

**DISTRIBUTION LIST**

**Richard Donovan, Mayor**  
**William Brazill, Trustee**  
**Ronald Cronk, Trustee**  
**John Champagne, Trustee**  
**Eric Christensen, Trustee**  
**Thomas Petterelli, DPW Superintendent**  
**Janet Stanley, Justice**  
**Richard J. Greene, Codes Enforcement Officer**  
**Chief Pat Flannery**  
**Koagel & Vincentini**  
**Minoa Library**

**EMAIL DISTRIBUTION LIST**

**Steven Primo, Attorney**  
**Keith Brandis, Paramedic Supervisor**  
**Town of Manlius**  
**Village of Fayetteville**  
**Donna DeSiato, Superintendent ESM School District**  
**Manlius Historical Society**  
**John Regan**

April 4, 2011

**ANNUAL  
ORGANIZATIONAL  
MEETING**

The Annual Organizational Meeting of the Village Board was held on Monday, April 4, 2011 at the Municipal Building in the Village Board Room, 240 N. Main Street, Minoa, New York.

**PRESENT:** Mayor Donovan  
Trustee Brazill  
Trustee Champagne  
Trustee Eric Christensen  
Trustee Cronk  
Attorney Primo  
Clerk/Treasurer Snider  
Attendant Michael Macko

**ALSO PRESENT:** Thomas Petterelli, Dennis Erard, and John Sears

**ABSENT:**

Mayor Donovan called the Annual Organizational Meeting to order at 6:35 p.m.

**APPOINTMENTS**

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

A motion was made by Trustee Brazill 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 Barbara Sturick as Deputy Clerk-Treasurer for a period of one (1) year. A motion was made by Trustee Christensen 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.

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

A motion by Trustee Christensen and seconded by Trustee Champagne 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 Lisa DeVona as a member of the Planning Board for a period of five (5) years. A motion was made by Trustee Brazill and seconded by Trustee Cronk confirming Mayor Donovan's appointment that Lisa DeVona, 155 Fay 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.

Mayor Donovan re-appointed Christopher Beers as a member of the Zoning Board of Appeals for a period of five (5) years. A motion was made by Trustee Christensen and seconded by Trustee Champagne confirming Mayor Donovan's appointment that Christopher Beers, 113 Beresford Lane, Minoa, NY 13316 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 Brazill and seconded by Trustee Cronk 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 Christensen 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 Brazill and seconded by Trustee Christensen 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.

**TRUSTEE LIAISON  
APPOINTMENTS**

**TRUSTEE BRAZILL**

1. Fire Commissioner
2. Minoa Ambulance
3. NIMS Compliance Officer
4. Celebrations Coordinator which includes, but is not limited to:
  - Easter Egg Hunt
  - Memorial Day Parade
  - Minoa Days Festival
  - Halloween Party
  - Tree Lighting Ceremony & Children's Christmas Party

- Candle Glow

**TRUSTEE CRONK**

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

**TRUSTEE CHAMPAGNE**

1. Building and Grounds
2. Wastewater Treatment Plant
3. Parks
4. Celebrations, along with Trustee Brazill as Coordinator and Trustee Christensen, which includes, but is not limited to:
  - Easter Egg Hung
  - Minoa Days Festival
  - Halloween Party

**TRUSTEE CHRISTENSEN**

1. Department of Public Works, including Garbage Pickup & Disposal and Recycling along with Trustee Cronk
2. Animal Control Officer along with Trustee Cronk
3. Police Commissioner Representative
4. Telephone System, along with Clerk/Treasurer Snider
5. Street Lighting
6. Celebrations, along with Trustee Brazill as Coordinator and Trustee Champagne, which includes, but is not limited to:
  - Candle Glow
  - Minoa Days Festival
  - Halloween Party

**SPECIAL  
ASSIGNMENTS**

**TRUSTEE BRAZILL**

1. Emergency Disaster Preparedness Planner for his Departments/Coordinator for all Village departments
2. Minoa Farms
3. Employee Handbook along with Trustee Cronk 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
6. ESM Youth Sports
- 7.

**TRUSTEE CRONK**

1. Emergency Disaster Preparedness Planner for his Departments
2. Golden Age
3. Heaven's Pantry
4. Pandemic and Health Representative
5. Employee Handbook along with Trustee Brazill and Clerk/Treasurer Snider for review and update as needed

**TRUSTEE CHAMPAGNE**

1. Emergency Disaster Preparedness Planner for his Department

2. Website along with Mayor Donovan, Trustee Brazill, and Clerk/Treasurer Snider

**TRUSTEE CHRISTENSEN**

1. Liaison to the business community
2. Emergency Disaster Preparedness Planner for his Department
3. Energy Audit and Analysis
4. Lewis Park Community Sign

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 Christensen 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 Brazill and seconded by Trustee Christensen that the Sexual Harassment Policy as amended 3/1/99 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) 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 Cronk that the Workplace Violence Prevention Policy adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Brazill) as the Review Board for the Workplace Violence Prevention 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 Champagne and seconded by Trustee Brazill that the Historian position remains open for recruitment purposes due to the retirement of Norma Jenner. All in favor. Motion carried.

A motion was made by Trustee Christensen and seconded by Trustee Cronk 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 Brazill 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 Christensen and seconded by Trustee Brazill that the Village Board does hereby agree to schedule the Floating Holiday for 2011 for use by all full-time Village employees as a Village Holiday on Friday, July 1, 2011. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Christensen 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. 2011 Rate Schedule adopted by the Village Board on January 3, 2011 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 Law Offices as the Village's legal counsel for a period of one (1) year. A motion was made by Trustee Christensen and seconded by Trustee Champagne confirming Mayor Donovan's appointment that the law firm of Primo Law Offices 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 Christensen and seconded by Trustee Champagne that the firm of Koagel & Vincentini is hired as Village Auditors for the period of one (1) year @ 13,200.00. All in favor. Motion carried.

A motion was made by Trustee Christensen and seconded by Trustee Brazill 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 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 7:00 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 Michael Macko, Kenneth Adams and/or 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 and March 21, 2011 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.
20. That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.
21. That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.

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

Mayor Donovan said that it has been a tough year financially and appreciates the hard work of the Board and the Department Heads. He hopes to have their continued support, as he does not expect the next year to be any easier.

## **ADJOURNMENT**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the

Annual Organizational Meeting be adjourned at 6:50 p.m. All in favor. Motion carried.

Respectfully submitted,

*Suzanne M. Snider*

Suzanne M. Snider

Village Clerk/Treasurer