

VILLAGE OF MINOA  
ANNUAL ORGANIZATIONAL MEETING

April 1, 2013

6:30pm

The Annual Organizational Meeting of the Village Board was held at the Municipal Building in the Village Board Room, 240 N. Main Street, New York.

**PRESENT:**

Mayor Richard Donovan  
Trustee Brazill  
Trustee Champagne  
Trustee Christensen  
Trustee Abbott  
Attorney Steven Primo  
Clerk-Treasurer DeVona  
Attendant Michael Macko

**ALSO  
PRESENT:**

Wayne Konseck, Fire Chief Matt McGarrity, John Sears, Dennis Erard

Mayor Donovan called the Annual Organizational Meeting to order at 6:30 p.m.

**APPOINTMENTS**

Mayor Donovan made the following appointments:

Barbara Sturick, Deputy Clerk Treasurer – 1-year term  
Donna Lothridge, Deputy Clerk-Treasurer – 1-year term  
Lisa DeVona, Records Access Officer – 1-year term  
Lisa DeVona, Property Control Manager – 1-year term  
Lisa DeVona, Respiratory Control Coordinator – 1-year term  
Jeanette Zacharias, Acting Village Justice - 1 year term  
Thomas Petterelli, Superintendent of Public Works - 1 year term  
James Landry, Safety Officer/Coordinator – 1 year term  
Thomas Petterelli, Environmental Officer - 1 year term  
Richard Greene, Code Enforcement Officer - 1 year term  
Susan Bishop-Heitzman, Village Historian – 1 year term  
Wendy Czajak, Infectious Control Officer – 1 year term  
Alex Wisniewski, Village Engineer - 1 year term  
Steven J. Primo, Village Attorney - 1 year term  
Robert Wolf, Stormwater Consultant - 1 year term  
Richard Greene, Stormwater Management Officer - 1 year term  
John Turbeville, Zoning Board Member – 5 year term to expire 3/2018  
Scott Parish, Zoning Board Member – 2 year term to expire 3/2015  
Charles Tocci, Chairman, Zoning Board of Appeals – 1 year term  
Chris Beers, Deputy Chairman, Zoning Board of Appeals – 1 year term  
Ethel Sawkins, Planning Board Member – 5 year term  
Ethel Sawkins, Deputy Chairperson – 1 year term  
Barbara Sturick, Secretary to Planning & Zoning Board – 1 year term  
Syracuse Post Standard, Official Newspaper – 1 year term  
JPMorgan Chase, Solvay Bank, M&T Bank, NYCLASS,  
Official Depositories – 1 year term

Trustee Brazill made a motion, seconded by Trustee Champagne approving the annual appointments as read aloud by Mayor Donovan and listed above. All in favor. Motion carried.

Mayor Donovan read aloud the following liaison assignments:

<b>Mayor Donovan</b>	Code Enforcement Animal Control Officer Quality of Life Issues Centennial Year Celebration Mechanic
<b>Trustee Brazill</b>	Fire/EMS Commissioner NIMS Compliance Officer Celebration Coordinator Town of Manlius Chamber of Commerce Critical Response Committee Minoa Farms ESM Youth Sports Village Newsletter
<b>Trustee Champagne</b>	Wastewater Treatment Plant / CERF Security Camera System Communications Website Celebrations
<b>Trustee Christensen</b>	Department of Public Works Building & Grounds Historical Society Celebrations Golden Age Comprehensive Plan Village Parks
<b>Trustee Abbott</b>	Lewis Park Event Sign Business Community Celebrations Police Committee Library Employee Handbook

Each Trustee is the Emergency Disaster Preparedness Planner for his department and each Trustee is responsible to see that the Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will interact with Trustee Brazill as Emergency Disaster Preparedness Coordinator. Mayor Donovan stated he will act as liaison with all of the Village Departments as needed.

Trustee Brazill made a motion, seconded by Trustee Christensen acknowledging and approving the liaison appointments as listed above and read aloud. All in favor; Motion carried.

A motion was made by Trustee Champagne and seconded by Trustee Christensen to approve the appointment of William F. Brazill as Deputy Mayor for a term of one year. All in favor; Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Christensen that the Sexual Harassment **Policy** as amended 3/1/99 remain in effect with the following: following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) as the Review Board for the Sexual Harassment Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer. All in favor; Motion carried.

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the **Workplace Violence Prevention Policy** adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) as the Review Board for the Workplace Violence Prevention Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at

each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer. All in favor; Motion carried.

A motion was made by Trustee Champagne and seconded by Trustee Christensen; **BE IT RESOLVED**: that the Village Board of the Village of Minoa does hereby establish the following:

The Village Board Meeting shall be held on the first and third Monday of every month at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room.

The Planning Board Meeting shall be held on the second Thursday of every month at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room as needed.

That the Surety Bond on the Village Clerk/Treasurer, Deputy Clerks/Treasurers, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.

That if a state of emergency is declared by Mayor Donovan, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the reverse 911 System as applicable, the Village of Minoa website, Time Warner Cable, local radio and television stations to notify Village of Minoa residents.

That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.

That the District Attorney's authorization dated 6/11/2012 for village attorney, Steve Primo to appear in Minoa Justice Court on behalf of District Attorney for limited purpose of prosecuting matters involving municipal code violations (Van Sickle letter).

That the Sergeant-of-Arms be Michael Macko, Kenneth Caskinett and/or Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.

That mileage allowance for Village officials while on Village business shall be the same as the IR allowance at the time.

The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk/Treasurer who will then notify the Trustees, the newspapers, and post a notice of such meeting in a public place; namely, the Minoa Post Office.

That Mayor Donovan shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize purchases over \$100.00.

That the following signatures be on the bank signature cards on file at the bank: Richard J. Donovan, Mayor; William F. Brazill, Deputy-Mayor; Lisa L. DeVona, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.

That Onondaga County prints the Village Tax Bills.

Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.

The request for use of a Village building by a member of the Minoa Fire Department, a family member of a Minoa Fire Department member, Village employees, or elected officials be put in writing and approved by the Village Board at no charge if the use is for non-business purposes.

That the Village Clerk/Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.

That the **Procurement Policy** for the Village of Minoa as adopted on January 7, 1992 and amend

on April 7, 2008 and March 21, 2011 remains in effect.

That the **Investment Policy** for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.

That the Fee Schedule dated April 1, 2002 and last amended 4/7/09 be in effect.

That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.

That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.

That the 2014 Annual Organizational Meeting be held on Monday, April 7, 2014.

All in favor to a vote on Collective Resolution; Motion carried.

Trustee Brazill made a motion, seconded by Trustee Christensen to adjourn the Annual Organizational Meeting. All in favor; Motion carried.

Mayor Donovan adjourned the meeting at 6:46 pm.

Respectfully submitted,

*Lisa DeVona*

Lisa L. DeVona  
Clerk-Treasurer