

**DISTRIBUTION LIST**

**Richard Donovan, Mayor**  
**Edmond Theobald, Trustee**  
**Ronald Cronk, Trustee**  
**William Brazill, Trustee**  
**John Champagne, Trustee**  
**Steven Primo, Attorney**  
**Thomas Petterelli, DPW Superintendent**  
**Janet Stanley, Justice**  
**Richard J. Greene, Codes Enforcement Officer**  
**Chief Pat Flannery**  
**Town of Manlius**  
**Village of Manlius**  
**Village of Fayetteville**  
**Donna DeSiato, Superintendent ESM School District**  
**Manlius Historical Society**  
**Minoa Library**  
**John Regan**

April 2, 2007

**ANNUAL  
ORGANIZATIONAL  
MEETING**

The Annual Organizational Meeting of the Village Board was held on Monday, April 2, 2007 at the Municipal Building in the Village Board Room, 240 N. Main Street, Minoa, New York.

**PRESENT:** Mayor Donovan  
Trustee Cronk  
Trustee Theobald  
Trustee Brazill  
Trustee Champagne  
Attorney Primo  
Clerk Snider

**ALSO PRESENT:** Johns Risley and Thomas Petterelli

Mayor Donovan called the Annual Organizational Meeting to order at 7:07 p.m.

**MAYOR  
COMMENTS**

Mayor Donovan said that for the record he could not believe that it was his third year as mayor and appreciated the hard work and effort by everyone over the past year. Mayor Donovan thanked the Board, Department Heads and employees for making the past year successful and asked the Trustees to forward his comments to their respective Department Heads.

**APPOINTMENTS**

Mayor Donovan appointed Trustee William Brazill as Deputy-Mayor for a period of one (1) year.

Mayor Donovan appointed Karen A. Curulla as Treasurer of the Village of Minoa for the remainder of the two (2) year term of Karen A. Curulla or 4/2008. A motion was made by Trustee Theobald and seconded by Trustee Champagne confirming Mayor Donovan's

appointment of Karen A. Curulla for the Village for the remainder of the two (2) year term or 4/2008. All in favor. Motion carried.

Mayor Donovan appointed Suzanne M. Snider as Clerk of the Village of Minoa for the remainder of the two (2) year term of Karen A. Curulla or 4/2008. A motion was made by Trustee Theobald and seconded by Trustee Cronk confirming Mayor Donovan's appointment of Suzanne M. Snider as Clerk of the Village of Minoa for the remainder of the term of the two (2) year term of Karen A. Curulla or 4/2008. All in favor. Motion carried.

A motion was made by Trustee Cronk and seconded by Trustee Theobald that Thomas Petterelli be re-appointed Superintendent of Public Works of the Village of Minoa for a period of one (1) year. All in favor. Motion carried.

Mayor Donovan re-appointed Terry Edwards as Deputy Clerk-Treasurer for a period of one (1) year. A motion was made by Trustee Theobald and seconded by Trustee Brazill confirming Mayor Donovan's appointment that Terry Edwards be re-appointed Deputy Clerk-Treasurer for a period of one (1) year. All in favor. Motion carried.

Mayor Donovan re-appointed Barbara Sturick as Deputy Clerk-Treasurer for a period of one (1) year. A motion was made by Trustee Brazill and seconded by Trustee Champagne confirming Mayor Donovan's appointment that Barbara Sturick be re-appointed Deputy Clerk-Treasurer for a period of one (1) year. All in favor. Motion carried.

A motion by Trustee Theobald and seconded by Trustee Brazill that Jeanette Zacharias, 8769 Andrus Road, Kirkville, NY 13082 be appointed as Acting Village Justice for a period of one (1) year. All in favor. Motion carried.

Mayor Donovan re-appointed Charles Mullane as a member of the Planning Board for a period of five (5) years. A motion was made by Trustee Cronk and seconded by Trustee Theobald confirming Mayor Donovan's appointment that Charles Mullane, 449 East Avenue, Minoa, NY 13116 be re-appointed as a member of the Planning Board for a period of five (5) years. All in favor. Motion carried.

Mayor Donovan re-appointed Bernard Beck, Jr. as a member of the Zoning Board of Appeals for a period of five (5) years. A motion was made by Trustee Theobald and seconded by Trustee Cronk confirming Mayor Donovan's appointment that Bernard Beck, Jr., 305 Ferndale Lane, Minoa, NY 13116 be re-appointed as a member of the Zoning Board of Appeals for a period of five (5) years. All in favor. Motion carried.

A motion was made by Trustee Theobald and seconded by Trustee Brazill appointing Trustee John Champagne, 102 Crisfield Circle, Minoa, NY 13116 as the Village of Minoa's designated representative and member of the SPDES Storm Water Control Stakeholders Group for a period of one (1) year. All in favor. Motion carried.

Mayor Donovan appointed the Trustees as liaisons for the following departments:

**TRUSTEE THEOBALD**

1. Police Commissioner Representative
2. Celebrations which include but are not limited to:
  - Tree Lighting Ceremony & Children's Christmas Party
  - Candle Glow
  - Memorial Day Parade
  - Halloween Party
3. To assist Trustee Cronk with the Wastewater Treatment Plant

**TRUSTEE CRONK**

1. Wastewater Treatment Plant with assistance from Trustee Theobald
2. Department of Public Works, including Garbage Pickup & Disposal and Recycling with assistance from Trustee Champagne
3. Minoa Library
4. Animal Control Officer
5. Crossing Guards

**TRUSTEE BRAZILL**

1. Fire Commissioner
2. Minoa Ambulance

**TRUSTEE CHAMPAGNE**

1. Building and Grounds
2. Parks
3. Telephone System along with Clerk/Treasurer
4. Street Lighting

**SPECIAL  
ASSIGNMENTS**

**TRUSTEE THEOBALD**

1. Emergency Disaster Preparedness Planner for his Department
2. Energy Audit and Analysis
3. Employee Handbook along with Trustee Brazill and Clerk Snider and Treasurer Curulla for review and update as needed
4. ESM Youth Sports
5. Liaison to the business community

**TRUSTEE CRONK**

1. Emergency Disaster Preparedness Planner for his Departments
2. Golden Age
3. Heaven's Pantry
4. Pandemic Representative

**TRUSTEE BRAZILL**

1. Emergency Disaster Preparedness Planner for his Department/Coordinator for Village
2. Minoa Farms
3. Employee Handbook along with Trustee Theobald and Clerk Snider and Treasurer Curulla for review and update as needed
4. Website along with Mayor Donovan, Trustee Champagne, Clerk Snider and Treasurer Curulla
5. Newsletter along with Mayor Donovan and Clerk Snider and Treasurer Curulla

**TRUSTEE CHAMPAGNE**

1. Lewis Park Community Sign
2. Emergency Disaster Preparedness Planner for his Department
3. Website along with Mayor Donovan, Trustee Brazill, Clerk Snider and Treasurer Curulla

Mayor Donovan will act as liaison with all of the Village Departments as needed.

A motion was made by Trustee Brazill and seconded by Trustee Cronk that the Trustees be assigned as Commissioners to the various Village Departments and Special Assignments as made by Mayor Donovan and listed above. All in favor. Motion carried.

Mayor Donovan asked that each Trustee be responsible to see that Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will act as Environmental Officer who will report to the Village Board with any environmental issues. He will also interact with Trustee Brazill as Emergency Disaster Preparedness Coordinator.

A motion was made by Trustee Brazill and seconded by Trustee Champagne that the Sexual Harassment Policy as amended 3/1/99 remain in effect with the following: Clerk and Treasurer, Mayor, and one Trustee (namely, Trustee Theobald) as the Review Board for the Sexual Harassment Policy and Thomas Petterelli as the Investigative Officer; BE IT FURTHER RESOLVED: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Champagne that Norma Jenner, 239 N. Main Street, Minoa, NY 13116 be appointed Historian for a period of one (1) year. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Theobald that the Village

Clerk and Treasurer assumes the responsibility of Property Control Manager for Fixed Asset Inventory. All in favor. Motion carried.

A motion was made by Trustee Champagne and seconded by Trustee Theobald that James Landry be appointed as Safety Officer for a period of one (1) year. All in favor. Motion carried.

A motion was made by Trustee Champagne and seconded by Trustee Brazill that the Village Board does hereby agree to schedule the Floating Holiday for 2007 for use by all full-time Village employees as a Village Holiday on December 24, 2007. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Cronk that Larry Roscini, Jr., PE be hired as the Village Engineer on a per diem basis for a period of one (1) year in accordance with LJR Engineering, P.C. 2006 Rate Schedule adopted by the Village Board on December 19, 2005 as follows: Principal - \$130.00/hr., Partner - \$100.00/hr., Project Engineer - \$90.00/hr., Draftsman/Designer - \$80.00/hr., Inspector - \$75.00/hr., Secretarial Services – No Charge. All in favor. Motion carried.

Mayor Donovan re-appointed Attorney Steven Primo of the law firm of Primo, Primo & Kirwin as the Village's legal counsel for a period of one (1) year. A motion was made by Trustee Theobald and seconded by Trustee Champagne confirming Mayor Donovan's appointment that the law firm of Primo, Primo & Kirwin be appointed as the Village's legal counsel for a period of one (1) year with Attorney Steven Primo as Village Attorney in accordance with our Contract dated October 28, 2002. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Champagne that the firm of Koagel & Vincentini is hired as Village Auditors for the period of one (1) year @ \$12,000. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Cronk that the Mayor, Clerk and Treasurer, and Records Management Clerk continue in their appointment as the Records Management Advisory Board. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Cronk; BE IT RESOLVED: that the Village Board of the Village of Minoa does hereby make the following appointments:

1. The official newspapers for the Village shall be the Eagle Bulletin, the Syracuse Post Standard or the Scotsman.
2. The official depositories for the Village shall be JP Morgan Chase, Solvay Bank,

and/or M&T and deposit cooperatively with MBIA/CLASS.

3. The Village Board Meeting shall be held on the first and third Monday of every month at 7:30 p.m. and will be held at the Municipal Building in the Village Board Room.
4. The Planning Board Meeting shall be held on the second Thursday of every month at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room as needed.
5. That the Surety Bond on the Village Clerk, Village Treasurer, Deputy Clerks/Treasurer, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.
6. That if a state of emergency is declared by Mayor Donovan, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the Village of Minoa website, Time Warner Cable, local radio and television stations to notify Village of Minoa residents.
7. That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.
8. That the Sergeant-of-Arms be the Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.
9. That mileage allowance for Village officials while on Village business shall be the same as the IRS allowance at the time.
10. The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk who will then notify the Trustees, the newspapers, and post a notice of such meeting in a public place; namely, the Minoa Post Office.
11. That Mayor Donovan shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize all purchases over \$100.00.
12. That the following signatures be on the bank signature cards on file at the bank: Richard J. Donovan, Mayor; William F. Brazill, Deputy-Mayor; Karen A. Curulla, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.
13. That Onondaga County prints the Village Tax Bills.
14. Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.
15. The request for use of a Village building by a member of the Minoa Fire Department, a family member of a Minoa Fire Department member, Village employees, or elected officials be put in writing and approved by the Village Board at no charge if the use is for non-business purposes.
16. That the Village Clerk and/or Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.
17. That the Procurement Policy for the Village of Minoa as adopted on January 7, 1992 remains in effect.

18. That the Investment Policy for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.
19. That the Fee Schedule dated April 1, 2002 and amended as of 12/16/02, 1/5/04, 12/6/04, 12/20/04, 4/4/05, 7/18/05, 5/1/06 and 4/2/07 and attached hereto as Schedule "A" be in effect.
19. That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.

Voting on Collective Resolution: All in favor. Motion carried.

## **ADJOURNMENT**

A motion was made by Trustee Brazill and seconded by Trustee Theobald and carried that the Annual Organizational Meeting be adjourned at 7:28 p.m.

Respectfully submitted,

Suzanne M. Snider  
Village Clerk