

**VILLAGE OF MINOA
BOARD OF TRUSTEES
April 7, 2014**

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

ALSO PRESENT: Mike Macko, Al Kalfass, Erich Schepp, Wayne Konseck, John Sears,
Kathy Ware-Demaio

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

**PUBLIC HEARING -
LOCAL LAW #1
FOR 2014**

Trustee Christensen made a motion, seconded by Trustee Champagne to waive the reading of the legal notice and open the public hearing. All in favor. Motion carried.

Mayor Donovan opened the public hearing at 7:01pm.

Mayor Donovan read aloud proposed Local Law #1 for 2014;

General Municipal Law §3-c (“GML §3-c”) places a limit upon the amount of real property taxes that may be levied by various governmental bodies, including incorporated Villages. Although it is the stated and clear intent of the Village Board of Trustees of the Village of Minoa to not exceed such limit during the upcoming fiscal year commencing June 1, 2014, due to the potential for (i) unforeseeable events causing an increase or decrease in revenues and/or expenses of Village operations; (ii) unknown or unforeseen effect(s) of interpretations, application or enforcement of GML §3-c relative to the required computation or accounting treatment of Village expenses and revenues (such GML §3-c having first become effective during the 2011-12 Village fiscal year); and (iii) the potential for such computation errors failing to accurately project fiscal year 2014-15 Village expenses and revenues, the Village Board as prudent stewards of the public trust desires to insulate the Village from possible sanctions, penalties or similar adverse consequences resulting from an unintentional failure to comply with GML §3-c, by providing for the override of the property tax cap imposed thereby. Accordingly, it is the intent of this local law to override such statutory limit, as may be required, on the amount of real property taxes that may be levied by the Village of Minoa, County of Onondaga pursuant to GML § 3-c, and to allow the Village of Minoa, Onondaga County to adopt a Village budget for (a) Village purposes (b) any other special or improvement district governed by the Village Board for the fiscal year commencing June 1, 2014 that requires a real property tax levy in excess of the “tax levy limit” as defined by GML § 3-c.

Mayor Donovan stated according to the tax cap calculations the village is under the tax cap by approximately \$5,000.00 and because of the small margin and would recommend to the board to override the cap in 2015. Mayor Donovan opened the public hearing to the board members for comments; and with no comments from the board he opened the hearing to the public.

With no comments from the public Trustee Brazill made a motion, seconded by Trustee Christensen to close the public hearing. All in favor. Motion carried.

Mayor Donovan closed the public hearing at 7:05pm.

Trustee Champagne made a motion, seconded by Trustee Brazill to adopt Local Law #1 for 2014 as proposed above. All in favor. Motion carried.

**PUBLIC HEARING-
TENTATIVE
BUDGETS 2014-2015**

Trustee Brazill made a motion, seconded by Trustee Champagne to waive the reading of the legal notice and open the public hearing for the 2014-2015 Tentative Budgets. All in favor. Motion carried.

Mayor Donovan opened the public hearing at 7:05pm.

Mayor Donovan explained that the purpose of the Public Hearing was to review and discuss the 2014-2015 Budgets. He said the proposed tax rate will remain at \$8.95 per thousand.

Mayor Donovan then presented the First Model of the Water Fund with Appropriations of \$39,289.00. Estimated Revenues of \$39,289.00; and Unexpended Fund Balance of \$0.

Mayor Donovan presented the Third Model (Tentative Budget dated 3/20/2014) of the Sewer Fund with Appropriations of \$759,259.00; Estimated Revenues of \$579,220.00; and Unexpended Fund Balance of \$180,039.00. Mayor Donovan stated that the sewer rents will increase from \$135.00 to \$145.00 for an annual total of \$290.00 for the first time since 1995.

Mayor Donovan then presented the Third Model (Tentative Budget dated 3/20/2014) of the General Fund with Appropriations of \$3,420,380.35; Estimated Revenues of \$1,670,123.00; Amount to be Raised by Tax of \$1,389,795.80; and Unexpended Fund Balance of \$360,461.55.

Throughout the presentation Mayor Donovan gave the public an opportunity to ask questions and/or make comments after each fund was presented.

Audience Comments

Water Fund

Let the record show there were no comments from the public.

Sewer Fund

Let the record show there were no comments from the public.

General Fund

John Sears, 103 S. Main Street, Minoa, NY, had the following questions and/or statements:

- Mr. Sears asked about the significant increase in Miscellaneous Contractual for Buildings. Mayor Donovan stated that was a result of the HVAC contract with Honeywell for maintenance and upgrades to the heating and air conditioning system.
- Asked if the village receives more monies in DWI funds from the County as a result of having three active tavern/bars in the village.
- Significant increase to personal services in the Refuse & Garbage department. Mayor Donovan stated the DPW Superintendent has proposed two (2) additional permanent part-time trash throwers.
- Stated the County Executive took the sales tax money from the village; has the village approached the county for additional funding or services. Mayor Donovan said the village receives funding through a program called Village Infrastructure Program (VIP) and some additional monies were available to the villages this year however that additional monies will be determined on a year-to-year basis.
- Mr. Sears requested clarification of the budget printout columns.
- East Avenue Paving Project – asked for clarification on the project cost. Mayor Donovan stated the total cost of the project is approximately \$600,000 with engineering and planning costs (soft costs) of approximately \$60,000. Mayor Donovan stated that money is just not in the budget this year. Plans to topcoat and seal East Avenue this year will give us about four to five years before we will have to consider this project again.

Allie Wenner, Editor, Eagle Bulletin, asked the following questions:

- Increase in the Fire Budget. Fire Chief Erich Schepp reviewed the list of proposed items in the

budget to include chief vehicle, replenish aging turnout gear; fire helmets, compliance testing on equipment, replace aging flooring at both stations. Mayor Donovan stated standards and compliance regulations in the Fire/Ems industry dictate the increases in some areas.

- Asked about the tax rate. Mayor Donovan stated the tax rate will remain at \$8.95 per thousand.

With no further questions or comments from those present, 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 8:12pm.

CELEBRATIONS

RATIFY PRIOR APPROVAL TO ORDER 200 VILLAGE LAPEL PINS

Trustee Brazill made a motion, seconded by Trustee Christensen to ratify prior approval to order 200 village lapel pins from Carab Enterprises at a cost of \$504.90. All in favor. Motion carried.

BUILDING & GROUND

2014 EHRlich MAINTENANCE SERVICE PROPOSAL

Trustee Champagne made a motion, seconded by Trustee Brazill to approve the 2014 Erlich Maintenance Service Proposal for control of pavement ants, mice spiders, roaches, wasp for all occupants of the Municipal Building (except library), April through October, \$102.00 per month. All in favor. Motion carried.

DPW

REQUEST PERMISSION TO HIRE / KYLE STANLEY / SEASONAL SUMMER HELP

Trustee Christensen made a motion, seconded by Trustee Champagne to hire Kyle Stanley as seasonal summer help effective June 2, 2014 through August 29, 2014 at an hourly rate of \$8.50. All in favor. Motion carried.

REQUEST PERMISSION TO ACCEPT SUITE-KOTE PROPOSAL / \$44, 538.00

Trustee Christensen made a motion, seconded by Trustee Champagne to accept Suite-Kote proposal for Type II slurry overcoat on East Avenue in the amount of \$44,538.00 per county contract. All in favor. Motion carried.

CLERK-TREASURER

MEETING MINUTES – MARCH 13, 2014 AND MARCH 17, 2014 – Tabled.

2014 SUMMER OFFICE HOURS – VILLAGE OFFICE

Trustee Champagne made a motion, seconded by Trustee Brazill to approve the summer village office hours, Monday through Thursday, 8:00am – 4:30pm, Fridays, 8:00am – 11:30am effective July 7th through September 29th. All in favor. Motion carried.

TREASURER'S REPORT – MARCH 31, 2014

Trustee Brazill made a motion, seconded by Trustee Champagne to accept and approve the Treasurer's Report dated March 31, 2014. All in favor. Motion carried.

GENERAL CODE CODIFICATION PROPOSAL

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the General Code Codification proposal to update the village code book for Local Laws 1-6 of 2013 at a cost of not to exceed \$3,865.00. All in favor. Motion carried.

AMBULANCE

2014-2015 AMBULANCE SERVICE CONTRACT WITH WAVES

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the Ambulance Service Contract with WAVES Emergency Medical Services in the amount of \$520,000.00 effective June 1, 2014 through May 31, 2015. All in favor. Motion carried.

**FIRE
DEPARTMENT**

NEW MEMBERSHIP – FIRE POLICE/ EXTERIOR – MEGAN GUILFORD

A motion was made by Trustee Brazill and seconded by Trustee Abbott to approve the new membership application for Fire Police and Exterior Firefighter, Megan Guilford, 212 East Avenue, Minoa. All in favor. Motion carried.

NEW MEMBERSHIP – FIRE POLICE – WILLIAM J. BRYANT, JR

A motion was made by Trustee Christensen and seconded by Trustee Brazill to approve the new membership application for Fire Police, William J. Bryant, Jr., 7077 Collamer Road, E. Syracuse. All in favor. Motion carried.

NEW MEMBERSHIP – EXTERIOR/INTERIOR – KRAIG A. MARQUART

A motion was made by Trustee Abbott and seconded by Trustee Brazill to approve the new membership application for Exterior/Interior Firefighter, Kraig A. Marquart, 402 East Avenue, Minoa. All in favor. Motion carried.

WTP / CERF

REQUEST PERMISSION TO SEND PAT MEEHAN TO NYRWA 35TH ANNUAL CONFERENCE

A motion was made by Trustee Champagne, and seconded by Trustee Christensen to approve training request to send Pat Meehan to NYRWA 35th Annual Technical Conference and training at the Turning Stone Casino, on April 15-17, 2014 at a cost of \$205.00. All in favor. Motion carried.

INFORMATIONAL ONLY – NYSDEC INSPECTION REPORT

New York State DEC conducted an announced annual inspection of the Waste Water Treatment Plan. Inspection consisted of visual observations and file review of records. Inspection revealed the plant is well operated, maintained and in compliance with SPDES permit. Mayor Donovan thanked the staff for continuing to do a great job.

SUMMER HOURS OF OPERATION

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the summer hours of operations as Monday through Thursday, 6:00am – 3:30pm, Fridays 6:00am through 10am, effective June 2, 2014 through August 29, 2014. All in favor. Motion carried.

**AUDIT OF
CLAIMS
ABSTRACT 20**

A motion was made by Trustee Christensen and seconded by Trustee Brazill that the claims on Abstract #020 in the amounts of General Fund - \$106,808.29 (Vouchers 889 - 942), Sewer Fund - \$11,845.70 (Vouchers 349 – 375), Capital Fund - \$183,846.00 (Voucher 010) for a total of \$146,261.51 audited and paid. All in favor. Motion carried.

**TRUSTEES
REPORT**

Trustee Champagne reported on the following:

- Boy Scout Troop 99 will help with egg preparation and is also available to help on Saturday, April 19th
- Experienced some flooding issues along the creek bank in the back of the WTP / DPW; the plant has taken in approximately 3.2 million gallons of water due to the weather;

Trustee Christensen reported on the following:

- Attended the Breakfast for Tiffany's event on March 31st and officially kicked off the 6th Annual Teal Ribbon 5K Run/Walk for ovarian cancer on September 13th in Lewis Park. Flyers have been distributed around the village and registration is available at www.TealRibbonRun.org

Trustee Abbott reported on the police committee meeting and the upcoming Benevolent Associations Awards Banquet.

Trustee Brazill asked the board to submit their newsletter articles by April 24, 2014 and asked for suggestions or recommendations for a Memorial Day speaker; someone from the village or surrounding area that has or currently serves for our country.

MAYOR'S REPORT

Mayor Donovan reported on the following:

- Congratulated Trustees Brazill and Champagne on the election;
- As a member of the FOCUS of Greater Syracuse committee he has been asked to distribute information regarding a CNY Age-Friendly Survey that will result in citizen recommendation for the community. Submit your survey electronically at www.focussyracuse.org
- Submitted letter to Onondaga County Legislator for additional funding in the amount of \$50,000.00 that is available to sewer treatment plant owners.
- Meet with the Town of Manlius Historical Society
- Teleconference meeting with SUNY Binghamton student Stephen Doolen, Trustee Champagne and Clerk Treasurer DeVona to discuss the village website; Mr. Doolen is completing his master of Public Administration Degree and is researching effective features and functions of municipal websites and after reviewing numerous websites in New York State the village of Minoa was one of the highest scoring.
- Town of Manlius Critical Response Committee will now be known as the Eastern Onondaga County Critical Response Committee.

ATTORNEY REPORT

Nothing to report.

PUBLIC COMMENTS

Kathy Ware-Demaio, 405 Helfer Lane presented the board with a letter requesting the board waive the penalty applied to her sewer rent account in the amount of \$108.00. Mrs. Ware-Demaio indicated she has lived in the village for approximately thirty years and has always received her sewer billing until this year. She stated she did not receive the August or February billing and only noticed when she received the last sewer billing which included the \$108.00 penalty. She stated she was instructed to submit a written request to the village board requesting the board consider waiving the penalty. She also indicated she was told she “couldn’t” attend the meeting. Mayor Donovan stated the board would consider the request at their next village board meeting as the Clerk-Treasurer would review the account and reassured Mrs. Ware-Demaio that this was a meeting open to the public and she must have misunderstood the instructions the Clerk had given.

EXECUTIVE SESSION – IN

A motion was made by Trustee Christensen and seconded by Trustee Champagne to enter into Executive Session for 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. The board entered into Executive Session at 8:37pm.

EXECUTIVE SESSION – OUT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to enter into Regular Session. All in favor. Motion carried. The board entered into Regular Session at 9:27pm.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 9:28pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

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Clerk-Treasurer