

**VILLAGE OF MINOA
BOARD OF TRUSTEES
July 15, 2013**

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

ALSO PRESENT: Caitlin Hess, Sidney Gorgoni, John Sears, Fire Chief Matt McGarrity, Ambulance Director Al Kalfass, Michael McGraw

Mayor Richard Donovan stated the silver bell mounted on the lower ledge of the boardroom table came from the 1929 Buffalo Minoa Fire Truck and for many years the Minoa Fire Department opened their meetings ringing of this bell. He stated he would like to begin a new tradition and ring the bell to open the village board meetings. Mayor Donovan rang the bell and opened the village board meeting at 7:04pm with the Pledge of Allegiance led by Trustee Christensen.

**CODES
ENFORCEMENT –
ABANDONED
PROPERTIES**

Mayor Donovan stated the Codes Enforcement Officer, Richard Greene, has nine (9) abandoned properties in the village that he would like to move forward with proceedings of Chapter 55 for unsafe building, structures and premises. The properties are deteriorating and in the future cause health and safety issues if they continue to be unmaintained.

Attorney Primo recommends Richard Greene assess degree of the conditions at each of the properties, submit a report to the village board and then the board could hold a hearing on all nine (9) properties at one time.

Mayor Donovan stated the board has already held a hearing on one of the nine properties, 237 Elm Street, and with a letter dated July 11, 2013 received from CitiMortgage stating "*they (CitiMortgage) does not intend to assert any interest in the property; therefore the property owner is solely responsible for any violations*" he would like to move forward with final steps within the village code to remedy this situation.

Attorney Primo stated the village board can make the properties presentable such as window replacement and lawn maintenance and charge the expenses back to the property owners on village tax bill.

Mayor Donovan stated he would have Mr. Greene contact Attorney Primo regarding these properties.

CLERK

APPLICATION FOR REFUND & CREDIT OF REAL PROPERTY TAXES FOR 2013-2014 – George T. Failey, III

A motion was made by Trustee Champagne and seconded by Trustee Abbott approving the application for refund and credit for George T. Failey, III, and Tax Map #006.-05-51.0 as parcel should have received Alternative Veterans Exemption at 15% – Taxable Value for village tax purposes \$102,850 for tax year 2013-2014. Trustee Christensen recused himself from the vote as he is a family member of the applicant. All in favor; 3-0. Motion carried.

TRANSFER OF APPROPRIATIONS – SEWER FUND

A motion was made by Trustee Brazill and seconded by Trustee Christensen to approve the following Transfer of Appropriations – Sewer Fund:

Amount	From	To
\$12,615.47	G1990.4 Contingent Account	G8120.43 Sanitary Sewer-Infrastructure
\$3,663.50	G8110.43 Sewer Admin/Ins	G8120.43 Sanitary Sewer-Insurance
\$62.42	G9060.8 Hospital & Med. Ins	G9055.8 Disability Insurance
\$4.78	G9060.8 Hospital & Med. Ins	G9060.81 Flex Spend Plan Fee

All in favor. Motion carried.

HONEYWELL MAINTENANCE AGREEMENT CONTRACT – NYS OGS Contract #PT63299

A motion was made by Trustee Brazill and seconded by Trustee Champagne accepting the proposal from Honeywell Business Solutions for full maintenance on all mechanical and automation components of the system as well as full preventative maintenance tasks for one year; and authorize the Mayor to execute agreement. All in favor. Motion carried.

2013-2014 ESM YOUTH SPORTS AGREEMENT

A motion was made by Trustee Brazill and seconded by Trustee Christensen authorizing Mayor Donovan to sign the 2013-2014 ESM Youth Sports Agreement in the amount of \$4,500.00 and authorizes the Treasurer to make the first payment in the amount of \$2,250.00 upon the execution of the agreement and the remaining \$2,250.00 on March 1, 2014. All in favor. Motion carried.

TIME WARNER BUSINESS CLASS – SERVICE AGREEMENT – 100 KALIN DRIVE

A motion was made by Trustee Brazill and seconded by Trustee Christensen authorizing Clerk-Treasurer to electronically execute the Time Warner Business Class Service Agreement for 100 Kalin Drive for one (1) Static IP address needed for the new FuelMaster program in the amount of \$50.00, one-time upgrade fee and recurring monthly charge of \$23.00. All in favor. Motion carried.

MEETING MINUTES – MAY 31, 2013

A motion was made by Trustee Champagne and seconded by Trustee Brazill to approve the meeting minutes of May 31, 2013 as submitted. All in favor, 3-0; Trustee Christensen did not vote as he was not in attendance at the May 31, 2013

meeting. Motion carried.

MEETING MINUTES – JUNE 10, 2013

A motion was made by Trustee Christensen and seconded by Trustee Abbott to approve the meeting minutes of June 10, 2013 as submitted. All in favor. Motion carried.

MEETING MINUTES – JUNE 28, 2013

A motion was made by Trustee Champagne and seconded by Trustee Brazill to approve the meeting minutes of June 28, 2013 as submitted. All in favor, 3-0; Trustee Christensen did not vote as he was not in attendance at the June 28, 2013 meeting. Motion carried.

RESOLUTION – UNIFORM NOTICE OF CLAIM ACT

The following resolution as drafted and proposed by the Village Attorney, was moved, seconded and adopted:

WHEREAS, on June 15, 2013, the Uniform Notice of Claim Act (“Act”) became effective, amending New York General Municipal Law to permit notices of claim against villages to be served on the New York Secretary of State as agent for the villages; and

WHEREAS, pursuant to the Act, the New York Department of State shall forward any notice of claim served on it to the individuals designated by the villages to receive same; and

WHEREAS, New York General Municipal Law §53 requires each village to file with the New York Department of State a certificate that (a) designates the New York Secretary of State as the local government’s agent for service of notices of claim, (b) provides the name and address of an officer, person, or designee, nominee or other agent-in-fact to which the Secretary of State will forward any notices of claim, and (c) provides the applicable time limit to filing a notice of claim on the village; and

WHEREAS, the Village of Minoa Board of Trustees desires to designate the Village Clerk-Treasurer as the individual to whom the New York Secretary of State shall mail notices of claim to, and file such certificate with the Secretary of State;

NOW THEREFORE, BE IT RESOLVED, that the New York Secretary of State is hereby designated as the Village of Minoa’s agent for service of notices of claim; and it is further

RESOLVED, the Village Clerk-Treasurer is hereby designated as agent-in-fact to which the Secretary of State shall mail notices of claim to; and it is further

RESOLVED, that the Village Clerk-Treasurer is hereby authorized to perform such acts and to execute and deliver and file with the New York State Department of State such certificate or any other documents, as are necessary to effect the foregoing resolutions.

Richard Donovan, Mayor	Aye
William Brazill, Deputy Mayor	Aye
Eric Christensen, Trustee	Aye
John Abbott, Trustee	Aye
John Champagne, Trustee	Aye

Resolution was adopted on July 15, 2013.

DISCUSSION – FACILITY USE FEES

Mayor Donovan asked the board if they would like to consider renting out the village meeting rooms and village parks to public for a fee. The policy and procedure currently for the village meeting rooms only allow not-for-profit organizations to use the Golden Age Room and meeting rooms at no cost. Mayor Donovan stated other

municipalities do allow residents use of their buildings and parks with a fee. Trustee Champagne stated he doesn't think village residents should have to pay a fee to use village facilities. A discussion ensued regarding a fee schedule for non-village residents. Mayor Donovan asked the board to think about it and continue the discussion at the next board meeting.

REQUEST FOR STREET CLOSURE – SECTION OF N. MAIN STREET

Mayor Donovan stated an East Syracuse Minoa graduate Christopher Steinberger has requested approval to close the 100 block of North Main Street for the filming of his Syracuse film "Iris" where the main characters would witness a riot,. The riot would be choreographed so it will be completely safe and all the appropriate emergency agencies would be contacted. He is requesting August 1, 2013 from 10am to 4:00pm. A discussion ensued regarding the date as the Post Office is open for business during the time requested. The board asked the Clerk-Treasurer to contact Mr. Steinberger and ask if the filming could take place on Sunday, August 4th. Attorney Primo suggested this request be treated with the same procedure as block-party requests and Mr. Steinberger should make contact with those residents who live on the 100 block of N. Main Street as well as provide an insurance certificate listing the Village of Minoa as additional insured.

WILLIAMSON LAW BOOK - 8/1/2013 – 7/31/2014 ANNUAL SOFTWARE SUPPORT CONTRACT – SEWER BILLING

A motion was made by Trustee Champagne and seconded by Trustee Christensen to approve the Annual Software Support Contract with Williamson Law Book for Sewer Software Support from 8/1/2013 through 7/31/2014 at an annual cost of \$770.00. All in favor. Motion carried.

AMBULANCE

RESULTS OF JULY 11, 2013 BID OPENING – 2013 EMERGENCY MEDICAL VEHICLE

The following bids were opened on July 11, 2013 at 12:00 noon in the village Clerks Office:

- North Eastern Rescue \$89,622.00
- Federal Safety Equipment, Inc \$88,500.00

A motion was made by Trustee Brazill and seconded by Trustee Christensen to award the bid contract to Federal Safety Equipment, Inc. (low bidder) in the amount of \$88,500.00 for a 2013 Medix Ford F350 MN 86. All in favor. Motion carried.

FIRE DEPARTMENT

NEW MEMBERSHIP – TYLER THOMAS TALARICO

A motion was made by Trustee Champagne, and seconded by Trustee Abbott to approve the new membership application for Tyler Thomas Talarico, 7413 E. Taft Road, East Syracuse. All in favor. Motion carried.

GRANT WRITING PROPOSAL – MICHAEL TENKATE

A motion was made by Trustee Brazill, and seconded by Trustee Abbott accepting the grant writing proposal dated July 13, 2013 from Michael TenKate for the following grant applications; 2013 Safer Recruitment and Retention Grant, 2013 Assistance to Fire fighters Grant application for regional AED's, 75' ladder truck and hose equipment at a cost of \$2,750.00. All in favor. Motion carried.

WTP / CERF***ASSIGNMENT & AGREEMENT – County of Oswego, Phase III & SKD***

Attorney Primo reminded the board that Phases One (1) and Two (2) were intermunicipal agreement between the Village and Oswego County. Oswego County approved Phase III as a direct Oswego / SKD contract. The assignment and agreement before the board addresses the issue of assigning the Village to the contract and approves Phase III subcontract with SKD upon the same general terms as Phase One (1) and Phase Two (2).

A motion was made by Trustee Brazill, and seconded by Trustee Christensen authorizing the Mayor to execute the Assignment and Agreement with SKD Environmental Systems, LLC dated July 15, 2013. All in favor. Motion carried.

TRUSTEES REPORT

Trustees Champagne updated the board regarding the FuelMaster program. He also informed the board the sewer treatment plant is experiencing heavy inflow due to the amount of recent rainfall, approximately 750,000 gallons per day.

Trustee Christensen announced the Rabies Clinic will be held August 1, 2013 at 5:00pm at the DPW building. He also reported he and the Mayor met with Jane Rice regarding the comprehensive plan.

Trustee Abbott reported signs have been changed at both locations. He stated a village resident approached him and asked why “Minoa Day’s” was changed to the weekend of July 4th. Trustee Brazill stated they originally changed the weekend because of the Wounded Warrior Project which was scheduled for July 5th however the organizers of the ride cancelled the event.

Trustee Brazill stated last week’s concert and car show turned out the largest crowd so far this season; weather was finally cooperative.

MAYOR’S REPORT

Mayor Donovan announced he met with Attorney General Mr. Snyderman as well as Governor Cuomo. The Governor is trying to “jump start” the local economy. He also reported meeting with Andrew Maxwell, Director of Planning & Sustainability for City of Syracuse and Onondaga County. Mayor Donovan thanked Trustee Brazill for attending the Town of Manlius meeting last week to discuss the Fire/EMS contract for 2014.

Mayor Donovan acknowledged that the village of Minoa was the first to test positive in Onondaga County for the West Nile virus. He reminded everyone to take personal protection measures; wear long pants and sleeves, apply mosquito repellent.

ATTORNEY REPORT***AMENDED AND RESTATED ASSIGNMENT – WETLAND PATENT***

Attorney Primo presented the amended and restated assignment relative to the filing of U.S. Patent Application Serial No 13/803,777, filed March 14, 2013 to the board granting authorization to the Mayor to execute the Amended and Restated Assignment.

Trustee Christensen made a motion, seconded by Trustee Abbott authorizing the Mayor to execute the Amended and Restated Assignment as it pertains to the U.S. Patent Application filed on March 14, 2013. All in favor. Motion carried.

AUDIT OF CLAIMS – ABSTRACT 3

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #003 in the amounts of General Fund - \$108,832.40 (Vouchers 084 - 137) and Sewer Fund - \$12,201.43 (Vouchers 032-050) for a total of \$121,033.83 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 8:10 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona
Clerk-Treasurer