

**VILLAGE OF MINOA
BOARD OF TRUSTEES**

December 4, 2017

PRESENT: Mayor William F. Brazill
Trustee John M. Abbott (*Absent*)
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: Ryan Amman, EMS Operations Supervisor, Casey Brim,
EMS Operations Supervisor, Al Kalfass, WAVES
Executive Director

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

PROCLAMATION SCHOOL CHOICE WEEK – JANUARY 21-27, 2018

Trustee Christensen made a motion, seconded by Trustee Champagne to acknowledge the following proclamation as presented by Mayor Brazill:

- WHEREAS, all children in the Village of Minoa should have access to the highest-quality education possible; and*
- WHEREAS, The Village of Minoa Board of Trustees recognizes the important role that an effective education plays in preparing all students in the Village Minoa Community to be successful adults; and*
- WHEREAS, quality education is critically important to the economic vitality of the Village of Minoa and surrounding communities; and*
- WHEREAS, the Village of Minoa is home to a multitude of excellent education public and nonpublic options from which parents can choose for their children, in addition to families who educate their children in the home; and,*
- WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,*
- WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,*
- WHEREAS, School Choice Week is celebrated across the country by millions of students, parent, educators, schools and organizations to raise awareness of the need for effective educational options;*

NOW, THEREFORE, I, William F. Brazill do hereby recognize January 21-27, 2018 as “SCHOOL CHOICE WEEK” in the Village of Minoa, and I call this observance to the attention of all our citizens.

All in favor; motion carried.

RESOLUTION

SUPPORTING PARTICIPATION IN CNY STORMWATER COALITION STAFF SERVICES AND EDUCATION COMPLIANCE ASSISTANCE PROGRAM FOR 2018

Trustee Champagne made a motion, seconded by Trustee Christensen to adopt the following resolution:

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 *William F. Brazill, 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 takes effect immediately.

All in favor; motion carried. The foregoing resolution was adopted.

**CLERK-
TREASURER**

MEETING MINUTES – NOVEMBER 6, 2017

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the meeting minutes of November 6, 2017. All in favor; motion carried.

MEETING MINUTES – NOVEMBER 20, 2017

Trustee Christensen made a motion, seconded by Trustee Rinaldi to approve the meeting minutes of November 20, 2017. All in favor; motion carried.

BUDGET AMENDMENT

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the following budget amendment: \$1,349.00 from A1990.4 Contingency Account to A1620.4 Building Miscellaneous Contractual for the emergency purchase of a refrigerator. All in favor; motion carried.

INTERMUNICIPAL AGREEMENT – BOCES FOR IT SERVICES

Tabled.

EMPLOYEE HANDBOOK

Mayor Brazill stated the board will discuss this item again when all Trustees are in attendance.

PAID FAMILY LEAVE

Tabled until more information can be obtained.

PURSUANT TO EMPLOYEE HANDBOOK, SECTION 36 – UNUSED VACATION

BUYBACK

Mayor Brazill stated the board will discuss this item again when all Trustees are in attendance.

2018 DOT SUBSTANCE USE TESTING AGREEMENT

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the 2018 DOT substance use testing Service Agreement with NY Urgent Care Practice Agreement (Fire Star OCC Medical), \$72.00 per enrolled employee, January 1, 2018 through December 31, 2018. All in favor; motion carried.

RESCHEDULE JANUARY 2018 BOARD MEETINGS

Trustee Champagne made a motion, seconded by Trustee Christensen to reschedule the January 1, 2018 to January 8, 2018 and January 15, 2018 to January 22, 2018 due to holidays. All in favor; motion carried.

CORRECTION TO LOCAL LAW #8 FOR 2016

Local Law #8 for 2016 contained certain errors with respect to the regulation of storage sheds, more specifically Section 13 referenced an amendment to Section 187-77B of the Village Code which does not exist. Attorney Hills stated she will draft Local Law #1 for 2018 to correct the errors. Trustee Christensen made a motion, seconded by Trustee Champagne to schedule a public hearing for draft Local Law #1 for 2018 on January 8, 2018 beginning at 7:00pm. All in favor; motion carried.

WTP

REQUEST TO WAIVE \$90.00 PENALTY

Trustee Christensen made a motion, seconded by Trustee Rinaldi to ratify prior approval to approve the request to waive \$90.00 penalty for sewer rent A/C 2108.0 because no prior penalty adjustment has been granted on this account. All in favor; motion carried.

**AUDIT OF
CLAIMS
ABSTRACT 013**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the claims on Abstract #013 in the amounts of General Fund - \$34,001.72 Vouchers (524 - 555), Sewer Fund - \$3,047.13 (Vouchers 243 - 261), for a total of \$37,048.85 audited and paid. All in favor; motion carried.

**ATTORNEY'S
REPORT**

Attorney Hills reported that effective January 1, 2018 her contact information will be:

Courtney M. Hills, Esq.
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

**TRUSTEES’
REPORT**

Trustee Rinaldi congratulated Trustee Christensen on a job well done with the Tree Lighting event.

Trustee Christensen thanked everyone who participated with planning the annual tree lighting and those that volunteered their time to help set up and clean up. Special thanks to Santa Clause, all men and women of Eastern Star and ESM youth cheerleaders for helping make the event so great.

Trustee Champagne reported on the following:

- NYS DEC three (3) year engineering study
- Repairs to trickling filter #2 and belt press

**MAYOR’S
REPORT**

Mayor Brazill thanked everyone involved in making the annual tree lighting another successful event; it was a great turn-out.

**PUBLIC
COMMENT**

No comments.

**EXECUTIVE
SESSION – IN**

Trustee Christensen made a motion, seconded by Trustee Champagne 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 7:44pm.

**EXECUTIVE
SESSION – OUT**

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

The board entered into Regular session at 8:44pm

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen to adjourn the village board meeting at 8:44pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona
Clerk-Treasurer