

**VILLAGE OF MINOA
BOARD OF TRUSTEES
December 3, 2012**

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Clerk-Treasurer DeVona

ALSO PRESENT: Tom Petterelli, John Sears, Wayne Konseck, Chief Matthew McGarrity, Al Kalfass

Mayor Richard Donovan opened the meeting at 7:00 p.m. with the Pledge of Allegiance led by Trustee Abbott.

**HEARING –
UNSAFE BUILDING
237 ELM STREET**

Tabled.

**MEETING
MINUTES –
NOVEMBER 19, 2012**

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

DPW

***REQUEST PERMISSION TO BRING BACK SEASONAL P/T HELP
DURING HOLIDAY SEASON***

A motion was made by Trustee Champagne and seconded by Trustee Christensen to bring back Josh Marko at \$10.00 per hour and Jamie Landry at \$8.50 per hour for seasonal part-time help during holiday vacation effective December 3, 2012. All in favor. Motion carried.

REQUEST PERMISSION FOR VILLAGE TO BUY BACK VACATION

A motion was made by Trustee Champagne and seconded by Trustee Christensen pursuant to December 19, 2005 board resolution and Employee Handbook to buy back thirty (30) hours of 2012 vacation time from Ray

Edwards. All in favor. Motion carried.

CLERK

VERDIN BELLS & CLOCKS - 2013 MAINTENANCE AGREEMENT

Trustee Champagne made a motion, seconded by Trustee Christensen to approve 2013 Maintenance Agreement with Verdin Bells & Clocks in the amount of \$590.00. All in favor. Motion carried. All in favor. Motion carried.

INDUSTRIAL MEDICAL ASSOCIATES - 2013 SUBSTANCE ABUSE TESTING AGREEMENT

Trustee Brazill made a motion, seconded by Trustee Christensen to enter into agreement with Industrial Medical Associates (IMA) for 2013 Substance Abuse Testing at a cost of \$68.00 per employee. All in favor. Motion carried.

2012 COOPERATION AGREEMENT BETWEEN VILLAGE OF MINOA & VILLAGE OF FAYETTEVILLE - CODES ENFORCEMENT

A motion was made by Trustee Abbott, and seconded by Trustee Brazill that the existing 2012 Cooperation Agreement Between the Village of Minoa and the Village of Fayetteville for Codes Enforcement be extended to May 31, 2013. All in favor. Motion carried.

DISCUSSION – FUELMASTER SYSTEM UPGRADE

Mayor Donovan stated the FuelMaster software system, purchased almost twenty years ago has given some trouble to the clerk's office after switching the telephone lines from analog to digital. Currently all concerns have been fixed and system is up and running again however it makes sense to begin the process of reviewing the current program, options to upgrade or other systems available with new technology. Trustees Champagne and Christensen were asked to research the potential options to the village for a new or upgraded system.

SCHEDULE PUBLIC HEARING – LL#1 FOR 2013 – SPECIAL PERMIT USE

Attorney Primo asked the board to table this item until the next meeting.

**FIRE
DEPARTMENT**

CHANGE IN MEMBERSHIP STATUS - TERMINATION

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve the change in membership status to terminate for Alex Hebert, Jeffery Richardson and Jennifer Weaver and Active to Life membership for Donald Grevelding. All in favor. Motion carried.

SURPLUS EQUIPMENT – 1988 SPARTAN PUMPER / TANKER – ENGINE 11

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to declare the 1988 Spartan Pumper Tanker (old Engine 11) as surplus equipment and no longer needed for municipal purposes. All in favor. Motion carried.

AGREEMENT – BRINDLEE MOUNTAIN FIRE APPARATUS

A motion was made by Trustee Abbott, seconded by Trustee Brazill to enter into agreement dated November 13, 2012 and amendment dated December 5, 2012 with Brindlee Mountain Fire Apparatus to list the 19988 Spartan Pumper Tanker with a sale price of \$70,000.00 and commission rate of 7% of the sale price. All in favor. Motion carried.

STANDARD OPERATING GUIDELINE NO. 1015 – BUNK ROOM USE

A motion was made by Trustee Abbott, and seconded by Trustee Champagne to accept *Standard Operating Guideline No.1015 – Bunk Room Use* with changes to reference all linens will be provided by the member and the use of the Bunk Room is exclusively for Members only. All in favor. Motion carried.

**CODE
ENFORCEMENT**

Nothing new to report.

**TRUSTEES’
REPORT**

Trustee Champagne – nothing new to report.

Trustee Christensen – nothing new to report.

Trustee Abbott – nothing new to report.

Trustee Brazill thanked everyone for another successful tree lighting event; and announced that this Friday, December 7, 2012 is “Village of Minoa Night” and Trappers will donate 10% of all food sales for the evening to the village for their “100th Anniversary Celebration Fund”.

**MAYOR'S
REPORT**

Mayor Donovan also thanked everyone for helping out with the Tree Lighting event; especially Superintendent Thomas Petterelli and his staff for doing an excellent job with the holiday decorations.

Mayor Donovan announced he has been working with the Minoa Postmaster, Leah Cushing on a “1st Day Cover” stamp for the 100th Anniversary.

**AUDIT OF
CLAIMS**

A motion was made by Trustee Champagne and seconded by Trustee Abbott that the claims on Abstract #013 in the amounts of General Fund - \$143,888.63 (Vouchers 555 - 596) and Sewer Fund – \$28,972.02 (Vouchers 235 - 249) for a total of \$172,860.65 audited and paid. All in favor. Motion carried.

**PUBLIC
COMMENTS**

Wayne Konseck, 208 Fay Lane thanked Mr. Petterelli and the DPW crew for and awesome job correcting a section of Fay Lane and wanted the board to know they did a great job and he was very pleased. Mr. Konseck stated he thinks the DPW department is one of the best in the area.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Abbott to adjourn the village board meeting at 7:51 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa DeVona

Lisa L. DeVona
Clerk-Treasurer