

**VILLAGE OF MINOA
BOARD OF TRUSTEES
November 19, 2012**

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

ABSENT: Trustee Champagne
Attorney Primo

ALSO PRESENT: Mike Macko, Tom Petterelli, John Sears, Wayne Konseck,
Don Jordan

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.

**PRESENTATION
SYRACUSE –
ONONDAGA
SUSTAINABLE
DEVELOPMENT
PLAN**

Don Jordan, Syracuse-Onondaga County Planning Agency gave an overview of the Sustainable Development Plan for Onondaga County. The plan aims to foster more efficient, attractive and sustainable communities by outlining a framework of policies, projects and practices consistent with the collective community vision for sustainable county. Mr. Jordan stated the plan consists of nine Elements of Sustainable Development reports, the Action Plan, Character Area guidance and a summary report all of which can be found on website; future.ongov.net. The nine topic areas of interest (Elements) derived from the direction provided by the public, the results of the scenario model and best practices relating to land use development. The Element Report provides key principles, issues and opportunities to be considered if the region is to achieve a sustainable future. Mr. Jordan continued his presentation with an overview of the Character Areas and Action Plan and stated the county is committed to actions that will contribute to the social, environmental, and economic sustainability of the community.

Mayor Donovan thanked Mr. Jordan for the presentation and being included in the

very beginning when the county department spent time with the village “on-campus”. Mayor Donovan commented on the Property Tax Cap and stated “there is no good news out of Albany”. He asked the County to keep in mind our sewer treatment facility and referenced a recent statistic that younger people are choosing to take public transportation over driving their own vehicles.

Trustee Brazill thanked Mr. Jordan for a great presentation and asked who will implement this plan? Mr. Jordan hopes the County Executive will adopt this plan in the future and that municipalities will use as a guideline in the future. Trustee Brazill stated there should be focus on strengthening the city; the core, some parts of the city are in bad shape. There are pockets of the city doing well and developed, just as there are smaller areas not so developed. He stated “urban sprawl” is because people are moving to areas like Minoa because they do not want to live in the city.

RESOLUTION

Supporting Participation in the CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program

Trustee Brazill made a motion, seconded by Trustee Abbott to adopt Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.

WHEREAS, the Village of Minoa herein called the “Municipality”, after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the “Project”, is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Central New York Regional Planning & Development Board, herein called the “Board”, has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and

WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve month timeframe as outlined in Attachment B;

NOW, THEREFORE, BE IT RESOLVED BY Village of Minoa Board of Trustees,

That Richard J. Donovan, Mayor, or such person's successor in office is the representative authorized to act in behalf of the Municipality's governing body in all matters related the Project; That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board no later than January 31, 2013. Resolution adopted.

ATTACHMENT A - PROJECT SCOPE OF SERVICES

Project tasks are proposed under three program components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Training.

I: CNY STORMWATER COALITON STAFF SUPPORT

Tasks proposed under this program component are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 28 regulated Municipal Separate Storm Sewer System (MS4) owner/operators. The Coalition was formally established on January 1, 2011, and is currently funded through December 31, 2012 by an EPF grant.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives –

CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four (4) scheduled meetings of the Executive Committee, and meetings of Working Committees identified and approved by the full Coalition as necessary to advance and sustain a fully functioning Coalition. (In the past, working committees have been established to address development of an organizational structure, RFP development and TMDL issues.) Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. CNY RPDB will monitor and report changes to the stormwater general permit and associated compliance requirements, compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual Reporting - CNY RPDB will prepare a single annual report documenting all education, training and outreach compliance activities conducted on behalf of the Coalition in compliance with annual reporting requirements for Minimum Control Measure (MCM) 1 of NY SPDES GP-0-10-002. The CNY RPDB will announce the availability of, and will post the MCM 1 section of the report on the stormwater website for public comment. CNY RPDB will respond to any public comments received relative to the documented education and outreach services. The CNY RPDB will compile all other required forms and report sections from Coalition members according to a submittal schedule developed in advance of March 2013. The schedule will consider individual MS4 needs to make available and respond to public comment on all sections of the annual report for which they are individually responsible to complete as follows: MCM 2, MCM 3, MCM 4, MCM 5, MCM 6, and

MCC Form. CNY RPDB will electronically package and submit a single MS4 Annual Report to NYS DEC no later than June 15, 2013 on behalf of all Coalition members that meet the submittal schedule.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2013, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Coalition on a quarterly basis.

II: PUBLIC EDUCATION AND OUTREACH

Tasks proposed under this program component comply with the public education and outreach requirements defined in the New York SPDES General Permit for Stormwater Discharges from MS4s (GP-0-10-002) and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Maintain Regional Stormwater Website and Information Library – CNY RPDB will redevelop the CNY Stormwater website with an increased focus on usability by the general public. Content available for public viewing will be made more concise and user friendly. All public narrative will be redeveloped with an emphasis on improving public understanding of basic stormwater concerns and concepts. CNY RPDB will also compile existing information, guidance materials and permit updates for reference and use by regulated MS4s in the Syracuse Urbanized Area (SUA). These materials will include, but not be limited to brochures, fact sheets, videos, and MS4 guidance manuals and compliance tools. Online training opportunities will be made available and promoted to appropriate municipal staff. CNY RPDB will vigorously promote the website with lake associations, youth groups, schools and other local interests and user groups throughout the SUA through direct outreach, press releases and updated narrative search terms to improve search engine access.

Task II.2 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2013 and will reach approximately 273,000 readers across the CNY region.

Task I.3 Electronic Stormwater Newsletter for the General Public - CNY RPDB will develop and electronically distribute a quarterly stormwater newsletter. CNY RPDB will maintain and continue to build an electronic distribution list. The seasonally themed electronic newsletter will maintain a focus on primary pollutants of concern in the SUA, stormwater processes, and offer advice on reducing negative water quality impacts through simple actions. The newsletters will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations and groups with a complimentary focus.

Task I.4 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will secure booth space, reproduce and/or develop appropriate stormwater informational displays and handout materials, and provide staff coverage for a minimum of two public events during 2013 program year. Efforts will be made to identify public events with reliably high attendance and complimentary objectives. CNY RPDB will ensure that educational materials are updated and appropriate to the core target audience. CNY RPDB will also maintain and make the stormwater display and appropriate materials available to participating MS4 communities for local use at their own events.

Task I.5 Electronic Outreach to CNY Contractors and Developers – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The “newsletter” will be promoted via a bulk postcard mailing and with additional assistance from the CNY Home Builders & Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the newsletter for posting on municipal websites or hard copy distribution.

II. DIRECT MUNICIPAL TRAINING

This program component addresses the education and training requirements of municipal officials and staff.

Task II.1. Stormwater Pollution Prevention Plan (SWPPP) Review and Notice of Intent (NOI) Update Workshop - The NYSDEC is in the process of finalizing several new documents to address changes resulting from the changes made in 2010 to the New York State Stormwater Management Design Manual. These include the revised Notice of Intent form, a new checklist for Stormwater Pollution Prevention Plan review, and a spreadsheet tool summarizing the calculations used in green infrastructure design. CNY RPDB will plan, publicize and conduct a dinner workshop for SWPPP reviewers including municipal planning boards and planning department staff, code enforcement officers and municipal engineers. The workshop will include a two-hour presentation designed to clarify and assist attendees in interpreting the information required on the new NOI form, plus a basic walk-through of the design spreadsheet. Up to three individuals from each participating municipality can attend at no cost.

ATTACHMENT B - TIMELINE

All proposed tasks will be completed between January 1, 2013 and December 31, 2013. Specific tasks will be completed according to the following timeline.

Proposed One-Year Timeline for CNY RPDB Stormwater Implementation Assistance Program												
Task	Month(s)											
	2013											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. CNY Stormwater Staffing and Support Services												
I.1 Staff Support Services	X	X	X	X	X	X	X	X	X	X	X	X
I.2 Communications	X	X	X	X	X	X	X	X	X	X	X	X
I.3 Annual reporting			X	X	X	X						
I.4 Financial Administration and Reporting	X	X	X	X	X	X	X	X	X	X	X	X
II. Public Education and Outreach												
II.1 Maintain Regional Stormwater Website & Library	X	X	X	X	X	X	X	X	X	X	X	X
II.2. Syracuse Post Standard Pullout			X	X	X							
II.3. Electronic Stormwater Newsletter - Public			X	X		X	X		X	X		
II.4 Stormwater Public Events (2)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD			
II.5 Contractor/Developer Outreach			X	X	X							
III. Direct Municipal Training												
III.1. SWPPP/NOI Update Workshop	X	X	X									

**MEETING
MINUTES –
NOVEMBER 5, 2012**

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the meeting minutes of November 5, 2012. All in favor. Motion carried.

DPW

REQUEST PERMISSION FOR VILLAGE TO BUY BACK VACATION

A motion was made by Trustee Christensen and seconded by Trustee Brazill

pursuant to December 19, 2005 board resolution and Employee Handbook to buy back forty (40) hours of 2012 vacation time from Tom Petterelli. All in favor. Motion carried.

RATIFY PRIOR APPROVAL TO KEEP J.M. FERSTLER ON THE ROSTER THROUGH DECEMBER 31, 2012

Trustee Christensen made a motion, seconded by Trustee Brazill to ratify prior approval to keep J.M. Ferstler on the roster until seasonal part-time help returns at the end of December. All in favor. Motion carried.

CLERK

TREASURERS REPORT

Trustee Brazill made a motion, seconded by Trustee Abbott to accept the Treasurers Report for June and July 2012. All in favor. Motion carried. All in favor. Motion carried.

FIRE DEPARTMENT

REQUEST PERMISSION FOR ERICH SCHEPP TO ATTEND 2013 NYS WEEKEND AT NATIONAL FIRE ACADEMY

A motion was made by Trustee Christensen, and seconded by Trustee Abbott to approve the training request for Erich Schepp to attend 2013 NYS Weekend at National Fire Academy at a cost of \$180.00. All in favor. Motion carried.

AMBULANCE

RATIFY PRIOR APPROVAL TO CONDUCT FALL & INJURY PREVENTION PROGRAM

Trustee Brazill made a motion, seconded by Trustee Christensen to ratify prior approval to conduct Fall and Injury Prevention program in conjunction with WAVES so that to provide home inspections within the Minoa community on request. All in favor. Motion carried.

CODE ENFORCEMENT

Nothing new to report.

TRUSTEES' REPORT

Trustee Christensen wished everyone a Happy Thanksgiving.

Trustee Abbott – nothing new to report.

Trustee Brazill announced the following village events:

Village of Minoa Night, December 7th at Trappers II; 10% of the proceeds will help with the 100th Anniversary celebration fund and The Annual Tree Lighting on Sunday, December 2, 2012.

**MAYOR'S
REPORT**

Mayor Donovan gave an update regarding Legislative Priorities of NYCOM which include increase AIM funding, reduce pension contribution rates, repeal/reform binding arbitration, amend the property tax cap, increase CHIPS funding, limit payments under GML 207a and 207c, reform prevailing wage, reduce public construction costs and increase the rate and expand the scope of utility gross receipt tax.

**AUDIT OF
CLAIMS**

A motion was made by Trustee Christensen and seconded by Trustee Brazill that the claims on Abstract #012 in the amounts of General Fund - \$80,775.34 (Vouchers 504 - 554) and Sewer Fund – \$31,601.74 (Vouchers 218 - 234) for a total of \$112,377.08 audited and paid. All in favor. Motion carried.

**PUBLIC
COMMENTS**

John Sears, 103 S. Main Street asked about the hearing and what would be discussed. Trustee Brazill stated the hearing scheduled for earlier in the meeting has been tabled. Mr. Sears asked what will be discussed in the hearing. Mayor Donovan stated the hearing will be conducted according to the village code.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Abbott to adjourn the village board meeting at 8:09 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa DeVona

Lisa L. DeVona
Clerk-Treasurer