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**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
May 14, 2012**

The special 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 May 14, 2012.

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

**ALSO PRESENT:** Tom Petterelli, Matt McGarrity, Don Studebaker, John Sears,  
Allysa Rugglera, Christina Shanahan, Brandon George

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

**MEETING  
MINUTES –  
APRIL 30, 2012**

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the meeting minutes of April 30, 2012. All in favor. Motion carried.

**ESTABLISH  
PUBLIC  
HEARING –  
LOCAL LAW # 2**

Trustee Brazill made a motion, seconded by Trustee Abbott to hold a public hearing for Local Law #2 for 2012 for the establishment of Article III of Chapter 25 entitled “Non-criminal Applicant fingerprint inquiries” on June 4, 2012 beginning at 6:55 pm. All in favor. Motion carried.

**SUMMER  
MEETING  
SCHEDULE**

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the summer meeting schedule as follows:

Monday, July 16, 2012 beginning at 7:00pm

Tuesday, July 31, 2012 beginning at 12:00 noon (Abstract Meeting)

Monday, August 13, 2012 beginning at 7:00pm

Friday, August 31, 2012 beginning at 12:00 noon (Abstract Meeting)

Tuesday, September 4, 2012 beginning at 7:00pm

Monday, September 17, 2012 beginning at 7:00pm

All in favor. Motion carried.

**MEMORIAL DAY PARADE** Trustee Christensen made a motion, seconded by Trustee Brazill to hold the Annual Memorial Day Parade on Monday, May 28, 2012 beginning at 9:00am. All in favor. Motion carried.

**MINOA FARMS** Trustee Brazill made a motion, seconded by Trustee Christensen to accept National Grid Street Lighting proposal for Minoa Farms Phase 3A & 3B for seven (7) high pressure fixtures to be installed on 14' fiberglass embedded poles with an estimated annual cost of \$1,932.56. All in favor. Motion carried.

**NYCOM 2012 FALL SCHOOL** Trustee Christensen made a motion, seconded by Trustee Brazill to authorize the Clerk-Treasurer and Village Board to attend the 2012 NYCOM Fall School in Lake Placid on September 10 – 14, 2012. All in favor. Motion carried.

**BUILDINGS & GROUNDS** Trustee Brazill made a motion, seconded by Trustee Christensen to advertise a notice to bidders for HVAC – DDC Control System Replacement for the Municipal Building heating and air conditioning system with a bid opening date of June 13, 2012 at 12:00 noon in the Clerk's Office. All in favor. Motion carried.

**AMBULANCE** No new business.

**FIRE DEPARTMENT** ***RATIFY PRIOR APPROVAL TO ACCEPT QUOTE FROM AUDIO-VIDEO CORPORATION***

Trustee Brazill made a motion, seconded by Trustee Champagne to ratify prior approval to accept quote from Audio-Video Corporation in the amount of \$15,124.00 for the purchase of equipment and software for the Fire Department Training room – all items listed in quote are available on New York State Contract. All in favor. Motion carried.

**FIRE STATION #2 BAY DOOR REPLACEMENT** The following quotes were received for the replacement of exterior bay doors at Fire Station #2:

Overhead Door Company of Auburn/Syracuse	\$39,207.00
Senke CNY Garage Doors	\$25,800.00
Wayne Dalton of Syracuse	\$18,996.00

Trustee Brazill made a motion, seconded by Trustee Abbott to accept Wayne Dalton of Syracuse quote in the amount of \$18,996.00. All in favor. Motion carried.

**RESULTS OF BID OPENING –** The following bids were opened and publicly read aloud on May 4, 2012:

**RENOVATION OF ENGINE 22** E-One, 2288 Overbrook Drive, Auburn \$74,365.00

Jerome Fire Equipment, 8721 Caughdenoy Road \$42,780.00

Trustee Brazill made a motion, seconded by Trustee Christensen to accept the bid from Jerome Fire Equipment in the amount of \$42,780.00 for the Repair and Renovation of Fire Engine 22. All in favor. Motion carried.

**TRAINING  
REQUEST**

***REQUEST PERMISSION TO ATTEND NYSAFC 106<sup>TH</sup> ANNUAL  
CONFERENCE – ERICH SCHEPP, RICHARD SABAN***

Trustee Brazill made a motion, seconded by Trustee Christensen to approve the training request for Erich Schepp and Richard Sabin to attend the 106<sup>th</sup> Annual NYSAFC Conference, June 13-16, 2012 at the Turning Stone Resort in Vernon, NY at a cost of \$80.00 per person. All in favor. Motion carried.

**CODE  
ENFORCEMENT**

No new business.

**DPW**

***PERMISSION TO RE-HIRE SUMMER HELP – JAMES R. LANDRY***

Trustee Christensen made a motion, seconded by Trustee Champagne to re-hire James R. Landry as summer/seasonal help effective May 21, 2012 at an hourly rate of \$8.50. All in favor. Motion carried.

***PERMISSION TO RE-HIRE SUMMER HELP – JOSHUA MARKO***

Trustee Champagne made a motion, seconded by Trustee Christensen to re-hire Joshua Marko as summer/seasonal help effective May 21, 2012 at an hourly rate of \$10.00. All in favor. Motion carried.

***PERMISSION TO ATTEND 2012 PUBLIC WORKS SCHOOL***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve Tom Petterelli and Village Board to attend 2012 Public Works School in Canandaigua, NY October 22 – 24, 2012. All in favor. Motion carried.

**CLERK**

***VILLAGE OFFICE – SUMMER HOURS***

Trustee Brazill made a motion, seconded by Trustee Abbott to approve summer hour schedule of Monday through Thursday 8:00am to 4:30pm with a half hour lunch and Friday 8:00am to 11:30am for the Village Office effective July 9, 2012 through August 31, 2012. All in favor. Motion carried.

***2012 RELEVY SEWER RENTS & PENALTIES***

Trustee Christensen made a motion, seconded by Trustee Brazill to ratify prior approval to re-levy delinquent sewer rents and penalties in the amount of \$35,270.90 and they be added to the June 1, 2012 Village Tax Bills. All in favor. Motion carried.

**COURT**

No new business.

***SUMMER HOURS***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve summer hour schedule of Monday through Thursday 6:00am to 3:30pm and Friday 6:00am to 10:00am for the Wastewater Treatment Plant effective June 4, 2012 through August 31, 2012. All in favor. Motion carried.

***PERMISSION TO REQUEST QUOTATION FOR CNG FILL STATION***

Trustee Champagne made a motion, seconded by Trustee Christensen to request quotations for a Compressed Natural Gas Slow Fill Refueling Appliance. All in favor. Motion carried.

***REQUEST PERMISSION TO ATTEND NYRWA 33<sup>RD</sup> ANNUAL TECHNICAL CONFERENCE & DINNER***

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing Steve Giarrusso to attend the 33<sup>rd</sup> Annual NYRWA Technical Conference and dinner, May 16, 2012 at the Turning Stone Resort in Vernon, NY at a cost of \$170.00. All in favor. Motion carried.

***CERF - REQUEST PERMISSION TO ALLOW ZACHARY HALSTROM AN INTERNSHIP***

Trustee Brazill made a motion, seconded by Trustee Abbott approving the request to allow Zachary Halstrom, ESF undergraduate, a 12-week voluntary internship with CERF, effective May 15, 2012 through August 17, 2012. All in favor. Motion carried.

***REQUEST PERMISSION FOR STEVE GIARRUSSO TO CARRY-OVER 23 HOURS OF VACATION TIME***

Mayor Donovan stated Mr. Giarrusso has requested to carry-over 23 hours of vacation time to be carry-over into the next fiscal year. In review the handbook and payroll records it was determined there are four additional employees with vacation time to be use before the end of the fiscal year. A discussion took place regarding the policy and future carry-over requests. Trustee Brazill stated he would like to see the handbook policy followed in the future and recommends this carry-over vacation time to be used by September 1<sup>st</sup>. Mayor Donovan stated the village is fortunate to have great employees with many years of service; our department our small and sometimes difficult to schedule and accommodate time-off requests.

Trustee Champagne made a motion, seconded by Trustee Brazill approving the request to carry-over twenty-three (23) hours of vacation time for Steve Giarrusso, seventy-five (75) hours of vacation time for Thomas Petterelli, twenty seven (27) hours of vacation time for Michael Murnane, and thirty four (34) hours of vacation time for James D. Landry to be used by September 1, 2012. All in favor. Motion carried.

***REQUEST PERMISSION FOR MAYOR DONOVAN TO ATTEND NYRWA 33<sup>RD</sup> ANNUAL DINNER***

Trustee Champagne made a motion, seconded by Trustee Abbott authorizing Mayor Donovan to attend the 33<sup>rd</sup> Annual NYRWA dinner, May 16, 2012 at the Turning Stone Resort in Vernon, NY at a cost of \$50.00. All in favor. Motion carried.

**TRUSTEES' REPORT**

Trustee Champagne – nothing new to report.

Trustee Christensen – nothing new to report.

Trustee Abbott asked what the village protocol was for lawn maintenance as there are quite a few properties that have overgrown lawns. Mayor Donovan stated that the code enforcement officer notifies the property owner with a letter of violation; if the violation is not taken care of then the village hires a contractor to cut the grass.

Trustee Abbott reported he met with the Town of Manlius PBA and introduced himself and has scheduled a tour of the department. Trustee Abbott stated the library experienced more children for story time and thanked the village for advertising the event on the sign at Lewis Park.

Trustee Brazill reminded everyone that the Farmers Market and Classic Hot-Rod Cars have begun and will continue every Friday and the Wounded Warrior ride is July 7<sup>th</sup>.

**MAYOR'S REPORT**

Mayor Donovan reported the NYCOM Annual Meeting was a success and as always very educational and membership is up twenty percent (20%). Mayor Donovan took the opportunity to report that tree removal was in progress in Minoa Farms section 4B and will continue to update progress as he receives it.

**ATTORNEY'S REPORT**

Nothing new to report.

**AUDIT OF CLAIMS**

A motion was made by Trustee Champagne and seconded by Trustee Brazill that claims on Abstract #024 in the amounts of General Fund - \$47,259.51 (Vouchers 995 - 1050) and Sewer Fund – \$5,348.82 (Vouchers 387 - 401) for a total of \$52,608.33 audited and paid. All in favor. Motion carried.

**PUBLIC COMMENTS**

Don Studebaker, 212 Fay Lane, stated he would like to address the board and ask for help with the continuous problem he has experienced for many years with his neighbor Mr. Konseck. Mr. Studebaker said the situation is elevating to the point of threats and harassment and the village hasn't done anything to help with the situation. Attorney Primo explained to Mr. Studebaker that his complaint would be with the police department because his description of events is of criminal conduct and the village board has no jurisdiction or authority on criminal matters. Mr. Studebaker said the police have responded to the property, most recently for a heated discussion between himself and Mr. Konseck regarding the property line.

Mayor Donovan stated he will follow-up with the police department tomorrow and if it would be helpful to host a meeting with both parties and the police department to discuss the situation. Mr. Studebaker thanked the board for their time and appreciated any assistance the board could give.

**ADJOURNMENT** A motion was made by Trustee Brazill and seconded by Trustee Christensen that the Village Board Meeting be adjourned at 8:00 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona  
Clerk-Treasurer