-.03-20.0**

Trustee Schepp made a motion, seconded by Trustee Christensen to waive the reading of legal notice and open the public hearing pursuant to Code 116-A for unsafe buildings, specifically 211 East Avenue, tax map #001-.03-20.0. All in favor; motion carried.

Mayor Brazill opened the hearing at 6:30pm.

Attorney Hills stated pursuant to the provisions of Chapter 116 the following notice was sent certified mail to property owner on July 30, 2025, and received by the property owner on August 4, 2025:

TO: HALLMARK NURSING CENTRE, INC.
ATTN: ESTHER WIEDERMAN
4770 WHITE PLAINS ROAD FL 3
BRONX, NEW YORK 10470

PLEASE TAKE NOTICE that premises reputedly owned and/or controlled by you at 211 East Avenue in the Village of Minoa, New York 13116, designated as Onondaga County Tax Map Parcel No. 001.-03-20.0 ("Premises"), is in violation of the Village of Minoa Code, Section 116-4. More specifically the following conditions in violation of Village Code are present:

- The presence of brush, grass, rubbish or weeds, poisonous shrubs or weeds and standing water (§116-4A).
- The growth of grass or weeds or other noxious or objectionable growth to a height more

than 10 inches on any part of the real property, whether occupied or unoccupied or on the area between the property line of an adjacent public street or sidewalk and the pavement edge of the road (§116-4B).

- The presence of rubbish (§116-4C).
- Failure to maintain the exterior of every structure or accessory (§116-4D).
- Failure to maintain all ground surface hazards and unsanitary conditions, holes, excavations, breaks, projections, objections and excretion of pets and other animals on paths, walks, steps, driveways, parking lots and parking areas and other parts of the real property normally accessible to and used by persons (§116-4E).
- Failure to ensure the Premises does not violate New York State or Federal statutes or regulations promulgated thereunder and which include requirements or standards relative to the maintenance, repair, use, condition or related circumstance of real property, and including specifically, but without limitation the New York Property Maintenance Code and other NYS Uniform Code provisions referenced/incorporated therein (§116-4H).
- Failure to ensure conditions shall exist on the Premises which constitutes or is defined as a nuisance under any other provisions of the Village Code, including without limitations such other provisions of the Village Code which may authorize the removal of a specifically described item, object or conditions on or affecting real property or the owners and occupants of adjacent or nearby real property (§116-4J).

As such, please take notice that pursuant to Village Code §116, the unsafe buildings, structures and conditions of Premises are hereby declared illegal and shall be abated by repair and rehabilitation, including such measures as may reasonably be necessary to prevent unauthorized access thereto by children and other persons, or by demolition and removal. In addition, all conditions existing on the land of said Premises which are unsafe, unsanitary or which create danger or hazard to human life or constitute a hazard to the safety, health or welfare of person or property or a public nuisance, are unsafe conditions and are hereby declared to be illegal and shall be abated by repair, rehabilitation, removal, demolition or otherwise so that such building, structure or condition shall no longer be unsafe.

YOU ARE HEREBY ORDERED TO SECURE THE PREMISES IN A SAFE CONDITION BY REPAIR, OR BY DEMOLITION AND REMOVAL, OR OTHERWISE, ALL OF WHICH MUST BE COMMENCED WITHIN TEN (10) DAYS OF THE SERVICE UPON YOU OF THIS NOTICE AND BE COMPLETED WITHIN TEN (10) DAYS THEREAFTER, UNLESS SUCH TIME SHALL BE EXTENDED BY THE VILLAGE BOARD OR ORDER OF A COURT OF COMPETENT JURISDICTION. IN THE EVENT OF ANY NONCOMPLIANCE WITH THE PROVISIONS OF THIS NOTICE, A REPORT SHALL BE FILED WITH THE MAYOR AND VILLAGE BOARD OF TRUSTEES AS TO THE UNSAFE CONDITIONS OF THE PREMISES, AND A HEARING SHALL BE HELD TO SHOW CAUSE AS TO WHY THE PREMISES SHOULD NOT BE REPAIRED, REMEDIED, VACATED OR DEMOLISHED AND REMOVED BY THE VILLAGE, WITH ALL COSTS AND EXPENSES SO INCURRED BY THE VILLAGE IN CONNECTION WITH SUCH REPAIR OR REMOVAL TO BE ASSESSED AGAINST THE REAL PROPERTY ON WHICH THE STRUCTURE IS LOCATED.

A NOTICE SHALL BE PLACED ON THE UNSAFE STRUCTURE, WHICH IDENTIFIES THE STRUCTURE (BUILDING) HAVING BEEN FOUND TO BE UNSAFE BY THE CODES ENFORCEMENT OFFICER OF THE VILLAGE OF MINOA. SUCH NOTICE IS TO REMAIN ON THE STRUCTURE (BUILDING) UNTIL SAME HAS BEEN REPAIRED OR DEMOLISHED IN ACCORDANCE WITH THIS NOTICE. IT IS UNLAWFUL TO REMOVE THE POSTED NOTICE UNTIL SUCH NOTICE IS COMPLIED WITH.

With no response from property owner the following notice was published:

PLEASE TAKE NOTICE, the Board of Trustees of the Village of Minoa, after considering a report and personal observations of the Village Code Enforcement Officer, and pursuant to the provisions of said Chapter 116 and other applicable law, by resolution duly adopted/ratified at its August 18, 2025 regular meeting, determined that a hearing shall be held pursuant to §116-5 of the Village Code and for the purpose stated therein, and accordingly

PLEASE TAKE FURTHER NOTICE that the Board of Trustees of the Village of Minoa will conduct such hearing on **September 8, 2025, at 6:30 p.m.** at 240 North Main Street, Minoa, New York, in relation to such unsafe building or structure and related issues.

PLEASE TAKE FURTHER NOTICE that in the event any person having an interest appears at the hearing, or is unsuccessful in proving the building or structure was not unsafe and/or such determination was not warranted and/or fails to comply with any Order of the Village Board of Trustees, the Village Board of Trustees shall nevertheless consider the foregoing and the demolition and order for such building or structure to be vacated and made safe and secure by the demolition and removal of such structure or by such other measures which may be or have been reasonably

necessary, and to assess you as the owner for all costs and expenses so incurred by the Village and failing timely remittance by you, the Village shall also determine whether or not to assess all costs and expenses incurred by the Village in connection with such demolition/removal against the real property on which the structure is located, and the Village may otherwise proceed all in accordance with the provisions of Chapter 116 of the Code of the Village of Minoa.

Any resident of the Village of Minoa or other interested party or witness is entitled to be heard at the hearing, however only in connection with and relevant to the foregoing issues.

By Order of the Board of Trustees of the Village of Minoa.

Dated: August 18, 2025

Lisa DeVona, Village Clerk-Treasurer
Village of Minoa

Al Hanzalik, Code Enforcement Officer stated no reply from the property owner has been received since notices have been mailed.

Attorney Hills stated that nobody from Hallmark Nursing Centre nor owner of parcel is in attendance for this hearing.

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

Mayor Brazill closed the hearing at 6:34pm.

Trustee Champagne made a motion, seconded by Trustee Christensen to declare building located at 212 East Avenue, Tax Map # 001.-03-20.0 unsafe and to demolish pursuant to Code 116-A(1). All in favor; motion carried.

**PUBLIC HEARING
LOCAL LAW
2 FOR 2025
CHAPTER 120
RENTAL
PROPERTIES**

SCHEDULE PUBLIC HEARING TO ABOLISH CHAPTER 120 – RENTAL PROPERTIES

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

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

This local law is to abolish Chapter 120 Rental Properties due to impracticality and difficulty for enforcement. Complaints will continue to be investigated through the normal procedure.

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

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

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

Chapter 120 – Rental Properties effective immediately. All in favor; motion carried.

**DISCUSSION –
DRIVEWAYS**

Codes Enforcement Officer, Al Hanzalik presented the board with driveway guidelines for consideration to include in the village code. There are many driveways in the village that have been modified and expanded over the years that exceed the code requirement of no more than 25% of the front yard. Mayor Brazill asked the board to review the guidelines in preparation for another discussion at the October 20, 2025 meeting.

**CLERK-
TREASURER**

MEETING MINUTES – AUGUST 18, 2025

Tabled.

NYSMEC AGREEMENT FOR GAS & ELECTRIC

Trustee Champagne made a motion, seconded by Trustee Abbott, to opt out of the NYSMEC Agreement for Gas & Electric effective May 31, 2026 when the current contract expires. All in favor; motion carried.

***ELECTRIC AGREEMENT WITH CALPINE ENERGY SOLUTIONS, LLC
EFFECTIVE JUNE 1, 2026***

Trustee Champagne made a motion, seconded by Trustee Abbott authorizing Mayor to execute Addendum for Fixed Price, Full Requirements Electricity (NYISO) between Calpine Energy Solutions, LLC and Village of Minoa as of September 9, 2025, with delivery start date effective June 1, 2026 through end date April 30, 2030. All in favor; motion carried.

***DEFERRED COMPENSATION & JUSTICE COURT AUDITS FOR FISCAL
YEAR ENDING MAY 31, 2025***

Trustee Christensen made a motion, seconded by Trustee Schepp to acknowledge Independent Accountant's Report on Agreed Upon Procedures for Deferred Compensation and Justice Court Audit for fiscal year ending May 31, 2025. All in favor; motion carried.

PEDDLER PERMIT – COMFORT WINDOWS

Trustee Champagne made a motion, seconded by Trustee Schepp to approve

Peddler Permit Application for Comfort Windows, September 2025 through March 2026. All in favor; motion carried.

WTP AMENDING BOND RESOLUTION – Cost of Reconstruction and Improvements to Wastewater Treatment Plant

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

**AMENDING BOND RESOLUTION DATED SEPTEMBER 8, 2025
AUTHORIZING THE ISSUANCE OF UP TO \$19,100,000 SERIAL BONDS OF
THE VILLAGE OF MINOA, NEW YORK, TO PAY THE COST OF
RECONSTRUCTION AND IMPROVEMENTS TO THE VILLAGE'S EXISTING
WASTEWATER TREATMENT PLANT**

WHEREAS, the Village previously considered undertaking a capital improvement project (the "Original Project") consisting of reconstruction and improvements to the Village's existing waste water treatment plant, to include modifications to influent screening, grit removal, primary clarifier reconstruction, concrete repairs, trickling filter and secondary clarifier process equipment replacement, concrete repairs, reconstruction of an existing NYSDEC permitted wetlands treatment system, sequencing batch reactors and disinfection tanks, construction of a new effluent pump station and building and concrete process tank reconstruction, as well as the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work; and

WHEREAS, a long form Environmental Assessment Form ("EAF"), dated September 20, 2021 was prepared by the Miller Engineers (the "Miller"), to facilitate a review of the potential environmental impacts of the Original Project; and

WHEREAS, following a careful review of the nature and scope of the Original Project as set forth in the EAF, and the recommendations provided by the Miller, by resolution adopted on September 20, 2021 the Board of Trustees of the Village (a) initially classified the Original Project as a Type I Action as that term is defined in Part 617.2 of the Regulations, (b) declared its intention to serve as lead agency to undertake a coordinated review of the Original Project, and (c) circulated notice to all involved and interested agencies of the Village's intent to act as lead agent pursuant to the Regulations together with a copy of the EAF; and

WHEREAS, a notice of its intent to act as the SEQRA lead agency for environmental review of the Original Project was subsequently circulated to all involved and interested agencies and the period for involved agencies to object to the Village's intention to assume the role of SEQRA lead agency expired without such objection; and

WHEREAS, following additional review of the nature and scope of the Original Project as set forth in the EAF, and the recommendations provided by the Miller, by resolution adopted on September 4, 2025, the Board of Trustees of the Village (i) declared itself lead agency with respect to the environmental review of the Original Project, (ii) concluded that the proposed action will not result in any significant adverse impacts to the environment, (iii) issued a Negative Declaration with respect to the Original Project; and

WHEREAS, by adoption of a Bond Resolution dated January 3, 2022 (the "2022 Bond Resolution"), the Board of Trustees of the Village authorized the Original Project and the financing of the cost thereof, at a maximum estimated cost of \$9,500,000 and the authorization of up to \$9,500,000 serial bonds, as well as bond anticipation notes in anticipation of the issuance and sale of such serial bonds, of the Village pursuant to the provisions of the Local Finance Law; and

WHEREAS, by adoption of an Amending Bond Resolution dated February 20, 2024 (the "2024 Amending Bond Resolution"), the Board of Trustees of the Village amended the 2022 Bond Resolution to clarify that the obligations authorized by the 2022 Bond Resolution were, and shall be, issued to finance an assessable improvement; and

WHEREAS, the Village recently determined to amend and restate the scope of the Original Project to now consist of reconstruction and improvements to the Village's existing waste water treatment plant to address aging/outdated infrastructure and anticipated changes to the Village's State Pollution Discharge Elimination System (SPDES) Permit, including but not limited to decommissioning and demolition of existing trickling filters, and final clarifiers, construction of new

sequencing batch reactors (SBR's), construction of a new building to house blowers pumps and controls for the SBR process, demolition of unused sludge drying beds, construction of a new chlorine contact tank, cleaning and inspection of existing outfall pipe and the construction of a new outfall pipe and in-stream effluent diffuser, replacement of the main building's roof, repair or replacement of chlorination and dichlorination equipment, and installation of new Supervisory Command and Data Acquisition (SCADA) equipment, site piping improvements and all other ancillary improvements associated with such upgrades, as well as the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work (the Original Project, as amended and restated, shall be referred to herein as the "Project"); and

WHEREAS, a long form Environmental Assessment Form ("EAF"), dated April 21, 2025, was prepared by the MRB Group ("MRB"), to facilitate a review of the potential environmental impacts of the Project; and

WHEREAS, following a careful review of the nature and scope of the Project as set forth in the EAF, and the recommendations provided by the MRB, by resolution adopted on April 21, 2025 the Board of Trustees of the Village (a) initially classified the Project as a Type I Action as that term is defined in Part 617.2 of the Regulations, (b) declared its intention to serve as lead agency to undertake a coordinated review of the Project, and (c) circulated notice to all involved and interested agencies of the Village's intent to act as lead agent pursuant to the Regulations together with a copy of the EAF; and

WHEREAS, a notice of its intent to act as the SEQRA lead agency for environmental review of the Project was subsequently circulated to all involved and interested agencies and the period for involved agencies to object to the Village's intention to assume the role of SEQRA lead agency expired without such objection; and

WHEREAS, following additional review of the nature and scope of the Project as set forth in the EAF, and the recommendations provided by the MRB, by resolution adopted on May 23, 2025, the Board of Trustees of the Village (i) declared itself lead agency with respect to the environmental review of the Project, (ii) concluded that the proposed action will not result in any significant adverse impacts to the environment, (iii) issued a Negative Declaration with respect to the Project; and

NOW, THEREFORE BE IT RESOLVED ON SEPTEMBER 8, 2025, BY THE BOARD OF TRUSTEES OF THE VILLAGE OF MINOA, NEW YORK (by favorable vote of not less than two thirds of said Board), AS FOLLOWS:

Section 1. The scope of the Original Project as set forth in the 2022 Bond Resolution is hereby amended and restated to consist of reconstruction and improvements to the Village's existing waste water treatment plant to address aging/outdated infrastructure and anticipated changes to the Village's State Pollution Discharge Elimination System (SPDES) Permit, including but not limited to decommissioning and demolition of existing trickling filters, and final clarifiers, construction of new sequencing batch reactors (SBR's), construction of a new building to house blowers pumps and controls for the SBR process, demolition of unused sludge drying beds, construction of a new chlorine contact tank, cleaning and inspection of existing outfall pipe and the construction of a new outfall pipe and in-stream effluent diffuser, replacement of the main building's roof, repair or replacement of chlorination and dichlorination equipment, and installation of new Supervisory Command and Data Acquisition (SCADA) equipment, site piping improvements and all other ancillary improvements associated with such upgrades, as well as the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work (collectively, the "Project").

Section 2. The maximum estimated cost of the Project is hereby increased from \$9,500,000 to \$19,100,000 and said amount is hereby appropriated, therefore.

Section 3. The plan of finance of the Project is hereby amended to authorize the issuance of up to \$19,100,000 serial bonds to be issued therefore pursuant to the provisions of the Local Finance Law, and the application, if and when available, of state and/or federal assistance available or to any revenues available for such purpose from any other source.

Section 4. Serial bonds and bond anticipation notes of the Village, including renewals thereof, are hereby authorized to be issued pursuant to the provisions of the Local Finance Law of the State of New York, in a principal amount not to exceed \$19,100,000 to finance said appropriation for the Project.

Section 5. The obligations authorized under this Amending Bond Resolution are issued for the benefit of an assessable improvement.

Section 6. The faith and credit of the Village are hereby irrevocably pledged to the payment of the principal of and interest on the bonds authorized under the 2022 Bond Resolution and this Amending Bond Resolution and any bond anticipation notes issued in anticipation of such bonds as the same shall respectively become due and payable. There shall be annually apportioned and assessed upon the several lots and parcels of land within the Village, which the Village Board shall determine and specify to be especially benefited by the improvements, an amount sufficient to pay the principal and interest on such obligations as the same become due, but if not paid from such source, all of the taxable real property in the Village shall be subject to the levy

of ad valorem taxes without limitation as to rate or amounts sufficient to pay the principal of and interest on such bonds as the same shall become due.

Section 7. The law firm of WJ Marquardt PLLC is hereby appointed bond counsel to the Village in relation to the issuance of the bonds and notes authorized hereunder.

Section 8. Except as herein modified, the Original Bond Resolution, as amended, remains in full force and effect.

Section 9. This Amending Bond Resolution shall be subject to permissive referendum, and a summary hereof shall be published by the Village Clerk as provided by Village Law Section 9-900. This resolution shall become effective 30 days after its adoption. Following such effective date, in the event that no petition for a referendum was timely submitted and filed, the Village Clerk shall cause the publishing and posting of a notice in substantially the form provided in Section 81.00 of the Local Finance Law together with a summary of this Amending Bond Resolution.

The resolution was adopted.

RESULTS OF REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES

The following RFQ's were received in response to the Village's Request for Qualifications for engineering services for design, permitting and grant application phase services needed for Wastewater Treatment Plant Improvement Project:

MRB Group – RFQ #2025-1 received August 29, 2025

EDR PROPOSAL FOR PROFESSIONAL SERVICES – SCADA MAINTENANCE CONTRACT

Trustee Christensen made a motion, seconded by Trustee Champagne to accept EDR proposal for professional services related to on-call SCADA maintenance services to support the Village's wastewater treatment and conveyance system's Automation infrastructure not to exceed amount is proposed to be \$10,000. All in favor; motion carried.

DPW

NEW P/T TRASH THROWER – EDWARD BROWN

Trustee Champagne made a motion, seconded by Trustee Schepp to hire Edward Brown, effective September 9, 2025, at an hourly rate of \$16.50. All in favor; motion carried.

FIRE DEPARTMENT

RESIGNATION – REILEY REESE

Trustee Christensen made a motion, seconded by Trustee Schepp to accept Reiley Reese resignation letter effective September 1, 2025, contingent upon MFD, Inc. approval. All in favor; motion carried.

AUDIT OF CLAIMS A motion was made by Trustee Champagne and seconded by Trustee
ABSTRACT #007 Christensen the claims on **Abstract #007** have been reviewed and approved for payment:

General Fund, voucher(s) 247 - 290 in the amount of \$62,113.51

Sewer Fund, voucher(s) 87 - 99 in the amount of \$5,604.72

Trust & Agency, voucher(s) 75 - 84 in the amount of \$44,017.72

All in favor; motion carried.

ATTORNEY Nothing new to report.
REPORT

TRUSTEE Nothing new to report.
REPORT

PUBLIC COMMENT There were no public comments.

ADJOURNMENT A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 6:52pm. All in favor. Motion carried.

Respectfully submitted,

William F. Brazill

William F. Brazill, Mayor