

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

**PRESENT:** Mayor Richard Donovan  
Trustee Abbott  
Trustee Brazill  
Trustee Champagne (**Absent**)  
Trustee Christensen  
Clerk Treasurer Lisa DeVona  
Attorney Courtney Hills, Harris Beach, PLLC

**ALSO PRESENT:** Mike Macko, Al Kalfass, Executive Director, WAVES, John Sears,  
Barbara Rivette, Susan Heitzman, Amanda Sopchak

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

**CLIMATE SMART  
COMMUNITIES**

Mayor Donovan introduced Amanda Sopchak, Central New York Regional Planning and Development Board planner who gave a presentation to the village board regarding the Climate Smart Communities pledge and commitment to greenhouse gas emission reduction and climate change mitigation. Ms. Sopchak discussed the Greenhouse Gas Inventory for the village of Minoa and stated the purpose of the inventory is to gain understanding of how the village's emissions and the Minoa community's emissions are related to climate change and how the municipality can control and reduce energy usage in municipal facilities. Ms. Sopchak reviewed the village profile, data collection and analysis and results of the inventory. A complete copy of the inventory and report are on file in the village clerk's office and on the village website [www.villageofminoa.com](http://www.villageofminoa.com).

**TOWN HISTORIAN  
BARBARA  
RIVETTE**

***PRESENTATION – BURIAL GROUNDS, CEMETARY***

Barbara Rivette thanked the village board and the Minoa Chronicle for over twelve (12) years of support and the opportunity to give an update to the board regarding cemetery and burial grounds in the village.

Barbara Rivette stated the first church formed by farm families from Germany and France settled here and formed a church, St. Mary's Catholic built about 1837. The church was later relocated to N. Main Street where it now stands however the cemetery (corner of Kirkville Road and Minoa Bridgeport) is the oldest existing Catholic cemetery in Onondaga County.

Early pioneers were also buried in Minoa Pioneer Burial Ground; also known as the Shoemaker Cemetery. Abraham Shoemaker had given the land for the use of a cemetery and a school. The Town of Manlius Highway Department maintains the grounds by mowing the grass and after the recent storm cut almost twenty trees that had fallen or were damaged.

Cemeteries can also be operated by churches such as the Minoa Methodist on East Avenue and St. Mary's Church on Main Street.

Mayor Donovan and board thanked Barbara Rivette for the very informative presentation.

**MS4 ANNUAL  
REPORT**

Trustee Christensen made a motion, seconded by Trustee Abbott to hold a public hearing on Monday, August 4, 2014 for the MS4 Annual Report for year ending March 9, 2014. All in favor. Motion carried.

**BUILDINGS &  
GROUNDS**

***PERMISSION TO USE COMMUNITY ROOM – KRISTIN DIEDRICKSON***

Trustee Christensen made a motion, seconded by Trustee Brazill to approve the request for Kristin Diedrickson to use Community Room, Monday, Tuesday and Thursday's 3:30pm – 5pm and the

Golden Age Room on Wednesdays beginning July 14, 2014 through August 21, 2014. All in favor.  
Motion carried.

***HONEYWELL BUILDING SOLUTIONS AGREEMENT RENEWAL***

Trustee Brazill made a motion, seconded by Trustee Abbott to approve the Honeywell Building Solutions Agreement renewal effective August 1, 2014 in the amount of \$33,109.00. All in favor.  
Motion carried.

***RATIFY PRIOR APPROVAL – PENN POWER SYSTEMS***

Trustee Abbott made a motion, seconded by Trustee Brazill to ratify prior approval for one-year agreement with Penn Powers Systems for maintenance and inspections of generator located at Fire Station 2; \$250.00. All in favor. Motion carried.

***MEETING MINUTES – JUNE 2, 2014***

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the meeting minutes of June 2, 2014 as submitted. All in favor. Motion carried.

***MEETING MINUTES – JUNE 16, 2014***

The June 16, 2014 meeting minutes were tabled due to lack of quorum of those members present at the meeting.

***2014-2015 ESM YOUTH SPORTS AGREEMENT***

Trustee Abbott made a motion, seconded by Trustee Brazill authorizing the Mayor to renew and execute the ESM Youth Sports agreement effective August 1, 2014 through July 31, 2015 in the amount of \$4,500.00. All in favor. Motion carried.

***NYS DMV PARKING PERMITS FOR PERSONS WITH DISABILITIES***

A motion was made by Trustee Christensen and seconded by Trustee Brazill approving the request that the village become an issuing agency of parking permits for people with disabilities and according to section 1203-a(1) of the New York State Vehicle and Traffic Law, appoint, Lisa L. DeVona, Clerk-Treasurer as issuing agent for the Village of Minoa. All in favor; Motion carried.

***FISCAL ADVISORS & MARKETING – SERVICE & ANNUAL CONTINUING DISCLOSURE AGREEMENT***

A motion was made by Trustee Brazill and seconded by Trustee Abbott to approve authorizing the Mayor to execute agreement with Fiscal Advisor & Marketing Inc for Financial Advisory Services Agreement contingent upon attorney review. All in favor. Motion carried. All in favor. Motion carried.

***EMPLOYEE HANDBOOK – LEGAL REVISIONS***

A motion was made by Trustee Christensen to adopt the following resolution:

*THIS AMENDMENT TO VILLAGE OF MINOA EMPLOYEE HANDBOOK ADOPTED BY VILLAGE BOARD OF TRUSTEES ON DECEMBER 16, 2013 (“Amendment”) is made and entered as of the 4TH of August, 2014 (“Effective Date”), by and between the VILLAGE OF MINOA, a municipal corporation with offices at c/o Richard Donovan, Mayor, 240 N. Main Street, Minoa, New York 13116 (“Village”), and the Village of Minoa Employees and/or Staff (“Employees”).*

*WITNESSETH:*

*WHEREAS, on or about December 16, 2013, the Village Board adopted a comprehensive amendment to the Village of Minoa Employee Handbook (“Employee Handbook”) effective February 1, 2014, and*

*WHEREAS, the Village Board desires to further amend the Employee Handbook to incorporate corrective and/or erroneously omitted provisions in accordance with the provisions set forth herein.*

*NOW, THEREFORE the Employee Handbook shall be and is hereby amended as follows:*

- 1. Section 5 entitled “IMMIGRATION LAW COMPLIANCE” is hereby amended to add the following language: “In accordance with the Immigration Reform and Control Act of 1986, the Village of Minoa employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three (3) days of actual employment (as distinguished from “hire” date). Individuals to whom an offer has been made will be required to complete, and sign under oath, United States Citizenship and Immigration Services Form I-9. This form requires that employees attest that they are authorized to work in the job for*

which they have been hired and that the documents submitted to establish this right are genuine. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Village within the past three (3) years, or if their previous I-9 is no longer retained or valid.”

2. Section 6 entitled “CONFLICT OF INTEREST(S)” is hereby amended to add the following language: “See Section 54 hereof entitled “Code of Ethics.”
3. Section 17 entitled “BENEFITS CONTRIBUTION (COBRA)” is hereby amended to add the following language:

“Generally, a health Flexible Spending Benefit Plan is considered an ERISA-covered health plan. Similarly, unless an exception applies, the Village may be required to offer COBRA to qualified beneficiaries (QB) who experience a loss in coverage due to a qualifying event for up to 18 months, including new elections during the open enrollment period. However, the Flexible Spending Benefit Plan qualifies for limited COBRA obligations to a qualified beneficiary if all of the following conditions are met:

- The Flexible Spending Benefit Plan benefits provided are excepted benefits and therefore are not subject to HIPAA’s portability provisions (this provision is generally met if a health insurance plan was available to the Flexible Spending Benefit Plan participant and the employer has the same eligibility guidelines for both).
- The maximum COBRA premium (102% for the remaining months in the year) equals or exceeds the maximum benefit available under the Flexible Spending Benefit Plan for the plan year in which the qualifying event occurs.
- The annual the Flexible Spending Benefit Plan election amount cannot exceed two times the amount contributed by the employee (this provision is generally met if the employer does not fund any portion of the Flexible Spending Benefit Plan).

For those who have ‘under spent’ accounts, COBRA must be offered, but it may be terminated at the end of the plan year in which the qualifying event occurs. COBRA coverage does not need to be offered to QBs who have ‘overspent’ their accounts at the time of the qualifying event.

Employees who elect COBRA continuation coverage may only make after-tax contributions to the Flexible Spending Benefit Plan account once they have ceased receiving a paycheck. In addition, employers may require a QB to pay an additional 2% administrative fee. As an example, an employee who makes an annual Flexible Spending Benefit Plan election of \$2,400 and terminates employment on June 30 will have contributed \$1,200 (\$200/month) at the time of termination. For each month of continued coverage, the QB should send \$204 (102% of the applicable premium/contribution) to the employer. Under the limited COBRA obligations scenario, a QB’s participation ceases at the end of the plan year in which the qualifying event occurred or when he or she fails to submit premium payment.”

4. A new Section 55 entitled “CONFIDENTIALITY NON-DISCLOSURE AGREEMENT” is hereby added with the following language: “All individuals who are offered employment are required to sign the confidentiality non-disclosure agreement substantially in the form below within three (3) days of actual employment (as distinguished from “hire” date). The confidentiality non-disclosure agreement assures the Village that its employees will not discuss or otherwise distribute confidential information that employees may come into contact with while working for the Village.”
5. The Village of Minoa Employee Handbook adopted December 16, 2013 is otherwise in Full Force and Effect, except as specifically provided in this Amendment.

The motion was seconded by Trustee Abbott. All in favor; Motion carried.

#### ***POLICY & PROCEDURE – VILLAGE LAPEL PINS***

Mayor Donovan announced the village has designed a lapel pin which will be distributed to each village employee and recommends the following policy and procedure to be followed for the distribution of the village pin:

##### **PURPOSE:**

To establish a method of distribution of Village of Minoa lapel pins.

##### **POLICY:**

A village lapel pin will be given to full time employees and elected officials. If an employee wishes to purchase additional pins he or she can do so at a cost of \$2.50 per pin.

##### **COST TO PURCHASE A LAPEL PIN:**

Although pins will be given to employees and village officials; the Village Pin will be available to the public for purchase the village clerk’s office during normal business hours at a cost of \$5.00 per pin.

After a brief discussion, Trustee Brazill made a motion, seconded by Trustee Christensen to

adopt the Village Lapel Pin Policy and Procedure as outlined above. All in favor; Motion carried.

***VILLAGE TAX COLLECTION – UPDATE***

Clerk-Treasurer reported that \$1,344,729.67 of village tax has been collected as of July 3, 2014; 1,203 tax bills received, 434 tax bills paid in person.

***TRANSFER OF APPROPRIATIONS – FISCAL YEAR ENDING MAY 31, 2014***

Trustee Brazill made a motion, seconded by Trustee Abbott to approve year-end Transfer of Appropriations as needed with closing of the fiscal year May 31, 2014. All in favor; motion carried.

**CELEBRATIONS**

***2014 SUMMER CONCERT SERIES & FALL FESTIVAL***

Ratify prior approval to hold 2014 Summer Concert Series and Fall Festival in Lewis Park and authorize Deputy Mayor Brazill to enter into contract/agreements with the bands. All in favor; motion carried.

**FIRE DEPARTMENT**

***PERMISSION TO USE POLE BARN***

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve the request from Peter Cipriano to use the Pole Barn, July 19, 2014 from 11:30am – 6:00pm for a graduation party. All in favor; motion carried.

***NEW MEMBERSHIP – KEVIN TESKE***

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve the new membership application for Kevin Teske, 225 Highbridge Street, Fayetteville. All in favor; motion carried.

***NEW MEMBERSHIP – NEIL DELANEY***

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve the new membership application for Neil Delaney, 118 Hulbert Street, Minoa. All in favor; motion carried.

***FLOOR REPLACEMENT QUOTATIONS:***

Syracuse Flooring of America	\$ 9,590.42
Tile & Carpet Town	\$13,398.00
Onondaga Flooring	\$22,608.15

Quotations include the following locations: Fire Station #1 lounge, executive office, chief's office; Fire Station #2 lounge, radio room, chief's office. Contractors will remove all existing tile and carpet prior to installation.

Trustee Abbott made a motion, seconded by Trustee Christensen to award the project to Syracuse Flooring of America, in the amount of \$9,590.42 contingent upon prevailing wage and legal review of the contract. All in favor. Motion carried.

**WTP / CERF**

***INTERNSHIP – BRANDON STONE & DANIELLE KNOBEL***

A motion was made by Trustee Brazill, and seconded by Trustee Abbott to approve the request for internship, Brandon Stone, ESM Student and Danielle Knobel, OCC Student effective July 8, 2014 through August 29, 2014 contingent upon signing a confidentiality agreement. All in favor. Motion carried.

**CODES ENFORCEMENT**

***WAYNE KONSECK REQUEST PERMISSION TO WAIVE ZBA APPLICATION FEE***

A motion was made by Trustee Christensen, and seconded by Trustee Brazill to deny the request to waive Wayne Konseck ZBA application fee in the amount of \$300.00. All in favor; motion carried.

**AUDIT OF CLAIMS**

A motion was made by Trustee Abbott and seconded by Trustee Brazill that the claims on

**ABSTRACT 003**

Abstract #003 in the amounts of General Fund - \$47,522.20 (Vouchers 047 - 113), Sewer Fund - \$11,199.35 (Vouchers 021 – 049), for a total of \$58,721.55 audited and paid. All in favor. Motion carried.

**TRUSTEES’  
REPORT**

Trustee Christensen reported on the following:

- Thanked the ambulance staff and crew for the excellent service given to his son over the weekend.
- Postcard for the Hope for Heather event were given out at the July 4<sup>th</sup> event in Manlius
- Announced the Greater Manlius Chamber “After Hours Party” at Cazenovia Jewelers, **Tuesday, July 29** – 5:30 – 8:30 pm – Light refreshments and beverages

Trustee Abbott reported:

- Nothing new to report from the Police meeting
- Fire department voted to hold the annual field days in May 2015 as this year was very successful with weather and attendance

Trustee Brazill reported:

- Thanked his brother Jay and the eight bands that have committed to playing at the festival this year and will once again donate their time to the event.
- Thanked Mr. Greg Rinaldi, owner of Trappers Pizza Pub, LLC who will again sponsor the fireworks display for the festival

**ATTORNEY’S  
REPORT**

Nothing new to report.

**MAYOR’S  
REPORT**

Mayor Donovan reported on the following:

- Thanked Trustee Brazill and Christensen for all their time and dedication to the planning of the second annual Minoa Festival

**PUBLIC  
COMMENTS**

Let the record show there were 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 8:42pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona  
Clerk-Treasurer