

**VILLAGE OF MINOA
BOARD OF TRUSTEES
December 16, 2013**

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Clerk Treasurer Lisa DeVona
Attorney Steven Primo, Harris Beach, PLLC

ALSO Fire Chief Matt McGarrity, Mike Macko, Wayne G. Konseck, John

PRESENT: Sears, Pat Flannery, Dennis Erard

Mayor Donovan opened the village board meeting at 7:00pm with the Pledge of Allegiance led by Trustee Christensen.

CLERK

MEETING MINUTES – DECEMBER 2, 2013

A motion was made by Trustee Champagne and seconded by Trustee Christensen to approve the meeting minutes of December 2, 2013 as submitted. All in favor. Motion carried.

TREASURER’S REPORT – NOVEMBER 2013

A motion was made by Trustee Christensen and seconded by Trustee Abbott to approve the Treasurer’s Report of November 2013 as submitted. All in favor. Motion carried.

2014 IMA SUBSTANCE ABUSE TESTING AGREEMENT (DOT CONSORTIUM)

A motion was made by Trustee Champagne and seconded by Trustee Brazill to approve the 2014 IMA Substance Abuse Testing Agreement (DOT Consortium) at a cost of \$68.00 per employee tested in 2014 and authorize the Mayor to execute the agreement. All in favor. Motion carried.

2014 VILLAGE FLOATING HOLIDAY – FRIDAY, DECEMBER 26, 2014

A motion was made by Trustee Abbott and seconded by Trustee Christensen to approve the 2014 village floating holiday as Friday, December 26, 2014. All in favor. Motion carried.

AUTHORIZE THE MAYOR TO EXECUTE THE 2014 FIRE PROTECTION & EMS SERVICE CONTRACT WITH THE TOWN OF MANLIUS

Trustee Brazill made a motion, seconded by Trustee Abbott authorizing the Mayor to execute the 2014 Fire Protection & EMS Service Contract with the Town of Manlius in the amount of \$697,414.00. All in favor. Motion carried.

RESCHEDULE 2014 VILLAGE BOARD MEETINGS – JANUARY, FEBRUARY, SEPTEMBER DUE TO HOLIDAYS

A motion was made by Trustee Brazill and seconded by Trustee Christensen to reschedule the following village board meetings due to holidays:

Monday, January 20th reschedule to Tuesday, January 21st

Monday, February 17th reschedule to Tuesday, February 18th

Monday, September 1st reschedule to Tuesday, September 2nd

All in favor. Motion carried.

SCHEDULE 2014 BUDGET WORKSHOPS

A motion was made by Trustee Brazill and seconded by Trustee Champagne to approve the following dates for village budget workshop meetings:

Tuesday, February 11th

Wednesday, February 19th

Tuesday, February 25th

All budget workshop meeting will begin at 6:00pm. All in favor. Motion carried.

ADOPT VILLAGE EMPLOYEE HANDBOOK

Mayor Donovan stated the village board has had an opportunity to review the changes made by Attorney Primo to the employee handbook with the exception of the draft copy of the dress code included in your meeting packets. He asked board members for their input on the draft outline. A discussion ensued regarding some of the examples used in the draft copy with regards to casual business dress. A motion was made by Trustee Brazill and seconded by Trustee Abbott to adopt the employee handbook with all amendments, including the dress code as outlined and discussed. All in favor. Motion carried.

Mayor Donovan thanked Trustee Abbott, Deputy Clerk Treasurer Lothridge and Attorney Primo for their time and efforts on this project.

2014 NYCOM CONFERENCES

A motion was made by Trustee Champagne and seconded by Trustee Christensen granting permission for the Mayor, Board and Department Heads to attend the following 2014 NYCOM Conferences; Winter Legislative Meeting, February 9-10, Annual Meeting in May, Fall Training School in September and Public Works School in October. All in favor. Motion carried.

FIRE DEPARTMENT ***2014 MINOA FIRE DEPARTMENT OFFICERS***

Trustee Brazill made a motion, seconded by Trustee Christensen to accept the following 2014 Minoa Fire Department Officers as a result of the election held on December 9, 2013:

- Chief: Erich Schepp
- Asst. Chief: Jeremy Erard
- 1st Asst Chief: Dave Hess
- 2nd Asst Chief: Rich Sabin
- FS1 Captain: Scot Garland
- FS2 Captain: Chuck Spratt
- Lieutenants: FS1 Dave Matthes, Jr
Joe Hanover
- FS2 Mike Nesci
Nick Carulli
- President: Dennis Erard
- Vice President: Pat Flannery
- Secretary: Wendy Czajak
- Treasurer: Al Tompkins
- Board of Directors: Jeremy Erard, Nick Erard, Jr., John Jarmacz, Dave Matthes, Sr., Dave Matthes, Jr., Scot Garland, Joe Hanover

All in favor; Motion carried.

Trustee Brazill stated the new officers will take office effective January 1, 2014 and will be sworn in at the next village board meeting, January 6, 2014.

FIRE POLICE APPOINTMENTS

Trustee Champagne made a motion, seconded by Trustee Christensen to approve appointments of James M. Schuyler, Nicholas I Erard, Jr. and Michael J. Lostumbo as Fire Police for the Minoa Fire Department effective December 16, 2013. All in favor. Motion carried.

President Erard notified the board that Mr. James Schuyler was out of the state until early spring. Clerk Treasurer DeVona was asked to rescind the appointment of Mr. Schuyler. Village board will consider the appointment when Mr. Schuyler returns.

TRAINING REQUEST – ERICH SCHEPP

Trustee Brazill made a motion, seconded by Trustee Champagne to approve the training request for Erich Schepp to attend the 29th Annual NYS Weekend national Fire Academy, May 8-9, 2014 at Emmitsburg, MD at a cost of \$190.00. All in favor. Motion carried.

NEW MEMBERSHIP – KEVIN MICHAEL COOPER

A motion was made by Trustee Abbott, and seconded by Trustee Christensen to approve the new membership application of Kevin Michael Cooper, 8335 Green Lakes Road, Kirkville. All in favor. Motion carried.

TRUSTEES REPORT

Trustee Champagne reported the Bylin Heat System was complete; the FuelMaster project is nearing completion with the installation of four AIM units in four Fire Department vehicles; all computers, with the exception of the Trustees office have been upgraded to Windows7 due to the expiration of Windows XP in April 2014. Trustee Champagne reported Planning and Zoning Board meeting minutes are now available on the website.

Trustee Christensen thanked the DPW staff for an excellent job plowing over the weekend.

Trustees Abbott reported that Father Raynald Yudin passed away on December 10th; he will be deeply missed. Trustee Abbott reminded everyone that the Fire Department Santa Detail is scheduled for December 23, 2013.

Trustee Brazill announced the Fire Department will hold their annual Christmas Party on December 23, 2013 beginning at 6:30pm at the VFW on Taft Road; he also asked that each board member submit their newsletter articles as soon as possible.

MAYOR'S REPORT

Mayor Donovan reported on the following:

- He attended the retirement event honoring SUNY ESF President Cornelius B. “Neil” Murphy Jr which was attended by almost 400 people including Lt. Governor Bob Duffy and NYS DEC Commissioner Martens.
- By invitation he attended the Economic Regional Development Council Awards on December 12th in Albany as well as the Governor’s holiday reception.
- The village board presented Mr. and Mrs. Greene with a proclamation for their years of community business as well as the official ribbon cutting for Greiner’s Hardware
- Presented Minoa Elementary administration, staff and students for a job well done with their efforts to separate their paper trash from their food waste. The

waste is used at our WTP in their compost pile which will eventually fuel a greenhouse and the village will begin growing the flower plants used throughout the village.

**ATTORNEY
REPORT**

Attorney Primo had nothing new to report.

**AUDIT OF CLAIMS
ABSTRACT 13**

A motion was made by Trustee Champagne and seconded by Trustee Abbott that the claims on Abstract #013 in the amounts of General Fund - \$88,599.05 (Vouchers 575 - 632), Sewer Fund - \$26,617.67 (Vouchers 216 – 243) for a total of \$115,216.72 audited and paid. All in favor. Motion carried.

**PUBLIC
COMMENTS**

There were no comments made from those present.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Abbott to adjourn the village board meeting at 7:47 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona
Clerk-Treasurer