

**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
October 21, 2013**

**PRESENT:** Deputy Mayor Brazill  
Trustee Abbott  
Trustee Champagne  
Trustee Christensen  
Deputy Clerk Treasurer Donna Lothridge  
Attorney Courtney Hills

**ABSENT:** Mayor Richard Donovan  
Clerk-Treasurer Lisa DeVona  
Attorney Steve Primo

**ALSO PRESENT:** Mike Macko

Deputy Mayor Brazill opened the village board meeting at 7:00pm with the Pledge of Allegiance led by Trustee Abbott.

**CLERK**

***MEETING MINUTES – October 7, 2013***

A motion was made by Trustee Christensen and seconded by Trustee Champagne to approve the meeting minutes of October 7, 2013 as submitted. All in favor. Motion carried.

***RATIFY PRIOR APPROVAL AUTHORIZING THE MAYOR TO SIGN CONCENT TO CHANGE ATTORNEY AND FILE TRANSFER FOR HARRIS BEACH ATTORNEYS AT LAW***

A motion was made by Trustee Champagne and seconded by Trustee Christensen to ratify prior approval authorizing the Mayor to sign consent to change attorney firm and file transfer for the Harris Beach Attorneys at Law. All in favor. Motion carried.

**MUNICIPAL BUILDING**

***RESULTS OF RFP FOR INSTALLATION & ELECTRICAL SERVICES FOR NEW SECTIONS OF BYLIN HEAT TRACE SYSTEM***

Trustee Champagne announced the following proposals were received in response to the Request for Proposal for Electrical Services required for the installation of new Bylin Heat Trace System sections to be connected to existing Bylin Heat Trace System around the perimeter of the Municipal Building as follows: Library (northeast side), Front North & South sides and Fire Department south west and east sides:

Huen New York, Inc quote: Installation of Heat Trace -\$4,800.00 Labor Only, Electrical Install \$4,600.00 Labor & Material, for total of \$9,400.00

Patricia Electric quote: Heat Trace Install-\$5,640.00 Labor Only, Electric Install \$10,940.00 Labor & Material, for total of \$16,580.00

A motion was made by Trustee Champagne and seconded by Trustee Christensen to accept the proposal from Huen New York, Inc for the installation and electrical services of new Bylin Heat Trace System sections to be installed around the perimeter of the Municipal Building as follows: Library (northeast side), Front North & South sides and Fire Department south west and east sides. All in favor. Motion carried.

**AMBULANCE**

***No new business.***

**FIRE DEPARTMENT**

***REQUEST PERMISSION TO USE FIRE STATION 1 & 2 – BOTTLE & CAN DRIVE***

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the request from Joe Hanover to use Fire Station 1 & 2 on November 2, 2013 from 9am – 3pm to collect bottles and cans; all proceeds will be used to purchase toys and equipment for local hospitals and under privileged children. All in favor. Motion carried.

***REQUEST PERMISSION TO USE FIRE STATION 2 – NOVEMBER 10, 2013***

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the request from David Matthew, Jr to use Fire Station 2 on November 10, 2013 for a party. All in favor. Motion carried.

***MEMBERSHIP CHANGE IN STATUS – Timothy Decker – Active to Life***

A motion was made by Trustee Champagne and seconded by Trustee Christensen to approve the change in status from active to life for member Timothy Decker, 7220 Collamer Road, East Syracuse. All in favor. Motion carried.

***MEMBERSHIP CHANGE IN STATUS – Remove from Roster – DiPietro, Ramic, Guo***

A motion was made by Trustee Champagne and seconded by Trustee Christensen to remove the following individuals from the Fire Department roster Ray DiPietro, 7863 Peck Road, Muhamed Ramic, 308 Colfax Avenue and Weican Guo, 89 Hulbert Street, Minoa. All in favor. Motion carried.

**WTP / CERF**

*No new business.*

**CODES  
ENFORCEMENT**

***APPOINTMENT – ACTING CODES ENFORCEMENT OFFICER***

A motion was made by Trustee Christensen, and seconded by Trustee Abbott pursuant to Code of Village of Minoa §51-3C to accept Lisa DeVona as Acting Codes Enforcement Officer effective November 6, 2013 through December 2, 2013 during the absence of Richard Greene per Mayor Donovan’s appointment. All in favor. Motion carried.

**TRUSTEES  
REPORT**

Trustee Champagne announced that the preparation for the annual Halloween party are complete and reminded everyone the festivities begin at 5:00pm at Fire Station 1. Trustee Christensen had nothing new to report. Trustees Abbott stated the Critical Response Committee (CRC) drill he attended on October 16<sup>th</sup> was very informative. Trustee Brazill reminded everyone of the 2<sup>nd</sup> Annual “Wicked Woods” on October 26, 2013 at Green Lakes State Park; volunteers are needed. If anyone is interested to please contact Trustee Brazill. Trustee Brazill extended a sincere thank you to Methodist Church and Ron Cronk for the generous donation of a popcorn machine to the village.

**ATTORNEY  
REPORT**

***DRAFT LOCAL LAW UPDATE***

Attorney Hills reports she expects to finalize the draft local law regarding electrical inspection for a November 18<sup>th</sup> public hearing.

**AUDIT OF  
CLAIMS –**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the claims on Abstract #009 in the amounts of General Fund - \$64,438.70 (Vouchers 402-446) and Sewer Fund - \$11,662.58 (Vouchers 150 - 164) for a total of \$76,101.28 audited and paid. All in favor. Motion carried.

**PUBLIC  
COMMENTS**

No comments from the public.

**ADJOURNMENT**

A motion was made by Trustee Christensen and seconded by Trustee Abbott to adjourn the village board meeting at 7:10 pm. All in favor. Motion carried.

Respectfully submitted,  
*Donna Lothridge*  
Donna Lothridge  
Deputy Clerk-Treasurer