

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

VILLAGE OF MINOA
BOARD OF TRUSTEES
FEBRUARY 2, 2009

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 February 2, 2009.

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

ALSO Dan DeLucia, Chris Beers, John Sears, and Thomas
PRESENT: Petterelli

ABSENT: None

Mayor Donovan opened the meeting at 7:36 p.m. with the Pledge of Allegiance led by Trustee Cronk.

MINUTES OF
VILLAGE BOARD
MEETING -
JANUARY 50, 2009

A motion was made by Trustee Theobald and seconded by Trustee Brazill to accept the minutes of the January 20, 2009 Village Board Meeting as recorded. All in favor. Motion carried.

SCHEDULE PUBLIC
HEARING / LOCAL

Attorney Primo provided an overview of proposed Local Law #1 for 2009 entitled Business Investment Exemption pursuant to the provisions of §485-b of the Real

**LAW #1 FOR 2009 /
BUSINESS
INVESTMENT
EXEMPTION**

Property Tax Law of the State of New York which would authorize the Village of Minoa Board of Trustees to adopt a partial real property tax exemption for certain commercial, business and industrial improvements in the Village of Minoa. The real property exemption cannot be granted unless the construction, alteration, installation or improvement exceeds \$10,000.00 and does not include ordinary maintenance and repairs. Attorney Primo discussed a brief illustration of how the exemption would work for the Board. He said the exemption does not apply to properties used primarily for the furnishing of dwelling space or accommodations to either residents or transients other than hotels or motels. Attorney Primo said that property owners can apply for the exemption through the Town of Manlius Assessor's Office and would have within one year from the issuance of the Certificate of Occupancy to apply.

Below is the Computation of Exemption:

Year of Exemption	Percentage of Exemption
1	50%
2	45%
3	40%
4	35%
5	35%
6	25%
7	20%
8	15%
9	10%
10	5%

Trustee Champagne asked if the property owners were to make additional improvements over the years if the exemption would still apply and Attorney Primo said the owners would have to apply for each exemption separately and would be treated as such. Attorney Primo said that typically property improvements were done in phases and it is not uncommon for phase development.

Mayor Donovan said the proposed Local Law was a stimulus package to encourage growth in commercial development without reducing the current tax base and will create an incentive providing an opportunity to work with people who want to invest in our community and increase the tax base.

Trustee Theobald asked if grandfathering would be allowed and which local municipalities participated. Attorney Primo said grandfathering was not permitted and the exemption would only apply to commercial properties that are under construction and they would have one (1) year from the issuance of the Certificate of Occupancy to apply after the law is approved. Attorney Primo said the Town of

Manlius and the ES-M School district does participate and we do not have anything currently in the Village Code authorizing the exemption.

A motion was made by Trustee Cronk and seconded by Trustee Theobald to schedule a Public Hearing for Local Law #1 for 2009 establishing a new Article V of Chapter 143 of the Village of Minoa Municipal Code entitled "Business Exemption" providing for a partial real property tax exemption for certain commercial, business and industrial improvements in the Village pursuant to §485-b of the Real Property Tax Law of the State of New York for February 17, 2009 at 7:20 p.m. or shortly thereafter. All in favor. Motion carried.

**PROPOSED LOCAL
LAW/ SIGNAGE**

Mayor Donovan reminded the Board that they need to review the proposed Local Law for Signage that was previously provided by Attorney Primo and give their comments to Clerk/Treasurer Snider so that she can forward their comments to Attorney Primo.

**SCHEDULE PUBLIC
HEARING / LOCAL
LAW #2 FOR 2009 /
PROFESSIONAL
SERVICES
REIMBURSEMENT**

Attorney Primo provided an overview of proposed Local Law #2 for 2009 which would establish a new Chapter 115 entitled Professional Services Reimbursement which would provide the ability to ask for the deposit of funds to cover the legal, engineering and administrative fees incurred by the Village of Minoa for reviewing legal documents and instruments, plans, designs, and applications with respect to development and construction in the Village of Minoa.

A motion was made by Trustee Brazill and seconded by Trustee Champagne to schedule a Public Hearing for Local Law #2 for 2009 establishing a new Chapter 115 of the Village of Minoa Municipal Code entitled "Professional Services Reimbursement" which provides for a mechanism whereby the Village of Minoa may utilize necessary expertise for particular land development and construction projects without imposing the cost on its taxpayers for February 17, 2009 at 7:25 p.m. or shortly thereafter. All in favor. Motion carried.

**MINOA FARMS /
CONSTRUCTION
DRAWINGS PART II
- PHASE III**

Mayor Donovan reported for information purposes only that the Village Engineers have received the construction drawings in favorable conditions to move forward with the Minoa Farms Part II, Phase III and asked the Board to review the drawings. Attorney Primo said that prior resolutions require that the Village Board approve all construction drawings and encouraged the Board to review them carefully. Mayor Donovan said the construction drawings would be placed on a future agenda for approval.

**SPDES RENEWAL
APPLICATION
PERMIT**

A motion was made by Trustee Brazill and seconded by Trustee Champagne authorizing Mayor Donovan to sign the New York State Department of Environmental Conservation State Pollutant Discharge Elimination SPDES Renewal Application Permit. All in favor. Motion carried.

<p>2009 COUNTYWIDE EARTH DAY CLEAN UP</p>	<p>For information only, Mayor Donovan reported that the Village received notification that the 2009 Countywide Earth Day Clean Up is scheduled for Friday, April 24th and Saturday, April 25th, 2009.</p>
<p>GRANT APPLICATION/ LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND/RATIFY PRIOR APPROVAL</p>	<p>A motion was made by Trustee Brazill and seconded by Trustee Theobald ratifying prior approval authorizing Mayor Donovan to sign the Local Government Records Management Improvement Fund Grant Project Application (LG-AP) 2009-2010 for the purpose of applying for a grant in the amount of \$12,043.00 for the purchase of Codes Enforcement software. All in favor. Motion carried.</p>
<p>REQUEST PERMISSION TO ATTEND CONTINUING EDUCATION PROGRAM</p>	<p>A motion was made by Trustee Cronk and seconded by Trustee Brazill giving permission to all Village, Planning, and Zoning Board members to attend the Continuing Education Training session offered by the Town of Manlius, February 7, 2009, Fayetteville, NY, at no cost. All in favor. Motion carried.</p>
<p>CONCERTS AND MOVIES IN THE PARK/2009 SCHEDULE</p>	<p>A motion was made by Trustee Theobald and seconded by Trustee Champagne approving the schedule for movies and concerts in Lewis Park per a letter from the Town of Manlius Parks & Recreation as follows: Concerts on July 20th and August 10th and Movies on July 8th and August 5th. All in favor. Motion carried.</p>
<p>ONONDAGA COUNTY RABIES CLINIC</p>	<p>A motion was made by Trustee Champagne and seconded by Trustee Theobald to authorize the use of the DPW garage by the Onondaga County Health Department for a Rabies Clinic to be held on Monday, August 3, 2009 between 5:00 p.m. and 7:00 p.m. All in favor. Motion carried.</p>
<p>NATIONAL GRID/ REQUEST FOR REIMBURSEMENT OF UTILITY GROSS RECEIPTS TAX</p>	<p>Mayor Donovan reported that National Grid scheduled a conference call for Wednesday, February 3, 2009 and Clerk/Treasurer Snider and Trustee Theobald will participate in the conference call. Mayor Donovan said he would update the Board at the next meeting.</p>
<p>AMBULANCE</p>	<p><i>EMSCHARTS / MULTIMED BILLING AGREEMENT</i></p> <p>Trustee Brazill said the Minoa Ambulance employees manually write up PCR's after each call and the PCR's are submitted by mail on a monthly basis to MultiMed Billing for billing purposes. He said that there is software available through emsCharts and</p>

MultiMed Billing that would enable Ambulance personnel to enter each PCR on a laptop that is located in the ambulance and uploaded automatically to emsCharts. Trustee Brazill said that MultiMed Billing would then download each PCR on a weekly basis for billing. Trustee Brazill said the software would allow the patient to sign HIPPA and insurance information directly to the laptop, which would allow for less paperwork and billing errors. Trustee Brazill said that once the information is uploaded to emsCharts the area hospitals would have immediate access to the PCR's and the patient's history.

Attorney Primo asked if Clerk/Treasurer Snider as Privacy Officer would still have access to the PCR's and Clerk/Treasurer Snider said that there would still be a hard copy on file, as well as saved on the server. Clerk/Treasurer Snider said the emsCharts software is the only approved software by Onondaga County Central New York Regional EMS and they would be given access to review PCRs as necessary without having to manually send PCRs. Clerk/Treasurer Snider said that emsCharts also provides information such as medication history if the patient had previously used ambulance services across the country which utilized emsCharts and this would benefit Ambulance personnel, especially if the patient was unable to speak while being helped. Clerk/Treasurer Snider said the patients' information is secure so that employees cannot randomly research information without it being a legitimate call.

Mayor Donovan said the Toughbook tablet PC's are \$3,059.15 each under the New York State Contract, the PDF Annotator Software is \$69.95, Verizon air cards are \$42.99 per month, and the emsCharts monthly fee is \$75.00 a month. Clerk/Treasurer Snider said that MultiMed is absorbing the base fee of \$1.00 per transport and the \$75.00 monthly fee will be processed through MultiMed Billing, Inc. through the monthly commission invoice.

A motion was made by Trustee Champagne and seconded by Trustee Theobald authorizing Mayor Donovan to enter into agreement with emsCharts, Inc. and MultiMed Billing, Inc. in the amount of \$75.00 (\$67.00 Mobile Application and \$8.00 Archiving) per month billable through MultiMed Billing, Inc. and the Base Fee to be covered by MultiMed Billing, Inc. for the purpose of using emsCharts software for patient charting and PCR processing.

LETTER OF SUPPORT / EMS & DISASTER MEDICINE PHYSICIAN RESPONSE TEAM

Mayor Donovan said the SUNY Upstate Medical University Department of Emergency Medicine is proposing an EMS & Disaster Medicine Physician Response Team that would allow EMS, Fire and Rescue providers to request help from specially trained EMS Physicians to the scene of certain medical emergencies. Mayor Donovan said the program is provided at no cost to the patient or the requesting agency and they are requesting a letter of support from the Village of Minoa. Mayor Donovan

commended them for offering the volunteer service.

A motion was made by Trustee Brazill and seconded by Trustee Theobald giving permission to Mayor Donovan to send a letter to SUNY Upstate Medical University Department of Emergency Medicine in support of their developing an EMS & Disaster Medicine Physician Response Team. All in favor. Motion carried.

MANDATORY QUARTERLY TRAINING AND BUSINESS MEETINGS

A motion was made by Trustee Theobald and seconded by Trustee Cronk approving a request from Keith Brandis, Paramedic Supervisor, for mandatory quarterly training and business meetings for full-time ambulance employees. All in favor. Motion carried.

REQUEST PERMISSION TO USE MEDIC CAR

A motion was made by Trustee Champagne and seconded by Trustee Cronk giving permission for off-duty Ambulance personnel to use the Medic car to attend the calling hours for the slain EMT, Mark Davis, on February 6, 2009 in Cape Vincent, NY. All in favor. Motion carried.

FIRE DEPARTMENT ***REQUEST PERMISSION TO ATTEND FIRE POLICE SEMINAR / NICHOLAS ERARD***

A motion was made by Trustee Brazill and seconded by Trustee Cronk giving permission for Nicholas Erard to attend the Fire Police Seminar offered by the Volunteer Fire Police Association of New York, March 21, 2009, Montour Falls, NY, at a cost of \$21.00 per person. All in favor. Motion carried.

RESTRICTED MEMBERSHIP IN THE MINOA FIRE DEPARTMENT

A motion was made by Trustee Champagne and seconded by Trustee Brazill accepting for restricted membership in the Minoa Fire Department the following individual from the Minoa Junior Fire Department: Peter J. M. Ferstler, 7199 Ferstler Road, Kirkville, New York. All in favor. Motion carried.

REQUEST PERMISSION TO ATTEND THE SHORTHANDED FIREFIGHTING PRESENTATION

A motion was made by Trustee Theobald and seconded by Trustee Cronk giving permission for Jeremy Erard, Dennis Erard and Nicholas Erard to attend the Shorthanded Firefighting presentation offered by the Geneva Fire Department on February 14, 2009, Geneva, NY at a cost of \$15.00 per person. All in favor. Motion carried.

DPW ***LAST DAY OF WORK / BRADLEY HYDE***

A motion was made by Trustee Brazill and seconded by Trustee Theobald accepting the last day of work notice from Bradley Hyde, part-time seasonal Trash Thrower,

effective January 14, 2009, as he has returned to school full-time. All in favor.
Motion carried.

WWTF

Nothing to report.

TRUSTEES' REPORT

Trustee Champagne thanked the employees at the Department of Public Works for a good job on handling snow removal this year.

Trustee Theobald said the Police Committee meeting was cancelled due to the weather and would let the Board know when the next meeting is scheduled. Trustee Theobald echoed Trustee Champagne's comments about the excellent snow removal and complimented Trustee Brazill on an informative newsletter.

Trustee Cronk said he had received many great comments about the DPW from the volunteers at Meals on Wheels saying that the roads were great in Minoa and they've been happy with our plowing.

Trustee Cronk said the Village received a letter of apology from the New York Rural Water Association stating that the GIS mapping of the stormwater sewers, catch basins, swales, ditches and outlets previously approved in August 2008 has been delayed and they hope to have the mapping completed by June 1, 2009.

Trustee Brazill said the Critical Response Committee will meet in February to review the previous drill exercise and critique the process.

MAYOR'S REPORT

Mayor Donovan also thanked the DPW and asked Thomas Petterelli, DPW Superintendent, about the current salt supply. Mr. Petterelli said the snow plowing pace has settled down and if the weather stays consistent they should have a sufficient supply. Mr. Petterelli provided a detailed inventory letter and said that if they should run out of salt the price per ton would rise significantly from approximately \$38.00 per ton to \$125.00 per ton. Mr. Petterelli said they were in decent shape with 150 available tons and 250 more tons of treated salt available from the Onondaga County contract.

Mayor Donovan said there was another rash of graffiti within the village and he has informed people that they should call the police immediately if they see suspicious behavior. Mayor Donovan said that arrests are being made and the only graffiti gone unsolved is graffiti that was done in the Municipal Building, but they do have suspects. Mayor Donovan commended the Town of Manlius Police for doing a good job and bringing it to a resolution. Trustee Theobald said the Town of Manlius will respond if they're called and suggested that residents call the non-emergency number if they have concerns.

ATTORNEY'S REPORT

Attorney Primo provided a proposed Local Law entitled Construction Site Maintenance for the Board to review. He said this has been a topic of conversation over the past few months and the comments received by the residents of Minoa Farms; he has created a Local Law addressing construction site maintenance issues from the beginning stages of construction.

He said it would require the following:

- Receptacles for litter, garbage, debris and/or waste material to be done in a timely manner.
- Stage, load, unload, place and maintain all construction equipment within the confines of the lot lines
- Guidelines for preventing sediment from being tracked onto public or private roadways
- Sweep all streets, roads, and public areas at least once a week
- Each construction site should provide sufficient parking
- No parking of construction equipment on any public place without Board approval
- Site restoration – post a letter of credit, cash or cash bond for A) property drainage from the building area, B) Repair, replacement and reconstruction of any public places damaged during the course of construction, C) Repair all public utility structures damaged during the course of construction, and, D) Full and complete compliance of Chapter 59

Attorney Primo said that if security is not in place, this Local Law would also enable the Village of Minoa to relevy the cost of repairs to the property if damages are corrected by the Village. Attorney Primo said that the Codes Enforcement Officer would have the ability to assign the amount needed for the security deposit and the Village Board can approve and/or waive the deposit amount.

Mayor Donovan asked the Board to review the proposed Local Law and forward all comments to Clerk/Treasurer Snider. Attorney Primo said that he would collect the comments, redraft the proposed Local Law and then forward the information to Richard Greene, Codes Enforcement Officer, for his review.

AUDIT CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Cronk that claims on Abstract #17 in the amounts of General Fund - \$18,911.50 (Vouchers 659-704); and Sewer Fund - \$2,664.42 (Vouchers 230-247) for a total of \$21,575.92 be audited and paid. All in favor. Motion carried.

PUBLIC COMMENTS

Chris Beers, 113 Beresford Lane, said the Construction Site Maintenance should give the Board the right to waive the deposit or decide the amount if new

construction happens infrequently to take the control out of the Codes Enforcement Officer's hands.

Mr. Beers asked if Mayor Donovan would expand on the construction drawings for Minoa Farms. Mayor Donovan said the drawings pertain to the area on Beresford Lane, the Village engineers have approved the drawings, but Mayor Donovan still has issues with the developer that need to be addressed before the construction drawings are approved by the Village Board. Mayor Donovan said the map pertains to an area that has been previously approved to begin land development and the map contains all of the details.

John Sears, 103 South Main Street, asked where the specific locations of graffiti occurred. Mayor Donovan said graffiti occurred on mailboxes, stop signs, drop boxes, and telephone equipment across from the Post Office, JPMorgan Chase bank, Edgerton Street and Edgewood Place. Mr. Sears asked where the graffiti occurred in the Municipal Building and Mayor Donovan said it occurred in the men's room and the maintenance crew removed the graffiti.

Mr. Sears asked if the Local Laws would be available before the Public Hearing. Attorney Primo said the legal notices for the Business Investment Exemption and Professional Services Reimbursement will state that the Local Laws are on file at the Village Office and available for public viewing. Attorney Primo said that the proposed Local Laws for Signage and Construction Site Maintenance are still working documents and not available to the public yet, but will be available when the Public Hearings are scheduled by the Village Board.

Mr. Sears asked what vehicles the Minoa Fire Department members would be using to go to Montour Falls with and would they get reimbursed for lunch. Trustee Brazill said they will be using a chief's vehicle and food is included with the training class.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 8:45 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider
Village Clerk/Treasurer