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**VILLAGE OF MINOA
BOARD OF TRUSTEES
April 16, 2012**

The regularly scheduled meeting of the Village Board of the Village of Minoa was held at the Municipal Building in the Village Board Room, 240 N. Main St, on April 16, 2012.

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Attorney Primo
Clerk-Treasurer DeVona
Attendant Ken Caskinett

ALSO John Sears, Al Kalfass, Matt McGarrity
PRESENT:

Mayor Donovan opened the meeting at 7:00 p.m. with the Pledge of Allegiance led by Attorney Primo.

**MEETING
MINUTES –
MARCH 5, 2012**

Trustee Brazill made a motion, seconded by Trustee Champagne to approve the meeting minutes of March 5, 2012. All in favor. Motion carried.

**MEETING
MINUTES –
MARCH 19, 2012**

Trustee Christensen made a motion, seconded by Trustee Brazill to approve the meeting minutes of March 19, 2012. All in favor. Motion carried.

**MEETING
MINUTES –
APRIL 2, 2012**

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the meeting minutes of the May 2, 2012. All in favor. Motion carried.

**APPOINTMENT –
VILLAGE
HISTORIAN –
SUSAN
HEITZMAN**

Mayor Donovan appointed Susan Bishop Heitzman, N. Main Street, Minoa as Village Historian for a term of one year.

Trustee Christensen made a motion, seconded by Trustee Champagne to accept the Mayor's appointment of Susan Bishop Heitzman as Village Historian for a term of one year. All in favor. Motion carried.

**MINOA FARMS –
CONSTRUCTION
DRAWINGS
PHASES 4 - 7**

Mayor Donovan stated the village has received a letter from Alex Wisniewski, LJR Engineering regarding Construction Drawings for Phase 4 – 7 of Minoa Farms which includes a punchlist of outstanding items. As of tonight the outstanding item of sanitary sewer manhole #17 has been complete. Mayor Donovan recommends acceptance of the drawings per the village engineer’s review and substantial compliance with village standards.

Trustee Brazill made a motion, seconded by Trustee Christensen to accept the Construction Drawings for Phase 4-7 of Minoa Farms last revised on March 2, 2012 and authorize the Mayor to sign the Title Sheet. All in favor. Motion carried.

**BUILDINGS &
GROUNDS**

PERMISSION TO ACCEPT QUOTE FROM CAMBELL ASSOCIATES TO STRIP & REFINISH NEW BUNK-IN ROOM & TRAINING ROOM

Trustee Brazill made a motion, seconded by Trustee Abbott to accept the quote from Campbell Associates in the amount of \$385.00 to strip and refinish newly remodeled Bunk-in Room and Training Room. All in favor. Motion carried.

Trustee Brazill asked Clerk DeVona to contact Campbell Associates and obtain a quote for the same services for the Fire Chief’s Office.

PERMISSION TO ENTER INTO CONTRACT WITH MATHIESON PORTABLE TOILETS FOR PORTABLE BATHROOMS AT REES FIELD

Trustee Brazill made a motion, seconded by Trustee Christensen authorizing the Mayor to enter into contract with Mathieson Portable Toilets for portable bathrooms located at Rees Field beginning June 1, 2012 through November 1, 2012 depending on weather in the amount of \$100.00 per month. All in favor. Motion carried.

AMBULANCE

PERMISSION TO ACCEPT TECHNICAL SERVICE SUPPORT AGREEMENT WITH PHYSIO CONTROL FROM JULY 1, 2012 JUNE 30, 2012

Trustee Brazill made a motion, seconded by Trustee Abbott authorizing the Mayor to execute the Technical Service Support Agreement with Physio Control for two (2) Lifepak 12 Heart Monitors on the ambulances from July 1, 2012 through June 30, 2013 at a cost of \$2,106.00. All in favor. Motion carried.

**FIRE
DEPARTMENT**

***REQUEST PERMISSION TO SEND MIKE NESCI TO ATTEN TRUCK
COMPANY SERIES: SEARCH & RETRIEVING VICTIMS CLASS***

Trustee Abbott made a motion, seconded by Trustee Champagne to send Mike Nesci to Truck Company Series: Search and Retrieving Victims and Advanced Vehicle Extrication on June 13, - 16, 2012 at the Turning Stone Resort, Verona, NY at a cost of \$670.00. All in favor. Motion carried.

**CODE
ENFORCEMENT**

No new business.

DPW

No new business.

CLERK

No new business.

COURT

LETTER OF RESIGNATION – DAVID GLISSON

Trustee Christensen made a motion, seconded by Trustee Champagne to accept Letter of Resignation from David Glisson as court attendant effective April 16, 2012. All in favor. Motion carried.

WWTP / CERF

PERMISSION FOR SUNY ESF STUDENTS TO TOUR FACILITIES

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval for SUNY ESF Water Pollution Engineering Course students to schedule two groups to tour facilities on April 24, 2012. All in favor. Motion carried.

**TRUSTEES'
REPORT**

Trustee Champagne thanked everyone who helped out at the Easter Egg Hunt in Lewis Park, especially Paul and Sheila Norcross from Albany who help out at the event each year, the Clerk's office, village board members and Mr. John Sears. Trustee Champagne personally thanked his wife, Nancy and daughters Brandy and Cheyenne for all their help. Approximately 700 people attended the event in the park this year.

Trustee Christensen reminded everyone of the Greater Manlius Chamber of Commerce Dinner and Silent Auction event on Wednesday, April 25, 2012 at the Links Golf Course. Proceeds benefit the Minoa Food Pantry.

Trustee Abbott gave an update on the Police Committee Meeting and stated he has informed the Police Department of the dates and times of the Memorial Day Parade, Cruisin' on Friday Nights at Lewis Park, and the Wounded Warrior Ride. Trustee Abbott stated a copy of the 2012 Police Committee Meeting Schedule has been placed in everyone's mailbox.

Trustee Abbott stated the Fire Department will have recruitment day this weekend, Fireman's Installation Banquet is on April 28th at the Rusty Rail, and the Annual Golf Tournament will be held on September 29, 2012 at Poolsbrook Golf Course.

Trustee Brazill confirmed flyers are out for Cruisin' in Minoa on Friday Nights at Lewis Park and the Wounded Warrior Motorcycle Benefit Ride. He announced the Minoa Farmers Market will begin on May 11th from 9:00am to 5:00pm and run every Friday through October at the Village Hall in the Adams Street parking lot.

MAYOR'S REPORT Mayor Donovan thanked everyone that participated in the Easter Egg Hunt and especially thanked Trustee Champagne and his family for all of the support and preparation for the event.

ATTORNEY'S REPORT Attorney Primo stated the revisions to the Employee Handbook are ready for review and he will forward those revisions to Clerk DeVona for distribution.

AUDIT OF CLAIMS A motion was made by Trustee Champagne and seconded by Trustee Christensen that claims on Abstract #022 in the amounts of General Fund - \$66,927.30 (Vouchers 914 - 951) and Sewer Fund – \$7,705.67 (Vouchers 356 - 369) for a total of \$74,632.97 audited and paid. All in favor. Motion carried.

PUBLIC COMMENTS John Sears, 103 S. Main Street asked if could have permission to make a statement “off the record” after the meeting was adjourned. Mayor Donovan asked why he didn't want his comment on record. Mr. Sears stated he would rather make the statement after the meeting.

ADJOURNMENT A motion was made by Trustee Champagne and seconded by Trustee Abbott that the Village Board Meeting be adjourned at 7:35 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona
Clerk-Treasurer