

**VILLAGE OF MINOA
BOARD OF TRUSTEES
April 1, 2013**

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Clerk-Treasurer DeVona
Attorney Steven Primo

ALSO PRESENT: John Sears, Mike Macko, Wayne G. Konseck, Al Kalfass

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

**PUBLIC HEARING
SPECIAL PERMIT
USE – 110 HULBERT
STREET**

A motion was made by Trustee Brazill and seconded by Trustee Christensen to waive the reading of the legal notice and open the public hearing. All in favor. Motion carried. Mayor Donovan opened the public hearing at 7:01pm. Mayor Donovan stated the public hearing will be adjourned until April 15, 2013. Trustee Brazill made a motion, seconded by Trustee Christensen to adjourn the public hearing. All in favor; motion carried. Mayor Donovan closed the public hearing at 7:02 pm.

CLERK

MEETING MINUTES – March 18, 2013

A motion was made by Trustee Christensen and seconded by Trustee Abbott to approve the meeting minutes of March 18, 2013. All in favor, 3-0; Mayor Donovan voting. Motion carried.

REQUEST PERMISSION TO ATTEND APRIL CLERK'S MEETING

A motion was made by Trustee Brazill and seconded by Trustee Champagne to approve request for Lisa DeVona to the April 24, 2013 Clerk's Meeting at 5:30pm in Liverpool. All in favor. Motion carried.

REQUEST PERMISSION TO CLOSE VILLAGE OFFICE

A motion was made by Trustee Brazill and seconded by Trustee Abbott to close the village office on Monday, May 6, 2013 all day due to NYCOM Annual Meeting in Saratoga. All in favor. Motion carried.

UPDATE – PUBLIC IMPROVEMENT REFUND BONDS, SERIES 2013

Mayor Donovan updated regarding the refunding transaction which as a result of final pricing bids will save approximately \$17,706 on average over the next seventeen (17) years of debt service (9.78% savings).

REQUEST PERMISISON TO ATTEND PAYROLL WORKSHOP

Trustee Christensen made a motion, seconded by Trustee Champagne to approve sending Donna Lothridge and Lisa DeVona to Williamson Payroll workshop on April 18, 2013, 9am – 3:30pm in Liverpool. All in favor. Motion carried.

REQUEST PERMISSION TO ATTEND VILLAGE OFFICIALS WORKSHOP

Trustee Champagne made a motion, seconded by Trustee Brazill to approve Mayor Donovan's request to attend Village Officials Workshop on April 19, 2013, at a cost of \$95.00. All in favor; motion carried.

REQUEST PERMISISON FOR DEPARTMENT HEADS & VILLAGE OFFICE STAFF TO ATTEND 104TH ANNUAL NYCOM MEETING

A motion was made by Trustee Champagne, and seconded by Trustee Brazill to approve department heads and village office staff to attend the 104th Annual NYCOM Meeting, May 5-6, 2013 in Saratoga Springs at a cost not to exceed \$750.00. All in favor; motion carried.

**PUBLIC HEARING –
LOCAL LAW 4 FOR
2013 – PROPERTY
TAX LEVY**

A motion was made by Trustee Brazill and seconded by Trustee Champagne to waive the reading of the legal notice and open the public hearing. All in favor. Motion carried. Mayor Donovan opened the public hearing at 7:13pm. With no comments from the public or board members Trustee Champagne made a motion, seconded by Trustee Abbott to adjourn the public hearing. All in favor; motion carried. Mayor Donovan closed the public hearing at 7:13 pm.

**PUBLIC HEARING
2013 – 2014
TENTATIVE
BUDGETS**

A motion was made by Trustee Christensen and seconded by Trustee Champagne to waive the reading of the legal notice and open the public hearing. All in favor. Motion carried. Mayor Donovan opened the public hearing at 7:14pm.

Mayor Donovan summarized the 2013-2014 Tentative Budget; 2% salary increase for village employees and elected officials, decrease in employee benefits due to the discontinuance of the ambulance department, village-wide increase in property assessments, while tax rate will remain at \$8.95. Mayor Donovan reminded everyone of the continued loss of approximately \$250,000.00 in sales tax revenue again this year. Mayor Donovan thanked the board and all department heads for their hard work during the budget process. With no comments from the board Mayor Donovan opened the comments to those present.

John Sears, 103 S. Main Street, stated there a no bid contracts this year and asked if there are any plans to purchase large items of \$100,000.00 or more? Mr. Sears stated two years ago the village board purchased a snow blower of some kind and only one single bid was received. Mayor Donovan asked Mr. Sears to keep his questions to the 2013-2014 Tentative Budget. Mayor Donovan stated this year the village board is considering bundling the purchases of a loader, salt truck,

pick-up, fire vehicles and equipment. Mr. Sears asked if the village was purchasing a trash truck. Mayor Donovan answered no; a salt truck. With no further questions or comments from the public, Trustee Champagne made a motion seconded by Trustee Christensen to close the public hearing.

Mayor Donovan closed the public hearing at 7:25pm.

**FIRE
DEPARTMENT**

REQUISITION REQUEST FOR NY STATE FIRE CHIEFS MEMBERSHIP FOR JEREMY DIBELLO

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve NY State Fire Chiefs membership application for Jeremy DiBello at a cost of \$35.00. All in favor; motion carried.

REQUEST PERMISSION TO SEND MATT MCGARRITY & JEREMY DIBELLO TO NY STATE CHIEFS FLASHOVER SIMULATOR TRAINING

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve training request to send Matt McGarrity and Jeremy DiBello to NY State Chiefs Flashover Simulator Training at Turning Stone, June 14, 2013 at a cost of \$200.00. All in favor; motion carried.

REQUEST PERMISSION TO SEND RICH SABIN TO TRUCK CO SERIES TRAINING

A motion was made by Trustee Christensen, and seconded by Trustee Champagne to approve training request to send Rich Sabin to Truck CO Series Training at Turning Stone Casino at a cost of \$335.00. All in favor; motion carried.

REQUEST PERMISSION FOR TRAINING – 4HOUR LIVE FIRE TRAINING AT BELGIUM TOWER

A motion was made by Trustee Christensen, and seconded by Trustee Champagne to approve training request for a 4-hour Live Fire Training at Belgium Tower on May 6, 2013, 6:00pm – 10:00pm at a cost of \$250.00. All in favor; motion carried.

PERMISSION TO APPROVE THE FOLLOWING PERSONNEL CHANGES

A motion was made by Trustee Abbott, and seconded by Trustee Brazill to approve Leave of Absence from March 20, 2013 through September 20, 2013 for Paul Rushlo. All in favor; motion carried.

WTP / CERF

REQUEST TO REDUCE THE NUMBER OF SEWER UNITS LOCATED AT 359 S. MAIN STREET

A motion was made by Trustee Champagne, and seconded by Trustee Christensen, based on the March 26, 2013 structural inspection of 359 S. Main Street by the Codes Enforcement Officer to approve the request from property owner, Daniel Cunningham to reduce the number of sewer units to one (1) unit for 359 S. Main Street effective with the August 1, 2013 sewer rent billing. All in favor; motion carried.

INCREASE SEWER PENALTY TO 10% ON UNPAID ACCOUNTS

A motion was made by Trustee Abbott, and seconded by Trustee Champagne to approve the sewer rent penalty to 10% penalty on any unpaid sewer rent accounts if payment is not received by due dates effective August 1, 2013. All in favor; motion carried.

**TRUSTEES
REPORT**

Trustee Champagne extended a sincere thank you to Paul and Sheila Norcross who travel in from Albany each year to participate in the annual Easter Egg Hunt. He also thanked his wife Nancy and his daughters Brandy and Cheyenne for all their help preparing and working on the event; Village Office Staff, especially Barb Sturick for all her help each year with this event; the DPW staff for preparing the park; Boy Scout Troop 99 for their participation this year and the following sponsor's: Parkway Pizza, Green's Hardware, Kinney Drugs, Texas Roadhouse, Fayetteville UNO's Pizzeria and My Gym on Erie Boulevard.

Trustee Champagne also reported there was a lateral pipe break, cracks in housing which created a hole in the ground; there has been an emergency dig scheduled for this week. He will continue to update the board as information becomes available. He reported that three loads of biosolids were transported out of the plant last week.

Trustee Christensen thanked Trustee Champagne for another successful Easter Egg Hunt.

Trustee Abbott reported he met with Town Supervisor Theobald to discuss the police contract; he will update the board with any new information once the contract has been review. Trustee Abbott stated he and Donna Lothridge have been assigned to review the Employee Handbook and have already begun working on it. Trustee Abbott also reminded everyone attending the Fireman's 100th Anniversary Banquet please respond by April 8th.

Trustee Brazill thanked Trustee Champagne and his family for another great Easter Egg event. Trustee Brazill stated the Wounded Warrior Project schedule for this summer in Lewis park has been cancelled.

**MAYOR'S
REPORT**

Mayor Donovan stated he attended a Center State luncheon as well as an intergovernmental committee meeting with Onondaga County Legislature Chairman Ryan McMahon; good message, more at this level are working together. Mayor Donovan thanked the clerk's office for a job well done with the bond refunding process and Trustee Champagne for another very successful Easter Egg Hunt.

**ATTORNEY
REPORT**

Attorney Primo stated the board has the authority to waive the site plan review of the planning board for special permit use applications.

MINOA FARMS

A motion was made by Trustee Champagne, and seconded by Trustee Christensen to accept easement and street dedication instruments for Phase 4B. All in favor; motion carried.

**AUDIT OF
CLAIMS**

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on Abstract #021 in the amounts of General Fund - \$110,842.21 (Vouchers 927 - 962) and Sewer Fund - \$21,867.50 (Vouchers 371 - 391) for a total of \$132,709.71 audited and paid. All in favor. Motion carried.

**PUBLIC
COMMENTS**

No comments from the public.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 7:41 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa DeVona

Lisa L. DeVona
Clerk-Treasurer