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**VILLAGE OF MINOA**  
**BOARD OF TRUSTEES**  
**January 3, 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 January 3, 2012.

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

**ABSENT:** Trustee Champagne  
Attorney Steve Primo

**ALSO**

**PRESENT:** Tom Petterelli, John Sears, Matt McGarrity, Erich Schepp, David Hess, Richard Sabin, Jeremy Erard, Charles Spratt, Nicholas Erard, Scott Garland, Robert Becker, Tony Alessandrello, Wendy Czjak, Patrick Flannery, Scott Parish, Al Tompkins, Walt McGarrity, Sally McGarrity Dennis Erard, Alan Archer

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

**SWEARING IN  
CEREMONY – FIRE  
DEPARTMENT  
OFFICERS**

Deputy Mayor Trustee Brazill swore in the following Minoa Fire Department members for the Annual Swearing in Ceremony:

<b>EXECUTIVE BOARD</b>	
<b>TITLE</b>	<b>NAME</b>
President	Dennis Erard
Vice President	John Jarmacz
Secretary	Wendy Czajak
Treasurer	Alan Tompkins
Board of Directors Member	Alan Archer
Board of Directors Member	Jeremy Erard
Board of Directors Member	Nick Erard, Jr.
Board of Directors Member	Patrick Flannery
Board of Directors Member	Richard Sabin
Board of Directors Member	Thomas Czajak, Jr. (absent)
Board of Directors Member	Ernest Green (absent)
Board of Directors Member	Nick Carulli (absent)

<b>CHIEFS AND LINE OFFICERS</b>	
<b>TITLE</b>	<b>NAME</b>
Chief	Matthew McGarrity
Deputy Chief	Jeremy Erard
1 <sup>st</sup> Assistant Chief	Erich Schepp
2 <sup>nd</sup> Assistant Chief	Richard Sabin
EMS Chief	Richard Sabin
Captain Station I	David Hess
Captain Station II	Chuck Spratt
Lieutenant Station I	Nick Carulli
Lieutenant Station I	Brad Cretaro
Lieutenant Station II	Michael Nesci
Lieutenant Station II	<i>Vacant</i>

Deputy Mayor Trustee Brazill thanked Patrick Flannery for all his dedication and years of service as Chief of the Minoa Fire Department; accomplishing many goals during his years of service and for being a great leader.

**MEETING  
MINUTES**

Trustee Christensen made a motion, seconded by Trustee Brazill to approve the meeting minutes of December 19, 2011. All in favor. Motion carried.

**2012 DESIGNATED  
VILLAGE  
FLOATING  
HOLIDAY**

Trustee Christensen made a motion, seconded by Trustee Cronk to designate December 24, 2012 as the Village Floating Holiday. All in favor. Motion carried.

**EMPLOYEE  
HANDBOOK –  
VACATION  
ACCRUAL FOR  
PART-TIME  
EMPLOYEES**

Trustee Brazill made a motion, seconded by Trustee Cronk to amend the Village Employee Handbook, Vacation (page 25), PART-TIME EMPLOYEE – VACATION VESTING AND ACCRUAL: Part-time employees of the Village hired on or after January 1, 2012, shall be entitled to vacation benefits provided that they have served for a continuous period of two (2) full years in employment with the Village. Entitlement to and accrual of vacation benefits shall vest upon and from the first day following such two (2) year period and shall be for one (1) week equal to the average number of hours worked weekly in the previous year. Following ten (10) years of employment the benefit shall be two (2) weeks equal to the average number of hours worked weekly in the previous year. All in favor. Motion carried.

**SIX MONTH  
SALARY  
INCREASE –  
LISA DEVONA**

Trustee Brazill made a motion, seconded by Trustee Christensen to approve a six month salary increase to Clerk-Treasurer Lisa DeVona, effective January 9, 2012, to \$49,000.00 annually and two weeks' vacation per employment offer. All in favor. Motion carried.

**2012 DOG  
CONTROL  
AGREEMENT**

Trustee Christensen made a motion, seconded by Trustee Brazill authorizing the Mayor to execute the 2012 Dog Control Agreement with the Town of Manlius from January 1, 2012 through December 31, 2012 in the amount of \$1,000.00. All in favor. Motion carried.

**BUILDINGS &  
GROUNDS**

No new business.

**AMBULANCE**

No new business.

**FIRE  
DEPARTMENT**

***TRAINING REQUEST – ERICH SCHEPP***

Trustee Brazill made a motion, seconded by Trustee Cronk to approve training for Erich Schepp to attend Fire Officer II at Montour Falls on January 13 – 15, 2012 at a cost of \$136.00. All in favor. Motion carried.

***TRAINING REQUEST – TONY ALESSANDRELLO, RICHARD WRIGHT, ROBERT BECKER***

Trustee Brazill made a motion, seconded by Trustee Christensen to approve training for Tony Alessandrello, Richard Wright, and Robert Becker to attend Rescue Diver Instruction class at Aquatic World in North Syracuse at a cost of \$400.0 per person. All in favor. Motion carried.

***BID AWARD – TRIPLE COMBINATION PUMPER***

Trustee Brazill read the following statement:

“In connection with our bid review, I would like to note that Tyler Fire Equipment assisted us with our bid specifications and they have provided the Village with a six (6) page memorandum of bullet points critical of the E-One proposal dated November 29, 2011. Amongst other things, the memo references specification items proposed with the bid that do not match the bid specifications, and parts of the E-One proposal that do not state what the specifications proposed is (even though a specification was not included in the bid package). As to both of these, our counsel pointed out that regardless of the “no exception” language in the vehicle and equipment specifications we were assisted with, the bid package itself has language clearly superseding this which provides that exception can be taken to any specification item whatsoever regardless of language specifically stating “No exceptions” in the specifications. Therefore any specification item of the proposal that is not in strict conformity with the bid specifications can still be accepted by the board. Secondly, as to items where a proposed specification was not provided, as you know we have performed quite a bit of due diligence following receipt of the bids, including inspection of specific vehicles and equipment produced by the bidding parties and their manufacturers (E-One, KME, Tyler Fire Equipment and Har-Rob). We are satisfied from our inspections of actual vehicles and equipment and follow-up conferences, discussion and meetings with the companies I have just mentioned as well as truck committee members, physically inspecting each manufactures built vehicles and the comparing of the specification as submitted that the E1 proposal is adequate and that the specifications proposed do comply with our bid requirements. Where a few specification items have not been stated specifically, we know and have investigated and ensured that we are satisfied as to what will be provided. Therefore, while we certainly thank the Tyler Fire Equipment, LLC for their assistance with the bid specifications and have with due respect reviewed their memo, I believe we are all satisfied with the E-One proposal and that it complies with the requirements of the bid package. Therefore I recommend that we award the bid of Triple Combination Pumper to E-One.

Trustee Brazill made a motion, seconded by Trustee Christensen to award the Triple Combination Pumper bid award to E-One in the amount of \$410,055.00. All in

favor. Motion carried.

Trustee Brazill extended a thank you to the Committee for their time and efforts in completing a thorough review of the bid proposals.

**DPW**

***RESIGNATION – COREY MARKO***

Trustee Christensen made a motion, seconded by Trustee Brazill to accept the resignation of part-time employee Corey Marko effective January 4, 2012. All in favor. Motion carried.

***NEW HIRE – ANTHONY ALESSANDRELLO***

Trustee Cronk made a motion, seconded by Trustee Christensen to hire Anthony Alessandrello as a part-time Trash Thrower effective January 19, 2012 at an hourly rate of \$10.00. All in favor. Motion carried.

**CERF – WWTF**

Trustee Cronk made a motion, seconded by Trustee Christensen to declare (6) hubble lights, (5) GE lights and (9) miscellaneous lights as surplus equipment and send to County auction. All in favor. Motion carried.

**TREASURER’S REPORT**

Trustee Brazill made a motion, seconded by Trustee Christensen to accept the October and November Treasurer’s Report. All in favor. Motion carried.

**TRUSTEES’ REPORT**

Trustee Christensen – nothing new to report.

Trustee Cronk – nothing new to report.

Trustee Brazill reminded the board members to submit their newsletter articles to him as soon as possible.

*(Trustee Champagne was absent).*

**MAYOR’S REPORT**

Mayor Donovan stated he would like to schedule pre-conference meetings with Department Heads for any equipment requests for the 2012-2013.

**ATTORNEY’S REPORT**

*(absent)*

**AUDIT CLAIMS**

A motion was made by Trustee Christensen and seconded by Trustee Brazill that claims on Abstract #015 in the amounts of General Fund - \$33,309.62 (Vouchers 617 - 652) and Sewer Fund – \$6,072.24 (Vouchers 235 - 247) for a total of \$39,381.86 be audited and paid. All in favor. Motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

A motion was made by Trustee Brazill and seconded by Trustee Christensen that the Village Board Meeting be adjourned at 7:20pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona  
Clerk-Treasurer