

**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**  
**January 3, 2007**

January 3, 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 January 3, 2007.

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

**ALSO PRESENT:** Jim Read (Post Standard), Thomas Petterelli, Richard Greene, and Suzanne Snider

Mayor Donovan opened the meeting at 7:55 p.m. with the Pledge of Allegiance led by Trustee Brazill.

**MINUTES OF  
PUBLIC HEARING**

A motion was made by Trustee Brazill and seconded by Trustee Cronk to accept the minutes of the December 18, 2006 Public Hearing on Local Law #4 for 2006 as recorded. All in favor. Motion carried.

**MINUTES OF  
VILLAGE BOARD  
MEETING**

A motion was made by Trustee Cronk and seconded by Trustee Champagne to accept the minutes of the December 18, 2006 Village Board Meeting as recorded. All in favor. Motion carried.

**ADOPTION OF  
LOCAL LAW #1 FOR  
2007**

Tabled until the next Village Board Meeting.

**STORMWATER  
MANAGEMENT  
APPOINTMENTS**

A motion was made by Trustee Brazill and seconded by Trustee Theobald to appoint Robert Wolf as the Stormwater Management Officer and Richard Greene, Codes Enforcement Officer, as the Stormwater Control Officer effective January 3, 2007. All in favor. Motion carried.

**2007 COMMUNITY  
DEVELOPMENT  
FUNDING  
APPLICATION -  
SCHEDULE PUBLIC  
HEARING**

Mayor Donovan explained the background behind the shortfall in the demolition on Osborne Street and said that Mr. Petterelli and the DPW staff did a yeoman's job of cleaning up the property. He said that he met with the DPW, along with Trustee Brazill and Trustee Theobald, to discuss the ideas that they had for the property. Mayor Donovan said that the Osborne Street property is the location of choice for application for Community Development funding. Mayor Donovan said that he met with Clerk/Treasurer Curulla and Mr. Petterelli earlier in the day and discussed inviting EDR in to provide assistance in the review of and preparation of the application for the Village Board's review, public hearing and subsequent submittal to Community Development. Mayor Donovan requested approval to authorize EDR to review the project, prepare the application for presentation at a Public Hearing to be held on February 21, 2007 at 7:15 p.m. He reminded the Board that the Village of Minoa did not receive funding for their 2006 application.

A motion was made by Trustee Theobald and seconded by Trustee Champagne to approve the review and preparation of the 2007 Community Development Funding Application by EDR and to schedule a Public Hearing for February 21, 2007 at 7:15 p.m. All in favor. Motion carried.

**IMA - 2007  
SUBSTANCE ABUSE  
TESTING  
AGREEMENT**

Clerk/Treasurer Curulla presented the 2007 Substance Abuse Testing Agreement between the Village of Minoa and IMA for the Board's approval. She stated that the annual agreement for the routine testing of commercial driving licensed employees is at the rate of \$58.00 per employee and that 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 2007 Substance Abuse Testing Agreement with IMA for 2007 in the amount of \$58.00 per employee. All in favor. Motion Carried.

Trustee Theobald asked if the testing applied to the Ambulance Department which Clerk/Treasurer Curulla confirmed that it only applied to those employees with CDL licenses.

**QUOTE FROM**

Mayor Donovan said that the original plans for the building did not include shading in the

**DÉCOR  
DESIGNS/FURNISH  
AND INSTALL  
SHADES IN  
VARIOUS ROOMS  
OF MUNICIPAL  
BUILDING**

community rooms or the board room. The Village received a request from the Judge to shade the board room for privacy reasons and Mayor Donovan said that it is difficult to screen Power Point projects on the wall due to the sunshine. He said that he has received complaints that the sun is intense in the Golden Age room during the morning hours.

Mayor Donovan was pleased to report that Gert Merriam has offered to buy the shades for the Golden Age Room in memory of her brother and sister-in-law Frank and Bernice Smith, her husband Howard Merriam, and her brother-in-law Roger Merriam.

Mayor Donovan reported that we received a proposal from Décor Designs as follows:

- Shades / Room #127 - \$245
- Shades / Room #126 - Golden Age Room \$300 (donated by Gert Merriam)
- Shades / Room #124 - Food Pantry \$345
- Board Room with a double shade (mesh and room darkening) for \$1,875 and optional fascia for \$125
- Total cost for the blinds is \$2,890.

A motion was made by Trustee Champagne and seconded by Trustee Brazill to accept the proposal from Décor Designs to furnish and install shades in various rooms of the municipal building in the amount of \$2,890 with \$300 being donated by Gert Merriam. All in favor. Motion carried.

**LOCAL LAW #2 FOR  
2007 - SENIOR  
CITIZENS TAX  
EXEMPTION**

Clerk/Treasurer Curulla said that typically the Village of Minoa follows what the Town of Manlius does with exemptions for senior citizens. The proposed Local Law would increase the maximum allowable income of a person 65 years of age or over to obtain partial exemption from real property taxation by the Village of Minoa so that a person 65 years of age or over will qualify for varying exemptions so long as their income is less than \$34,400.00. She said that recent legislation would allow the Village to go out for four (4) years, but recommended that the Village stay consistent with the Town of Manlius and commit to only one (1) year. Mayor Donovan said that he was comfortable with committing to only one year. Attorney Primo verified that he would need the updated Local Law by January 5, 2007 and Clerk/Treasurer Curulla confirmed that the Legal Notice had been completed.

A motion was made Trustee Theobald and seconded by Trustee Brazill to schedule a Public Hearing on Proposed Local Law #2 for 2007 on January 17, 2006 at 7:25 p.m. All in favor. Motion carried.

**TELEPHONE  
MAINTENANCE  
CONTRACT/BUSINE**

Clerk/Treasurer Curulla said that she had received a letter from Business Systems of CNY, Inc. stating that the current two-year warranty is about to expire. She said that they offered a one-year maintenance contract for \$1,603.30 or the Village could pay for

**SS SYSTEMS OF  
CNY, INC**

individual services as needed on the NEC/Aspire telephone system with 24 phones and voicemail. The contract provides for service calls, replacement parts, and travel time to keep the current system in condition. Trustee Champagne asked if it covered the relocation of phones and Clerk/Treasurer Curulla stated that it did not, but covers the maintenance on the equipment as it currently stands.

A motion was made by Trustee Brazill and seconded by Trustee Champagne empowering Mayor Donovan to enter into a one-year maintenance contract with Business Systems of CNY, Inc. for \$1,603.30. All in favor. Motion carried.

**REQUEST  
PERMISSION TO  
USE REES FIELD  
FOR THE SPRING  
2007 SEASON/ESM  
LITTLE LEAGUE**

Mayor Donovan received a request to use Rees Field during the Spring 2007 season from the ES-M Little League. He said that the new ES-M Little League President Mike Dabrowski has been working with Trustee Brazill towards an agreement. Mayor Donovan said that he is pleased to welcome the opportunity to bring ES-M Little League back to the Village of Minoa, with the contingency that their schedule does not conflict with ESM Youth Sports.

Trustee Brazill asked Mr. Petterelli if the grass needs to be rolled again and he replied that it would need to be rolled, but could be used in the Spring. Trustee Brazill said that they will have a grass infield and they would need the bases cutout. Trustee Brazill asked if it was something the DPW could handle and Mr. Petterelli said that it would not be a problem. Trustee Brazill thanked Jim Read for his 11/30/06 article in Neighbors East, which alerted the ES-M Little League that they were missed in Minoa.

Attorney Primo said that it might be wise that a Priority Use Agreement be in place before the season begins. Trustee Brazill said that the ESM Youth Sports has top priority, the ES-M Little League second, and then the ESM school district. Attorney Primo said that they should set the precedent for Rees Field, as it is subject to the right of the public. Trustees Brazill and Champagne asked if this would apply to Lewis Park as well and Attorney Primo confirmed that it would. Trustee Theobald asked if they would still need an insurance certificate and Attorney Primo confirmed that they would. Mayor Donovan said that a short, signed agreement would legitimize who has rights to the field and avoid conflicts, because fields are in demand.

Attorney Primo said that the Board could approve the request subject to the Priority Use Agreement and insurance provisions. He said that it should be made clear that though they have use of the park, they do not have control of the park. Attorney Primo clarified that the usage would be as follows: ESM Youth Sports, ES-M Little League, and then subsequent requests.

A motion was made by Trustee Brazill and seconded by Trustee Theobald giving

permission to the ES-M Little League to use Rees Field for the spring 2007 season so long as it does not conflict with its use by the ESM Youth Sports, and subject to them entering into a Priority Use Agreement with the Village of Minoa. All in favor. Motion carried.

**REQUEST  
PERMISSION TO  
PUT A COLLECTION  
DROP-OFF  
CONTAINER IN THE  
LOBBY OF THE  
MUNICIPAL  
BUILDING FROM  
EAGLE SCOUT,  
TIMOTHY PEASE**

Mayor Donovan said that he received a request from Timothy Pease for permission to put a collection drop-off container in the lobby of the municipal building between 1/12/2007–1/26/2007 for the Vera House as part of his Eagle Scout project. Mayor Donovan said that he had discussed this item with Clerk/Treasurer Curulla and they have concerns where the collection will take place. He said that Mr. Pease has done projects in the Village before and is very responsible, and he does not want to hinder his ambition to become an Eagle Scout; however, Mayor Donovan said that the drop-off container would be in the Village Office or the unsecured area in the front lobby. He said that he was concerned about setting precedence and the potential liabilities.

Attorney Primo said that there would be a problem with allowing the project in the municipal building proper due to technical and legal issues because it is a municipality. Discussion ensued regarding potential not-for-profit drop-off options, such as the library, food pantry, local churches, etc. They all agreed that Mr. Pease would get more exposure in the Minoa Library, as they have a secured area and longer hours. Mayor Donovan and the Board agreed that it was a commendable project, but the Village would not be able to accommodate his request. Mayor Donovan said that he would speak with Mr. Pease and apprise him of the Board's decision.

**WORKPLACE  
VIOLENCE  
PREVENTION  
PROGRAM POLICY  
STATEMENT**

Clerk/Treasurer Curulla said that at the last Board meeting Attorney Primo pointed out that if the Village of Minoa had over nineteen (19) employees it would need a Workplace Violence Policy. Attorney Primo said that the Village would have to form a policy and then create a policy statement. He said that he could provide a simple policy, but does not want to adopt a blanket template that is too stringent based on what the law requires. He said that a risk determination process must be completed first and the policy should be adopted by March 1, 2007. Tabled until the next Village Board Meeting.

**TRUSTEES' REPORT**

Trustee Champagne reported that he has been reviewing the telephones and everyone should have their own voicemails set-up and the ability to retrieve messages outside of the office by the end of the month. Trustee Champagne said that he has room for sign suggestions and the Board agreed to provide him with upcoming events or comments.

Trustee Theobald provided an overnight parking update and said that he has contacted the Town of Manlius Police Chief, Fran Marlowe, and Suzanne Snider had provided parking permit information from the Village of Manlius. He said that he is still reviewing the information and no decisions are ready to be made. Trustee Theobald said that they need a unified time between villages and the Town of Manlius. Trustee

Brazill said that they are consistent with the Town of Manlius, which is 1:00 a.m. – 7:00 a.m. He then wished everyone a Happy New Year.

Trustee Cronk said that the new Ford F550 should arrive by Friday, January 5, 2007. He said that Steve Giarrusso is still working on the sand particles from the Fay Lane break and will have an answer by January 5, 2007. Trustee Cronk said that he was pleased to report that the Waste Water Treatment Facility inspection was completed satisfactorily and the report was provided to the Board for their review.

Trustee Cronk reported that he met with Sharon Romer on January 2, 2007 to discuss a potential Pandemic Flu Epidemic. He was provided with a list of questions to ask the ESM School District, such as what kind of buses and vehicles they would have available in case of an emergency. He was provided questions to ask the Village of Minoa which are as follows:

- If a first responder is covering during a pandemic will they be covered by Workers' Compensation and will they be granted sick leave?
- They are concerned that if a family member is sick and they are here during a pandemic, they need to know if they will receive some form of help in the form of support or serum shots for their family members if they are detained in the Village.

Trustee Cronk said that the Village could only request one hundred (100) shots at a time from Onondaga County, which would probably not be enough to cover the first responders and the family members. Mayor Donovan confirmed that there isn't a serum at this point in time. Mayor Donovan said that he was on the countywide committee and some of the issues that were brought up would be handled on an individual basis during an emergency situation. Mayor Donovan said that if a healthy employee is here, then they will stay here and be protected as much as possible. He said that there would be big ramifications if something of this magnitude should happen and doesn't have any answers at this point. Trustee Cronk said that this is something the Board should think carefully about and Mayor Donovan asked for the requests in writing so that they can be addressed. Mayor Donovan said that as they gather information and it is imperative to make sure that local municipalities are on the same page. He said that he will forward the questions to Onondaga County for discussion.

Trustee Brazill reminded the Board that he needs their newsletter information as soon as possible, so that it can be mailed out in the middle of January 2007.

Trustee Brazill read the following email from Bob Bumbolo, Jr. of CSX to Dennis Broadbent regarding the Minoa Fire Department and the Minoa Ambulance as follows:

Dennis,

It is with our most sincere intentions that we might consider making a donation to

the Minoa Fire and Rescue Department in Ron Foster's memory. On the night of December 13, the moment the 911 call went out to the rescue squad at 5:19 in the evening until 5:00 a.m. the next morning, these people showed nothing but respect, dignity, and professionalism in every aspect of the event and everything they did. There was always someone at our side from this department to render any assistance or support be it physical, or just to be there with us during this horrible and horrific experience.

I would also like to add that the whole Fire Department and Ambulance squad treated the situation as a rescue and not a recovery from the time they got there until the time they left. The rescue team showed nothing but respect, and the utmost care in everything they did and everyone they came in contact with. These people really do deserve to be recognized. These are the men and women we depend on everyday to keep us safe and to respond to any emergency that may arise. These are the people that have thankless tireless jobs but are still able to perform their duties with the pride, professionalism and dedication they showed that night.

On behalf of the Dewitt Mechanical Department, we thank you.

R.F. Bumbolo

Mayor Donovan said that the letter echoes his words from the last meeting and is pleased that the Minoa Fire Department was recognized. Mayor Donovan asked Jim Read to please make a mention of it in the paper and that it should be included in the Village of Minoa Newsletter. Trustee Brazill said that the letter means even more because we are a volunteer fire department and they were not paid to be there. Mayor Donovan said that the people in charge at the CSX yard are aware that they're volunteers and was pleased that they were recognized.

Trustee Champagne asked Trustee Brazill when he would like updates for the website and Trustee Brazill said that he'll take the information as provided and update immediately.

## **MAYOR'S REPORT**

Mayor Donovan recognized Mr. Greene for doing a good job and that there is a lot of communication involved, which he appreciates. Mayor Donovan said that he appreciates being kept informed and that the Codes situation has improved. He said that they had an informal meeting on January 3, 2007 with Mr. Greene, Mr. Curtis and Mr. Tessier from the Town of Manlius, and talked about the areas surrounding the Village. Mayor Donovan said that he expressed concerns with property that the Village cannot address around areas outside the Village and took the opportunity to introduce themselves. They were pleased to have a breakfast meeting at Brad's in Minoa. Mayor Donovan said that he has been working with Mr. Greene on Minoa Farms and they recently sent a letter to Mr. Lasky addressing stormwater and swale issues. At this point

the verbal response has been positive. Mayor Donovan said that the enforcement arm is there and believes that they realize that the expectation is that things are done correctly.

Mayor Donovan said that he received a call from NYCOM and the Main Street Conference will be held from May 16, - May 17, 2007 in Syracuse at the Sheraton University. Mayor Donovan said that NYCOM requested that he and his associates provide them with feedback and comments. Mayor Donovan said that he will reach out to the Onondaga County Mayors Association and ask for their comments as well.

***THE 2007 WINTER LEGISLATIVE MEETING – FEBRUARY 25-27, 2007***

Mayor Donovan reminded the Board that the 2007 NYCOM Winter Legislative Meeting is scheduled for February 25 – February 27, 2007 and the Board needs to verify their attendance verification as soon as possible. Mayor Donovan said that he needs feedback on the arrival and departure dates. He said that the meeting starts on Sunday, meetings on Monday, and lobbying on Tuesday. He said that the programs have been beefed up and feels that it would be beneficial for all. Mayor Donovan said that he plans on attending the full session and discussion ensued regarding sessions, speakers, arrival and departure times.

Mr. Greene excused himself from the meeting at 8:55 PM

Mayor Donovan said that Koagel & Vincentini are available to review the audit for the Village Board and he would like to schedule a Special Meeting.

A motion was made Trustee Theobald and seconded by Trustee Brazill to schedule a Special Meeting on January 17, 2006 at 6:45 p.m. for the purpose of meeting with Koagel & Vincentini to review the annual audit. All in favor. Motion carried.

**ATTORNEY'S  
REPORT**

Attorney Primo said there is a new requirement for Planning and Zoning Board members to have four (4) hours training per year, but what hasn't been publicized is that the Board can opt-out by resolution. He said that the Board needs to decide if they want to mandate the training, opt-out due to the size of the Village of Minoa, or modify the amount of hours needed for possibly only two members to attend. Attorney Primo suggested that it might make sense to create a modified requirement for two members per year receive the level of education needed. He said that he believes Bob Wolf has been attending seminars and should not be a problem.

Mayor Donovan said that he didn't realize that an opt-out option was available. Attorney Primo said that the opt-out option was available for municipalities with populations under one million. Clerk/Treasurer Curulla asked if she should keep this item on the agenda and Attorney Primo said that they should act on it quickly. He said

that the Board has to decide if there is someone on the Zoning Board or the Planning Board that is willing to attend. Mayor Donovan said that the chair of each board should attend. Attorney Primo said that it would be desirable for a member of the ZBA to attend and see who is willing to attend the three to four hour class. Mayor Donovan said that they need to take a serious look at the scenario and that they cannot insist that all of the members attend due to the low level of activity in the Village. Discussion ensued regarding members that might be interested in attending classes and the subject was placed on the agenda for the next meeting.

**AUDIT CLAIMS**

A motion was made by Trustee Brazill and seconded by Trustee Cronk that claims on Abstract #14 in the amounts of General Fund - \$14,496.90 (Vouchers 616-652); Water Fund - \$58.04 (Vouchers 091-094); Sewer Fund - \$1,234.96 (Vouchers 226-241); and Capital Fund (HD) - \$4,033.40 (Vouchers 016-017) for a total of \$19,823.30 be audited and paid. All in favor. Motion carried.

**ADJOURNMENT**

A motion was made by Trustee Brazill and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 9:13 p.m. All in favor. Motion carried.

Respectfully submitted,

Karen A. Curulla  
Clerk/Treasurer