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

June 7, 2010

PUBLIC HEARING LOCAL LAW #3 FOR 2010 – INTERNET AND COMMUNICATIONS SYSTEMS USAGE AND PRIVACY POLICIES

Upon due notice to all members of the Village Board, a continuation of the Public Hearing was held on Monday, June 7, 2010 at 6:55 p.m. at the Municipal Building, 240 N. Main Street, Minoa, NY. The purpose was to consider the enactment of Local Law #3 for 2010 related to the addition of Chapter 85 entitled "Internet and Communications Systems Usage and Privacy Policies" to the Village of Minoa Municipal Code, regarding the use of its computers, computer networks, electronic mail (e-mail) systems, telephone systems, (including voicemail) and other electronic communications systems (including social networking means and sites), and in addition with respect to security and privacy relative to the Village's network system and website.

PRESENT: Mayor Donovan
Trustee Brazill
Trustee Christensen
Trustee Cronk
Attorney Courtney Hills
Clerk/Treasurer Snider
Attendant Mike Macko

ABSENT: Trustee Champagne
Attorney Primo

ALSO PRESENT: John Sears, Chris Beers, and Chelsea Haynes

PROOF OF PUBLICATION

A motion was made by Trustee Christensen and seconded by Trustee Brazill agreeing to waive the reading of the Proof of Publication of Public Hearing. All in favor. Motion carried.

PURPOSE OF PUBLIC HEARING

Mayor Donovan called the Public Hearing to order at 7:00 p.m. for Local Law #3 for 2010 for the Village of Minoa to consider the enactment of Local Law #3 for 2010 related to the

addition of Chapter 85 entitled "Internet and Communications Systems Usage and Privacy Policies" to the Village of Minoa Municipal Code.

Mayor Donovan turned the Public Hearing over to Attorney Courtney Hills to discuss the proposed adjustments to Local Law #3 for 2010.

Attorney Hills briefly described Local Law #3 for 2010. She said that New York State requires that municipalities adopt a policy entitled "Internet and Communications Systems Usage and Privacy Policies" to provide for protection and policies with respect to employees use of the email, computers, voicemail, network and any other electronic communication system that is Village of Minoa property. Attorney Hills said that it also protects privacy and personal information of parties that email village employees. She said the policy covers monitoring of data, internet usage, password protection, and authorized software.

COMMENTS FROM THE VILLAGE BOARD

Trustee Brazill said the policy was needed for the Employee Handbook and was happy to see it completed. Trustee Cronk said the policy covers all aspects of computer usage and is all inclusive.

PUBLIC COMMENTS

John Sears, 103 S. Main Street, said the proposed Local Law was nine pages long and it was summarized to a few paragraphs. Attorney Hills said the Local Law was available to the public for review weeks before the Public Hearing and copies were available at the meeting for review. Mr. Sears said that since there wasn't anyone in the audience he would like Attorney Hills to read the entire Local Law because the Devil is in the details and did not want a summarized version. Attorney Hills read through the Local Law and suggested that Mr. Sears review the law and ask specific questions.

Mr. Sears asked how many computers were in the Village Office and Mayor Donovan said there were seven computers for the Mayor, office staff, Trustees, and Codes Enforcement Officer. Mr. Sears asked if each Trustee had a computer and if there were any laptop notebooks. Mayor Donovan said there was a laptop in the Village Office for meetings and a few laptops in the Ambulance Department for the vehicles. Mr. Sears asked how many computers were in the DPW and Mayor Donovan said that Mr. Sears can FOIL request the asset inventory. Mayor Donovan said the Local Law is to protect village property, village website, monitor employee usage and the protection of the residents' privacy. Mr. Sears continued to ask random questions regarding cookies and information collected. Attorney Hills said the Village of Minoa would not collect private information from people visiting the Village of Minoa website. Mayor Donovan said the policy gives the Village of Minoa the means to monitor the computer system and employee usage and is meant as an employee policy.

Mr. Sears said that since he was the only one in the audience asking questions he should have the right to speak for as long as he wished. Mayor Donovan asked Mr. Sears to refrain from wandering from topic to topic and to discuss the Local Law being presented. Mr. Sears continued to say that the Devil was in the details and wanted to know when New York State required municipalities to adopt the policy, was a letter sent to the Village of Minoa, did

something happen to trigger the policy, etc. Attorney Hills suggested that Mr. Sears review the New York State requirements, but she would have answers for him at the next meeting. Mr. Sears continued to berate the Board about their knowledge of when NYS required the policy to be adopted.

Christopher Beers, 113 Beresford Lane, said that the law was typical of what is used in corporate America and asked how the employees will be made aware of the law. Mayor Donovan said the policy would be included in the handbook. Clerk/Treasurer Snider said that each employee would be provided a copy of the policy along with a memo to be included in their Employee Handbook.

PUBLIC HEARING CLOSED

A motion was made by Trustee Brazill and seconded by Trustee Cronk to close the Public Hearing for Local Law #3 for 2010 at 7:15 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider
Village Clerk/Treasurer