

**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
September 21, 2015**

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

**ALSO PRESENT:** John Sears, Marlene Christensen, Gary and Frieda Weeks

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

**HOPE FOR  
HEATHER**

Gary and Frieda Weeks stated the foundation raised approximately \$65,000.00 during this year's race; there was a 20% increase in runners, approximately 1,000 people in the park last Saturday morning. Special thanks to T.K. Ezzo & Sons for a beautiful fall display at the Survivor's tent and to AXA Insurance for the photo booth. Tentatively looking at September 24, 2016 for the next race.

Mayor Donovan thanked all the volunteers at Hope for Heather foundation, Town of Manlius Police Department and the village board for another successful event and looks forward to next year's race and festival.

**FIRE  
DEPARTMENT**

**LIEUTENANT APPOINTMENTS**

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the appointments of Rebecca Schermerhorn and Trevor VanAuken as Lieutenants in the Minoa Fire Department effective September 14, 2015 through December 31, 2015. All in favor; motion carried.

***NEW MEMBERSHIP APPLICATIONS***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the following new membership applications; Jeremy Cunningham, 7775 Kirkville Road, Kirkville; Randy Capriotti, Jr., 7681 Myers Road, Kirkville; Chad Temple (restricted member), 109 Kenner Road, Minoa. All in favor; motion carried.

***PERMISSION TO PURCHASE NEW CHIEF'S VEHICLE TO REPLACE 2010 CHEVY TAHOE (C2)***

Trustee Abbott made a motion, seconded by Trustee Champagne to purchase, under county contract, a 2016 Chevrolet Tahoe 4WD in the amount of \$46,356.00 from East Syracuse Chevrolet. All in favor; motion carried.

***PERMISSION TO DECLARE 2010 CHEVY TAHOE (C2) VIN #1GNUKAE02AR285735 AS SURPLUS***

Trustee Christensen made a motion, seconded by Trustee Abbott to declare 2010 Chevy Tahoe (C2) VIN# 1GNUKAE02AR285735 as surplus equipment. All in favor; motion carried.

***PERMISSION TO ACCEPT PURCHASE OFFER ON 2010 CHEVY TAHOE***

Mayor Donovan stated he has been approached by a nearby fire department which has expressed interest in purchasing this vehicle however no purchase offer has been submitted.

***REMOVED FROM MEMBERSHIP ROLL***

Trustee Abbott made a motion, seconded by Trustee Christensen to remove the

following members from the fire department roll: Kevin Teske, Andrew Wizner, Kevin Haines. All in favor; motion carried.

***TRAINING REQUEST – EMT REFRESHER CLASS – JEREMY ERARD***

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the training request to send Jeremy Erard to EMT Refresher Class in the amount of \$25.00 registration fee payable to Al Tomkins. All in favor; motion carried.

***TRAINING REQUEST – TRAFFIC INCIDENT MANAGEMENT SYMPOSIUM – N. ERARD & B. BRYANT***

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the training request to send Nick Erard and Bill Bryant to Traffic Incident Management Symposium, October 17, 2015, 8AM to 4:30PM, St. John Fisher College; \$15pp registration fee. All in favor; motion carried.

***PERMISION TO ACCEPT QUOTE FROM HOLBROOK HEATING & AC – MINOA FIRE STATION II***

Trustee Abbott made a motion, seconded by Trustee Champagne to accept the quote from Holbrook Heating & AC in the amount of \$5,892.00 for the replacement of furnace and addition of central air unit at Minoa Fire Station II per proposal dated September 17, 2015. All in favor; motion carried.

**CELEBRATION**

***ANNUAL HALLOWEENN PARTY***

Trustee Champagne made a motion, seconded by Trustee Abbott to hold the annual Halloween Party on Saturday, October 31, 2015 from 5PM to 8:30PM at Minoa Fire Station I. All in favor; motion carried.

**DPW**

***RATIFY PRIOR APPROVAL TO FILL OPEN TRASH PICK-UP POSITION FOR FOUR DAYS***

Trustee Christensen made a motion, seconded by Trustee Champagne to ratify prior approval to allow Jaime Landry to fill open trash pick-up schedule on September 15-16, 2015 and September 22-23, 2015 effective September 15, 2015 at an hourly rate of \$9.50. All in favor; motion carried.

**CLERK-  
TREASURER**

***MEETING MINUTES – SEPTEMBER 8, 2015***

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the meeting minutes of September 8, 2015 as submitted. Aye: Mayor Donovan, Trustee Christen, Trustee Abbott. Nay: none. Motion carried.

***REQUEST TO USE GOLDEN AGE ROOM***

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the request from Children's Bible Study to use the Golden Age room on Monday's beginning October 19, 2015 through June 29, 2016 from 4PM to 5PM. All in favor; motion carried.

***RESOLUTION***

***Supporting Participation in the  
CNY Stormwater Coalition Staff Services and Education Compliance Assistance Program***

*Resolution authorizing the items listed below pursuant to requirements of the New York State Pollutant Discharge Elimination System Municipal Separate Storm Sewer System General Permit.*

*WHEREAS, Village of Minoa herein called the "Municipality", after thorough consideration of the various aspects of the problem and consideration of available information, has hereby determined that certain work, as described in Attachment A, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and*

*WHEREAS, the Central New York Regional Planning & Development Board, herein called the "Board", has provided program planning and implementation assistance pertaining to the requirements of the New York State Pollutant Discharge Elimination System (SPDES) Stormwater Phase II General Permit for Municipal Separate Storm Sewer System (MS4) operators since 2002, and*

*WHEREAS, the Board has proposed staff and education assistance services in support of sustaining the CNY Stormwater Coalition and to provide a regional public education, outreach and training compliance program to reduce municipal staff burdens, ensure consistency, provide widespread priority audience targeting the most efficient use of limited municipal funds by distributing total program costs over a number of entities within a twelve*

month timeframe as outlined in Attachment B;

NOW, THEREFORE, BE IT RESOLVED BY:

Village of Minoa Board of Trustees

1. That Richard J. Donovan, Mayor

or such person's successor in office is the representative authorized to act in behalf of the Municipality's governing body in all matters related the Project;

2. That the Municipality agrees that it will fund its portion of the program cost in the amount of \$3,600, and that those funds will be made available to the Board upon receipt of invoice.

3. That one (1) certified copy of this Resolution will be prepared and sent to the Board upon adoption.

4. That this Resolution take effect immediately.

#### ATTACHMENT A

#### SCOPE OF SERVICES AND PROJECT APPROACH

Program tasks are proposed under three project components: CNY Stormwater Coalition Staff Support; Public Education and Outreach; and Direct Municipal Training.

#### **I: CNY STORMWATER COALITION STAFF SUPPORT**

Tasks proposed under this component of the project are designed to advance and sustain the CNY Stormwater Coalition (the Coalition), currently consisting of 29 of 31 regulated Municipal Separate Storm Sewer System (MS4) owner/operators identified in Attachment A of this proposal. The Coalition was formally established on January 1, 2011.

Task I.1. Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees Deemed Necessary to Advance the Coalition's Objectives – CNY RPDB will provide direct staff support needed to plan and conduct four (4) scheduled meetings of the full Coalition membership, four scheduled meetings of the Executive Committee and working committees of the Coalition as necessary to advance and sustain a fully functioning Coalition. Staff support for all scheduled meetings includes meeting preparation and agenda development, speaker recruitment, venue selection, preparation and distribution of meeting minutes and completion of all identified meeting follow up tasks. CNY RPDB will monitor grant opportunities, respond to appropriate Requests for Proposals, and oversee implementation of any grant funded projects and/or programs.

Task I.2. Communications – CNY RPDB will coordinate all internal and external communications and serve as the primary liaison between the Coalition and various regulatory agencies including the NYS DEC and the U.S. EPA. To help ensure Coalition members understand the implications of any modifications or additional requirements that may impact their ability to comply with the NYS Stormwater General Permits (MS4 and Construction), CNY RPDB will monitor and report proposed and enacted changes to the stormwater general permits and associated compliance, reporting and review and inspection requirements. CNY RPDB will compile feedback and inquiries from Coalition members, and coordinate and prepare unified responses to new and evolving regulatory requirements on behalf of the Coalition to appropriate regulatory agencies as warranted. CNY RPDB will prepare training and informational updates for Coalition members throughout the permit revision and implementation processes. CNY RPDB will engage other statewide stormwater coalitions, as well as non-regulatory partners involved in all aspects of stormwater management, to identify and initiate compliance opportunities that support the objectives of the Coalition.

Task I.3. Annual Reporting - CNY RPDB will document all education, training and outreach compliance activities conducted on behalf of the Coalition and complete the Minimum Control Measure 1. Public Education and Outreach section of the MS4 annual report in compliance with annual reporting requirements of NY SPDES GP-0-10-002. The CNY RPDB will deliver the MCM 1 section to participating MS4s for inclusion in their individual Annual Reports. CNY RPDB will respond to any public comments received relative to the documented education and outreach services.

Task I.4. Financial Administration and Reporting – CNY RPDB will coordinate and administer all contracted activities funded as part of this Scope of Services through December 31, 2016, including quarterly financial reporting, bookkeeping and accounting, documentation of local match (if necessary to support Coalition approved grant funded programs), subcontracting (if deemed necessary and approved by the Coalition), and solicitations (if deemed necessary and approved by the Coalition). Progress reports and financial reporting will be made available to the Executive Committee of the Coalition on a quarterly basis.

#### **II: PUBLIC EDUCATION AND OUTREACH**

Tasks proposed under this program component comply with the public education and outreach requirements defined in the New York SPDES General Permit for Stormwater Discharges from MS4s (GP-0-10-002) and are targeted primarily toward the general public with a secondary focus on construction contractors and municipal officials.

Task II.1 Stormwater Public Survey Response Actions – CNY RPDB will develop and compile new and existing materials as needed to address public education needs identified through the 2015 Stormwater Public Survey. CNY RPDB will identify appropriate outlets for distributing the materials to the targeted audiences; establish agreements for displaying and/or distributing educational materials, provide adequate copies of materials, track distribution and ensure displays are restocked as needed. Potential outlets may include public libraries, the 2016 Parade of Homes, veterinary offices, lawn and garden centers and community centers. CNY RPDB will investigate opportunities for securing interactive displays and other “hands-on” learning equipment that can be incorporated into the stormwater education program and rotated for use at various municipal meetings and events.

Task II.2 Maintain Regional Stormwater Website – CNY RPDB will maintain and promote the CNY Stormwater website. CNY RPDB will compile new and existing information, guidance materials and permit updates for reference and use by regulated MS4s in the Syracuse Urbanized Area (SUA). When available, online training opportunities will be made accessible and promoted to appropriate municipal staff. CNY RPDB will identify and promote public participation activities that support municipal stormwater management objectives. CNY RPDB will provide informational items developed as part of the year-8 education program directly to participating MS4s for inclusion on municipal websites, at their discretion.

Task II.3 Syracuse Post Standard Stormwater Pullout – CNY RPDB will develop a 4-page, broadsheet, pullout to be distributed in the main section of the Post Standard daily edition (1-edition). The pullout will focus on stormwater processes, impacts, issues of concerns, SUA primary pollutants of concern, and citizen generated solutions. The pullout will be published in the spring of 2016 and will reach approximately 186,250 homes and 273,000 readers across the CNY region.

Task I.4 Electronic Stormwater Newsletter for the General Public - CNY RPDB will distribute a quarterly stormwater newsletter for the general public. The seasonally themed electronic newsletter will maintain a focus on primary pollutants of concern in the SUA, stormwater processes, and offer advice on reducing negative water quality impacts through simple actions. The newsletters will encourage participation in locally sponsored events that support stormwater management and protection efforts. CNY RPDB will conduct direct outreach in support of building the distribution list with existing organizations and groups with a complimentary focus.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events – CNY RPDB will staff the CNY Stormwater

Coalition booth at a public event during the summer of 2016. In advance of that event, CNY RPDB will assess the current stock of informational resources and replenish or replace printed materials and handouts as needed. CNY RPDB will purchase 100 tickets to a Syracuse Chiefs home game in late summer/early fall 2016. The tickets will be distributed as a "give away" for visiting the Stormwater booth and subscribing to Gardens and Gutters, or supporting a Coalition sponsored event or activity prior to the game date. CNY RPDB will staff an informational table on the concourse level of the NBT Bank Stadium. The CNY Stormwater Coalition will be named on the tickets and will receive video board and PA recognition during the game and a plug on the Chief's social media outlet(s). CNY RPDB will also maintain, and upon request, make the stormwater display and appropriate materials available to participating MS4 communities for local use at their own events.

**Task II.6 Electronic Outreach to CNY Contractors and Developers** – CNY RPDB will provide direct information on topics of interest to construction developers with a focus on current construction permit requirements and additional considerations for doing business in MS4 communities. Information will be presented in newsletter format and posted as a PDF on the stormwater website. The "newsletter" will be announced by postcard mailing and through a cooperative agreement with the CNY Home Builders & Remodelers of Central New York. CNY RPDB will provide Coalition members with a PDF of the newsletter for posting on municipal websites or hard copy distribution. CNY RPDB will respond to all questions and provide additional information and training as requested.

### III. DIRECT MUNICIPAL TRAINING

This program component addresses the education and training requirements for municipal officials and staff.

**Task III.1. Municipal Workshops** - CNY RPDB will conduct two training workshops for Municipal representatives of the CNY Stormwater Coalition. Workshop topics will be selected to address current training and informational needs as determined through discussions with DEC Region 7 and individual members of the CNY Stormwater Coalition.

Workshops will be designed to improve compliance with the MS4 Stormwater General Permit.

## CODE ENFORCEMENT

### **PERMISSION TO SEND MIKE MURNANE TO 23<sup>RD</sup> ANNUAL CAPITAL DISTRICT CONFERENCE**

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the training request to send Mike Murnane to 23<sup>rd</sup> Annual Capital District Building Officials Educational Conference, October 19-21, 2015 in Radisson, Colonie, NY at a cost of \$350.00. All in favor; motion carried.

## WTP / CERF

### **REQUEST PERMISSION TO WAIVE \$14.50 PENALTY ON A/C 1119.0**

Trustee Champagne made a motion, seconded by Trustee Abbott to waive the \$14.50 penalty fee on Limestone Ridge, LLC, sewer account #1119.0 one-time only. All in favor; motion carried.

### **REQUEST PERMISSION TO WAIVE \$14.50 PENALTY ON A/C 1280.0**

Trustee Champagne made a motion, seconded by Trustee Abbott to deny the request from Tina Morgan to waive the \$14.50 penalty fee on sewer account #1280.0 as a change of address was not provided to the village. All in favor; motion carried.

### **REQUEST PERMISSION TO WAIVE \$14.50 PENALTY ON A/C 4020.0**

Trustee Christensen made a motion, seconded by Trustee Abbott to deny the request from Kevin Kinsella to waive the \$14.50 penalty fee on sewer account #4020.0 as the penalty fee has been previously waived. Trustee Champagne recused himself because he is related to the property owner. All in favor; motion carried.

### **REQUEST PERMISSION TO WAIVE \$14.50 PENALTY ON A/C 4101.0**

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the request from Colleen Uhlig to waive the \$14.50 penalty fee on sewer account #1280.0 one time as a change of address was not provided to the village. All in favor; motion carried.

## AUDIT OF CLAIMS ABSTRACT 008

A motion was made by Trustee Abbott and seconded by Trustee Champagne that the claims on Abstract #008 in the amounts of General Fund - \$120,298.41 (Vouchers 345 - 390), Sewer Fund - \$8,528.56 (Vouchers 141 – 155), for a total of \$128,826.97 audited and paid. All in favor; motion carried.

## TRUSTEE'S REPORT

Trustee Champagne congratulated Trustees Brazill and Christensen on another successful festival and race.

Trustee Christensen thanked the all the village departments for their hard work in preparation of this year's race and festival as well as Tracey Callahan, Kevin

Holmquist, Al Stirpe, Jr., Congressman Katko and special thanks to his wife Marlene and Gary and Frieda Weeks.

Trustee Abbott reminded everyone of the benefit for local mechanic George Pfeiffer on October 3, 2015 at Kirkville Pole Barn. Trustee Abbott congratulated Trevor VanAuken and Rebecca Schermerhorn on their newly appointed positions as Lieutenant.

**MAYOR'S  
REPORT**

Mayor Donovan stated that the George Pfeiffer committee has worked tremendously hard on this event and anyone interested in volunteering the day of the event to please contact him. Tickets for the event are available in the village office; \$20.00 per ticket to attend including volunteers.

Mayor Donovan stated the new section of Minoa Farms will be paved early next week.

**PUBLIC  
COMMENTS**

John Sears, 103 S. Main Street stated for the record he was the only person attending the meeting that was not on the payroll or related to a board member.

Marlene Christensen asked which days next week would the paving be done in Minoa Farms so she could pass that information on to the bus garage.

**DPW**

Trustee Champagne made a motion, seconded by Trustee Abbott to send Eric Cushing to NYCOM DPW conference October 25-28, 2015, Cooperstown, NY. All in favor; motion carried.

**ADJOURNMENT**

A motion was made by Trustee Champagne and seconded by Trustee Abbott to adjourn the village board meeting at 7:54 pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona  
Clerk-Treasurer