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**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
February 21, 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 February 21, 2012.

**PRESENT:** Mayor Richard Donovan  
Trustee Champagne  
Trustee Christensen  
Trustee Cronk  
Clerk-Treasurer DeVona  
Attendant Michael Macko

**ABSENT:** Trustee Brazill  
Attorney Primo

**ALSO** Jennifer Wing, Eagle Bulletin, Matt McGarrity, John Sears  
**PRESENT:**

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

**MEETING  
MINUTES**

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the meeting minutes of February 6, 2012. All in favor. 3-0.

**REQUEST TO USE  
LEWIS PARK –  
TOWN OF  
MANLIUS 2012  
CONCERT SERIES**

Trustee Cronk made a motion, seconded by Trustee Champagne to approve the request to use Lewis Park on July 16<sup>th</sup> and July 30<sup>th</sup> for the Town of Manlius 2012 Concert Series and to sponsor both concerts at \$450.00 each. All in favor, 3-0. Motion carried.

**DISCUSSION –  
CRIMINAL  
BACKGROUND  
CHECKS FOR  
EMPLOYMENT &  
FIRE  
DEPARTMENT  
VOLUNTEER  
APPLICATIONS**

Mayor Donovan stated the fee for submitting a criminal background check application to the state is approximately \$61.00 through a company called L1. A discussion took place regarding the question of having the applicant pay for the processing fee up front and the village would reimburse the applicant if the background check came back with positive results. Chief McGarrity said that most of the membership applications are young people just out of high school and he is not sure how many applicants could afford to pay the fee upfront which could prevent future membership applications. Trustee Champagne made a motion, seconded by Trustee Cronk to utilize L1 for criminal background checks for purposes of volunteer and employment applications

and the village will pay the processing fee for Fire Department Membership applications at the time of processing and only reimburse employment applicants for those background checks coming back with positive results. All in favor; 3-0. Motion carried.

**ACCEPTANCE OF STREET AND UTILITY EASEMENT DEDICATION – MINOA FARMS SECTION 4**

Trustee Christensen made a motion, seconded by Trustee Champagne authorizing Mayor to execute and deliver the right of way and street dedication instruments and utility/security agreement for Minoa Farms Section 4. All in favor, 3-0. Motion carried.

**BUILDINGS & GROUNDS**

***DISCUSSION – RENOVATION PROJECT FOR FIRE/AMBULANCE AREA IN MUNICIPAL BUILDING AND FIRE STATION 2***

Mayor Donovan stated five vendors picked up project specifications for renovation projects in the Municipal Building and Fire Station 2 and only two vendors submitted proposals. With regards to the Municipal Building renovation project, Mayor Donovan stated the DPW is able to take on the project immediately due to the lack of snow removal needed this season. The only cost associated with the project would be the need to hire an electrician and HVAC company to rewire and move existing utilities. Quotes have been obtained from Cooney Air Conditioning in the amount of \$748.00 and Edgeline Electric Corporation in the amount of \$4,870.00 to complete the work as soon as the project begins. Trustee Champagne made a motion, seconded by Trustee Christensen to approve the quotes for Cooney Air Conditioning and Edgeline Electric in the amount of \$5,618.00 to complete the Municipal Building Fire/Ambulance Renovation Project. All in favor, 3-0. Motion carried.

Mayor Donovan stated the renovation project for Fire Station 2 is on hold for further review of proposals.

**AMBULANCE**

***MULTIMED AGREEMENTS***

Trustee Christensen made a motion, seconded by Trustee Champagne authorizing the Mayor to execute the Business Associate Agreement with MultiMed Billing Specialist. All in favor, 3-0. Motion carried.

***AMBULANCE BILLING RATES***

Trustee Christensen made a motion, seconded by Trustee Cronk to increase ambulance billing rates effective March 1, 2012 as follows: BLS - \$650.00, ALS1 - \$750.00, ALS2 - \$850.00, Mileage - \$15.00, BLS Refusal - \$150.00, ALS Refusal - \$200.00. All in favor, 3-0. Motion carried.

**FIRE DEPARTMENT**

***CHANGE IN MEMBERSHIP STATUS – DONALD GREVELDING***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the change in membership status from Life to Active for Donald Grevelding. All in favor, 3-0. Motion carried.

***TRAINING REQUEST – JEREMY ERARD, NICK ERARD, JR.***

Trustee Cronk made a motion, seconded by Trustee Champagne to ratify prior approval for Jeremy Erard and Nick Erard, Jr. to attend Spring 2012 Seminar Series – Taxpayer/Strip Mall Fires on February 16<sup>th</sup> at 7:00pm in Nedrow, New York at a cost of \$25.00 per person. All in favor, 3-0. Motion carried.

**DPW**

***TRAINING REQUESTS – TOM PETTERELLI***

Trustee Cronk made a motion, seconded by Trustee Christensen to approve the training request for Tom Petterelli to attend the Dig Safely Annual Meeting on April 3, 2012 at the Turning Stone Resort at no cost. All in favor, 3-0. Motion carried.

Trustee Christensen made a motion, seconded by Trustee Cronk to approve the training request for Tom Petterelli to attend the Complete Streets Workshop on March 6, 2012 at Rosamond Gifford Zoo at no cost. All in favor, 3-0. Motion carried.

Trustee Christensen made a motion, seconded by Trustee Cronk to approve the training request for Tom Petterelli to attend the Excavator Dig Safely Seminar on March 22, 2012 at Holiday Inn in Liverpool at no cost. All in favor, 3-0. Motion carried.

**CERF – WWTF**

Nothing new to report.

**CODE  
ENFORCEMENT**

***TRAINING REQUEST – RICHARD GREENE***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the training request for Richard Greene to attend the 2012 NYSBOC Central Chapter of Educational Conference on April 3 – 6, 2012 at the Holiday Inn, Liverpool at a cost of \$350.00. All in favor, 3-0. Motion carried.

**TRUSTEES’  
REPORT**

Trustee Champagne asked the board to consider purchasing an IPAD for Mayor Donovan to be used while traveling and as a tool and resource especially in a critical incident situation. Trustee Champagne made a motion, seconded by Trustee Christensen to purchase one (1) IPad for Mayor Donovan which will be beneficial for the village especially during critical emergency management situations. All in favor, 3-0. Motion carried.

Trustee Christensen – nothing new to report.

Trustee Cronk asked Trustee Champagne to update the emergency call notifications from the WWTP, as he is still receiving alerts and telephone calls at all times of the day. Trustee Cronk asked Clerk DeVona to research a specific vacant lot across from Minoa Farms that is currently being sold by Oot Realty and property information on the realtor’s data sheet states the parcel is not in the flood zone and Trustee Cronk feels this information is not accurate. .

Trustee Brazill – Absent.

**MAYOR'S REPORT**

Mayor Donovan stated he would like to recognize and congratulate Steve Giarrusso on receiving the WEF, William D. Hatfield Award for 2011 which was presented to him at the 84<sup>th</sup> Annual NYWEA meeting, Wednesday February 8, 2012. Mr. Giarrusso was nominated for this award by the New York State DEC. Mayor Donovan also report he recently attended a meeting at Center State to discuss Mandate Relief, a meeting with Superintendent Cogan and newly elected Ryan McMahon to begin dialogue with City of Syracuse officials as well as form two committees as follow up to the County Legislative Breakfast held last month. Committees on Emergency Management and Infrastructure are in the beginning stages of forming.

Mayor Donovan stated an agenda for the last Mayor's Association meeting was the collection of village taxes in partial payments up to four installments. If the village wishes to collect up to four partial payments during the five month tax collection period, the county must first pass a resolution allowing the village to collect partial payments prior to any village resolution. The county has a draft resolution to consider at their next meeting.

Mayor Donovan stated he recently attended the IAC meeting with regards to the Fire/EMS study. The committee announced there is no justification to move forward with a joint fire district within the Town of Manlius. He suggested, to the Executive Committee, to bring in the Fire Chiefs to look at the report and review the material to see if there are any areas within each Fire Department that could be done together; such as training, equipment purchases, etc.

**ATTORNEY'S REPORT**

*Absent.*

**AUDIT OF CLAIMS**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that claims on Abstract #018 in the amounts of General Fund - \$58,499.59 (Vouchers 758 - 797) and Sewer Fund – \$26,134.70 (Vouchers 290 - 307) for a total of \$84,634.29 be audited and paid. All in favor, 3-0. Motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**ADJOURNMENT**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the Village Board Meeting be adjourned at 7:40pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona  
Clerk-Treasurer