

**VILLAGE OF MINOA
BOARD OF TRUSTEES
October 19, 2015**

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

ALSO PRESENT: Mike Macko, Tom Petterelli, Tyler Malcom, Hank Malcom,
John Sears

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

**PRESENTATION –
EAGLE SCOUT
PROJECT BY
TYLER MALCOM**

Tyler Malcom presented his Eagle Scout Project for an entrance sign for Minoa Farms development. The sign would be similar in design and size as all the other welcome to minoa entrance signs throughout the village as well as the “Home of ESM Little League” sign located on N. Main Street. As a member of the Fayetteville Troop154 Tyler stated he would recruit members from his troop for help with the build phase, village of Minoa would provide the needed materials and help coordinate the installation of the sign. Tyler asked if a location had been selected yet.

A discussion took place regarding the location, color and lettering of the sign. A drawing was given to Tyler with color selection and wording. A location will be selected by the village board after they research the right of way area on the parcel closest to the entrance of the development off Beard Street.

Tyler asked about the painting of the picnic tables at Lewis Park. The village board agreed he could do it, weather permitting as the winter season was approaching. Mayor Donovan asked that Tyler speak with Tom Petterelli, who was present during the presentation, to coordinate both of the projects. Clerk-Treasurer DeVona suggested that Tyler reach out to the local hardware stores to see if they would donate some of the supplies needed for the projects.

**CLERK-
TREASURER**

MEETING MINUTES – SEPTEMBER 21, 2015

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the meeting minutes of September 21, 2015. All in favor; motion carried.

MEETING MINUTES – OCTOBER 5, 2015

Tabled.

RATIFY PRIOR APPROVAL TO SEND LANCE STOLP TO KNAPHEIDE MANUFACTURING COMPANY

Trustee Brazill made a motion, seconded by Trustee Abbott to approve Lance Stolp to travel to Knapheide Manufacturing Company, Quincy Illinois, for factory tour and training session compliments of Knapheide (no travel cost to village). All in favor; motion carried.

BUDGET AMENDMENT

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the following budget amendment:

Transfer \$350.01 from A1990.4 Contingency to A1110.40 Justice Misc Contractual (2012 JCAP Grant)

All in favor; motion carried.

CELEBRATION

TOWN OF MANLIUS – WICKED WOODS EVENT

Trustee Brazill made a motion, seconded by Trustee Champagne to approve participation in Town of Manlius Wicked Woods Event, October 24, 2015, 4pm-8pm at Green Lakes State Park; contribution \$200.00. All in favor; motion carried.

**CODE
ENFORCEMENT**

***PERMISSION TO INCREASE HOURLY RATE – M. MURNANE P/T CODE
ENFORCEMENT OFFICER***

Trustee Brazill made a motion, seconded by Trustee Champagne to increase current hourly rate for part-time codes enforcement officer Mike Murnane \$5.00/hr for code enforcement hours only; with a maximum of 16 hours per week unless otherwise approved by Mayor or Clerk-Treasurer. All in favor; motion carried.

**FIRE
DEPARTMENT**

CHANGE IN MEMBERSHIP – ACTIVE TO ACTIVE LIFE

Trustee Brazill made a motion, seconded by Trustee Abbott to approve change in membership from Active to Active Life for Jess Brown. All in favor; motion carried.

CHANGE IN MEMBERSHIP – DROPPED FROM ROLL

Trustee Champagne made a motion, seconded by Trustee Abbott to drop from roll Brad Cretaro, Matt Cushing, Collin Gareau, Megan Guilford, Ellen Murgia and Jarrett Temple. All in favor; motion carried.

**BUILDINGS &
GROUNDS**

DISCUSSION – SECURITY WINDOW FOR FRONT COUNTER VILLAGE OFFICE

Clerk-Treasurer DeVona presented the board with information regarding a bullet proof security window with pass thru drawer for the front counter of the Clerk's office and a transaction window in the main hallway which would keep customers and visitors out of the main office and provide a level of security for the employees.

A discussion ensued and the board directed Clerk DeVona to obtain quotes for both projects for a future discussion.

***REQUEST FOR SIX ADDITIONAL WINTER PARKING SPACES – REES FIELD,
LEWIS PARK***

Trustee Abbott made a motion, seconded by Trustee Brazill authorizing DPW Superintendent to post over-night parking signs at Rees Field and Lewis Park for approximately six additional spaces. All in favor; motion carried.

WTP / CERF

REQUEST TO WAIVE \$14.50 SEWER PENALTY – A/C 3271.0

Trustee Champagne made a motion, seconded by Trustee Brazill to waive, one-time only, the \$14.50 sewer rent penalty for Tammy Cramer, A/C 3271.0. All in favor; motion carried.

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

The board tabled this item and directed Clerk DeVona to obtain more information and details regarding the expenses.

SURPLUS EQUIPMENT – 1996 FORD F350 (VIN #7438)

Trustee Brazill made a motion, seconded by Trustee Champagne to declare WT13, 1996 Ford F350 (VIN #7438) as surplus equipment and send to county auction. All in favor; motion carried.

**AUDIT OF
CLAIMS
ABSTRACT 010**

A motion was made by Trustee Champagne and seconded by Trustee Abbott that the claims on Abstract #010 in the amounts of General Fund - \$121,593.68 (Vouchers 432 - 476), Sewer Fund - \$33,540.03 (Vouchers 178 - 192), for a total of \$155,133.71 audited and paid. All in favor; motion carried.

**ATTORNEY
REPORT**

Nothing new to report.

**TRUSTEE'S
REPORT**

Trustee Champagne reported that the Ripplebrook pump station project is complete and reminded everyone of the annual Halloween Party on October 31st at Minoa Fire Station 1

Trustee Christensen - absent.

Trustee Abbott reported he would be out of town next week.

**MAYOR'S
REPORT**

Mayor Donovan reported on the following:

- Announced that he, Deputy Brazill, Steve Giarrusso were presented with the Sunrise Award for our sustainability efforts in the small municipality category.
- FEMA will be here in Minoa to discuss flood zone areas with local officials
- Stated that the Town of Manlius Police Department has asked that the village consider a nationwide community preparedness program called “StormReady” which encourages community to take a new, proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations, which the Town of Manlius Critical Response Committee already does. Mayor Donovan stated that the Town of Manlius CRC is well established and far more prepared than any other township or county. Trustee Abbott made a motion, seconded by Trustee Champagne to deny participation in the “StormReady” program. All in favor; motion carried.

**PUBLIC
COMMENTS**

John Sears, 103 S. Main Street asked if the village residents have been notified of the meeting with FEMA. Mayor Donovan stated letters were mailed to all residents within the flood zone according the 1982 flood map.

**EXECUTIVE
SESSION – IN**

Trustee Champagne made a motion, seconded by Trustees Abbott to enter into Executive Session for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor; motion carried.

The board entered into Executive Session at 8:05pm.

**EXECUTIVE
SESSION – OUT**

Trustee Brazill made a motion, seconded by Trustee Champagne to enter Regular Session. All in favor; motion carried.

The board entered into Regular Session at 8:30pm.

ADJOURNMENT

A motion was made by Trustee Brazill and seconded by Trustee Abbott to adjourn the village board meeting at 8:30 pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

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Clerk-Treasurer