

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

VILLAGE OF MINOA
BOARD OF TRUSTEES
April 16, 2007

April 16, 2007

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 April 16, 2007.

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

ALSO PRESENT: James Read (Post-Standard), Thomas Petterelli and Steven Glauer

Mayor Donovan opened the meeting at 7:30 p.m. with the Pledge of Allegiance led by Attorney Primo.

MINUTES OF
VILLAGE BOARD
MEETING

A motion was made by Trustee Theobald and seconded by Trustee Brazill to accept the minutes of the April 2, 2007 Village Board Meeting as recorded. All in favor. Motion carried.

MINUTES OF
CONDEMNATION
PROCEEDINGS

A motion was made by Trustee Champagne and seconded by Trustee Cronk to accept the minutes of the April 2, 2007 Public Hearing on Condemnation Proceedings as recorded. All in favor. Motion carried.

MINUTES OF

A motion was made by Trustee Cronk and seconded by Trustee Champagne accepting

ANNUAL ORGANIZATIONAL MEETING the minutes of the Annual Organizational Meeting of April 2, 2007 as recorded. All in favor. Motion carried.

MINUTES OF PUBLIC HEARING - VILLAGE BUDGETS 2007-2008 Tabled

POLICY - VILLAGE OF MINOA RULES FOR DECORUM AT PUBLIC MEETINGS Trustee Brazill reported that each member of the Board had received a copy of the proposed "Rules for Decorum at Public Meetings" policy and would forward a copy to James Read of the Post-Standard. Trustee Brazill said that the policy was similar to the Town of Manlius and adjusted to fit with the Village of Minoa.

Mayor Donovan said that he is trying to limit problems at meetings and felt that it would be reasonable to fit the village's need. Mayor Donovan said that the policy was a fair format and would be available with the sign-in sheets before meetings. Mayor Donovan said that many people assume that they can talk throughout the meetings, but by law they need to be on the agenda. He said this allows the Board to control the timing with Public Comments section and would discontinue abuse of the privilege. Mayor Donovan reiterated that it was a fair policy and it was not meant to be restrictive, but to be conducive to a smooth working meeting.

Trustee Brazill noted that the Board has the ability to waive the rules and be flexible if something should arrive that evening or hold it until the next meeting.

Attorney Primo said the agenda should ideally be prepared the Friday before the meeting, but there is a provision for add-ons directly prior to the meeting. Attorney Primo said the Clerk prepares the agenda, but the Board has the authority to review the agenda items and Mayor Donovan should be the determining presiding officer and make all determinations on agenda items, points of order, interpretations, violations or waivers of the rules.

Mayor Donovan said the idea is to keep the business meeting appropriate with the function.

Trustee Cronk expressed concern that he would be addressed at home on issues and Trustee Brazill and Mayor Donovan said that questions can be submitted to the Village Office. Attorney Primo said that it has to be a reasonable contact and Trustees cannot be harassed at home. Trustee Cronk said that he occasionally gets stopped on the street and occasionally receives calls at home. Attorney Primo said residents should have

reasonable contact by phone, email or letters through the Village Office. He said that Trustees have the authority to answer on the spot if they know the answer, but they should have the opportunity to provide an educated answer within a reasonable time period and that should be by the next meeting. Attorney Primo stated that the goal of the policy is to prevent personal attacks on Board members and that the Public Comment period is a comment session and not a question and answer period. Attorney Primo said that he will update the policy with this information and will forward the final policy to Trustee Brazill.

A motion was made by Trustee Brazill and seconded by Trustee Cronk to accept the updated Rules for Decorum at Public Meetings Policy, hereto attached as Schedule "A". All in favor. Motion carried.

**MINOA FIRE
DEPARTMENT**

REQUEST PERMISSION TO ATTEND THE "EVERY NY RESPONDER GOES HOME" SEMINAR

A motion was made by Trustee Brazill and seconded by Trustee Cronk giving permission for Dennis Erard, Nick Erard, Patrick Flannery and Matt McGarrity to attend the "Every NY Responder Goes Home" seminar offered by FASNY on April 17, 2007 in North Syracuse at a cost of \$5.00 per person for a total cost of \$20.00. All in favor. Motion carried.

REQUEST PERMISSION TO ATTEND THE NYCOM VOLUNTEER FIREFIGHTER WORKSHOP

A motion was made Trustee Champagne and seconded by Trustee Theobald giving permission for Patrick Flannery and Trustee Brazill to attend the NYCOM Volunteer Firefighter Workshop on May 10, 2007 in Vernon, NY at a cost of \$50.00 per person. All in favor. Motion carried.

**MINOA
AMBULANCE**

RATIFY REQUEST FROM DALE BECHTEL TO CHANGE HIS CLASS/STATUS FROM PARAMEDIC SUPERVISOR TO PARAMEDIC

A motion was made by Trustee Brazill and seconded by Trustee Theobald ratifying a prior request from Dale Bechtel to change his class/status from Paramedic Supervisor to Paramedic effective April 2, 2007 at the rate of \$16.83 per hour. All in favor. Motion carried.

RATIFY PROVISIONAL APPOINTMENT FOR STEVEN GLAUER AS PARAMEDIC SUPERVISOR

A motion was made by Trustee Brazill and seconded by Trustee Theobald appointing Steven Glauer as Paramedic Supervisor effective April 16, 2007 at a rate of \$808.00 per week and \$42,016.00 annually with an increase based upon a six (6) month favorable review at the rate of \$856.00 per week and \$44,512.00 annually. All in favor. Motion

carried.

REQUEST PERMISSION TO ATTEND PEDIATRIC ADVANCED LIFE SUPPORT REFRESHER COURSE

A motion was made by Trustee Cronk and seconded by Trustee Brazill giving permission for Steve Glauer, Dale Bechtel, Chris Hayes and Sharon Romer to attend the Pediatric Advanced Life Support Refresher Course on April 30, 2007 in East Syracuse at a cost of \$75.00 per person and a total cost of \$300.00. All in favor. Motion carried.

REQUEST PERMISSION TO ATTEND EMS TEACHING DAY 2007

A motion was made by Trustee Brazill and seconded by Trustee Cronk giving permission to Sharon Romer, Tracey Juda, Jackie Nolan and Chris Hayes to attend EMS Teaching Day 2007 on April 21, 2007 in Syracuse, NY at a cost of \$75.00 per person and a total cost of \$300.00. All in favor. Motion carried..

WWTF

REQUEST PERMISSION TO BREAK PREVIOUSLY APPROVED FY 06-07 BID REMOVAL OF LIQUID AND DRY BIOSOLIDS

Trustee Cronk said the current supplier, We Care Transportation, is in non-performance of a bid that was awarded for FY 2006-2007 and requested that the Village break the contract citing the following reasons:

- Failure to show at scheduled pick-up
- Delayed pick-up creates wasted hours in the WWTF
- Removal of liquid and biosolids should be done early in the spring to prevent excessive odors throughout the Village of Minoa and the delay causes problems for residents

Attorney Primo said that he would need to review the document before they can break the contract. Attorney Primo said that before a bid can be broken a letter of non-compliance needs to be sent to the current supplier for non-performance and a bid bond needs to be verified. He explained that it's difficult to break a bid and does not know if the village can legally move to the second bidder without following proper procedures.

Mayor Donovan said that if the village is at the end of the contract the item should be tabled until it has been reviewed and would poll the Board if necessary.

Attorney Primo said the village should follow the Procurement Policy and would not need to go out to bid if the amount is less than \$19,999. He said the Procurement Policy allows for faxed estimates for Public Work projects under \$19,999.

**ADOPTION 2007-
2008 VILLAGE**

Mayor Donovan said that Treasurer Curulla is currently closing the books for February and March and will provide a more accurate financial picture for 2006-2007 for the Board

- BUDGETS** to review. Mayor Donovan said the meeting should be short and requested a Special Meeting to approve the 2007-2008 budgets.
- A motion was made by Trustee Brazill and seconded by Trustee Champagne requesting that a Special Meeting be scheduled for the purpose of adopting the 2007-2008 Village Budgets on April 30, 2007 at 7:00PM in the Municipal Building. All in favor. Motion carried.
- SUMMER HOURS - DPW/WWTF AND VILLAGE OFFICE** A motion was made by Trustee Brazill and seconded by Trustee Theobald agreeing to 2006 Summer Hours as follows: DPW and WWTF: Monday thru Thursday 7:00 a.m. - 4:30 p.m. and Friday 7:00 a.m. - 11:00 a.m. May 29, 2007 - September 2, 2007; Village Office: Monday thru Thursday 8:00 a.m. - 4:30 p.m. and Friday 8:30 a.m. - 11:30 a.m. July 2 - September 2, 2007. All in favor. Motion carried.
- MAINTENANCE AGREEMENT / PENN POWER SYSTEMS** A motion was made by Trustee Brazill and seconded by Trustee Cronk empowering Mayor Donovan to execute the two-year planned maintenance agreement on village generators with Penn Power Systems from January 1, 2007 to December 31, 2008 in the amount of \$1,390.00 per year. All in favor. Motion carried.
- PUBLIC INFORMATIONAL MEETING - 4TH YEAR MS4 STORMWATER ANNUAL REPORT** A motion was made by Trustee Champagne and seconded by Trustee Theobald agreeing to schedule a Public Informational Meeting regarding the Village's fourth year MS4 report to be presented by Robert Wolf, Village's Storm Water Consultant, for May 21, 2007 at 7:00 p.m. All in favor. Motion carried.
- SCHEDULE SPECIAL MEETING / YEAR END BUSINESS** A motion was made by Trustee Theobald and seconded by Trustee Brazill agreeing to schedule a Special Meeting to conduct year end business for May 31, 2007 at 12:00 noon. All in favor. Motion carried.
- MEMORIAL DAY PARADE** Trustee Theobald reported that the Memorial Day Parade is scheduled for May 28, 2007 at 11:00 a.m. He will work closely with the Village Office to mail out invitations and confirm the speakers. Trustee Theobald said that he would like to invite Major Michael Adamitis to speak again this year.
- TRUSTEES' REPORT** Trustee Champagne had nothing to report.
- Trustee Theobald, reminded the Board that the ESM Youth Sports Annual Awards meeting is scheduled for April 23, 2007 at 6:30 pm at the high school auditorium. He said that they have not received invitations yet, but they hope to have speakers from the various Syracuse University teams. Trustee Theobald said that he hopes the Board can

attend, as he and Trustee Brazill are the recipients of the Rees Award

Trustee Theobald said the invitations for the meeting on April 24, 2007 at 6:00 p.m. with the local businesses have been sent out and this is an excellent opportunity to meet business owners. He looks forward to building a good relationship and hearing their ideas and concerns.

Mayor Donovan said that he would like to invite department heads to join the meeting. He pointed out that Trustee Theobald is a member of the Greater Manlius Chamber of Commerce and he has a good relationship with them. Mayor Donovan said that he hopes to have an open dialogue at the meeting and discuss potential grant options. Mayor Donovan said the Board is attending the NYCOM Main Street Conference and would like to gather information to help local businesses. Mayor Donovan said the Village cannot advertise for businesses, but can provide information that they might not have access to. Mayor Donovan recognized that the Village of Minoa was too small to create a Minoa Chamber of Commerce, but could possibly act as a subsidiary if local businesses desire so. He hoped that there would be interest from the business owners and is looking forward to the meeting. Trustee Theobald agreed with Mayor Donovan and said that it was just the beginning. Mayor Donovan said this isn't something that the village can run, but can definitely support with ideas and local promotion.

Trustee Cronk had nothing to report.

Trustee Brazill reminded the Board that he needs newsletter information by April 24, 2007 for the May and June Newsletter. He said that Minoa Days information would be included in the July Newsletter.

MAYOR'S REPORT

Mayor Donovan reported that he and Trustee Brazill met with the Town of Manlius for the Consolidation Report. He said they will continue to meet, discuss informally and work together in consolidation efforts. Mayor Donovan said the village works informally with Fayetteville on a consistent basis with regard to Department of Public Works projects and with the use of dump trucks, cameras and tools. He said they have routinely worked together in the past, specifically during emergency situations.

Mayor Donovan said that he had discussed the Fire Contracts with Councilman John Loeffler. He said the Town of Manlius had the opportunity to review the budget and proposed contract to ask questions before the budget was passed for the village. Mayor Donovan said that Councilman Loeffler had a good handle on the contract information. He said that Minoa had the largest increase in the Ambulance budget due to wages.

Mayor Donovan reminded the Board that the village would be hosting the Onondaga

County Mayors Association monthly meeting on April 25, 2007. Mayor Donovan was pleased to announce that the speakers were Peter Baynes, Executive Director of NYCOM, and Mayor Joseph Delfino, President of NYCOM and Mayor of White Plains. He encouraged the Board members to attend the meeting and provide responses to the Village Office.

**ATTORNEY'S
REPORT**

Attorney Primo had nothing to report.

AUDIT CLAIMS

A motion was made by Trustee Brazill and seconded by Trustee Theobald that claims on Abstract #21 in the amounts of General Fund - \$40,313.37 (Vouchers 941-982); Water Fund - \$265.18 (Vouchers 117-119); Sewer Fund - \$5,583.14 (Vouchers 331-342) for a total of \$46,161.69 be audited and paid. All in favor. Motion carried.

**TRANSFER IN
APPROPRIATIONS
AND BUDGET
AMENDMENTS**

A motion was made by Trustee Brazill and seconded by Trustee Theobald to approve the requested transfer of appropriations in the General Fund and budget amendments in the General Fund and the Capital (HD and HL) Funds attached hereto as Schedule "B". All in favor. Motion carried.

PUBLIC COMMENTS

There were no comments from the public.

**EXECUTIVE
SESSION - IN**

A motion was made by Trustee Brazill and seconded by Trustee Theobald to go into Executive Session at 8:20 p.m. to discuss potential litigation. All in favor. Motion carried.

**EXECUTIVE
SESSION - OUT**

A motion was made by Trustee Theobald and seconded by Trustee Champagne to come out of Executive Session at 9:31 p.m. All in favor. Motion carried.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Theobald that the Village Board Meeting be adjourned at 9:32 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider
Village Clerk