

**DISTRIBUTION LIST**

**Richard Donovan, Mayor**  
**Ronald Cronk, Trustee**  
**William Brazill, 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**

**VILLAGE OF MINOA**  
**BOARD OF TRUSTEES**  
**APRIL 5, 2010**

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 5, 2010.

PRESENT: Mayor Donovan  
Trustee Brazill  
Trustee Champagne  
Trustee Christensen  
Trustee Cronk  
Clerk/Treasurer Snider  
Attendant Mike Macko

ABSENT: Attorney Primo

ALSO Thomas Petterelli, Dan DeLucia, and John Sears

PRESENT:

Mayor Donovan opened the meeting at 7:32 p.m. with the Pledge of Allegiance led by Trustee Brazill.

Mayor Donovan asked for a moment of silence for Attorney Primo's father who had brain surgery that day and Attorney Primo was unable to attend the meeting.

Mayor Donovan congratulated Trustee Christensen on his win for the two year Trustee position and welcomed him to the Board. Trustee Christensen thanked the Board for their help during the transition period and including him in the Budget meetings.

**ELECTION RESULTS**

Clerk/Treasurer Snider read the March 16, 2010 Election results as follows:

Total Voting by Machine – 446

Total Absentee Votes – 24

NAME	POSITION	TOTAL VOTES
Eric Christensen	Trustee – 2 Year	286 (won)
Charles Mullane	Trustee – 2 Year	152 (lost)
William Brazill	Trustee – 4 Year	371 (won)
John Champagne	Trustee – 4 Year	357 (won)
Janet Stanley	Justice – 4 Year	401 (won)

**MINUTES OF VILLAGE BOARD MEETING – MARCH 15, 2010** A motion was made by Trustee Champagne and seconded by Trustee Brazill to accept the minutes of the March 15, 2010 Village Board Meeting as recorded. AYES: Trustees Champagne, Brazill and Cronk. NAYES: None. Motion carried.

**MINUTES OF SPECIAL MEETING – MARCH 24, 2010** Tabled

**MINUTES OF SPECIAL MEETING – MARCH 30, 2010** Tabled

**DISTRIBUTION OF 2010-2011 BUDGETS** Mayor Donovan provided the Village Board with the 2010-2011 Budgets for review and reminded them that the Public Hearing was scheduled for April 12, 2010 at 7:00 p.m.

**RATIFY PRIOR APPROVAL / APPOINTMENT OF DONNA LOTHRIE / TYPIST** A motion was made by Trustee Brazill and seconded by Trustee Christensen ratifying prior approval appointing Donna Lothridge, 137 Helfer Lane, Minoa, New York, to a three month full-time temporary position as Typist I while training with Terry Edwards for the position of Deputy Clerk/Treasurer effective April 5, 2010 at \$15.00 per hour with an increase to \$15.50 per hour after a three month favorable review. All in favor. Motion carried.

**RATIFY PRIOR APPROVAL / NYCOM ACHIEVEMENT AWARD APPLICATION** A motion was made by Trustee Champagne and seconded by Trustee Brazill ratifying prior approval to submit an application for the Constructed Wetlands Project for the NYCOM Achievement Award. All in favor. Motion carried.

**RATIFY PRIOR APPROVAL / COMMUNITY DEVELOPMENT LETTERS OF SUPPORT** A motion was made by Trustee Champagne and seconded by Trustee Cronk ratifying prior approval giving permission to Mayor Donovan to submit letters of support to Onondaga Community Development for their Homebuyer Program and Neighborhood Rehabilitation Program. All in favor. Motion carried.

**RATIFY PRIOR APPROVAL / NIAGARA MOHAWK / BANNER AGREEMENT** A motion was made by Trustee Cronk and Trustee Brazill ratifying prior approval authorizing Mayor Donovan to sign the Niagara Mohawk agreements to hang banners across Main Street for Library Week, Firemen’s Field Days, and Minoa Days Festival. All in favor. Motion carried.

**BID RESULTS / CNG TRASH TRUCK**

Clerk/Treasurer Snider reported the results of the bid opening for the purchase of a CNG Trash Truck that were received and opened on October 1, 2009 at Noon as follows:

<b>COMPANY</b>	<b>TRUCK TYPE</b>	<b>DIESEL AMOUNT</b>	<b>CNG AMOUNT</b>
CNYCON (withdrawn by Vendor due to incorrect CNG amount submitted on bid)	2011 Freightliner M2 w/ diesel engine	\$163,429.00	VOIDED \$204,611.00
CNYCON	2011 International 7600 w/ diesel engine	\$179,392.00	
CNYCON	2011 Peterbilt 365 w/ diesel engine	\$194,314.00	\$235,927.00
H.L. Gage Sales	2010 Crane Carrier Co. LTE2-46 w/ McNeilus 2513	No Bid	\$241,182.00
Stadium International	International 7500 w/ Newway Cobra Magnum	\$164,423.00	\$239,423.00
Stadium International	International 7500 w/ McNeilus Packer	\$174,330.00	\$249,330.00
Tracey Road Equipment	2011 Freightliner M2-106V Cab w/ Newway Cobra Magnum	\$155,663.00	
Tracey Road Equipment	2011 Freightliner M2-112V Cab w/ Newway Cobra Magnum		\$230,360.00

Clerk/Treasurer Snider said the only vehicle to meet specifications was the International 7500 w/ McNeilus Packer through Stadium International for \$249,330.00. The NYSERDA grant will cover \$60,000.00 towards the conversion from diesel to CNG. Thomas Petterelli said the lower bids did not meet specs and were lower quality vehicles.

A motion was made by Trustee Cronk and seconded by Trustee Champagne awarding the bid for the purchase of a CNG International 7500 w/ McNeilus Packer trash truck in the amount of \$249,330.00 per their bid, our specifications and the recommendation of Trustee Cronk. All in favor. Motion carried.

**NYSERDA CNG TRASH TRUCK CONTRACT**

A motion was made by Trustee Champagne and seconded by Trustee Cronk giving permission for Mayor Donovan to sign the NYSERDA contract in the amount of \$60,000.00 in the form of a grant approved towards the conversion of a diesel trash truck to a CNG trash truck per Attorney Primo's review and approval. All in favor. Motion carried.

**DEPARTMENT OF STATE CONTRACT / SECURITY CAMERAS GRANT**

A motion was made by Trustee Christensen and seconded by Trustee Champagne giving permission for Mayor Donovan to sign the Department of State contract for \$15,000.00 in the form of a grant for the purchase of security cameras for the Municipal Building and Lewis Park as submitted by Senator David Valesky on behalf of the Village of Minoa to the Department of State. All in favor. Motion carried.

**PERMISSION TO ATTEND 2010 HIGHWAY SCHOOL**

A motion was made by Trustee Cronk and seconded by Trustee Brazill giving permission for Thomas Petterelli to attend the Association of Towns 2010 Highway School to be held in Ithaca, NY from June 7-9, 2010 at a cost of \$90.00 for registration plus lodging expenses. All in favor. Motion carried.

**T.K. EZZO / LANDSCAPING PROPOSAL**

A motion was made by Trustee Brazill and seconded by Trustee Cronk approving the proposal from T.K. Ezzo dated March 31, 2010 for the maintenance of the five (5) Welcome to Minoa Planters, two (2) flower boxes located throughout the village, the monument in front of the Village Offices, the area under the Village clock, Lewis Park, St. Mary's cemetery and the bed under the sign at Station #2 for the 2010 season in the amount of \$3,174.00, with \$2,000 due June 1, 2010 for the purchase of supplies and \$1,174.00 due October 1, 2010. All in favor. Motion carried.

**MINOA FARMS**

***CONVEYANCE OF PARK LAND TO THE VILLAGE OF MINOA***

Mayor Donovan said that the request will stay on the agenda until the Minoa Farms Developer has completed the park. Thomas Petterelli said that there has been work done, but is not completed yet.

**NYCOME 101<sup>ST</sup>  
ANNUAL MEETING  
AND TRAINING  
SCHOOL**

A motion was made by Trustee Cronk and seconded by Trustee Champagne giving permission to the Village Board and Clerk/Treasurer Snider to attend the NYCOM 101<sup>st</sup> Annual Meeting and Training School, May 16-18, 2010, Saratoga, NY at a cost of \$230.00 per person plus lodging expenses. All in favor. Motion carried.

**DPW TRAINING  
SCHEDULE**

A motion was made by Trustee Champagne and seconded by Trustee Christensen giving permission for the DPW employees to attend the following training classes funded by a NYS Department of Labor grant through the Town of Manlius:

- Highway Safety Refresher Training – April 7, 2010
- Scissors Lift, Welding and Cutting Training – May 20, 2010
- Workplace Violence – June 1, 2010
- Summer Employee Training – June 24, 2010

All in favor. Motion carried.

**PURCHASE OF USED  
SCISSOR AND FORK  
LIFT**

A motion was made by Trustee Brazill and seconded by Trustee Champagne authorizing the purchase of a used scissor lift in the amount of \$1,500.00 for the Fire Department and a used fork lift in the amount of \$500.00 for the DPW Garage from Falk Precision, Inc. All in favor. Motion carried.

Mayor Donovan reviewed the equipment and Thomas Petterelli said the scissor lift would be for Stations I and II, is 26’ and in good condition. He said that the scissor lift would be utilized to work on the rafters, heating units, etc. Thomas Petterelli said the electric fork lift would reside at the DPW Garage for light replacement, deliveries, and the mechanics use. He said the fork lift could be used at the Fire Stations as well. Discussion ensued regarding the benefits of purchasing the new lifts.

**AMBULANCE  
FIRE DEPARTMENT**

Nothing to report.

***MICROTECH WARRANTY AND MAINTENANCE AGREEMENT***

A motion was made by Trustee Brazill and seconded by Trustee Cronk ratifying prior approval authorizing Mayor Donovan to sign the MicroTECH Warranty and Maintenance Agreement for six (6) Fire Department Fujitsu tablet laptops in the amount of \$129.00 preventative maintenance and \$99.00 extended warranty for each computer for a total of \$1,368.00. All in favor. Motion carried.

***MEMBERSHIP IN THE MINOA FIRE DEPARTMENT***

A motion was made by Trustee Champagne and seconded by Trustee Christensen accepting for membership in the Minoa Fire Department the following individual: Richard Wright, III, 6530 E. Taft Road, East Syracuse, New York. All in favor. Motion carried.

A motion was made by Trustee Cronk and seconded by Trustee Brazill accepting for membership in the Minoa Fire Department the following individual: Joel Proulx, 7834

Bridgeport-Kirkville Road, Kirkville, New York. All in favor. Motion carried.

***CHANGE IN MINOA FIRE DEPARTMENT MEMBERSHIP STATUS***

A motion was made by Trustee Christensen and seconded by Trustee Champagne approving the change in membership status for Dennis Erard and Wendy Czajak from Active to Life Membership. All in favor. Motion carried.

A motion was made by Trustee Brazill and seconded by Trustee Christensen approving the change in membership status for Timothy Decker, Benjamin Peterson and Leslie Hauff from Active to Support Membership. All in favor. Motion carried.

***TERMINATED MINOA FIRE DEPARTMENT MEMBERSHIP***

A motion was made by Trustee Champagne and seconded by Trustee Brazill terminating membership in the Minoa Fire Department for the following individual: Samantha Anderieu. All in favor. Motion carried.

***REQUEST PERMISSION TO USE STATION II FOR BRIDAL SHOWER***

A motion was made by Trustee Brazill and seconded by Trustee Christensen giving permission for Megan River (Chief Patrick Flannery's daughter) to host a bridal shower at Station II on May 31, 2010. All in favor. Motion carried.

***REQUEST PERMISSION TO HOLD ANNUAL FIREFIGHTERS' FIELD DAYS AT LEWIS PARK***

A motion was made by Trustee Christensen and seconded by Trustee Brazill giving permission to the Minoa Fire Department to hold the Annual Firefighters' Field Days at Lewis Park from June 3 - June 5, 2010, along with a parade to be held at 6:00 p.m. on Saturday, June 5, 2010. All in favor. Motion carried.

**DPW**

***PERMISSION TO HIRE ESM STUDENT PT AT DPW / PATRICK GARCIA***

A motion was made by Trustee Cronk and seconded by Trustee Champagne agreeing to hire Patrick Garcia, 210 West Avenue, East Syracuse, New York, at a rate of \$7.25 per hour effective April 6, 2010 as a temporary part-time laborer through the ESM High School program with the Village of Minoa. All in favor. Motion carried.

Mayor Donovan and Thomas Petterelli said that this project has been in the process for four years. Mr. Petterelli said that he was impressed with Patrick Garcia and they will work around his school schedule on Tuesdays and Wednesdays. Mayor Donovan said he and Thomas Petterelli have worked on an advisory committee for school to career program that allows for businesses to give practical experience to students in preparation for the real world.

**WWTF**

Nothing to report.

**TRUSTEES' REPORT**

Trustee Champagne welcomed Trustee Christensen to the Board. He said that he attended a NYSERDA Conference along with Trustee Cronk, Steve Giarrusso, and Thomas Petterelli. He said he had the opportunity to look at future energy efficient programs that might work with the WWTF digester project. Trustee Champagne said that he saw an electric car that

might be usable for the Ambulance Department in the future and could possibly demo the vehicle when it becomes available.

Trustee Champagne said the Easter Egg Hunt was successful with over 600 people in attendance and the weather was wonderful. He thanked the following people for their help: Paul and Sheila Norcross, Nancy Champagne and their children, the Village Board, Thomas Petterelli and the DPW staff, Keith Brandis and the Ambulance personnel, the Pease family, Town Supervisor Edmond Theobald, Sponsors: Green Hardware, Kinney Drugs, Texas Roadhouse and finally the additional volunteers.

Trustee Christensen thanked the Board for showing him the ropes.

Trustee Cronk thanked Trustee Christensen for attending the Budget meetings and looks forward to working on more projects with him. Trustee Cronk said that he would be attending the Town of Manlius Police Committee meeting on behalf of the Village of Minoa.

Trustee Brazill thanked Trustee Champagne for his hard work on the Easter Egg Hunt. He then offered Trustee Christensen his help if he should have any questions. Trustee Brazill said that he would be attending a CRC meeting to review the shooting incident that occurred in Binghamton in April 2009.

**MAYOR'S REPORT**

Mayor Donovan reminded the Board to submit their hotel reservations for the NYCOM 101<sup>st</sup> Annual Meeting as soon as they know their availability. Mayor Donovan said that there was vandalism at Lewis Park and Marjorie Toombs cleaned up the park before the Easter Egg Hunt. Mayor Donovan said that he recognized her for her diligent help. Mayor Donovan said that the Pease family asked if it would be possible to work on the gazebo as a Boy Scout project in the future and Thomas Petterelli agreed that it would be a feasible project.

Mayor Donovan said the Onondaga County Association of Mayors and Elected Officials have a proposal to present to the Onondaga County Legislators regarding their position on the Sales Tax Agreement procedures on April 6, 2010. Mayor Donovan said that he was on a WCNY television show, along with the School Districts and that it was an interesting experience. He said there was also a four part series on the digester and wetland project on WCNY. Mayor Donovan said that he would provide a copy of the series when requesting funding in the future. He said that Matt Driscoll, CEO of EFC, would be meeting with the Village of Minoa to review the campus (Waste Water Treatment Facility and DPW) for possible funding.

**ATTORNEY'S REPORT**

Absent

**AUDIT CLAIMS**

A motion was made by Trustee Champagne and seconded by Trustee Brazill that claims on Abstract # 21 in the amounts of General Fund - \$58,123.95 (Vouchers 848-899); and Sewer Fund – \$3,773.68 (Vouchers 340-359) for a total of \$61,897.63 be audited and paid. All in favor. Motion carried.

**TRANSFERS OF APPROPRIATIONS**

A motion was made by Trustee Brazill and seconded by Trustee Cronk to approve the requested transfer of appropriations in the General Fund and the Sewer Fund attached hereto

as Schedule "A". All in favor. Motion carried.

**PUBLIC COMMENTS**

John Sears asked if the 2010-2011 Budgets were available and Mayor Donovan said that they are available in the Village Office. Mr. Sears asked about the letters of support to the Community Development and Mayor Donovan said that they requested the letters in support of their program to continue to receive Federal funding. Mr. Sears asked for clarification of Mayor Donovan's usage of "campus" and Mayor Donovan said that he was referring to the DPW and the WWTF.

Mr. Sears asked how many companies submitted quotes for the landscaping. Mayor Donovan said that an RFP was sent out a few years ago and is a renewable agreement done annually. Mayor Donovan said that the landscaping has been approved without any price increases.

**ADJOURNMENT**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that the Village Board Meeting be adjourned at 8:15 p.m. All in favor. Motion carried.

Respectfully submitted,

*Suzanne M. Snider*

Suzanne M. Snider

Village Clerk/Treasurer

PER BOARD RESOLUTION:  
AS OF:

4/5/2010  
3/31/2010

AGENDA ITEM

TRANSFER IN APPROPRIATIONS  
GENERAL FUND

FROM ACCOUNT	TITLE	AMOUNT	TO ACCOUNT	TITLE	AMOUNT
A1010.4	Board of Trustees Contractual Expense	\$ 2,000.00	A1210.4	Mayor - Contractual Expense	\$ 2,000.00
A1990.4	Contingency Account	\$ 700.00	A1320.10	Auditor - Contractual Expense	\$ 700.00
A1990.4	Contingency Account	\$ 2,500.00	A1325.40	Clerk/Treasurer - Contractual Expense	\$ 2,500.00
A1640.45	Central Garage - Building Upkeep	\$ 6,000.00	A1640.43	Central Garage - Repairs	\$ 6,000.00
A3410.42	Fire Department - Insurance	\$ 5,000.00	A3410.40	Fire Department - Misc Contractual	\$ 5,000.00
A3410.42	Fire Department - Insurance	\$ 5,000.00	A3410.47	Fire Department - Attorney Fees	\$ 500.00
A4540.46	Ambulance - Medical Training	\$ 5,000.00	A4540.47	Ambulance - Attorney Fees	\$ 5,000.00
A4540.46	Ambulance - Medical Training	\$ 4,000.00	A4540.11	Ambulance - Overtime	\$ 4,000.00
A1990.4	Contingency Fund	\$ 1,500.00	A7550.4	Celebrations - Contractual Expense	\$ 1,500.00
A9050.8	Unemployment Insurance	\$ 3,248.00	A9040.80	Workmens' Compensation	\$ 3,248.00
A1640.45	Central Garage - Building Upkeep	\$ 2,000.00	A5010.12	Street Administration - Part Time Pay	\$ 2,000.00

SCHEDULE "A"

**INCREASE THE FOLLOWING BUDGET LINES:**

A3501	Road Project - CHIPS Increase in CHIPS Funding	\$	436.39	A5110.41	Street Maintenance - CHIPS Program	\$	436.39
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**TRANSFER IN APPROPRIATIONS  
SEWER FUND**

<b>FROM ACCOUNT</b>	<b>TITLE</b>		<b>AMOUNT</b>	<b>TO ACCOUNT</b>	<b>TITLE</b>		<b>AMOUNT</b>
G9010.8	State Retirement	\$	528.00	G9040.8	Sewer - Workers Compensation	\$	528.00

**SCHEDULE "A"**