

**VILLAGE OF MINOA
BOARD OF TRUSTEES**

December 18, 2017

PRESENT: Mayor William F. Brazill
Trustee John M. Abbott
Trustee John H. Champagne
Trustee Eric S. Christensen
Trustee Gregory A. Rinaldi
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Primo & Hills Law Firm

ALSO PRESENT: Joshua Marko, Joe Marko, Matt McGarrity, Daniel Napolitano (Garam Group), Mike Macko, Al Kalfass, WAVES Executive Director, DPW Supt. Tom Petterelli

Mayor Brazill opened the village board meeting at 7:00 pm and led those present with the Pledge of Allegiance.

PRESENTATION *DAN NAPOLITANO, GARAM GROUP, INC*

Dan Napolitano presented the board with historical background information regarding the services and technician hours Garam Group has provided for the village over the last four years in comparison to an Intermunicipal agreement the village is considering with Board of Cooperative Educational Services for technology services.

Mr. Napolitano presented a cost and options comparison for the village to consider which included hosted server through Microsoft, Office 365 exchange mail service only, Office 365 premium which include desktop office suite along with exchange email capabilities, in house server and Dropbox for Business.

A discussion ensued regarding cyber security, disaster plans and assessment of what the village currently has versus what the village needs.

Mayor Brazill thanked Mr. Napolitano for taking the time to present this information to village board members.

Mayor Brazill asked the village board members to review the technology material and to contact Trustee Champagne with any questions.

RESOLUTION – OPT OUT OF NEW YORK PAID FAMILY LEAVE ACT

WHEREAS, in April of 2016, the New York State Legislature enacted the New York Paid Family Leave (“PFL”) Act; and

WHEREAS, the PFL Act, which becomes effective on January 1, 2018, provides up to eight (8) weeks of paid leave at 50% of pay (not to exceed 50% of the State’s average weekly rate), gradually increasing to twelve (12) weeks of paid leave at 67% of pay (not to exceed 67% of the State’s average weekly rate) in 2021; and

WHEREAS, employers are not required to fund any portion of the FLB benefit, but rather the benefit is paid through employee contributions via payroll deductions; and

WHEREAS, the PFL Act further provides that the State, any political subdivision of the State, a public authority or any other governmental agency or instrumentality have the option of opting out of becoming a covered employer; and

WHEREAS, while the Village of Minoa Board of Trustees (“Village Board”) acknowledges it is

permitted to, but not required, to offer paid family leave benefits to its employees pursuant to the PFL Act, it desires to exercise its right to opt out of the PFL program; and

NOW THEREFORE, IT IS HEREBY RESOLVED; the Village of Minoa will not offer said benefits to its employees; and it is

FURTHER RESOLVED, that the Village Clerk shall give notice of this determination to all employees in writing and the New York State Worker's Compensation Board prior to January 1, 2018;

The adoption of the foregoing Resolution was moved by Trustee Christensen, seconded by Trustee Champagne, and duly put to vote, which resulted as follows

John Champagne, Deputy Mayor/Trustee	Aye
Eric Christensen, Trustee	Aye
John Abbott, Trustee	Aye
Gregory Rinaldi, Trustee	Aye

THIS RESOLUTION WAS ADOPTED.

WTP / CERF

SUNY ESF INTERNSHIPS

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the internship of PhD Student Qian Wang, Masters student Thomas Hughes and research scholar Jun Tong, January – December 2018 for USGA Bio-tower project and wetland monitoring including pharmaceutical removal, all materials to be provided by SUNY ESF and approval is contingent upon confidentiality agreements be signed interns named above. All in favor; motion carried.

ATTORNEY'S REPORT

AMENDMENT TO LEGAL SERVICES AGREEMENT 1/1/2018 – 5/31/2018

Trustee Champagne made a motion, seconded by Trustee Christensen to amend the legal services agreement with Courtney M. Hills, to reflect new firm, Law Offices of Courtney M. Hills, PC effective January 1, 2018 through May 31, 2018. All in favor; motion carried.

New contact information for village attorney:

Law Offices of Courtney M. Hills, P.C.

6739 Myers Road
East Syracuse, New York 13057
Phone: (315) 937-5194
Fax: (315) 295-2571
Email: chills@courtneyhills.com

PUBLIC HEARING – SPECIAL USE PERMIT – MONUMENT SIGN – 109 EAST AVENUE

Attorney Hills reported that pursuant to village code Section 160-17.3 requires a public hearing be scheduled for the following special use permit application:

Applicant: Thekchen Choling USA (Syracuse)

Property Location: 109 East Avenue

Tax Map #001.-03-28.0

Proposal: One (1) monument sign

Trustee Champagne made a motion, seconded by Trustee Christensen to schedule a public hearing on January 8, 2018 at 7pm for special use permit application submitted by Thekchen Choling USA (Syracuse) Temple for a monument sign to be located at 109 East Avenue. All in favor; motion carried.

CLERK-TREASURER

MEETING MINUTES – DECEMBER 4, 2017

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the meeting minutes of December 4, 2017. All in favor; motion carried.

2018 WILLIAMSON LAW BOOK ANNUAL SOFTWARE SUPPORT

Trustee Abbott made a motion, seconded by Trustee Christensen to approve Williamson Law Book 2018 annual software support proposal for Accounting, Payroll, Fixed Assets and Tax program in the amount of \$1,856.00. All in favor; motion carried.

INDEPENDENT AUDITORS FINAL REPORT FOR FISCAL YEAR ENDING MAY 31, 2017

Trustee Champagne made a motion, seconded by Trustee Abbott to accept the final audit report for fiscal year ending May 31, 2017 from Bonadio & Co., LLP. All in favor; motion carried.

TREASURER'S REPORT FOR PERIOD ENDING NOVEMBER 30, 2017

Trustee Christensen made a motion, seconded by Trustee Champagne to accept the Treasurer's Report for period ending November 30, 2017. All in favor; motion carried.

PUBLIC NOTICE – BUDGET WORKSHOPS

Trustee Champagne made a motion, seconded by Trustee Abbott to schedule 2018-2019 budget workshops on February 8, 15, and 22, 2018 beginning at 6pm in the board room. All in favor; motion carried.

INTERMUNICIPAL AGREEMENT WITH BOCES FOR IT SERVICES

Mayor Brazill tabled this item so the board would have time to review the material presented earlier in the meeting by Dan Napolitano.

THE STANDARD – DISABILITY POLICY RENEWAL FOR 2018

Trustee Abbott made a motion, seconded by Trustee Christensen to approve the short term (STD) and long term disability (LTD) policy #433771 with The Standard for calendar year 2018 with an increase of \$88/ month due to a decrease in the number of employees and increase in the age of employees. All in favor; motion carried.

NATIONWIDE DEFERRED COMPENSATION – ROTH 457(B) CONTRIBUTIONS

Trustee Champagne made a motion, seconded by Trustee Abbott to approve adding an after-tax Roth 457(b) investment option to village deferred compensation plan contingent upon payroll program being compatible with the salary deduction. All in favor; motion carried.

EMPLOYEE HANDBOOK

Mayor Brazill stated that after numerous discussions with board members, employees and supervisors the following sections of the Employee Handbook are put in front of the village board for consideration.

SECTION 19 WORK – WEEK; SCHEDULE – REQUEST TO INCLUDE SICK AND PERSONAL HOURS TOWARD HOURS WORKED IN A WORKWEEK

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the request to include sick and personal hours toward hours worked in a workweek, specifically “time off with pay for sick, personal, vacation or holiday will be considered hours worked when calculating overtime compensation”. All in favor; motion carried.

SECTION 19 WORK – WEEK; SCHEDULE – DEPUTY CLERKS REQUEST TWO (2) HOUR MINIMUM WHEN SCHEDULED FOR WORK AFTER NORMAL WORKING HOURS

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the request for Deputy Clerk's to receive a two (2) hour minimum when schedule for work after normal working hours. All in favor; motion carried.

SECTION 45 – EMPLOYEE INSURANCE AND RETIREMENT BENEFITS – WORKING SPOUSE RULE FOR FULL TIME EMPLOYEES HIRED AFTER MARCH 7, 2016

Trustee Champagne made a motion, seconded by Trustee Abbott to allow Joshua Marko, hired full time after March 7, 2016 the option of adding his working spouse to village health insurance plan with family coverage effective January 1, 2018. All in favor – unanimous; motion carried.

PURSUANT TO EMPLOYEE HANDBOOK, SECTION 36 – UNUSED VACATION BUYBACK

Trustee Abbott made a motion, seconded by Trustee Champagne to approve the request from Tom Petterelli, Dan Palma and Mike Murnane to sell forty (40) hours of 2017 vacation back to the village pursuant to Section 36 of Employee Handbook. All in favor; motion carried.

FIRE DEPARTMENT ELECTION RESULTS

ELECTION RESULTS OF DECEMBER 11, 2017

Trustee Champagne made a motion, seconded by Trustee Abbott to accept the following fire department election results held on December 11, 2017:

Chief:	Matt McGarrity
Asst Chief:	Chuck Spratt
Captain Station #1:	Randy Capriotti, Sr.
Captain Station #2:	Jeremy DiBello
Lieutenant Station #1:	Tyler Talarico
Lieutenant Station #1:	<i>Vacant</i>
Lieutenant Station #2:	<i>Vacant</i>
Lieutenant Station #2:	<i>Vacant</i>
President	Pat Flannery
Secretary	Wendy Czajak
Board of Directors:	
	Dave Matthes, Jr
	Jeremy Erard
	Dave Giocondo
	Scot Garland
	Randy Capriotti, Sr.
	Chuck Spratt
	Andy Oot

All in favor; motion carried.

Swearing in ceremony will take place in the board room on January 8, 2018 at 7:00pm.

DPW

REQUEST PERMISSION TO SUBMIT PURCHASE PROPOSAL FOR USED HOLDER ATTACHMENTS

Trustee Champagne made a motion, seconded by Trustee Abbott to approve request for village to submit a purchase proposal to Village of Fayetteville in the amount of \$4,000 for a used holder arm attachment with mower. All in favor; motion carried.

AUDIT OF CLAIMS ABSTRACT 014

A motion was made by Trustee Christensen and seconded by Trustee Abbott that the claims on Abstract #014 in the amounts of General Fund - \$120,160.02 Vouchers (556 - 607), Sewer Fund - \$22,747.46 (Vouchers 262 - 286), for a total of \$142,907.48 audited and paid. All in favor; motion carried.

**TRUSTEES'
REPORT**

Village board unanimously wished everyone a safe and happy holiday season.

**MAYOR'S
REPORT**

Mayor Brazill thanked the DPW department for distributing the candle bags this year and wished everyone a Merry Christmas and a happy, healthy New Year.

**PUBLIC
COMMENT**

No comments.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Champagne to adjourn the village board meeting at 7:57pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona
Clerk-Treasurer