

**VILLAGE OF MINOA
BOARD OF TRUSTEES
October 7, 2013**

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills

ALSO PRESENT: Mike Macko, John Sears, Matt McGarrity, Al Kalfass

Mayor Donovan opened the village board meeting at 7:01pm with the Pledge of Allegiance led by Trustee Abbott.

DPW No new business to report.

**MUNICIPAL
BUILDING**

PERMISSION TO SEND OUT RFP FOR INSTALLATION & ELECTRICAL WORK FOR ADDITIONAL SECTION OF BYLIN HEAT TRACE SYSTEM

A motion was made by Trustee Champagne and seconded by Trustee Christensen to authorize the Clerk Treasurer to send out a Request for Proposal for the installation and electrical work needed for additional sections of the Bylin Heat Trace System for the municipal building. All in favor. Motion carried.

CLERK

MEETING MINUTES – September 16, 2013

A motion was made by Trustee Champagne and seconded by Trustee Christensen to approve the meeting minutes of September 16, 2013 as submitted. All in favor. Motion carried.

PERMISSION TO HOLD THE 2ND ANNUAL MUSIC FESTIVAL IN LEWIS PARK / SEPTEMBER 6, 2014

A motion was made by Trustee Christensen and seconded by Trustee Abbott to hold the second annual Music Festival in the Park on September 6, 2014 at Lewis Park. All in favor. Motion carried.

MAYOR REQUESTS PERMISSION TO PREPARE A PROCLAMATION FOR NEIL MURPHY, PRESIDENT OF SUNY ESF

A motion was made by Trustee Champagne and seconded by Trustee Brazill to approve the request to prepare a proclamation for Neil Murphy, President of SUNY ESF. All in favor. Motion carried.

FOR INFORMATIONAL PURPOSES – ANNUAL FINANCIAL REPORT

Clerk Treasurer DeVona announced that the Annual Financial Report for the fiscal year ending May 31, 2013 has been filed with the New York State Comptroller and is available for review in the Clerk's office.

FOR INFORMATIONAL PURPOSES – COMMUNITY BENCH PROJECT

Clerk Treasurer DeVona announced the order form for the Community Bench Project is now available on the village website and in the Clerk's office.

AMBULANCE

REQUEST PERMISSION FOR THE CLERK-TREASURER TO SIGN FOR THE NEW AMBULANCE WHEN ITS DELIVERED

Trustee Brazill made a motion, seconded by Trustee Abbott to authorize the Clerk-Treasurer to sign for and accept the new ambulance due to be delivered before the end of the month. All in favor. Motion carried.

Mayor Donovan requested that all new vehicles be received, signed and accepted by the Clerk-Treasurer as important documentation needs to be received and filed on each new vehicle. Trustee Brazill made a motion, seconded by Trustee Abbott authorizing the Clerk-Treasurer to sign for all new vehicles for the village. All in favor. Motion carried.

FIRE DEPARTMENT

RATIFY PRIOR APPROVAL – TRAINING REQUEST

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval to send Matt McGarrity, Andy Moon, Vincenzo Carciofalo to Fire Academy Haz-Mat Incident Safety Officer, October 11, 2013 at a cost of \$33.00 per person. All in favor. Motion carried.

TRAINING REQUEST – STRATEGY & TACTICS FOR INTIAL COMPANY OPERATIONS

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the training request for Andy Moon and Vincenzo Carciofalo to attend the Fire Academy Strategy & Tactic for Initial Company Operations on November 2-3, 2013 at a cost of \$96.00 per person. All in favor. Motion carried.

TRAINING REQUEST – FIRE ACADEMY PRINCIPAL OF INSTRUCTION CLASS

Trustee Christensen made a motion, seconded by Trustee Brazill to approve the training request for Andy Moon and Vincenzo Carciofalo to attend the Fire Academy Principal of Instruction on November 15-17, 2013 at a cost of \$101.00 per person. All in favor. Motion carried.

MEMBERSHIP CHANGE IN STATUS – JEREMY MULHOLLAND

A motion was made by Trustee Brazill and seconded by Trustee Abbott to accept the change in membership from Military Leave (2005) to Active for Jeremy Mulholland, 220 DeSilva Street. All in favor. Motion carried.

Trustee Brazill announced that Jeremy Mulholland has served two tours in Iraq and Afghanistan since his military leave in 2005. Trustee Brazill welcomed Mr. Mulholland back to the community and thanked him for his years of service to our country.

WTP / CERF

PERMISSION TO SUBMIT APPLICATION FOR PART 364 NYS DEC PERMIT FOR WASTE TRANSPORT

Trustee Champagne made a motion, seconded by Trustee Brazill to approve the request to submit application Part 364 to NYS DEC for Waste Transport at a cost of \$500.00. All in favor. Motion carried.

CODES ENFORCEMENT

REQUEST TO ESTABLISH NEW PROCEDURE FOR ELECTRICAL PERMITS AND INSPECTIONS

Mayor Donovan announced that as of October 1, 2013 the Town of Manlius will no longer be issuing electrical permits; for future electrical permits and inspections our Codes Enforcement Officer, Richard Greene has proposed using a list of third party electrical inspectors for the village. Mayor Donovan stated Richard has submitted a list of inspectors he would accept and if the board approves the list, letters and agreements will be mailed to the inspectors and all future building permits requiring electrical permits and inspections will be handled by only those who are approved on the list.

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the

following list of third party electrical inspectors, as submitted by the Codes Enforcement Officer: Third party electrical inspectors approved by the board:

CNY Electrical Inspection Service, LLC; Commonwealth Electrical Inspection Service, Inc; Middle Department Inspection Agency; New York Atlantic Inland; The Inspector - Timothy Willsey. All in favor. Motion carried.

**TRUSTEES
REPORT**

Trustee Champagne announced Halloween preparation has begun; and coordination with the FuelMaster vendor to install the new AIM units on village vehicles.

Trustee Christensen welcomed Mayor Donovan back.

Trustees Abbott stated he attended the NYCOM Fall School in Saratoga which was well attended; he stated Mayor Donovan was missed by everyone there. Trustee Abbott announced the library has reported making over \$700.00 on their book sale.

Trustee Brazill reminded the board of the CRC drill, October 16, 2013, 6pm at Pine Grove Middle School; Wicked Woods on October 26, 2013 at Green Lakes State Park.

Trustee Brazill announced that Green's Hardware was officially closing as a new owner Bob Greiner has purchased it. Mayor Donovan stated he would like to prepare a proclamation for the Mr. & Mrs. Green for the dedication and years of community business.

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing the Mayor to prepare a proclamation for Mr. and Mrs. Green and Green's Hardware Store. All in favor. Motion carried.

**MAYOR'S
REPORT**

Mayor Donovan thanked Trustee Brazill for his hard work and preparation for the first annual music festival; it was a great success.

Mayor Donovan extended his sincere thanks and appreciation to the village board members and employees for all the get-well cards and gifts he received during his recent illness.

**ATTORNEY
REPORT**

UPDATE – VILLAGE SIGN ORDINANCE

Attorney Hills reported it is her recommendation that the village hold on the current law and wait to see what the results are on the pending litigation in the Town of Manlius with regards to the political signage.

**AUDIT OF
CLAIMS –**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #008 in the amounts of General Fund - \$188,710.94 (Vouchers 341-401) and Sewer Fund - \$21,921.45 (Vouchers 121 - 149) for a total of \$210,632.39 audited and paid. All in favor. Motion carried.

**PUBLIC
COMMENTS**

Al Kalfass, Executive Director of Minoa Ambulance asked what the back-up procedure was for fueling vehicles when the village gasoline supply was unavailable. Mayor Donovan stated in the past the village did have an arrangement with Agway however this procedure should be reviewed and discussed as soon as possible.

ADJOURNMENT

A motion was made by Trustee Brazill and seconded by Trustee Christensen to adjourn the village board meeting at 7:26 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

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Clerk-Treasurer