

VILLAGE OF MINOA
ANNUAL ORGANIZATIONAL MEETING

April 6, 2015

6:30pm

Mayor Donovan thanked the village board and employees for all their hard work, dedication and effort over the last year.

The Annual Organizational Meeting of the Village Board was held at the Municipal Building in the Village Board Room, 240 N. Main Street, New York.

PRESENT:

Mayor Richard Donovan
Trustee Brazill
Trustee Champagne
Trustee Christensen
Trustee Abbott
Attorney Courtney Hills
Deputy Clerk-Treasurer Miller
Attendant Michael Macko

**ALSO
PRESENT:**

Mike Macko, Al Tompkins, Dennis Erard, George Meyer,
Brad Hyde, T.R. Schepp, Sara Whaley, John Sears

Mayor Donovan called the Annual Organizational Meeting to order at 6:30 p.m.

APPOINTMENTS

Mayor Donovan made the following appointments:

William Brazill, Deputy Mayor – 1 year term
Barbara Sturick, Deputy Clerk Treasurer – 1-year term
Donna Miller, Deputy Clerk-Treasurer – 1-year term
Lisa DeVona, Records Access Officer – 1-year term
Lisa DeVona, Property Control Manager – 1-year term
Lisa DeVona, Respiratory Control Coordinator – 1-year term
Jeanette Zacharias, Acting Village Justice - 1 year term
Thomas Petterelli, Superintendent of Public Works - 1 year term
James Landry, Safety Officer/Coordinator – 1 year term
Thomas Petterelli, Environmental Officer - 1 year term
Richard Greene, Code Enforcement Officer - 1 year term
Wendy Czajak, Infectious Control Officer – 1 year term
Alex Wisniewski, Village Engineer - 1 year term
Courtney M. Hills, Village Attorney - 1 year term
Scott Parish, Member, Zoning Board of Appeals – 1 year term
Sheri Hayner, Deputy Chairman, Zoning Board of Appeals – 3 year term
Alan Archer, Member, Planning Board – 5 year term to expire 3/2020
Barbara Sturick, Secretary to Planning & Zoning Board – 1 year term
Syracuse Post Standard, Official Newspaper – 1 year term
JPMorgan Chase, Solvay Bank, NYCLASS,
Official Depositories – 1 year term

Trustee Brazill made a motion, seconded by Trustee Christensen approving the annual appointments as read aloud by Mayor Donovan and listed above. All in favor. Motion carried.

**SAFETY
COMMITTEE**

Trustee Christensen made a motion, seconded by Trustee Brazill to establish a Safety Committee which will consist of one employee from the following departments: Ambulance, Fire, DPW, Sewer, Clerk's Office, and Court Office with a goal to create and maintain a work environment that supports positive

health and safety practices. All in favor. Motion carried.

Mayor Donovan read aloud the following liaison assignments:

Mayor Donovan Code Enforcement
Mechanic

Trustee Brazill NIMS Compliance Officer
Celebration Coordinator
Town of Manlius Chamber of Commerce
Minoa Farms
ESM Youth Sports
Critical Response Committee
Village Newsletter
Employee Handbook
Business Community
Security System

Trustee Champagne Wastewater Treatment Plant / CERF
Security System – Camera
Critical Response Committee
Communications
Website
Celebrations – Easter Egg Hunt, Halloween

Trustee Christensen Department of Public Works
Building & Grounds
Minoa Historical Association
Critical Response Committee
Celebrations
Library
Golden Age
Comprehensive Plan
Village Parks
Village Sign
Town of Manlius Historical Society

Trustee Abbott Fire/EMS Commissioner
Celebrations
Police Committee
Critical Response Committee
Safety Committee
Village Newsletter

Trustee Christensen made a motion, seconded by Trustee Champagne acknowledging and approving the liaison appointments as read aloud by Mayor Donovan and listed above. All in favor; motion carried.

Each Trustee is the Emergency Disaster Preparedness Planner for his department and each Trustee is responsible to see that the Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will interact with Trustee Brazill as Emergency Disaster Preparedness Coordinator. Mayor Donovan stated he will act as liaison with all of the Village Departments as needed.

A motion was made by Trustee Champagne and seconded by Trustee Brazill that the **Sexual Harassment Policy** as amended 3/1/99 remain in effect with the following: following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) as the Review Board for the Sexual Harassment Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer. All in favor; Motion carried.

A motion was made by Trustee Christensen and seconded by Trustee Brazill that the **Workplace Violence Prevention Policy** adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) as the Review Board for the Workplace Violence Prevention Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer. All in favor; Motion carried.

A motion was made by Trustee Champagne and seconded by Trustee Christensen; **BE IT RESOLVED**: that the Village Board of the Village of Minoa does hereby establish the following:

The Village Board Meeting shall be held on the first and third Monday of every month at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room.

The Planning Board Meeting shall be held on the second Thursday of every month at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room as needed.

That the Surety Bond on the Village Clerk/Treasurer, Deputy Clerks/Treasurers, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.

That if a state of emergency is declared by Mayor Donovan, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the reverse 911 System as applicable, the Village of Minoa website, Time Warner Cable, local radio and television stations to notify Village of Minoa residents.

That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.

That the District Attorney's authorization dated 6/11/2012 for village attorney, Courtney Hills to appear in Minoa Justice Court on behalf of District Attorney for limited purpose of prosecuting matters involving municipal code violations (Van Sickle letter).

That the Sergeant-of-Arms be Michael Macko, Kenneth Caskinett, Mike McGraw and/or Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.

That mileage allowance for Village officials while on Village business shall be the same as the IRS allowance at the time.

The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk/Treasurer who will then notify the Trustees, the newspapers, and post a notice of such meeting at the municipal building entrances, community bulletin board and if seasonably possible the village website.

That Mayor Donovan shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize all purchases over \$100.00.

That the following signatures be on the bank signature cards on file at the bank: Richard J. Donovan Mayor; William F. Brazill, Deputy-Mayor; Lisa L. DeVona, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.

That Onondaga County prints the Village Tax Bills.

Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.

The request for use of a Village building by a member of the Minoa Fire Department, a family

member of a Minoa Fire Department member, Village employees, or elected officials be put in writing and approved by the Village Board at no charge if the use is for non-business purposes.

That the Village Clerk/Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.

That the **Procurement Policy** for the Village of Minoa as adopted on January 7, 1992 and amended April 7, 2008 and March 21, 2011 remains in effect.

That the **Investment Policy** for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.

That the Fee Schedule dated April 1, 2002 and last amended 4/7/09 be revised as of April 6, 2015 and effective June 1, 2015

That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.

That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.

That the 2016 Annual Organizational Meeting be held on Monday, April 4, 2016.

All in favor to a vote on Collective Resolution; Motion carried.

Trustee Christensen made a motion, seconded by Trustee Brazill to adjourn the Annual Organizational Meeting. All in favor; Motion carried.

Mayor Donovan adjourned the meeting at 6:43 pm.

Respectfully submitted,

Donna Miller

Donna Miller

Deputy Clerk-Treasurer