

**VILLAGE OF MINOA
BOARD OF TRUSTEES
November 3, 2014**

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

ALSO PRESENT: John Sears, DPW Superintendent Tom Petterelli, John Curtis, Dan Engelhardt

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

**CLIMATE SMART
DISCUSSION –
SOLAR OPTIONS**

Mayor Donovan discussed with the board some solar options presented to the village by Camden Renewable Energy Systems. Mayor Donovan stated the proposal is for grid interactive solar PV system for sole purpose of electricity generation and provision to the site host (village) as part of a Power Purchase Agreement (PPA). This qualifies the private owner of the PV system for taxable credits and the village would be supplied with the electricity generated from the solar PV system. Mayor Donovan stated Camden Renewable Energy Systems is current accessing all the areas and village buildings for consideration and a summary of those sites will be forthcoming. In order to move forward from this point, Mayor Donovan asked the board to consider a letter of intent between the village (site host) and RER Energy Group and Camden Group at no cost.

Attorney Hills stated she has reviewed the letter of intent and is comfortable with the board authorizing the Mayor to sign it.

Trustee Brazill made a motion, seconded by Trustee Champagne authorizing the Mayor to execute a Letter of Intent with RER Energy Group and Camden Renewable Energy Systems. All in favor; motion carried.

**CODES
ENFORCEMENT**

UPDATE – REQUEST FOR LOT LINE ADJUSTMENT – 323 AND 325 FAY LANE

Attorney Hills stated this request was postponed at the last village board meeting pending the receipt of additional information for the codes enforcement officers' review; however the applicants attorney has notified the village that there is a lien on one of the properties which would make it difficult to move forward at this point. Attorney Hills recommends closing the file and request that that applicants resubmit the request when their ready to proceed.

HEARING – PURSUANT TO CHAPTER 116 – 106-110 N. MAIN STREET

Attorney Hills stated the Codes Enforcement officer and Mayor Donovan have signed affidavit stating that pursuant to Chapter 160 the property owner has been notified of the current violations and provided notice that due to the emergency of the building conditions and unsafe health hazards the Village Board authorized the immediate securing of the building to prevent unauthorized entry. The notice also orders the owner to cure the remainder of the violations by October 31, 2014 and that the Village Board of Trustees will conduct a hearing on November 3, 2014. If they fail to cure the remedies and show up for the hearing, the board can then authorize the rest of the work to be performed and to assess the cost against the premises; thus the purpose of this evenings hearing. Attorney Hills stated the property owner has not responded to the certified letter, contacted the village office or the codes enforcement officer and he/she is not present here tonight.

Trustee Christensen made a motion, seconded by Trustee Champagne authorizing that the remaining violations be corrected and that the cost be placed on the next village tax bill pursuant to Chapter 160. All in favor; motion carried.

RATIFY PRIOR APPROVAL – TRAINING REQUEST FOR MIKE MURNANE – GREEN INFRASTRUCTURE PLANNING CONSTRUCTION AND MAINTENANCE

Trustee Brazill made a motion, seconded by Trustee Abbott to ratify prior approval to send Mike Murnane to Green Infrastructure Planning Construction and Maintenance, October 29, 2014, 6pm – 8pm, at Liverpool Fire Hall; no registration fee. All in favor; motion carried.

RESOLUTION – ADOPTION OF NYS UNIFIED SOLAR PERMIT AND PROCEDURE

The following resolution as drafted and proposed by the Village Attorney, was moved by Trustee Brazill, seconded By Trustee Champagne:

WHEREAS, pursuant to Section 10 of the Municipal Home Rule Law, the Village of Minoa Board of Trustees (“Village Board”) duly adopted Chapter 51 entitled “Building Construction and Fire Prevention” of the Village of Minoa Code (“Village Code”) on January 17, 2007 by Local Law No. 1 of 2007, to provide minimum requirements to safeguard the public safety, health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, safety to life and property from fire and other hazards attributed the build environment, and standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of fuel gas, plumbing and mechanical systems (note: this local law repealed former Chapter 51 entitled “Building Construction and Fire Prevention” duly adopted September 3, 1985 as Chapter 26 of the Village Code); and

WHEREAS, said Chapter 51 of the Village Code created the office of Codes Enforcement Officer who shall administer and enforce all the provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, and the Village Code; and

WHEREAS, said Chapter 51 requires the issuance of a building permit for the construction, enlargement, alteration, repair, removal or demolition of any building or other structure; and

WHEREAS, the New York State Uniform Fire Prevention and Building Code regulates the design, construction, installation, alteration and repair of equipment and systems using solar systems; and

WHEREAS, the New York State Energy Research and Development Authority (“NYSERDA”), together with the New York Power Authority (“NYPA”) and City University of New York (“CUNY”), developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes; and

WHEREAS, municipalities across the state that adopt the New York State Unified Solar Permit are eligible to receive between \$2,500 and \$5,000 depending on the population, through the New York State Cleaner, Greener Communities Program to implement the new procedures; and

WHEREAS, the Village Board desires to promote the streamlining of the application process for small-scale photovoltaic system installations by adopting the New York State Unified Solar Permit application form and implementing the new procedures, and to receive any monetary incentive the Village of Minoa may be entitled to from New York State Cleaner, Greener Communities Program; and

NOW THEREFORE, BE IT RESOLVED, the Village Board hereby adopts the New York State Unified Solar Permit application form and procedures for the installation of small-scale photovoltaic systems; and it is further

RESOLVED, the Village of Minoa Codes Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application form and procedures in issuance of building permits for the installation of small-scale photovoltaic systems; and is further

RESOLVED, any further actions required of Village to effect the foregoing are hereby authorized and the Village Mayor is hereby authorized to execute and deliver any instruments, documents or the like as required to effect the same. All in favor; resolution adopted.

VILLAGE FEE SCHEDULE – PURSUANT TO CHAPTER 51, SECTION 17 - UNIFIED SOLAR PERMIT APPLICATION FEE FOR SMALL-SCALE PHOTOVOLTAIC SYSTEMS

Trustee Champagne made a motion, seconded by Trustee Abbott pursuant to Chapter 51-17 to amend Village of Minoa fee schedule to include Unified Solar Permit Application for Small-Scale Photovoltaic Systems and with a fee of \$150.00 per application. All in favor; motion carried.

APPOINTMENT – ASSISTANT CODES ENFORCEMENT OFFICER

Trustee Christensen made a motion, second by Trustee Champagne to approve the appointment of Mike Murnane, effective immediately, as Assistance Codes Enforcement Officer as he has completed the first three classes of NYS Codes Enforcement Certification and is certified as a Codes Compliance Technician. All in favor; motion carried.

WTP / CERF

RATIFY PRIOR APPROVAL FOR ESM CERF STUDENTS TO ASSIST VILLAGE MECHANIC WITH MECHANICAL TASKS NEEDED FOR THE GIGP PROJECT

Trustee Brazill made a motion, seconded by Trustee Abbott to ratify prior approval for ESM CERF students to assist village mechanic with mechanical tasks needed for the GIGP Project. All in favor. Motion carried.

GIGP – CHANGE ORDER #2 – REPLACEMENT OF CONDUIT AND GALVANIZED STEEL CONDUIT UNDER FROM DPW GARAGE TO CELL #1

Trustee Champagne made a motion, seconded by Trustee Christensen to accept and approve Change Order #2 for the replacement of SCH-80 PVC conduit with SCH-80 galvanized steel conduit, underground from DPW garage to Cell #1. All in favor. Motion carried.

GIGP – CHANGE ORDER #3 – EXCAVATION, BACKFILL MATERIAL AND RESTORATION OF ELECTRICAL CONDUIT

Trustee Christensen made a motion, seconded by Trustee Brazill to accept and approve Change Order #3 for excavation, backfill material, and restoration of electrical conduit trench from SBR to Anaerobic Building. All in favor. Motion carried.

**CLERK-
TREASURER**

MEETING MINUTES – OCTOBER 31, 2014

Trustee Brazill made a motion, seconded by Trustee Christensen to approve the meeting minutes of October 31, 2014 as submitted. All in favor; motion carried.

RESOLUTION – NEW YORK SCHOOL AND MUNICIPAL ENERGY CONSORTIUM

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, *Village of Minoa* (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the *Village of Minoa* to participate in the NYSMEC, and authorizes and directs *Richard J. Donovan, Mayor* to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$.1126 cents per kWh for a term of at least one year and no more than three years

commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately. A motion was made by Trustee Brazill and seconded by Trustee Abbott to adopt the resolution. All in favor; motion carried.

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR NATURAL GAS**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, *Village of Minoa* (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the *Village of Minoa* to participate in the NYSMEC, and authorizes and directs *Richard J. Donovan, Mayor* to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$1.141 cents per therm for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately. A motion was made by Trustee Brazill and seconded by Trustee Abbott to adopt the resolution. All in favor; motion carried.

PERMISSION TO ATTEND / GFOA CENTRAL HOLIDAY SEMINAR / DECEMBER 5TH
Trustee Champagne made a motion, seconded by Trustee Abbott to approve the request to send Clerk-Treasurer DeVona to the GFOA Central Holiday Seminar, December 5, 2014, 9am – 1pmat the Century Club at a fee of \$60.00. All in favor; motion carried.

PERMISSION TO SEND BARBARA STURICK TO WILLIAMS ACCOUNTING WORKSHOP / NOVEMBER 24, 2014

Trustee Abbott made a motion, seconded by Trustee Christensen to approve the request to send Barbara Sturick to Williamson Accounting Workshop, November 24, 2014, Town of Brutus, 9am to 12:00noon; no fee. All in favor; motion carried.

2013-2014 UNPAID VILLAGE TAXES TO THE COUNTY

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the Village Board agrees to return the Tax Warrant for the 2014-2015 Village taxes in the amount of \$40,043.00; which represents \$40,743.48 in original tax, and 8% interest fee of \$3,259.92 and a \$40.00 second notice fee and hereby directs Clerk-Treasurer DeVona to send the list of overdue taxes to the Onondaga County Commission of Finance for collection and the subsequent payment to the village. All in favor; motion carried.

CELEBRATION***PERMISSION TO HOLD ANNUAL TREE LIGHTING – DECEMBER 7, 2014***

Trustee Brazill made a motion, seconded by Trustee Christensen to hold the annual tree lighting on December 5, 2014 beginning with the Children's Party at 5pm and the Tree lighting at 6pm. All in favor; motion carried.

FIRE DEPARTMENT***TRAINING REQUEST – MATT MCGARRITY – FIRE OFFICER II***

Trustee Brazill made a motion, seconded by Trustee Abbott to ratify prior approval to send Matt McGarrity to Fire Officer II, November 14-16, 2014 at the NYS Fire Academy at a cost of \$136.00. All in favor; motion carried.

TRAINING REQUEST – PAT FLANNERY AND TONY ALESSANDRELLO – SAFETY & WELLNESS SURVIVAL COURSE

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval to send Pat Flannery and Tony Alessandrello to Safety & Wellness Survival Course, Firemen's Association of State of New York; September 26, 2014 at a cost of \$30.00 per person. All in favor; motion carried.

MINOA FIRE DEPARTMENT BY-LAWS

Mayor Donovan stated the village acknowledges receipt of the Minoa Fire Department By-laws as approved by the membership on March 27, 2014 has received and acknowledges that the general membership of the Minoa Fire Department. He further stated that Trustee Brazill has scheduled a meeting with the By-laws committee to discuss the revisions.

AUDIT OF CLAIMS ABSTRACT 11

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on Abstract #011 in the amounts of General Fund - \$30,976.69 (Vouchers 446 - 472), Sewer Fund - \$7,982.45 (Vouchers 175 - 188), for a total of \$38,959.14 audited and paid. All in favor. Motion carried.

ATTORNEY REPORT

Nothing new to report.

TRUSTEES' REPORT

Trustee Champagne reported he attended the NYCOM DPW and Wastewater training conference; great conference, good information. He also thanked everyone involved in making the annual Halloween Party a success; 100 dozen donuts, 10 cases of cider and 800 bags of popcorn were given out that night.

Trustee Christensen express sympathy to Tom Petterelli and his family for the lost of his father; he will be greatly missed. Also a reminder that tomorrow is election day; don't forget to vote.

Deputy Mayor Brazill reported that the Wicked Woods Event was a success again this year with almost 5,000 people attending.

MAYOR'S REPORT

Mayor Donovan reported on the following:

- ISO report has been received by the village and will be reviewed
- SmartWatt Energy will present the village with a proposal for outside LED lighting for DPW & WTP buildings and green railroad bridge; presentation will be given at the next village board meeting
- Consensus CNY - \$250,000.00 grant
- OCRRA fees to increase from \$79/ton to \$84.00

PUBLIC COMMENT

John Sears, 103 S. Main Street wondered if the increase in OCRRA fees was due to the recent information about a contract with Cortland county.

John Curtis, Edgewood Place, thanked the village board for taking care of the abandoned property

next door to his; happy with the results and makes the neighborhood look better.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Abbott to adjourn the village board meeting at 8:00pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L DeVona

Lisa L. DeVona
Clerk-Treasurer