

**VILLAGE OF MINOA
BOARD OF TRUSTEES
April 15, 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, Alan Archer,
Patti Walker, Greg Walker, Edward Yaroski

Mayor Richard Donovan opened the meeting at 7:00 p.m. with the Pledge of Allegiance led by Clerk-Treasurer DeVona.

Mayor Donovan stated our thoughts and prayers are with the people and community of Boston Massachusetts.

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

Mayor Donovan stated the resolution from Onondaga County Planning Board has been received and said referral will have no significant adverse inter-community or county-wide implications. Comments were offered on parking area, landscaping, pedestrian safety and stormwater runoff. Attorney Primo stated he has received from the applicant a site development plan dated February 28, 2013 which has been reviewed by the Code Enforcement Office. Attorney Primo brought attention to the proposed signage on the site development plan and indicated the applicant has not finalized the dimensions or location of any signage and will submit sign proposal under separate application to the Codes Enforcement Officer.

There were no comments from the board.

There were no comments from the public.

Trustee Champagne made a motion, seconded by Trustee Christensen to close the public hearing. All in favor. Motion carried.

Mayor Donovan closed the public hearing at 7:10pm.

The Board hereby, based upon the foregoing and upon further consideration of the SEQR-SEAF, recognized this is an Unlisted Action and issued a Negative Declaration for SEQR purposes which was signed by Mayor Richard J. Donovan.

Trustee Christensen made a motion, seconded by Trustee Brazill to approve Special Permit Use application submitted by Greg and Patti Walker to convert a portion of residential house into a window service ice-cream shop located at 110 Hulbert Street, Minoa as noted on site development plan dated February 28, 2013 (with no proposed signage) and filed with application. All in favor. Motion carried.

As noted above, a sign permit application will be submitted under separate application to the Codes Enforcement Officer.

**ADOPTION
2013-2014 VILLAGE
BUDGETS**

A motion was made by Trustee Champagne and seconded by Trustee Brazill to adopt Village Budgets for 2013-2014 in the amount of \$4,017,882.00, and the Schedule of Salaries and Wages be fixed in the amounts shown therein. The amount of appropriations for each fund is as follows: General Fund - \$3,204,434.50; Water Fund - \$42,762.00; and Sewer Fund - \$770,685.50. The tax rate remains the same at \$8.95 per thousand. Voting: AYES: Trustee Champagne, Christensen, Trustee Brazill and Trustee Abbott. NAYES: 0. Motion Carried

Mayor Donovan thanked the board and department heads for all their participation in the budget process this year.

**SCHEDULE JOINT
PUBLIC HEARING –
ANNEXATION
PETITION – TAX
MAP PARCEL
#068.-02-02**

A motion was made by Trustee Champagne and seconded by Trustee Christensen to hold a joint public hearing with the Town of Manlius Board on May 20, 2013 at 7:00pm for the annexation petition filed by R.C. Raimondo Properties, LLC for a portion of tax map parcel #068.-02-02 situated in the Town of Manlius. All in favor. Motion carried.

**2013 MEMORIAL
DAY PARADE**

A motion was made by Trustee Christensen and seconded by Trustee Abbott to hold the 2013 Memorial Day Parade on Monday, May 27, 2013 at 11:00am. All in favor. Motion carried.

**3RD ANNUAL
WORLD BOOK
NIGHT U.S.**

REQUEST TO USE MUNICIPAL BUILDING

A motion was made by Trustee Abbott and seconded by Trustee Christensen to approve Susan Kowalski, ESM Librarian request to use the front entrance and main hallway of the municipal building on April 23, 2013, 4pm to 6pm to promote the 3rd Annual World Book Night U.S. All in favor. Motion carried.

CLERK

MEETING MINUTES – April 1, 2013

A motion was made by Trustee Champagne and seconded by Trustee Brazill to approve the meeting minutes of April 1, 2013. All in favor. Motion carried.

TREASURER'S REPORT - MARCH

Clerk-Treasurer DeVona stated due to a Williamson system update all funds were not yet closed for March and asked that the Treasurer's report be tabled until the next meeting.

REQUEST PERMISSION TO ATTEND PERMA ANNUAL CONFERENCE

A motion was made by Trustee Brazill and seconded by Trustee Christensen to approve request for Clerk-Treasurer to attend Annual PERMA Conference, May 23-24, 2013 at Lake George. All in favor. Motion carried.

2013 RENEWAL – GUARDIAN LIFE INSURANCE

A motion was made by Trustee Brazill and seconded by Trustee Abbott to renew

Guardian Life Insurance for 2013 with no increases to premiums. All in favor.
Motion carried.

2013 SUMMER HOURS – CLERK’S OFFICE

A motion was made by Trustee Abbott and seconded by Trustee Christensen to approve summer hours for the Clerk’s Office beginning July 8, 2013 through August 31, 2013, Monday through Thursday, 8:00am – 4:30 pm with half hour lunch and Fridays, 8:00am – 11:00am. All in favor. Motion carried.

EMPLOYEE HANDBOOK - UPDATE

Mayor Donovan thanked Trustee Abbott and Deputy Clerk-Treasurer Donna Lothridge for their review of the employee handbook. He stated a working draft of the handbook will be circulated to all board members for their review and comments. A final copy will be reviewed by the village attorney and presented to the board for adoption when complete.

**FIRE
DEPARTMENT**

CHANGE IN MEMBERSHIP – ACTIVE TO LIFE – MARTIN MULLANE

A motion was made by Trustee Abbott, and seconded by Trustee Champagne to approve the change in membership from active to life for Martin Mullane. All in favor; motion carried.

NEW MEMBERSHIP – TODD BROWN

Mayor Donovan stated this application will be tabled until the next meeting.

ANNUAL MINOA FIELD DAYS & 114TH OCVEA CONVENTION GRAND PARADE

A motion was made by Trustee Abbott, and seconded by Trustee Christensen to hold the Annual Field Days and 114th OCVEA Convention Parade on June 1, 2013 at 10:00am. All in favor; motion carried.

REQUEST PERMISSION TO USE FIRE STATION 2 – DAVID HESS

A motion was made by Trustee Christensen, and seconded by Trustee Brazill to approve the request from David Hess to use Fire Station 2, April 20, 2013 from 4:00pm – 7:00pm for a birthday pizza party. All in favor; motion carried.

WTP / CERF

Nothing new to report.

**TRUSTEES
REPORT**

Trustee Champagne reported the WTP had an emergency dig on April 15, 2013 at 222 McKinley Street. It appears that during repairs to various water main breaks on the street all gravel footing under a sewer lateral were lost which caused the break. Attorney Primo was asked to look into recourse for emergency digs caused by other agencies.

Trustee Christensen had nothing new to report.

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 contact has been review. Next Police Committee meeting is scheduled for May 8th.

Trustee Brazill reminded everyone the deadline for newsletter articles and information is April 26th.

MAYOR'S REPORT

Mayor Donovan stated he met with County Legislator Chairman Ryan McMahon and five municipal mayors that still have sewer plants to discuss the County's Save the Rain project. It was interesting to learn the county may have surplus money they would like to invest in our infrastructure; perhaps we could regain some of the sales tax money. Mayor Donovan stated he was a guest speaker at the Oswego County Mayor's meeting and those who attended showed interest in touring our sewer treatment plant.

Mayor Donovan thanked National Grid for approving the grant application in the amount of \$2,200.00 which was submitted by WAVES on our behalf for summer concert series in Lewis Park.

Mayor Donovan reminded everyone with the most recent events in Boston Massachusetts to keep building locked down and call local police department if you see anything suspicious.

Mayor Donovan sadly announced the passing of Stanley Kellish, lifetime resident of the village; calling hours will be Wednesday, April 17, 2013, 4pm – 7pm, and funeral April 18, 2013 at 10:00am at St. Mary's Church.

ATTORNEY REPORT

Nothing new to report.

AUDIT OF CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #022 in the amounts of General Fund - \$35,023.49 (Vouchers 963 - 1000) and Sewer Fund - \$8,458.96 (Vouchers 392 - 406) for a total of \$43,482.45 audited and paid. All in favor. Motion carried.

PUBLIC COMMENTS

Mr. Yaroski, 225 Edgerton Street asked when the new funeral home at the corner of Minoa Road and Kirkville will be open. Mayor Donovan stated he did not know. Mr. Yaroski, 225 Edgerton Street asked if the sewer units for the new development being annexed into the village would be hooked to the village sewer plant and if they were could the plant handle the additional volume. Mayor Donovan stated yes, the plant can handle the additional volumes and then some.

Patrick Dugan, 101 Lake Forest Drive presented a letter to the board regarding safety concerns over the drainage pipe installed behind his house. He stated the 12" drainage pipe has been installed as a remediation to a floodway design and

has now been left open at both ends. He has two small children he is concerned about their safety. Mayor Donovan stated he would contact Ryan Homes and Minoa Development Company on Tuesday regarding this issue.

**EXECUTIVE
SESSION
IN**

A motion was made by Trustee Abbott and seconded by Trustee Christensen to enter into Executive Session at 7:46pm the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor. Motion carried.

**EXECUTIVE
SESSION
OUT**

A motion was made by Trustee Brazill and seconded by Trustee Abbott to come out of Executive Session at 8:32pm. All in favor. Motion carried.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 8:32 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa DeVona

Lisa L. DeVona
Clerk-Treasurer