

**VILLAGE OF MINOA
BOARD OF TRUSTEES
November 2, 2015**

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

ALSO PRESENT: Mike Macko, Rob Abbott, Erich Schepp, Matt McGarrity,
John Sears

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

**CLERK-
TREASURER**

MEETING MINUTES – OCTOBER 5, 2015

Trustee Abbott made a motion, seconded by Trustee Christensen to approve the meeting minutes of October 5, 2015. All in favor; motion carried.

MEETING MINUTES – OCTOBER 19, 2015

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the meeting minutes of October 19, 2015. All in favor; motion carried.

LEGAL NOTICE – VILLAGE ELECTION, MARCH 15, 2016

Clerk-Treasurer DeVona reported the village general election will be held on March 15, 2016 for the positions of Mayor (4-yr term) and two trustees (each 4-yr term).

RATIFY PRIOR APPROVAL TO TERMINATE PART-TIME LABORER MASON LAMBERT

Trustee Champagne made a motion, seconded by Trustee Christensen to ratify prior approval to terminate part-time laborer Mason Lambert effective October 22, 2015. All in favor; motion carried.

2015-2016 UNPAID VILLAGE TAX BILLS

Clerk-Treasurer DeVona reported a certification of unpaid village taxes will be circulated to the village board within the next few days as post marked mail is still being delivered by the post office; final report will be available for the next meeting.

PERMISSION TO SIGN TOSHIBA AGREEMENT

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing the Clerk-Treasurer to sign the Toshiba agreement for two (2) new copies; one to be located in the Clerk's office and the other in radio room at Fire Station I.
All in favor; motion carried.

AUTHORIZE MAYOR AND FIRE CHIEF TO EXECUTE 2016 FIRE/EMS CONTRACT WITH THE TOWN OF MANLIUS

Trustee Christensen made a motion, seconded by Trustee Champagne authorizing the Mayor and Fire Chief to execute the 2016 Fire and EMS Protection Contract with the Town of Manlius contingent upon attorney review. All in favor; motion carried.

AMBULANCE

WAVES REQUEST \$543.43 REIMBURSEMENT OF TELEPHONE EXPENSES

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the reimbursement of \$543.43 for two (2) cellular lines assigned to Minoa Ambulance vehicles A1 & A2 but charged to WAVES Verizon telephone account. All in favor; motion carried.

**FIRE
DEPARTMENT**

CHANGE IN MEMBERSHIP – RESIGNATION

Trustee Christensen made a motion, seconded by Trustee Abbott to accept the resignation of Matt Cushing effective immediately. All in favor; motion carried.

CHANGE IN MEMBERSHIP – LEAVE OF ABSENCE(S)

Trustee Christensen made a motion, seconded by Trustee Abbott to accept the leave of absence request from Rich Wright effective until April 30, 2016 and Jarrett Temple effective until December 31, 2015. All in favor; motion carried.

PERMISSION TO PURCHASE THIRTEEN (13) LIFEPAK 1000 UNDER STATE CONTRACT #PGB22835

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the purchase of thirteen (13) LifePak 1000 under NYS Contract #PGB22835. All in favor; motion carried.

LifePaks will be located at Minoa Municipal Building, Minoa Fire Station 2, DPW garage and in all fire department vehicles including M1.

**BUILDINGS &
GROUNDS**

DISCUSSION – SECURITY WINDOW FOR FRONT COUNTER VILLAGE OFFICE

Tabled.

WTP / CERF

REQUEST TO WAIVE \$29.00 SEWER PENALTY – A/C 4070.0

Trustee Champagne made a motion, seconded by Trustee Abbott to waive, one-time only, the \$29.00 sewer rent penalty for Kismot Ali, A/C 4070.0. All in favor; motion carried.

DUNN & SGROMO REQUESTS REIMBURSEMENT OF EXPENSES ASSOCIATED WITH GIGP PROJECT IN THE AMOUNT OF \$653.01

After review of the additional information requested, Trustee Christensen made a motion, seconded by Trustee Champagne to approve the request to reimburse Dunn & Sgromo for expenses, per billing contract, associated with GIGP project. Trustees Christensen, Champagne and Brazill voted aye; Trustee Abbott voted nay. Motion carried.

INFORMATIONAL ONLY – 2015 ANNUAL SPDES #NY0025461 INSPECTION

Deputy Mayor Brazill reported the 2015 annual SPDES #NY0025461 was conducted July 28, 2015 and the plant appeared to be properly operating and well maintained; treated effluent was clear and in compliance with SPDES permit.

**AUDIT OF
CLAIMS
ABSTRACT 011**

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on Abstract #011 in the amounts of General Fund - \$43,565.32 (Vouchers 477 - 522), Sewer Fund - \$3,770.34 (Vouchers 193 - 215), for a total of \$47,335.66 audited and paid. All in favor; motion carried.

**ATTORNEY
REPORT**

Attorney Hills reviewed her findings relative to drug and alcohol testing for village employees, including pre-employment, suspicious-based testing and random testing. The board asked that Attorney Hills draft a new policy for the village handbook.

**TRUSTEE'S
REPORT**

Trustee Champagne thanked the Fire Department for their participation and help with the Halloween party which was another success; approximately 40 gallons of cider, 100 dozen donuts and 1,000 bags of popcorn were distributed throughout the night.

Trustee Christensen – reported the DPW is well underway picking up leaves, winter plows are ready to go, the Pole Barn and park restrooms have been winterized for the season. Trustee Christensen congratulated Jen Woods on an excellent time of 3hours, 27 minutes in the NYC race.

Trustee Abbott reported he attended the Police Committee meeting, Fire Department elections will be December 14, 2015 at 7pm, and lighting package for new chief's vehicle has been ordered.

Trustee Brazill reported the Town of Manlius board approved the 2016 Fire / EMS

Protection District Contract at their public hearing on Wednesday, October 21st; the 30-day period of time has elapsed for the bond resolution adopted on October 5, 2015; and on November 4, 2015 an Estoppel notice will be published.

**PUBLIC
COMMENTS**

John Sears, 103 S. Main Street asked if the employee handbook was available on the village website. Deputy Mayor Brazill stated it was not. Mr. Sears then stated he would submit a FOIL request with the Clerk's office for the information. Mr. Sears suggested that the village board put the village handbook on the village website. Deputy Mayor Brazill said he would take the suggestion into consideration.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Champagne to adjourn the village board meeting at 7:30pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L DeVona

Lisa L. DeVona
Clerk-Treasurer