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**VILLAGE OF MINOA
BOARD OF TRUSTEES
December 5, 2011**

The regularly scheduled meeting of the Village Board of the Village of Minoa was held at the Municipal Building in the Village Board Room, 240 N. Main St, on December 5, 2011.

PRESENT: Mayor Richard Donovan
Deputy Mayor Brazill
Trustee Champagne
Trustee Christensen
Trustee Cronk
Attorney Steve Primo
Clerk-Treasurer DeVona
Attendant Michael Macko

ALSO

PRESENT: Al Kalfass, Tom Petterelli, Dennis Erard, John Sears, Matt McGarrity, Patrick Flannery, Jennifer Wing

Mayor Donovan opened the meeting at 7:00 p.m. with the Pledge of Allegiance led by Trustee Brazill.

**MOMENT OF
SILENCE**

Mayor Donovan asked for a moment of silence for Mr. Richard Martin who sadly passed away on November 23, 2011. Mr. Martin was a co-founder of the Minoa Kirkville Athletic Association (MKAA) and a member of the Minoa Volunteer Fire Department and Ambulance, he will be deeply missed. He also served three years on the Village Board and was involved in many village activities through the years. After he moved to Florida, he would return each year to help with the Fireman's Field Days.

**MEETING
MINUTES**

Trustee Brazill made a motion, seconded by Trustee Christensen to approve the meeting minutes and the public hearing minutes of November 21, 2011. All in favor. Motion carried.

**EAGLE
BULLETIN**

Mayor Donovan introduced Jennifer Wing, reporter for the Eagle Bulletin, and stated Jennifer will be attending village meetings and reporting on the events in the area. He thanked her for attending last night's Annual Tree Lighting ceremony.

**2012 AGREEMENT
– INDUSTRIAL
MEDICAL
ASSOCIATES**

Trustee Cronk made a motion, seconded by Trustee Champagne authorizing the Mayor to execute 2012 Agreement with Industrial Medical Associates for Substance Abuse Testing in the amount of \$715.00. All in favor. Motion carried.

RESOLUTION -

Attorney Primo stated this resolution is intended to describe and memorialize the existing relationship between the Village Volunteer Fire and Ambulance departments and in the event of a Transfer of Duties from Ambulance Department to Fire Department and liability and workers compensation insurance coverage's in effect for the Ambulance Department employees shall likewise be in effect relative to any Fire Department personnel assuming ambulance department duties due to a transfer of duties.

The following resolution as drafted and proposed by the Village Attorney, was moved, seconded and adopted:

WHEREAS, pursuant to duly adopted resolutions of the Village Board on October 17, 2011, the Village discontinued the work force of the Village Ambulance Department and opted to independently contract for its personnel, supervision of same and management of its department to WAVES, all as more specifically set forth and described therein; and

WHEREAS, the Village Board, amongst other things, desires to improve and expand the volunteer program in the Department and to confirm the commitment to same, its volunteer fire department and their working relationships with the Village and each other; and

WHEREAS, it is also the desire of the Village Board to, recognizing that numerous members and employees of the Village Volunteer Fire Department and the Department are capable of, and in many cases do, serve in both capacities, sometimes at the same working fires, motor vehicle accidents and the like, clarify and confirm the parties respective rights, duties, liabilities and obligations, and including with respect to liability, workmen's compensation insurance coverage's for same and supervisory control and respecting service award credits for the Volunteer Fire Department members;

NOW THEREFORE, BE IT RESOLVED THAT, in recognition of these concerns and objectives, the Village Board hereby clarifies and confirms the following:

1. Applicability. This Resolution is intended to describe and memorialize the existing relationship between the Village Volunteer Fire and Ambulance Departments respecting their volunteer and paid employees and to confirm the Village and respective (Fire and Ambulance) departments' understanding of that relationship.
2. Definitions.
 - a) "Employee" shall mean any person that volunteers for or receives a salary or wage from the Village of Minoa in relation to performing services for its Fire and/or Ambulance Departments.
 - b) "Supervisor" shall mean an officer or other supervisory personnel of the Village of Minoa or its Fire or Ambulance Departments having authority to direct and control the work performance of an Employee of such Department, and shall include any supervisory personnel regardless of whether such person is an officer, employee, volunteer or independently contracted for personnel.
 - c) "Village" shall mean the Village of Minoa.
 - d) "Transfer of Duties" shall mean as defined at §3 below.
3. Employee Service Capacity . A respective Employees employer department for purposes of general liability, Workmen's Compensation, insurance coverages for same and supervisory authority shall be that department of the Village that the Employee has initially been commissioned or activated to relative to a particular tour of duty or shift. Until such time as an Employee has, in response to a specific request, and with consent of the respective Supervisors, assumed a transfer of duties

from one department to the other (“Transfer of Duties”), such initial commission or activation shall remain in full force and effect. Dependent on the circumstances, the request and consent for Transfer of Duties may be informal, and not in writing, however same must be from (a) Supervisor(s), and shall be express and not implied nor assumed.

4. Respective Insurance Coverages and Liabilities. Respecting Village Ambulance Department paid and volunteer employees; for purposes of insurances (Worker’s Compensation and liability), the Villages and WAVES respective insurance coverages shall be in place and in full force and effect as required under their agreement. In the event of a Transfer of Duties from the Ambulance Department to Fire Department, as permitted under §3 above, the Village’s Worker’s Compensation and liability coverages for Fire Department personnel shall be in full force and effect relative to the Employee. The liability and Worker’s Compensation insurance coverages in effect for Ambulance Department Employees shall likewise be in effect relative to any Fire Department personnel assuming Ambulance Department duties due to a Transfer of Duties.
5. Service Award Credits. Any Ambulance Department Employee who is an Active Member of the Fire Department and assumes Fire Department duties under §3 hereof shall be eligible for Service Award Credits effective from the time of Transfer of Duties to Fire Department, and to the extent the Employee is otherwise eligible for Service Award Credits as a result of such duties performed as an Active Member of the Fire Department.
6. Intent. The foregoing is intended as a formal restatement of policy and intent of the Village of Minoa Board of Trustees, subject however to application of (any) relevant laws and statutes of the State of New York that cannot be modified by contract or resolution.

Upon motion made by Trustee Brazill, and seconded by Trustee Christensen, the question of adoption of the foregoing Resolution was put to a roll call, which resulted as follows:

Richard Donovan, Mayor	Aye
William Brazill, Trustee	Aye
John Champagne, Trustee	Aye
Eric Christensen, Trustee	Aye
Ronald Cronk, Trustee	Aye

Resolution was adopted.

RESOLUTION – CODE OF ETHICS

The following resolution as drafted and proposed by the Village Attorney, was moved, seconded and adopted:

WHEREAS, the proper operation of a village government requires that its officers and employees be independent, impartial, and accountable to the people; that government decisions and policy be made in the proper channels of the governmental structure; that the public office not be used for personal gain; that the public officers and employees observe in their official acts the highest standards of ethics and discharge faithfully the duties of their public office regardless of personal consideration; and that all officers and employees shall conduct themselves in a professional and respectable manner towards the public and one another.

WHEREAS, it is the desire of the Village Board of the Village of Minoa (“Village Board”) to establish standards and guidelines for the ethical conduct of its officers and employees, and although assurance of such conduct will continue to rest primarily on personal integrity and community vigilance, the Village Board recognizes that the establishment of standards is another step toward providing the highest caliber of public administration for the Village and ensuring that government decisions are arrived at impartially and free of conflict of interest; thereby increasing confidence in public officials; and

WHEREAS, it is also the desire of the Village Board to protect its officials and employees from unwarranted accusations that impugn their integrity by distinguishing material conflicts of interest from those that are inconsequential, recognizing that for local government to attract and hold competent and professional public servants, public service must not require a complete divesting of all proprietary interests; and

WHEREAS, General Municipal Law §806(1)(a), effective June 1, 2006, provides that the governing body of a village shall by local law, ordinance or resolution, adopt a code of ethics setting forth the guidance of its offices and employees the standards of conduct reasonably expected of them; and

WHEREAS, the Village of Minoa Code contains no such provisions, nor can a resolution adopting same be located at present, and accordingly, the Village of Minoa desires to adopt, or amend same as the case may be, by this resolution;

NOW THEREFORE, BE IT RESOLVED THAT, in recognition of these goals and the requirements of GML §806, the Village Board hereby establishes a code of ethics for all officers and employees of the Village of Minoa as follows:

7. Applicability. This Code of Ethics is enacted pursuant to §806 of the General Municipal Law and §10 of the Municipal Home Rule Law. Officers and employees of the Village of Minoa must comply with the provisions of the Code of Ethics, as well as the conflict of interest standards prescribed by Article 18 of the General Municipal Law. This Code of Ethics is in addition to the standards contained in Article 18, and is not intended to authorize any conduct prohibited by Article 18 of the General Municipal Law. In the event of any conflict or inconsistency between the provisions of this code and the provisions of Article 18 of the General Municipal Law, this Code shall prevail, except that nothing in this Code shall authorize conduct otherwise prohibited by Article 18 of the General Municipal Law.
8. Definitions.
 - a) “Employee” shall mean any person that receives a salary or wage from the Village of Minoa.
 - b) “Family Member” shall mean a parent, step-parent, sibling, step-sibling, spouse, child, stepchild, grandparent, household member, or domestic partner of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.
 - c) “Interest” shall mean a direct or indirect monetary, financial or material benefit, but does not include any such benefit not in violation of GML Article 18 nor any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any matter involving: (i) any firm, partnership, association of which he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer or employee, and (ii) any corporation of which any such person is a director, officer or employee, or directly or indirectly owns or controls more than 5% of the corporation's outstanding stock.
 - d) “Municipality” shall mean the Village of Minoa. The word municipal refers to the municipality.
 - e) “Municipal Officer or Employee” shall mean an officer or employee of the Village of Minoa.
 - f) “Officer” means a person serving as a paid or unpaid official of the Village of Minoa including, but not limited to, elected officers, members of the municipality's governing board,

any of its administrative boards (e.g. planning board, zoning of board of appeals), commissions, committees, agencies, department heads and others who work in a similar like capacity.

9. Acting in the Public Interest; Appearance of Impropriety. No municipal officer or employee shall exercise or perform his or her official powers and duties on the basis of family or private business, nor create an appearance of impropriety by giving the impression that he or she will exercise or perform his or her official powers or duties on the basis of any consideration in violation of the express requirements of GML Article 18, compliance or intended compliance with such requirement being conclusive evidence of no impropriety.

10. Use of Position for Personal or Private Gain.

- a) No municipal officer or employee may use his or her position to secure personal or private gain for himself or herself, or for any other person or any organization. Personal or private gain does not include any conduct not in violation of GML Article 18 nor payment, benefit or opportunity that is customarily and legally provided to any of the following groups of people or a lawful class of such groups:
- i. all municipal officers or employees;
 - ii. all residents or taxpayers of the municipality or an area of the municipality; or
 - iii. the general public.
- b) No municipal officer or employee shall cause the municipality to expend more money and or Village resources than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- c) This section does not prohibit a municipal officer or employee from (without limitation and amongst other things)
- i. voting to approve the municipality's annual budget;
 - ii. receiving lawful compensation for services as a municipal officer or employee;
 - iii. receiving payment or reimbursement for actual and necessary expenses reasonably incurred in the performance of official duty;
 - iv. receiving payments under a lawful municipal contract;
 - v. using municipal personnel, vehicles, equipment, materials, supplies or property for any purpose pursuant to law; or
 - vi. performing a ministerial function that does not require the exercise of discretion.;
 - vii. acting in any other manner not violative of the provisions of GML §801

11. Treatment of the Public. An officer or employee of the Village of Minoa shall treat all members of the public, whether a person, firm or corporation, or other organization without special advantage in carrying out his or her official duties.

12. Disclosure of Interest in Legislation and Other Matters.

- a) General Disclosure. Except as otherwise provided by this section, every municipal officer and employee shall disclose the nature of his or her interest that is known or should be known to him or her, or the interest of a family member known or should be known to him or her, in any matter coming before the Village of Minoa or any officer, administrative board, commission or other agency of the municipality. This section shall not apply to ministerial matters.
- i. For purposes of this section, a "matter coming before" an officer or employee of the municipality means any decision, issue or question requiring the exercise of discretion by the individual officer or employee. A "matter coming before" the Village of Minoa, or any administrative board, commission or other agency of the municipality means a local law, ordinance, resolution, motion or any other decision, issue or question requiring a vote of a body of municipal officers.

- ii. The disclosure required by this section shall be made when the municipal officer or employee first acquires actual knowledge of : an interest requiring disclosure hereunder and that such interest is subject to the disclosure obligations hereunder. The disclosure shall be made in writing to the Village Clerk and to the municipal officer or employee, administrative board, commission or other agency having the power or duty to act in relation to the matter in which the municipal officer or employee or family member has the interest.
- b) Disclosure in Planning/Zoning Applications. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- i. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the applicant, is an officer, director, partner or employee of the applicant, legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
 - ii. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
 - iii. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

13. Holding of Investments in Conflict with Official Duties.

- a) No municipal officer or employee may have or acquire the following investments:
 - i. personal investments that will be directly affected by the exercise or performance of the person's official powers and duties; or
 - ii. personal investments that would otherwise impair a reasonable person's independence of judgment in the exercise or performance of his or her official powers and duties.
- b) This section does **not** prohibit a municipal officer or employee from acquiring any of the following assets:
 - i. real property located within the municipality;
 - ii. the stock of a publicly traded corporation; or
 - iii. bonds or notes issued by municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

14. Private Employment in Conflict with Official Duties.

- a) No municipal officer or employee may accept employment or engage in any business or professional activity which:
 - i. impairs the person's independence of judgment in the exercise or performance of his or her official powers

and duties, provided however that conduct not in violation of GML Article 18 shall not be violative of this provision;

- ii. is likely to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee; or
 - iii. requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.
- b) No municipal officer or employee may in a private capacity represent another person or organization before the Village of Minoa, or any officer, administrative board, commission or other agency of the municipality.
- c) This section does not prohibit a municipal officer or employee from:
- i. representing him or herself, or his or her spouse or minor children before the Village of Minoa, or any officer, administrative board, commission or other agency of the municipality, in connection with any personal matter that does not arise from or involve a business, commercial or professional activity; and
 - ii. asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children in connection with any personal matter that does not arise from or involve a business, commercial or professional activity
 - iii. engaging in any activity not violative of GML §801.

15. Recusal and Abstention.

- a) Except as otherwise required by law or as provided by this section, no municipal officer or employee may participate in the discussion or vote on any matter, or exercise or perform any other official powers or duties in connection with any matter, when he or she has an interest in the matter and knows or should know that a family member has an interest in the matter.
- b) In the event that subdivision (a) of this section prohibits a municipal officer or employee from exercising or performing his or her official powers or duties:
- i. if the person is an officer serving as a member of a body of municipal officers, the power or duty shall be exercised or performed by the other members of the body who are not prohibited by subdivision (a) from exercising or performing the power or duty;
 - ii. if the person is an officer, and does not serve as a member of a body of municipal officers, and has a deputy who is not prohibited by subdivision (a) from exercising or performing the power or duty, the deputy shall exercise or perform the power or duty; or
 - iii. if the person is an employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty that is not prohibited from doing so by subdivision (a) of this section.

16. Interests in Contracts.

- a) No municipal officer or employee may have an interest in a contract that is prohibited by §801 of the General Municipal Law.
- b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by §803 of the General Municipal Law.

17. Use of Municipal Property. No officer or employee of the Village of Minoa may request or permit the use of Village-owned vehicles, equipment, materials, resources or property for a non-village purpose, except when such use:

- a) is available to the public generally and on the same terms as a member of the public; or
- b) is provided as written Village policy for the use of the officer or employee in the conduct of official duties.

18. Nepotism.

- a) No municipal officer or employee may participate in any decision whether to appoint, hire, promote, discipline or discharge a family member from any position at, for or within the Village of Minoa or an administrative board, commission or other agency of the municipality.
- b) No municipal officer or employee may directly supervise a family member in the performance of the family member's official powers or duties.

19. Political Solicitations.

- a) No municipal officer or employee shall directly or indirectly use his or her official authority to compel or induce another municipal officer or employee to make or promise to make any political contribution, whether by gift of money, service or other thing of value.
- b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.
- c) No employee shall engage in political campaign activities during their official Village of Minoa work day.
- d) No Village officer or employee shall use Village resources for any political campaign or political activities.

20. Confidential Information. No Village officer or employee or former municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required or allowed by law or in the course of exercising or performing his or her official powers and duties.

21. Gifts.

- a) Soliciting Gifts. No municipal officer or employee may directly or indirectly solicit any gift from any person, firm or organization in which the officer or employee who knows or should know that they have a matter pending before the Village or has had a matter pending before the Village during the previous twelve months or is likely to have a matter pending before the Village during the following twelve month period. This shall not apply to ministerial matters.
- b) Per Gift. No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor within a continuous twelve (12) month period valued at seventy-five (\$75.00) or more when:

- i. it appears that the gift is intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - ii. the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
 - iii. the gift is intended as a reward for any official action on the part of the officer or employee.
- c) Per Year. The value of the sum of all gifts accepted by an officer of employee of the municipality during any continuous twelve (12) month period may not exceed seventy-five (\$75.00).
- d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars (\$75.00) must be made by adding together the value of all gifts received from the donor by an officer or employee during the calendar year preceding the receipt of the most recent gift. A gift does not include a lawful campaign contribution.
- e) A gift from a person or organization that seeks to contract with the municipality is presumed to be a gift that is intended to influence an officer or employee in the exercise or performance of his or her official powers or duties, or a gift from a person or organization that has a contract with the municipality, or has had a contract with the municipality during the preceding twelve months, is presumed to be a gift intended as a reward for official action.
- f) This section does not prohibit:
 - i. gifts made to the municipality;
 - ii. gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that it is that personal relationship, rather than the recipient's status as a municipal officer or employee, that is the primary motivating factor for the gift;
 - iii. gifts which are de minimis, reasonable and customary, given on special occasions, such as marriage, illness, or retirement;
 - iv. unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars; or
 - v. awards and plaques having no re-sale value which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community.

22. Posting and Distribution.

- a) The Village of Minoa must promptly cause a copy of this code of ethics and a copy of Article 18 sections 800 — 809 of the General Municipal Law, and a copy of any amendment to this code of ethics, to be posted publicly and conspicuously in each building under the municipality's control. The code of ethics must be posted within ten days following the date on which the code takes effect. An amendment to the code of ethics must be posted within ten days following the date on which the amendment takes effect.
- b) The Village of Minoa must promptly cause a copy of this code of ethics, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Village of Minoa.
- c) Every municipal officer or employee who receives a copy of

this code of ethics or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Village Clerk who must maintain such acknowledgments as a public record.

- d) The failure to post this code of ethics or an amendment to this code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Upon motion made by Trustee Champagne, and seconded by Trustee Cronk, the question of adoption of the foregoing Resolution was put to a roll call, which resulted as follows:

Richard Donovan, Mayor	Aye
William Brazill, Trustee	Aye
John Champagne, Trustee	Aye
Eric Christensen, Trustee	Aye
Ronald Cronk, Trustee	Aye

Resolution was adopted on December 5, 2011

**RESOLUTION -
CNY REGIONAL
PLANNING &
DEVELOPMENT
YEAR-4
PARTICIPATION**

Trustee Brazill made a motion, seconded by Trustee Champagne to adopt resolution supporting participation in the Central New York Regional Planning & Development Board's Year-4 Stormwater and Education Compliance Assistance Program. All in favor. Motion carried.

**NYCOM VILLAGE
ELECTION
WORKSHOP**

Trustee Christensen made a motion, seconded by Trustee Champagne giving permission to Lisa DeVona and Donna Lothridge to attend NYCOM Village Election Workshop on January 6, 2012 at the Doubletree Hotel at a cost of \$60.00 per person. All in favor. Motion carried.

**BUILDINGS &
GROUNDS**

Trustee Brazill made a motion, seconded by Trustee Christensen authorizing the Mayor to execute 2012 Maintenance Service Agreement with Verdin Company for the village clock in the amount of \$575.00. All in favor. Motion carried.

AMBULANCE

No new business.

**FIRE
DEPARTMENT**

FULL MEMBERSHIP APPLICATION – ZACHARY R. VANAUKEN

Trustee Brazill made a motion, seconded by Trustee Christensen approving full membership to Zachary R. VanAuken, 312 Fay Lane. All in favor. Motion carried.

BID OPENING: NOVEMBER 28, 2011 – TRIPLE COMBINATION PUMPER

- **E-ONE – \$410,065.00 FOR STAINLESS STEEL PUMPER W/1530 GALLON TANK TYPHOON CHASSIS; OPTIONAL PACKAGE FOR COMPARTMENT PAINTING TO INCLUDE SHELVES & TRAYS \$3,600.00**
- **KME FIRE APPARATUS - \$429,898.00 FOR A TANKER PUMPER MOUNTED ON A CUSTOM RAISED ROOF CAB & CHASSIS**
- **TYLER FIRE EQUIPMENT, LLC - \$436,547.00 FOR PIERCE SABER**

TRIPLE COMBINATION PUMPER

- **HAR-ROB - \$439,081.00 FOR (1) SPARTAN METRO STAR CHASSIS & (1) CRIMSON PUMPER**

Mayor Donovan stated the committee will finished reviewing the bid proposals and make a recommendation.

DPW

HOLIDAY DPW HELP

Trustee Christensen made a motion, seconded by Trustee Champagne to authorize return of part-time summer DPW help, Josh Marko at an hourly rate of \$9.50 per hour and Jamie Landry at an hourly rate of \$8.00 per hour effective December 13, 2011 through January 16, 2012, to be used on Tuesdays and Wednesdays to help with trash pick-up through the holiday season. All in favor. Motion carried.

CERF – WWTF

No new business.

**TRUSTEES’
REPORT**

Trustee Champagne thanked everyone who helped with the Tree Lighting and Children’s Christmas Party. Trustee Champagne updated the board on the sewer back-up on South Main Street..

Trustee Christensen thanked everyone who helped with the Tree Lighting event.

Trustee Cronk stated retired Village of Minoa officer Jack Ansen, donated his law enforcement badge to the village. Trustee Cronk said Mr. Ansen worked for the village from 1967 – 1970, has retired from the New York State Parks Police and is a member of the Manlius Police Awards Committee.

Trustee Brazill thanked everyone who helped prepare for the Tree Lighting Event this year. He reminded board members that a newsletter would be going out in January and asked board members to prepare an article for this edition.

MAYOR’S REPORT

Mayor Donovan thanked everyone who participated in the Tree Lighting Event and Children’s Christmas Party; especially Tom Petterelli and Fire Department.

Mayor Donovan stated for informational purposes the IAC committee continues to meet; very time consuming task.

Mayor Donovan announced that he has asked Tom Petterelli will attend the Stormwater Coalition meetings from now on for the village. The committee meets Tuesday, December 6, 2011.

Mayor Donovan stated IE Solutions has been in the building obtaining measurements and photograph for the Fire and Ambulance building reconfiguration.

For informational purposes – Channel 9 News will be at the Waste Water Treatment Facilities tomorrow reporting on the CERF program and the students from ESM.

**ATTORNEY’S
REPORT**

Attorney Primo presented the board with Amendment #1 to the Ambulance Services Agreement dated October 17, 2011 for an alternate arrangement with WAVES for the Medical Direction services. The agreement dated June 29, 2011 provided the

Village with Medical Direction services at a cost of \$9,600.00 annually, payable at a rate of \$800.00; Amendment #1 provides a village emergency vehicle for Medical Director's services instead of separate fee of \$9,600.00 annually.

Trustee Christensen made a motion; seconded by Trustee Brazill authorizing the Mayor to execute Amendment #1 to Ambulance Services Agreement dated October 17, 2011. All in favor. Motion carried.

AUDIT CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Christensen that claims on Abstract #013 in the amounts of General Fund - \$291,942.88 (Vouchers 520 - 566) and Sewer Fund – \$27,774.09 (Vouchers 197 - 216) for a total of \$319,716.97 be audited and paid. All in favor. Motion carried.

PUBLIC

There were no comments from the public.

COMMENTS

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the Village Board Meeting be adjourned at 7:39pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona
Clerk-Treasurer