

**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
November 6, 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 (*Absent*)

**ALSO PRESENT:** Michael Macko, Matthew McGarrity, Captain Minoa Fire Department, Michele and Emma Coupe, Pat Abbott

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

**CLERK-  
TREASURER**

***MEETING MINUTES – OCTOBER 16, 2017***

Trustee Christensen made a motion, seconded by Trustee Rinaldi to approve October 16, 2017 meeting minutes. All in favor; motion carried.

***TREASURER'S REPORT- FOR PERIOD ENDING  
AUGUST 31, 2017 and SEPTEMBER 30, 2017***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the Treasurer's Report for period ending August 31, 2017 and September 30, 2017. All in favor; motion carried.

***2017-18 RETURN OF UNPAID VILLAGE TAXES***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the 2017-18 return of unpaid village taxes to Onondaga County in the amount of \$ **\$40,442.49**. This represents **\$37,409.68** in original tax, an 8% interest fee of **\$2,992.81** and **\$40.00** in second notice fees. All in favor; motion carried.

***INTERMUNICIPAL AGREEMENT – BOCES FOR IT SERVICES***

Tabled.

***2018 FLOATING HOLIDAY – MONDAY, DECEMBER 24, 2018***

Trustee Champagne made a motion, seconded by Trustee Christensen to declare Monday, December 24, 2018 as the 2018 floating holiday for village employees. All in favor; motion carried.

***FLEXIBLE SPENDING PLAN 2018***

Trustee Champagne made a motion, seconded by Trustee Christensen to increase the maximum amount of flexible spending from \$2,550 to \$2,650 for 2018 pursuant to IRS. All in favor; motion carried.

***DISCUSSION – EMPLOYEE HANDBOOK***

Mayor Brazill presented the board with the following concerns and comments he received during a recent meeting with DPW and WTP employees:

- Employees would like the village board to reconsider the “working spouse” eligibility enacted with the last Employee Handbook revision dated March 7, 2016
- Employees would like the village board to consider allowing sick time used to be counted toward “actual time worked” when calculating over time compensation.

Mayor Brazill stated Deputy Clerk Treasurer Sturick has asked the board to consider the following:

- Section 19 of Minoa Employee Handbook – Work-Week; Schedule, references employees will be paid a minimum of two (2) hours at time and one half when called back into work after normal working hours. The request is for Deputy Clerk’s to be compensated for a minimum two (2) hours when assigned to take minutes for village board, zoning board of appeals and planning board.

Mayor Brazill asked the board members to review the above sections of the handbook and be prepared to discuss at the next meeting when all board members were present.

***CNY SECURITY SOLUTIONS – PROPOSAL TO REPLACE DAMAGED EQUIPMENT***

Trustee Champagne made a motion, seconded by Trustee Rinaldi to approve CNY Security Solutions \$1,160.00 proposal to replace aging and vandalized cameras and equipment at the Lewis Park Pole Barn. All in favor; motion carried.

***VERDIN COMPANY - MAINTENANCE SERVICE RENEWAL***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve the annual 2018 maintenance service renewal for Verdin Company in the amount of \$918.00. All in favor; motion carried.

***INFORMATIONAL ONLY***

Mayor Brazill stated the Kirkville Fire Company thanks the village for the donation of turn-out gear dryer.

**DPW**

***NEW HIRE – PT LABORER – TRASH THROWER***

Trustee Champagne made a motion, seconded by Trustee Christensen to hire Alec Horning, effective November 6, 2017 as PT Laborer (trash thrower), roster position #029 at an hourly rate of \$12.00. All in favor; motion carried.

**ELECTION –  
TUESDAY,  
MARCH 20, 2018**

Trustee Christensen made a motion, seconded by Trustee Champagne to publish the following legal notice: Pursuant to Election Law 15-104(3)(a) Village will hold general election on Tuesday, March 20, 2018 to fill two (2) Trustee Positions, four (4) year term and one (1) Village Justice position with four (4) year term. All in favor; motion carried.

**BUILDINGS AND  
GROUNDS**

***HOPE ENERGY GROUP – PROPOSALS TO REPLACE LIGHTING WTP BUILDING***

Trustee Champagne made a motion, seconded by Trustee Christensen to accept Hope Energy Group proposal to replace 22 lighting fixtures at WTP building for annual energy savings of \$1,413.35 and select the lump sum option of \$2,206.83 for payment. All in favor; motion carried.

**HOPE ENERGY GROUP – PROPOSALS TO REPLACE LIGHTING DPW BUILDING**

Trustee Champagne made a motion, seconded by Trustee Christensen to accept Hope Energy Group proposal to replace 35 lighting fixtures at WTP building for annual energy savings of \$1,297.54 and select the lump sum option of \$2,157.86 for payment. All in favor; motion carried.

**DAVIS-ULMER SERVICE AGREEMENT RENEWAL**

Trustee Champagne made a motion, seconded by Trustee Christensen to renew Davis-Ulmer Service Agreement, \$1,260.00 annually for wet sprinkler, dry sprinkler and backflow device inspections. All in favor; motion carried.

**JUSTICE COURT INDEPENDENT ACCOUNTANT’S REPORT FOR YEAR ENDING MAY 31, 2017**

Trustee Champagne made a motion, seconded by Trustee Christensen pursuant to Section 2019-a of the Uniform Justice Court Act the board acknowledges that the required examination and audit was conducted by Bonadio & Co., LLP and accepts the Independent Accountant’s Report for Minoa Justice Court for year ending May 31, 2017. All in favor; motion carried.

**AMBULANCE UPDATE - REQUEST FOR PROPOSALS & QUALIFICATIONS**

Request for proposals and qualifications have been mailed out with a deadline to submit by November 20, 2017 at 12:00pm.

**BID RESULTS – NEW EMERGENCY MEDICAL VEHICLE**

The following bids were received and read aloud on November 2, 2017 at 12:00pm:

<b>Federal Safety Equipment:</b>	Opt #1	2017 Type III E350	\$119,516
		(includes \$5,400 GPC discount)	
	Opt #2	2017 Ram-Promaster	\$ 89,000
<b>North Eastern:</b>	Opt #1	2017 Ford Gas Econoline Braun Series	\$128,517
	Opt #2	2017 Ford Gas Econoline Duramedic Series	\$127,559
	Opt #3	2017 Ford Gas Econoline Citimedic	\$113,933

**Bay Head Investments dba**

<b>VCI Emergency Vehicle Spec:</b>	Opt #1	2018 E-350 Type III RP-90	\$110,925
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Trustee Christensen made a motion, seconded by Trustee Champagne to accept Bay Head Investments dba VCI Emergency Vehicle Specialist bid in the amount of \$110,925 for 2018 E-350 Type III RP-90 as proposed per bid specifications. All in favor; motion carried.

**FIRE DEPARTMENT BID RESULTS - VEHICLE EXHAUST EVACUATION SYSTEM BID SPECIFICATIONS**

The following bids were received and read aloud on November 2, 2017 at 12:00pm:

Aire-Deb	\$47,550.00
Air Cleaning System	\$53,995.00

Chief Schepp stated the exhaust system used in almost all neighboring fire departments is the Pneumatic Exhaust which was submitted by Air Cleaning System. It would be ideal for Minoa fire vehicles to be equipped with the same exhaust system as neighboring departments for standby situations, training events and critical response incidents.

After consideration Trustee Champagne made a motion, seconded by Trustee Christensen to award Air Cleaning Systems the bid for Pneumatic Exhaust System in the amount of \$53,995.00

to be installed at Minoa Fire Station II. All in favor; motion carried.

***MILITARY LEAVE – VINCENZO CARCIOFOLO***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve Military Leave for Vincenzo Carciofolo effective September 28, 2017 through December 31, 2017. All in favor; motion carried.

***CHANGE IN MEMBERSHIP STATUS – LONG TERM SUSPENSION***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve long-term suspension due to inactivity for Eric Cushing, Michael Ferslter, Joseph Hanover and Jarrett Temple. All in favor; motion carried.

***CHANGE IN MEMBERSHIP STATUS – 90 DAY SUSPENSION***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve 90-day suspension for Ryan Hargraves until January 21, 2018. All in favor; motion carried.

***CHANGE IN MEMBERSHIP STATUS – LONG TERM SUSPENSION***

Trustee Christensen made a motion, seconded by Trustee Champagne to approve long-term suspension due to inactivity for Eric Cushing, Michael Ferslter, Joseph Hanover and Jarrett Temple. All in favor; motion carried.

***CHANGE IN MEMBERSHIP – PROMOTION TO CAPTAIN***

Trustee Champagne made a motion, seconded by Trustee Christensen to approve Randy Capriotti, Sr. promotion to Captain effective September 11, 2017. All in favor; motion carried.

**AUDIT OF  
CLAIMS  
ABSTRACT 011**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the claims on Abstract #011 in the amounts of General Fund - \$49,363.67 Vouchers (429 - 479), Sewer Fund - \$3,100.20 (Vouchers 201 - 225), for a total of \$52,463.87 audited and paid. All in favor; motion carried.

**ATTORNEY'S  
REPORT**

Absent.

**TRUSTEES'  
REPORT**

Trustee Rinaldi stated he and Mayor Brazill will meet with Elliott Lasky again regarding the undeveloped sections of Minoa Farms. He also reported the new DPW vehicles will be in by the end of December and reminded Trustee Champagne the new WTP box still needs to be ordered. Trustee Christensen thanked the Mayor, Trustees, village employees, Marlene Christensen and Katie Engineri for all their help with the Halloween Party. Trustee Champagne reported main pump has been replaced with new and Plant Operator is currently working project specifications for the replacement of four (4) new pumps to be installed using NYSERDA grant. WTP employees continue to work on greenhouse for dedication ceremony.

**MAYOR'S  
REPORT**

Mayor Brazill announced the fundraiser for Joe Regan, November 12, 2017 at Ultimate Athletics, Home of Pin2Win, Three Rivers Plaza, and Phoenix, NY 13135, 11am – 2pm. Mayor Brazill announced Steve Giarrusso has been selected to be on New York State WEF Governance Counsel and will take part in overseeing the education of all New York State Plant Operators.

**PUBLIC  
COMMENT**

Pat Abbott stated there are a few trees on DeSilva and Willard Streets that have branches hanging over the roadway and asked the board to consider contacting a tree company for an assessment of the branches.

Trustee Rinaldi stated he will ask the DPW Superintendent to take a look at the trees.

**ADJOURNMENT**

A motion was made by Trustee Christensen and seconded by Trustee Champagne to adjourn the village board meeting at 8:13pm. All in favor. Motion carried.

Respectfully submitted,

*Lisa L. DeVona*

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Clerk-Treasurer