

**VILLAGE OF MINOA
BOARD OF TRUSTEES
June 1, 2015**

PRESENT: Mayor Richard Donovan
Trustee Abbott
Trustee Brazill
Trustee Champagne
Trustee Christensen
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Primo & Hills Law Firm

ALSO PRESENT: Mike Macko, John Sears

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

**CLERK-
TREASURER**

MEETING MINUTES – MAY 18, 2015

Trustee Brazill made a motion, seconded by Trustee Christensen to approve the meeting minutes of May 18, 2015 as submitted. All in favor; motion carried.

GUARDIAN LIFE INSURANCE RENEWAL – 7/1/2015 THROUGH 6/30/2016

Trustee Champagne made a motion, seconded by Trustee Brazill to approve the renewal rates for Guardian Life Insurance Group Plan #33492, July 1, 2015 through June 30, 2016 as follows: Basic Life Rates \$1,081.00 and AD&D Plan \$102.00 annual premiums. All in favor; motion carried.

PERMISSION TO SEND B. STURICK & D. MILLER / TOSHIBA CLIENT APPRECIATION LUNCHEON

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the request to send Deputy Clerk-Treasurers Barb Sturick and Donna Miller to Toshiba Client Appreciation Luncheon, June 17, 2015; no cost. All in favor; motion carried.

RER ENERGY GROUP TO ACT AS AGENT IN PREPARATION OF NYSERDA GRANT APPLICATION

Trustee Christensen made a motion, seconded by Trustee Champagne to ratify prior approval of May 26, 2015 authorizing Mayor Donovan to execute documents appointing RER Energy Group to act as our agent in the preparation of application to NYSERDA for Interconnection of New Distributed Generation. All in favor; motion carried.

INFORMATION ONLY – TAX FREEZE CERTIFICATION & GOVERNMENT EFFICIENCY PLAN

Mayor Donovan informed the board that on May 21, 2015 Clerk-Treasurer Devona submitted the Tax Freeze Certification and Government Efficiency Plan as required by Chapter 59 of the Laws of 2014.

CREDIT CARD POLICY - REVISION

A motion was made by Trustee Champagne and seconded by Trustee Abbott to adopt the revision to the credit card policy as follows:

AUTHORIZED USES OF THE CREDIT CARD

- Employees using the credit card must follow the Village's Procurement Policy and must follow all budgetary guidelines so that sufficient funds are available for purchase.
- Lost or stolen credit cards must be reported to the Clerk-Treasurer's office immediately.
- Purchase of goods, software and other materials that require prepayment through the internet.
- Air fare, hotel accommodations, registration and enrollment fees associated with conferences and workshops.
- While attending an out-of-town conference, authorized use of the card is to pay the balance of the hotel room charges, meals, program fees, supplies, textbooks or other charges shall be paid using the credit card while attending the conference.
- Vendors must be notified that the credit card transaction is exempt from New York State sales Tax (*Exhibit B*)

All in favor. Motion carried.

INCREASE HOURLY RATE TO MINIMUM WAGE – KYLE STANLEY

Trustee Champagne made a motion, seconded by Trustee Christensen approved the hourly rate increase to current minimum wage, \$8.75 per hour for summer hire, Kyle Stanley effective June 1, 2015. All in favor; motion carried.

**MS4 ANNUAL
REPORT
FOR YEAR
ENDING
MARCH 9, 2015**

Clerk Treasurer DeVona presented the following:

**Stormwater Report to the Public
Year 12: Ending March 9, 2015
Public Presentation – June 1, 2015 @ 7pm**

BACKGROUND

Clean Water Act was passed in 1969, it mandated that Environmental Protection Agency (EPA) would enforce National Pollution Elimination Regulations specific to various groups and organizations. In 2003, smaller municipalities (Urbanized Areas) were required to obtain permits and given five (5) years to establish a program that was in compliance with the new regulations. These smaller municipalities were designated as “Municipal Separate Storm Sewer Systems or MS4’s. The village of Minoa was one of thirty towns and villages in Onondaga County chosen to participate.

DESCRIPTION OF THE PROGRAM

The program required each MS4 to develop six Minimum Measures:

- Minimum Measure 1: Public Education and Outreach in Stormwater Impacts
- Minimum Measure 2: Public Involvement / Participation
- Minimum Measure 3: Illicit Discharge Detection and Elimination
- Minimum Measure 4: Construction Site Stormwater Runoff Control
- Minimum Measure 5: Post-Construction Stormwater Management
- Minimum Measure 6: Pollution Prevention / Good Housekeeping

YEAR 12

The village continues to use the services of Regional Research Planning and Development board to meet the requirements of MM1 and 2. Village departments such as Codes Enforcement, Department of Public Works and the citizens of the Minoa community continue to do an excel job maintaining a clean community.

PUBLIC COMMENTS

Clerk-Treasurer DeVona stated there were no comments received in her office during the open comment period.

John Sears, 103 S. Main Street stated he reserves his right to make comments at the next village board meeting.

With no comments or questions from the public, Mayor Donovan asked the board for comments or questions.

With no comments from the board, Trustee Christensen made a motion, seconded by Trustee Brazill authorizing the Mayor to execute the MS4 Annual Report for period ending May 9, 2015. All in favor. Motion carried.

**ROOM
REQUESTS**

HOMESCHOOL ART WORKSHOP REQUEST THE USE OF GOLDEN AGE ROOM

Trustee Champagne made a motion, seconded by Trustee Brazill to approve the Golden Age Room request from Homeschool Art Workshop, September 2015 through May 2016, Tuesday’s 10:00am – 12:30pm and on May 24, 2016 from 4:30pm – 9:00pm for an art exhibit. All in favor. Motion carried.

LEFT IN STITCHES QUILTERS REQUEST USE OF GOLDEN AGE ROOM

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the Golden Age room request from “Left in Stitches” for 2nd and 4th Wednesday in June, July and August

from 1:00pm – 3pm and every Wednesday beginning September 9, 2015. All in favor; motion carried.

AMBULANCE

WAVES AGREEMENT RENEWAL – JUNE 1, 2015 THROUGH 5/31/2016

Trustee Abbott made a motion, seconded by Trustee Brazill authorizing the Mayor to execute the renewal agreement with Western Area Volunteer Emergency Services, Inc. in the amount of \$530,400.00 for comprehensive management services and staffing associated with Minoa Ambulance, June 1, 2015 through May 31, 2016. All in favor; motion carried.

**FIRE
DEPARTMENT**

INFORMATIONAL ONLY

Morpho Trust and Division of Criminal Justice Services administrative fee for background checks will remain at the current level of \$9.95 per application.

TRAINING REQUEST – TONY ALLESANDRELLO

Trustee Brazill made a motion, seconded by Trustee Christensen to approve the request to send Tony Alessandrello to NYS Fire Chiefs Association Conference, June 17-20, 2015 at the Turning Stone Resort; conference fee \$80.00. All in favor; motion carried.

WTP / CERF

ONONDAGA COUNTY WATERSHED COORDINATOR REQUEST PERMISSION TO TOUR WASTEWATER TREATMENT PLANT / CERF

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the request for Onondaga County Watershed to tour the Wastewater Treatment Plant/CERF, date and time to be determined. All in favor; motion carried.

**AUDIT OF
CLAIMS
ABSTRACT 26**

A motion was made by Trustee Abbott and seconded by Trustee Brazill that the claims on Abstract #26 in the amounts of General Fund - \$22,153.32 (Vouchers 1008 - 1034), Sewer Fund - \$17,052.86 (Vouchers 417 – 427), for a total of \$39,206.18 audited and paid. All in favor; motion carried.

**AUDIT OF
CLAIMS
ABSTRACT 001**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #001 in the amounts of General Fund - \$56,126.80 (Vouchers 001 - 032), Sewer Fund - \$13,135.81 (Vouchers 001 – 012), for a total of \$69,262.61 audited and paid. All in favor; motion carried.

**ATTORNEY'S
REPORT
TRUSTEE'S
REPORT**

Nothing new to report.

Trustee Champagne congratulated Trustee Brazill on another successful Memorial Day Parade.

Trustee Christensen reported on the following:

- Greater Manlius Chamber of Commerce raised \$3,200.00 for Heaven's Pantry at their annual Silent Auction event.
- Recognized the following individuals in the Memorial Day Parade and thanked them for their service:

*Driving a 1954 M38A1 Jeep, Jack Dooling, 83, served in US Marine Corp 1950-1954 in Korea

*Driving a 1950 M38 Jeep, Leon Rutkowski, 84 served in US Air Force 1950-1961 and NY Air National Guard 1961-1999, in Texas, Georgia, England, France, Louisiana, New Mexico and New York

*Driving a 1944 MB Jeep, John Middleton, 75, served in the US Marines 1957-1962 in the Pacific and many southern states.

*Driving a 1971 M35A2 Deuce, Chad Waybright, 74, serviced in US Army 1961-1964 in Germany

Trustee Abbott reported on the following:

- Town of Manlius Police Department will hold their annual open house June 6, 2015, 10am – 2pm
- Thanked the village board, clerk's office and DPW for the help and participation in preparing for the annual fireman's field days.

Trustee Brazill reported on the following:

- Thanked everyone for their help in preparing for the Memorial Day Parade as well as the guest speaker Charles Tocci Jr.

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MAYOR'S REPORT

Mayor Donovan reported on the following:

- Special thank you to Lance Stolp for his dedication to the falling soldier monument and organizing the military participants in the parade and ceremony.
- Announced the ribbon cutting ceremony for the GIGP project will be June 22, 2015 @ 11:00am; list of guest invited to the ceremony include the President and CEO of New York State EFC, governor's office, Congressman Katko, Senator DeFrancisco and Schumer, County Executive and Legislators, local government officials from neighboring municipalities and school officials at both SUNY ESF and East Syracuse-Minoa School District.

PUBLIC COMMENTS

John Sears, 103 S. Main Street asked if Governor Cuomo was invited to the ceremony and offered a few other names of individuals the village should consider inviting.

ADJOURNMENT

A motion was made by Trustee Christensen seconded by Trustee Champagne to adjourn the village board meeting at 7:33 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

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Clerk-Treasurer