

MINUTES OF THE BOARD OF TRUSTEES OF THE VILLAGE OF MEDINA HELD ON MONDAY AUGUST 12, 2024, AT 6:00 P.M. IN THE RIDGEWAY TOWN HALL.

Present: Mayor Marguerite Sherman

Trustees Jess Marciano, Diana Baker, Deborah Padoleski, and Mark Prawel

Excused: Attorney Matthew Brooks

Mayor Sherman called the meeting to order at 6:02 p.m.

Mayor Sherman stated that three requests for proposals for a grant writer had been received and the three firms were in attendance to present information to the board and answer any questions.

Mayor Sherman introduced Jay Grasso from G&G Municipal Consulting and Grant Writing. Mayor Sherman asked how many grants his firm has written verses those they have administered. Mr. Grasso said that his firm typically administers what they write if the grant is received. He said locally, they are the grant writers for the Village of Albion. Mayor Sherman said the Village is in the process of obtaining an engineering study on the Fire Station Addition. She asked what grants come to mind. Mr. Grasso said he had discussed the Fire Station Addition with the Office of Community Renewal, and that the Village meets the requirements for the project. He said there are NYSERDA grants, economic development, water, sewer as well as congressional grants. Trustee Marciano asked if the board considered an annual agreement, ten grants a year, how often those are presented to the Board. She also asked if looking at an hourly rate, if there is research involved. Mr. Grasso said they do not charge for research and that he wants to write what works for the Village. He said Medina is a small Village, but it offers a lot of services.

Mayor Sherman introduced Mr. Darren Asper and Mr. Will Lewis from Delta Development Group. Mr. Asper said they have a national practice, working with both Federal and State funding, and they have secured over two billion dollars in grant awards. Mayor Sherman asked if there is a distinction between grants that have been written by Delta verses administered. Mr. Asper said it is a formulation process. They work with the Village to write the grant. It's communication with congressional offices, then they work on the reimbursement process. Mr. Asper said they have a staff of thirty people. Mr. Lewis said they have a core project team. Trustee Marciano asked about the travel expenses listed in the proposal, noting they seemed extraordinarily high. Mr. Asper said they hold zoom meetings to reduce costs and they would come up with a list of priorities and then advise of the travel. Trustee Marciano asked who would determine travel, Delta or the Village. Mr. Asper said the Village would decide. Trustee Marciano asked what a realistic grant amount would be. Mr. Asper said two a month with there being certain times of year they would sit down and discuss the current grants available. He said they like working in small communities. Mayor Sherman asked if there is a process determining what grants require a municipality to fund the grant first, then be reimbursed. Mr. Asper

said the issue is knowing up front what the process is and when you will be reimbursed, which could be ninety days to six months. That way you are prepared. It is also knowing if soft costs can be included.

Mayor Sherman introduced Ms. Jean O'Connell and Mr. Rick Mancuso from O'Connell and Associates, Inc. Ms. O'Connell said she has been in business for thirty-five years and that she liked working for the little guys. She said her proposal is a monthly charge and includes all the grant writing. She said it does not include the administering of a grant. Mr. Mancuso said they have a staff of six full-time people and depending on the award, they would assist in administering the grant. He said they do research, the writing and the administration. Mayor Sherman asked if they have written more grants or have, they administered more grants. Ms. O'Connell said a lot of grants don't need administering and that you need to show that you have your act together. Mr. Mancuso said contacts are important and they have been in business for thirty years. He said the fifty million they are currently administering is probably around twenty-five grants. Ms. O'Connell said the Village would receive notice from her notifying if the Village would qualify for a grant and that communication is key and it has to be a two-way street. Trustee Marciano asked if the Village was awarded a grant and it doesn't cover admin costs, what could the Village expect. Ms. O'Connell said they would look at similar grants and do a cost analysis. Trustee Marciano asked what is involved in researching the grants. Mr. Mancuso said that they put together a grant calendar. Ms. O'Connell said you must present who you are. The first paragraph is most important. She stated that if the Village signed on for two years, she would keep the same cost for both years.

Mayor Sherman introduced Ms. Brandi Zavitz who said that she would like permission from the board to pursue a grant through Go Art! to paint a mural in the dog park. She said she has received several Go Art! grants and she would need a letter of support from the Village as well as a tax-exempt letter. She said Go Art! would pay for the mural. She said she would also like to pursue a grant to create a Welcome to Medina mural in the canal basin, however she believes the wall would need to be repaired first. Trustee Marciano said the Planning Board might appreciate Ms. Zavitz going to them so they may review the murals. The matter was tabled until the business meeting.

Ms. Jennifer Thom addressed the board requesting to hold the seventh annual Operation Honor 5K on November 9, 2024, at 11:00 a.m. She said they would start and end at the Junior Wilson's Club and that the Police Department usually assists with the crossing at Bates Road and State Street. She said the Sheriffs Department also assists with the event. Mayor Sherman mentioned completing the facilities use permit and providing a certificate of insurance. Ms. Thom said the participants sign a waiver and she is concerned about obtaining a certificate of insurance.

A motion was made by Trustee Prawel and seconded by Trustee Marciano. Operation Honor is allowed to hold Operation Honor 5K Race on November 9, 2024, at 11:00 a.m.

All ayes
Motion carried.

Trustee Padoleski noted that the motion is pending additional information on the Certificate of Insurance.

A motion was made by Trustee Padoleski and seconded by Trustee Prawel. The sign design as submitted to the board to be placed at Butts Park as a dedication to Sid Lovell is approved.

All ayes
Motion carried.

Mayor Sherman said she had received a request from Teresa Wilkins and Debbie Tompkins to hold the twelfth annual Home for the Holidays 5K Race on November 30, 2024, from 8:45 a.m. to 10:00 a.m. and that the facilities use application would need to be completed along with submitting a certificate of insurance. Trustee Marciano asked if the certificate of insurance is recommended or required as there are a lot of organizations that are non for profit. The matter was tabled until the business meeting.

Mayor Sherman said she was still obtaining Columbarium pricing information. She said Deputy Clerk-Treasurer Herbert had obtained pricing from Oakfield, who charges \$300.00 and Mount Albion who charges \$200.00. The owner also pays for the cost of the niches. She said the Boxwood Cemetery Commission had also suggested contacting Cold Springs and Hartland. The matter was tabled until additional information is received.

Mayor Sherman said they had received a \$10,000.00 grant from NYSERDA. Trustee Marciano stated the Clean Energy Study for 600 Main Street would cost \$3,400.00 and the remaining \$6,600.00 would be used for improvements at City Hall.

A motion was made by Trustee Marciano and seconded by Trustee Baker. Mayor Sherman is authorized to sign the NYSERDA Clean Energy Community Grant agreement for 600 Main Street.

All ayes
Motion carried.

Mayor Sherman said the Village was attempting to get the designation of Pro-Housing, however the Village has not reached growth targets yet and a formal resolution would need to be passed.

Trustee Baker moved and Trustee Marciano seconded that WHEREAS, the Village of Medina (hereinafter "local government") believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being; WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities; WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities; WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has

significant environmental and public health benefits; and WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant; NOW, THEREFORE, IT IS HEREBY RESOLVED that the Village of Medina, in order to take positive steps to alleviate the housing crisis, adopts the ProHousing Communities pledge, which will have us endeavor to take the following important steps: 1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing. 2. Adopting policies that affirmatively further fair housing. 3. Incorporating regional housing needs into planning decisions. 4. Increasing development capacity for residential uses. 5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

All ayes
Motion carried.

A motion was made by Trustee Padoleski and seconded by Trustee Prawel. NYCLASS is added to the Village of Medina's list of depositories.

All ayes
Motion carried.

Mayor Sherman said that she would like to consider hiring a temporary account clerk for thirty hours a week for three months while an employee is out on leave. Trustee Padoleski said that a temporary position was already created and suggested that the hours and wage could be discussed at the time of the appointment.

Mayor Sherman said Ale in Autumn had been discussed at the last meeting but was not officially approved. She said she had talked with Cindy Robinson who was working on obtaining a certificate of insurance and would complete the facilities use application. Trustee Marciano questioned not having to approve this before. Mayor Sherman stated that the starting point is the Senior Citizens Center which is a municipal owned building.

A motion was made by Trustee Padoleski and seconded by Trustee Marciano. The Medina Area Partnership is allowed to use the Senior Citizen Building as a check in for the Ale in Autumn Event to be held on September 28, 2024, from 1:00 p.m. to 6:00 p.m.

All ayes
Motion carried.

Mayor Sherman updated the board on the EV Charging Stations stating that the EV Charging Stations Project and the New York Forward Project would be combined. She said Eb Squared would be completing his work through the Department of Environmental Conservation and then resources would be combined to make it part of the New York Forward Project.

Mayor Sherman said a request for proposals was advertised for the Fire Station addition. She said questions had come in and an addendum was added, extending the due date of the proposals to September 26, 2024, and this was posted to the Village website.

Ms. Gabrielle Barone asked if Phase 1 of the SEQR had been completed and that the Village should be completing those steps now to ensure there will not be remediation.

Mayor Sherman said her and Trustee Baker had been speaking with the Towns of Ridgeway, Shelby and Yates on setting a rate for the ambulance contract. Trustee Baker said the contract was distributed to the Board. She said the Towns agreed that it would be a service agreement and not an ambulance agreement. She said there was some pushback from one municipality stating it should be based on call volume. Mayor Sherman asked the board for thoughts on basing the contract off call volume. Trustee Prawel said it is difficult to use call volume as you can't predict the future. He stated they should be equal. Mayor Sherman said the meetings have been very good and that all the Towns are very appreciative of the service at this end of the county. Trustee Padoleski said she did a workup of the cost to run the ambulance and \$40,000.00 is far below the cost of what it takes to run the service. She also stated the length of the contract concerned her. Trustee Baker stated the Towns suggested going to a two-year contract. Trustee Marciano said she thought two years would suit us best. Trustee Marciano, Trustee Padoleski and Trustee Prawel all agreed they are comfortable charging a flat rate.

A motion was made by Trustee Padoleski and seconded by Trustee Prawel. The meeting is adjourned into executive session at 8:28 p.m. to discuss a contractual matter.

All ayes
Motion carried.

A motion was made by Trustee Baker and seconded by Trustee Marciano. The meeting is reconvened and subsequently adjourned at 8:50 p.m.

All ayes
Motion carried.

Respectfully submitted,

Jada A. Burgess
Clerk-Treasurer

DRAFT