

DISTRIBUTION LIST

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

April 7, 2009

ANNUAL ORGANIZATIONAL MEETING The Annual Organizational Meeting of the Village Board was held on Tuesday, April 7, 2009 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
Clerk/Treasurer Snider

ALSO PRESENT: Dan DeLucia and Chris Beers

ABSENT: Attorney Primo

Mayor Donovan called the Annual Organizational Meeting to order at 7:03 p.m.

MAYOR COMMENTS Mayor Donovan thanked everyone in the audience for attending. He said it had been a financially difficult year and that the Village Board needs to work together to maintain a tight budget and pay close attention to business. Mayor Donovan then proceeded to work through the following appointments.

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

A motion was made by Trustee Theobald and seconded by Trustee Champagne 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 Champagne 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 Theobald and seconded by Trustee Brazill 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 Champagne and seconded by Trustee Theobald 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 Tocci as a member of the Zoning Board of Appeals for a period of five (5) years. A motion was made by Trustee Champagne and seconded by Trustee Brazill confirming Mayor Donovan's appointment that Charles Tocci, 108 Winsboro Road, 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.

Mayor Donovan re-appointed Robert Wolf as Chairman 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 Robert Wolf, 502 Cheryl Lane, Minoa, NY 13116 be re-appointed as Chairman of the Planning Board 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 Robert Wolf as Stormwater Consultant 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 Robert Wolf, 502 Cheryl Lane, Minoa, NY 13116 be appointed as Stormwater Consultant for a period of one (1) year. All in favor. Motion carried.

Mayor Donovan appointed Richard Greene, Codes Enforcement Officer, as the

Stormwater Management Officer, 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 Richard Greene, Codes Enforcement Officer, 900 Edgeworth Drive, Manlius, NY 13104 be appointed as Stormwater Management Officer. 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

TRUSTEE CRONK

1. Department of Public Works, including Garbage Pickup & Disposal and Recycling
2. Minoa Library
3. Animal Control Officer
4. Crossing Guards

TRUSTEE BRAZILL

1. Fire Commissioner
2. Minoa Ambulance
3. NIMS Compliance Officer

TRUSTEE CHAMPAGNE

1. Building and Grounds
2. Celebrations – Easter Egg Hunt
3. Wastewater Treatment Plant
4. Parks
5. Telephone System along with Clerk/Treasurer Snider
6. 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/Treasurer Snider 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 Flu Representative

TRUSTEE BRAZILL

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

TRUSTEE CHAMPAGNE

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

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 Champagne 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 the 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 Champagne and seconded by Trustee Theobald that the Sexual Harassment Policy as amended 3/1/99 remain in effect with the following: Clerk/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 Theobald 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 Cronk and seconded by Trustee Brazill that the Village Clerk/Treasurer assumes the responsibility of Property Control Manager for

Fixed Asset Inventory. All in favor. Motion carried.

A motion was made by Trustee Cronk and seconded by Trustee Champagne 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 Theobald that the Village Board does hereby agree to schedule the Floating Holiday for 2009 for use by all full-time Village employees as a Village Holiday on December 24, 2009. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Champagne that Alex Wisniewski, PE, L.J.R. Engineering, P.C., be hired as the Village Engineer on a per diem basis for a period of one (1) year in accordance with L.J.R Engineering, P.C. 2009 Rate Schedule adopted by the Village Board on January 5, 2009 as follows: Owner - \$120.00/hr., Senior Project Manager - \$115.00/hr, Project Manager - \$95.00/hr, Engineer - \$85.00/hr, Designer - \$80.00/hr, and Inspector \$75.00/hr. 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 Champagne and seconded by Trustee Theobald 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 Cronk that the firm of Koagel & Vincentini is hired as Village Auditors for the period of one (1) year @ \$12,500. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Champagne that the Mayor, Clerk/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 Theobald ; 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 New York 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/Treasurer, Deputy Clerks/Treasurers, 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 reverse 911 System as applicable, 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/Treasurer 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; Suzanne M. Snider, 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.

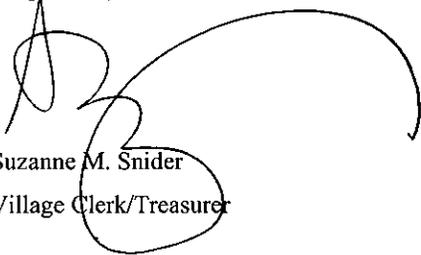
16. That the Village Clerk/Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.
17. That the Procurement Policy for the Village of Minoa as adopted on January 7, 1992 and amended on April 7, 2008 remains in effect.
18. That 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, 4/2/07, 5/7/07, 4/7/08, and 4/7/09 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.

A motion was made by Trustee Brazill and seconded by Trustee Cronk to vote on the Collective Resolution: All in favor. Motion carried.

ADJOURNMENT

A motion was made by Trustee Theobald and seconded by Trustee Champagne and carried that the Annual Organizational Meeting be adjourned at 7:17 p.m.

Respectfully submitted,



Suzanne M. Snider
Village Clerk/Treasurer

**VILLAGE OF MINOA FEES AND OTHER ITEMS AS ADOPTED BY RESOLUTION OF THE
VILLAGE BOARD OF TRUSTEES ON APRIL 1, 2002 AS AMENDED BY RESOLUTION OF
12/16/02, 1/5/04, 12/6/04, 12/20/04 AND 4/4/05, 7/18/05, 5/1/06, 4/2/07, 5/7/07, 4/7/08 and 4/7/09
EFFECTIVE 4/7/09**

Code Section	Subject	Fee
1-9	Purchase of a copy of the Code of the Village of Minoa	\$ 100.00
39-3	Amusements - license application fee	\$ 30.00
39-4A	License for places enumerated in 39-2A (arcades, amusement parlors, etc.)	\$ 500.00
39-4B	License for amusement machines	\$ 50.00
42-6	Animals - Minimum Redemption Fee for dogs	\$ 25.00
42-13	Redemption fee for animals	greater of \$25.00; or \$8.00 per day, or part thereof that animal is impounded
42-23A	Cat license (spayed or neutered cat)	\$ 10.00
42-23B	Cat license (all other cats)	\$ 15.00
42-24B	Identification tag replacement	\$ 5.00
42-27C(2)	Redemption fee	\$ 25.00
42-27C(3)	Impoundment fee	greater of \$25.00; or \$8.00 per day, or part thereof that animal is impounded
51-4k	Reinstatement of a Building Permit (All reinstatement fees are multiplied by the original building permit fee)	2x single family fee 3x two or more family fee 2x residential accessory structures fee 3x commercial, office or industrial fee
51-7e	Reinstatement of a temporary or final Certificate of Occupancy (All reinstatement fees are multiplied by the original building permit fee)	2x single family fee 3x two or more family fee 2x residential accessory structures fee 3x commercial, office or industrial fee
51-4	Building Permit	\$50.00 for the first \$1,000.00, or part thereof; and \$3.00 for each additional \$1,000.00 or part thereof
51-11A	Exemption Permit	\$ 20.00
51-11B	Refund Policy	None
51-11C	Special Permit or Variance Applications	area variance \$100.00 use variance \$300.00 special permit \$300.00
51-11D	Zone Change Applications	\$ 250.00
63-9A	Review and preparation of Environmental Impact Statement	legal and engineering costs incurred by Village to have same prepared or reviewed and to comply with 6 NYCRR §617.13

104-3	Outdoor Prepared Food Service Permit Fee Requirements - Established businesses located in the Village of Minoa - annually - Outside food vendors – annually - Outside food vendors – sixty days - Outside food vendors – per diem	\$ 25.00 \$ 500.00 \$ 150.00 \$ 25.00
110-6	Peddler’s Bond Requirements - Cash or Surety Bond	\$ 1,000.00
110-13	Peddler’s license - 6 months or less - more than 6 months not more than 1 year	\$ 25.00 \$ 50.00
120-5A	Rental Property Registration	\$ 20.00 per rental unit for residential properties \$ 25.00 per rental unit for all other properties
127-10	Site Plan review	\$ 250.00
132-14B	Haulers - Application fee of license	\$ 0.00
132-16(2)	Haulers - amount of bond, letter of credit or cash	to be set by Village Board, on an as needed basis depending on circumstances
136-6B	Streets – set fees, deposits or payment bonds and the amount of public liability insurance	Deposit and payment bond to be 100% of estimated costs of Village to supervise work and repair road (as estimated by Village Board) plus minimum liability insurance of \$1,000,000.00
140-5(B)4	Subdivision application	\$200.00 plus \$50.00 per lot
147-7	All-night parking prohibited	\$ 20.00