

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 Fayetteville
Donna DeSiato, Superintendent ESM School District
Manlius Historical Society
Minoa Library
John Regan

VILLAGE OF MINOA
BOARD OF TRUSTEES
DECEMBER 15, 2008

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 December 15, 2008.

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

ALSO John Sears and Thomas Petterelli

PRESENT:

ABSENT: None

Mayor Donovan opened the meeting at 7:31 p.m. with the Pledge of Allegiance led by Attorney Primo.

MINUTES OF
VILLAGE BOARD
MEETING -
DECEMBER 1, 2008

A motion was made by Trustee Champagne and seconded by Trustee Theobald to accept the minutes of the December 1, 2008 Village Board Meeting as recorded. All in favor. Motion carried.

JUSTICE COURT /
PAYMENT OF FINES
BY CREDIT CARD

A motion was made by Trustee Cronk and seconded by Trustee Brazill approving the payment of court fines by credit card as initiated by the New York State Unified Court System and the OCA / Key Nova Program with all credit card fees to be paid

for by the Office of Court Administration, as well as the credit card machine installation, at no cost to the Village of Minoa. All in favor. Motion carried.

**REQUEST
PERMISSION TO
ATTEND THE
POLLUTION
PREVENTION AND
GOOD
HOUSEKEEPING
STORMWATER
TRAINING
WORKSHOP**

A motion was made by Trustee Theobald and seconded by Trustee Champagne giving permission to Thomas Petterelli, Steven Giarrusso, and Richard Greene to attend the Pollution Prevention and Good Housekeeping Stormwater Training Workshop on January 9, 2009, Syracuse, NY, at a cost of \$30.00 per person with the first two (2) registrations complimentary. All in favor. Motion carried.

**REQUEST
PERMISSION TO
ATTEND THE
ONONDAGA
COUNTY
PLANNING
FEDERATION
ANNUAL
PLANNING
SYMPOSIUM**

A motion was made by Trustee Cronk and seconded by Trustee Brazill giving permission to Robert Wolf, Richard Greene and all Village, Planning and Zoning Board members to attend the Onondaga County Planning Federation Annual Planning Symposium on January 21, 2009, Syracuse, NY at a cost of \$65.00 per person. All in favor. Motion carried.

**CLOCK
MAINTENANCE
AGREEMENT**

Mayor Donovan requested permission to enter into a Preventative Maintenance Agreement with The Verdin Company for two visits in 2009 in the amount of \$520.00. Any calls above and beyond the agreement will be charged individually and Mayor Donovan said that Trustee Brazill and Thomas Petterelli are familiar with basic repairs and programming.

A motion was made by Trustee Champagne and seconded by Trustee Theobald empowering Mayor Donovan to execute the Preventative Maintenance Agreement with The Verdin Company for 2009 in the amount of \$520.00. All in favor. Motion carried.

**IMA - 2009
SUBSTANCE ABUSE
TESTING
AGREEMENT**

Mayor Donovan presented the 2009 Substance Abuse Testing Agreement between the Village of Minoa and IMA for the Board's approval. The annual agreement for the routine testing of commercial driving licensed employees is at the rate of \$60.00 per employee and the Village is in a consortium with the Town of Manlius.

A motion was made by Trustee Brazill and seconded by Trustee Cronk empowering Mayor Donovan to execute the Substance Abuse Testing Agreement IMA Consortium with IMA for 2009 in the amount of \$60.00 per employee. All in favor. Motion carried.

SCHEDULE BUDGET WORK MEETINGS A motion was made by Trustee Theobald and seconded by Trustee Cronk to schedule budget work meetings for Fiscal Year 2009-2010 for March 4, 11, and 18, 2009 at 6:00 p.m. All in favor. Motion carried.

RESCHEDULE MEETINGS A motion was made by Trustee Brazill and seconded by Trustee Cronk to reschedule the following Village Board Meetings: reschedule January 19, 2009 to January 20, 2009 and reschedule February 16, 2009 to February 17, 2009 because of holidays. All in favor. Motion carried.

AMBULANCE ***RATIFY PRIOR APPROVAL / PROVISIONAL APPOINTMENT / PT EMERGENCY MEDICAL TECHNICIAN / MICHAEL GOODWIN***

A motion was made by Trustee Champagne and seconded by Trustee Brazill provisionally appointing Michael Goodwin, 4750 Woodard Way, Liverpool, NY 13088, to a PT Emergency Medical Technician position at a rate of \$9.00 per hour, and effective December 1, 2008. All in favor. Motion carried.

RESIGNATION / DEREK MERRIAM

A motion was made by Trustee Brazill and seconded by Trustee Theobald accepting the resignation of Derek Merriam as part-time Paramedic effective December 5, 2008. All in favor. Motion carried.

RESIGNATION / CHRISTOPHER HAYES

A motion was made by Trustee Brazill and seconded by Trustee Cronk accepting the resignation of Christopher Hayes as part-time Paramedic effective December 5, 2008. All in favor. Motion carried.

CANVASS CIVIL SERVICE LIST

A motion was made by Trustee Champagne and seconded by Trustee Theobald directing Clerk/Treasurer Snider to secure the canvass list from Civil Service for two (2) part time Paramedics and begin the canvassing/interviewing process. All in favor. Motion carried.

FIRE DEPARTMENT Trustee Brazill reported that the Minoa Fire Department requested the use of the Village Board Room for their swearing in ceremony on January 5, 2009 as the first order of business at the regularly scheduled Board Meeting and there would be a reception in the Golden Age Room directly following the ceremony.

DPW***HOLIDAY DPW HELP***

A motion was made by Trustee Brazill and seconded by Trustee Champagne to authorize DPW Superintendent Petterelli to return summer DPW employee Bradley Hyde to work on Tuesdays and Wednesdays to help with trash pick-up during the holiday season at his same summer hourly rate of \$9.00 per hour effective December 16, 2009. All in favor. Motion carried.

WWTF

Nothing to report.

TRUSTEES' REPORT

Trustee Champagne said he plans to change the Lewis Park sign to remind the residents that on-street parking is not allowed between November 1, 2008 and April 15, 2009.

Trustee Theobald thanked the Board, the DPW and the Village Office for their help in coordinating the Christmas Tree Lighting Ceremony. He said the turnout was good for such poor weather and went off without a hitch. Trustee Theobald said that the ceremony was on the front page of the Eagle Bulletin along with a nice article.

Trustee Cronk reported that sludge had been removed from the Waste Water Treatment Facility in the beginning of December and the next sludge removal is scheduled for Spring 2009 before the warm weather.

Trustee Cronk said that the research for a Compressed Natural Gas trash truck has been placed on hold until he can see what grants and funding opportunities are available.

Trustee Brazill asked the Board to provide him with their annual write-ups for the Village Newsletter and would like to have it delivered by mid-January to the residents. Trustee Theobald said that it was important to keep the residents updated on what their elected officials are working on throughout the year.

CRITICAL RESPONSE COMMITTEE DRILL

Trustee Champagne said that the Critical Response Committee Drill that was held on December 9, 2008 at Pine Grove Middle School was a big eye opener and the scenario that was presented was something that could happen in this area. He said that improved communication would be the key to making an emergency scenario flow better.

Trustee Theobald said that he had observed previous drills, but this was the first drill in which he was a participant and as a participant, he had to answer phone calls and handle situations with the ESM School District and emergency personnel. He

said that it was a great experience.

Trustee Brazill said the New York State Emergency Management representative was impressed with the turnout by the Village of Minoa representatives and that it was an excellent learning experience for everyone involved.

Mayor Donovan said the Village of Minoa received high marks from the Red Cross representative who observed our room and handled all of the curveballs that were thrown in our direction. He said the scenarios were based on incidents that could happen in real life and were well planned out. Mayor Donovan congratulated Trustee Brazill and the Critical Response Committee on a well planned and orchestrated drill. He said the Committee provided him with the updated FEMA maps used in the drill for future use.

Mayor Donovan said that it was important for the Village Board to be prepared in the event of an emergency if he or Deputy Mayor Brazill were not available, as it would be their responsibility to handle the crisis. Mayor Donovan said he had spoken with Sgt. Winters, Town of Manlius Police, and he was willing to hold a mock drill with the Village of Minoa for future training at the Municipal Building.

MAYOR'S REPORT

Mayor Donovan thanked Trustee Theobald, the Department of Public Works, Minoa Fire Department and the Junior Fire Department for a job well done at the Christmas Tree Lighting Ceremony. Mayor Donovan said that Thomas Petterelli was working diligently throughout the cold weather and did a yeoman's job.

**ATTORNEY'S
REPORT**

Nothing to report.

**TREASURER'S
REPORT**

A motion was made by Trustee Champagne and seconded by Trustee Theobald to accept the Treasurer's Report for the month of November 2008 as recorded. All in favor. Motion carried.

AUDIT CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Theobald that claims on Abstract #14 in the amounts of General Fund - \$62,986.55 (Vouchers 513-560): Sewer Fund - \$15,263.92 (Vouchers 181-197); and Capital Fund (HP) - \$24,631.25 (Voucher 012) for a total of \$102,881.72 be audited and paid. All in favor. Motion carried.

PUBLIC COMMENTS

Let the record show that there were no comments from the public.

**EXECUTIVE
SESSION - IN**

A motion was made by Trustee Theobald and seconded by Trustee Champagne to go into Executive Session at 7:56 p.m. to discuss the medical, financial, credit, or

employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demolition, discipline, suspension, dismissal or removal of a particular person or corporation and the proposed sale of real property owned by the Village. 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 9:38 p.m. All in favor. Motion carried.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 9:38 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider
Village Clerk/Treasurer