

DISTRIBUTION LIST

**Ronald Cronk, Trustee
Koagel & Vincentini
Minoa Library**

EMAIL DISTRIBUTION LIST

**Richard Donovan, Mayor
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
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
MAY 16, 2011**

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 May 16, 2011.

PRESENT: Mayor Donovan
Trustee Brazill
Trustee Champagne
Trustee Christensen
Trustee Cronk
Attorney Primo
Deputy Clerk/Treasurer Sturick

ABSENT:

ALSO Thomas Petterelli, Keith Brandis, John Sears and Mary Quick.

PRESENT:

Mayor Donovan opened the meeting at 7:00 p.m. with the Pledge of Allegiance led by Trustee Champagne.

**MINUTES OF VILLAGE
BOARD MEETING –
MAY 2, 2011**

Tabled

**AUCTION RESULTS
FOR TWO DPW
TRUCKS**

A motion was made by Trustee Brazill and seconded by Trustee Champagne to ratify prior approval to accept bid Auction results from lot # 1 2001 Ford F-450 Stake Truck \$7,418.00 and lot #2 1997 Ford F-250 Pickup \$4,276.99. All in favor. Motion carried.

**NATIONAL GRID
STREET LIGHTING
CHANGES**

Informational purpose only National Grid provided the Village of Minoa with the Minoa Farms

Street Lighting Revision changes and inventory listing.

**MINOA ESTATES /
STREET OWNERSHIP
AND MAINTENANCE**

Mayor Donovan stated that a meeting will be held on Wednesday May 18th at Minoa Estates, LLC office pertaining to their letter to the Village of Minoa dated May 9, 2011 in reference to a section of Edgerton Street between Village Square Apartments and Minoa Estates in regards to the ownership, necessary repairs and maintenance of that section of the road which there will be an update at the next Village Board meeting.

**PKY ASSOCIATES /
SERVICE AWARDS /
FORFEITURE AMOUNT
\$9,212.87 AND
REINSTATE CHARLES
SPRATT.**

A motion was made by Trustee Brazill and seconded by Trustee Cronk to distribute the Service Awards Forfeiture in the amount of \$9,212.87 with a portion as recommended by PKY Associates in their letter dated April 14, 2011 to reinstate Charles Spratt and the balance to be return to the Village. All in favor. Motion carried.

**REQUEST PERMISSION
FOR RICHARD
GREENE TO ATTEND
NYS AFC 105TH ANNUAL
CONFERENCE & FIRE
2011 EXPO / JUNE 15,
2011 / VERONA, NY / AT
A COST OF \$91.00 PER
PERSON**

A motion was made by Trustee Brazill and seconded by Trustee Christensen giving permission for Richard Green to attend NYS AFC 105th Annual Conference & Fire 2011 expo on June 15, 2011 in Verona, NY at a cost of \$91.00 per person. All in favor. Motion carried.

**PERMISSION TO SIGN
LETTER OF SUPPORT
FOR ONONDAGA
COUNTY COMMUNITY
DEVELOPMENTS
APPLICATION FOR
ONONDAGA COUNTY
HOME BUYER
PROGRAM AND
NEIGHBORHOOD
REHABILITATION
PROGRAM**

A motion was made by Trustee Champagne and seconded by Trustee Brazill to ratify prior approval for Mayor Donovan to sign a letter of support for Onondaga County Community Developments application for Onondaga County Home Buyer Program and Neighborhood rehabilitation program. All in favor. Motion carried.

**RATIFY PERMISSION
TO SIGN A LETTER OF
SUPPORT FOR SUNY
ESF GRANT PON#2244
NYSERD A GRANT
APPLICATION FOR
THE CERF PROJECT.**

A motion was made by Trustee Christensen and seconded by Trustee Champagne ratify prior approval for Mayor Donovan to sign a letter of support for SUNY ESF Grant PON #2244 NYSERD a grant application for the CERF project. All in favor. Motion carried.

**AWARDS PRESENTED
TO VILLAGE OF
MINOA: NYMIR AND
NYCOM**

Mayor Donovan stated that the Village of Minoa was to receive two awards at the NYCOM Annual Meeting next Tuesday night.

The first one is from NYMIR for our risk management efforts. Their comments are below. NYMIR's process for identifying the annual risk award recipients starts with a survey of all our risk management field staff. We ask them for nominations of those they see that are a cut above the rest in terms of a demonstrable commitment to risk management. Minoa was chosen for several reasons: the village and its staff attend and participate fully in all our risk management programs; their facilities are among best in central New York and they have one of the most

technically advanced water treatment facilities that NYMIR insures; the village is responsive to our risk management recommendations; and the result is an outstanding five year loss history (35%) with zero POL (public official) losses. The award recognizes “a commitment to risk management that makes a difference” and Minoa is a great example of just that.

The second award is the NYCOM & Empire State Report Award: First place for Public Management & Administration this award recognizes the collaborative partnerships involved in the CERF project.

LL #2 SIGNS FOR 2011

The Board members discussed about signs posted on National Grid poles, garage sale signs posted and not taken down. Provision in the law for temporary signs, non conforming use savings clause, a possible 10 year compliance, creation of different classifications of signs, window advertising signs, the Boards right to make changes and the fees associated with signs as with home improvement completed work only displayed for a couple of weeks. Attorney Primo suggested that the Board Members take a ride through the Village and observe the current signs to decide what they are trying to discourage and protect and let Attorney Primo know at the Public Hearing. Discussion pursued on the grandfather in rights. The Board decided to schedule A Public Hearing for June 6, 2011 at 6:55 pm for Local Law #2 Signs for 2011.

**REAFFIRM FUEL
RESALE AGREEMENT**

A motion was made by Trustee Cronk and seconded by Trustee Christensen reaffirming authorizing Mayor Donovan to sign the gasoline purchase agreement with MBK Ecumenical Council and enabling them to purchase gasoline at the New York State contract rate through the Village of Minoa for the Senior Adult Transportation Service limited to the bus and payable on a monthly basis, pursuant to the contract subject to the approval of the Village Attorney. The motion was made by Trustee Christensen and seconded by Trustee Brazill authorizing Mayor Donovan to enter into the agreement at the Village of Minoa board meeting on May 24, 2010. All in favor. Motion carried.

AMBULANCE

RATIFY PRIOR APPROVAL TO CANVASS CIVIL SERVICE LIST FOR PT EMT (1) & PARAMEDICS (4)

A motion was made by Trustee Champagne and seconded by Trustee Brazill ratifying prior approval giving permission to the Canvass Civil service list for PT Emt (1) & Paramedics (4). All in favor. Motion carried.

RATIFY PRIOR APPROVAL TO PROVISIONALLY APPOINT MICHAEL NESCI AS A PT PARAMEDIC EFFECTIVE 5/9/2011 AT A RATE OF \$11.00 PER HOUR

A motion was made by Trustee Christensen and seconded by Trustee Brazill ratifying prior approval to provisionally appoint Michael Nesci as a PT Paramedic effective 5/9/11 at a rate of \$11.00 per hour. All in favor. Motion carried.

RATIFY PRIOR APPROVAL TO PROVISIONALLY APPOINT ROD WIEDIGER AS A PT PARAMEDIC EFFECTIVE 5/8/2011 AT A RATE OF \$11.00 PER HOUR

A motion was made by Trustee Brazill and seconded by Trustee Champagne ratifying prior approval to provisionally appoint Rod Wiediger as a PT Paramedic effective 5/8/11 at a rate of \$11.00 per hour. All in favor. Motion carried.

RATIFY PRIOR APPROVAL TO PROVISIONALLY APPOINT JEREMY ERARD AS A PT EMT EFFECTIVE 5/6/2011 AT A RATE OF \$9.00 PER HOUR

A motion was made by Trustee Christensen and seconded by Trustee Brazill ratifying prior approval to provisionally appoint Jeremy Erard as a PT EMT effective 5/6/2011 at a rate of \$9.00 per hour. All in favor. Motion carried.

RETURN TO WORK NOTICE / JOHN BARATTINI EFFECTIVE 5/13/2011

A motion was made by Trustee Brazill and seconded by Trustee Cronk accepting return to work notice for John Barattini effective 5/13/2011. All in favor. Motion carried.

RETURN TO WORK NOTICE / CHRISTOPHER SMITH EFFECTIVE 5/16/2011

A motion was made by Trustee Brazill and seconded by Trustee Cronk accepting return to work notice for Christopher Smith effective 5/16/2011. All in favor. Motion carried.

RETURN TO WORK NOTICE / PAT HERRICK EFFECTIVE 5/13/2011

A motion was made by Trustee Brazill and seconded by Trustee Cronk accepting return to work notice for Pat Herrick effective 5/16/2011. All in favor. Motion carried.

REQUEST PERMISSION FOR DANI HOLIDAY TO RIDE WITH THE AMBULANCE DEPT. FOR HER PARAMEDIC CLASS

A motion was made by Trustee Champagne and seconded by Trustee Christensen giving permission for Dani Holiday to ride with the ambulance dept for her paramedic class. All in favor. Motion carried.

REQUEST FOR CIVIL SERVICE TO OPEN 3 MORE PT EMT POSITIONS ON THE VILLAGE OF MINOA AMBULANCE ROSTER

To be discussed in Executive Session

REQUEST FOR AMBULANCE COVERAGE OF FIRE DEPARTMENT FIELD DAYS

A motion was made by Trustee Christensen and seconded by Trustee Champagne giving the Ambulance Department permission to cover the Fire Department Field Days as noted:

- Thursday – 1 paramedic on field 1700-2400
- Friday – 1 paramedic on field 1700-2400
- Saturday – 1 crew of EMT & Paramedic at the field from 0800-1700
- Saturday – 1 paramedic at field from 1700-2400
- If A1 is back in service request permission to have both rigs on the field for the entire day plus the one ambulances on the field and one ambulance in parade and the medic car in the parade.

All in favor. Motion carried.

REQUEST PERMISSION TO SIGN THE LIFE PAK CONTRACT.

A Motion was made by Trustee Cronk and seconded by Trustee Brazill authorizing Mayor Donovan to sign the Physio-Control Lifepak Technical Service agreement at a yearly cost of \$2,106.00 monthly installments of \$175.50. All in favor. Motion carried.

FIRE DEPARTMENT

RATIFY PRIOR APPROVAL / PERMISSION TO HOLD LIVE BURN FIRE DRILL AT KIRKVILLE ROAD AND SCHEPPS CORNER ROAD ON 5/15/2011

A motion was made by Trustee Cronk and seconded by Trustee Champagne ratifying prior approval giving permission to the Minoa Fire Department to hold live burn fire drill at Kirkville Road and Schepps Corner Road on 5/15/2011. All in favor. Motion carried.

PERMISSION TO ATTEND EAST SYRACUSE FIRE TIPS TRICK AND TACTICS TRAINING ON MAY 24, 2011 AT ESMHS AT A COST OF \$10.00 PER MEMBER.

A motion was made by Trustee Christensen and seconded by Trustee Cronk giving permission for Jim Taft, Sean Burgess, Matt Rushlo, Paul Rushlo, Walt McGarrity, Matt McGarrity, Jeremy Erard, Pat Flannery and Eric Schepp to attend the East Syracuse fire Tips Tricks and Tactics training on May 24, 2011 at ESMHS at cost of \$10.00 per member for a total cost of \$90.00. All in favor. Motion carried.

REQUEST PERMISSION TO CLOSE A PORTION OF SOUTH MAIN STREET ON JUNE 4, 2011.

A motion was made by Trustee Christensen and seconded by Trustee Champagne giving permission to close a portion of South Main Street on Lewis Park side June 4, 2011. All in favor. Motion carried

DPW

REQUEST PERMISSION FOR THOMAS PETTERELLI TO ATTEND THE 2011 HIGHWAY SCHOOL / JUNE 6 -8, 2011 / ITHACA COLLEGE

A motion was made by Trustee Cronk and seconded by Trustee Champagne giving permission for Thomas Petterelli to attend the 2011 Highway School June 6-8, 2011 at Ithaca College. All in favor. Motion carried.

REQUEST PERMISSION FOR JAMES LANDRY TO CARRYOVER 39.95 2010 VACATION HOURS UNTIL 9/1/2011

A motion was made by Trustee Christensen and seconded by Trustee Cronk giving permission for James Landry to carry over 39.95 of his 2010 vacation hours until 9/1/2011. All in favor. Motion carried.

REQUEST PERMISSION FOR MICHAEL MURNANE TO CARRYOVER 82 2010 VACATION HOURS UNTIL 9/30/2011

A motion was made by Trustee Cronk and seconded by Trustee Christensen giving permission for Michael Murnane to carry over 82 of his 2010 vacation hours until 9/30/2011. All in favor. Motion carried.

CERF Nothing to report.

WWTF ***REQUEST PERMISSION FOR STEVEN GIARRUSSO TO CARYOVER 40 2010 VACATION HOURS UNTIL 9/30/2011***

A motion was made by Trustee Champagne and seconded by Trustee Christensen giving permission for Steve Giarrusso to carry over 40 of his 2010 vacation hours until 9/30/2011. All in favor. Motion carried.

TRUSTEES' REPORT Trustee Champagne had nothing to report.

Trustee Christensen had nothing to report.

Trustee Cronk asked what was happening with the new packer items that were not satisfied. Mayor Donovan stated that a letter was mailed May 16, 2011 in regards to items that need to be completed. Also asked what is happening with Brad Hyde hours for the summer since his work hours are split between DPW department that is not working summer hours schedule and the WWTP which are working summer schedule hours. Trustee Champagne stated that he did not have Brad Hyde's schedule but that he will be coming in early and that his hours have been worked out.

Trustee Brazill stated that the Memorial Day parade speaker was all set and he was just waiting on Jessica to make sure we have a singer.

MAYOR'S REPORT Mayor Donovan request that everyone get back to him on the NYCOM meeting, and stated that there is a signed lease on the Brads Ice Cream Shop property and that a Chinese Restaurant will be going into that location.

ATTORNEY'S REPORT Attorney Primo stated that the Village needs to enact a Local Law for private displays' of fire works and that the law would not apply to a public display and only a private. That he is at a stand still with the fire department on firming up the fire department by-laws.

Attorney Primo asked if the Mayor would like to speak about the CERF intern program. Mayor Donovan stated there are four students from SUNY ESF that have requested to provide free internship this summer at CERF but they will not be under the school banner because they will be out of school.

Attorney Primo stated that the internship could be done but his concern is that the Village of Minoa Board adopt a Motion Establishing an Internship Program for the Minoa WWTP/CERF to utilize appropriate High School students, college students and graduate student in the support of the CERF mission with affiliates/partners including SKD, SUNY-ESF, ESM school district. And that the requirements be that it is without compensation, village confirms interns will be treated as employees for workers compensation, a release and/or wavier of any third party claims to village be sign, and for minors release and/of wavier be sign by parents or legal guardian, and be able to secure workers compensation with

no additional cost to the village. A motion was made by Trustee Champagne and seconded by Trustee Christensen to make the above motion subject to Village Attorney approval of the waiver/release form and verification of insurance. All in favor. Motion carried.

AUDIT CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Brazill that claims on Abstract # 024 in the amounts of General Fund - \$55,738.21 (Vouchers 1020-1078) and Sewer Fund – \$14,103.43 (Vouchers 370-388) for a total of \$69,841.64 be audited and paid. All in favor. Motion carried.

**TREASURER'S
REPORT**

A motion was made by Trustee Brazill and seconded by Trustee Champagne to accept the April 2011 Treasurers' report. All in favor. Motion carried.

PUBLIC COMMENTS

Mary Quick asked about beautify Minoa. Mayor Donovan stated that there are currently flower beds at various locations in the village. Conversation pursued on the expense of planting and maintaining additional flower beds, Kids vandalizing, garden club, boy scouts helping as community project, establishing local business sponsorship of flower boxes.

EXECUTIVE SESSION

A motion was made by Trustee Brazill and seconded by Trustee Christensen to enter into Executive Session at 8:10 pm to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor. Motion carried.

A motion was made by Trustee Christensen and seconded by Trustee Cronk to exit Executive Session at 9:15 pm. All in favor. Motion carried.

ADJOURNMENT

A motion was made by Trustee Christensen and seconded by Trustee Champagne that the Village Board Meeting be adjourned at 9:16 p.m. All in favor. Motion carried.

Respectfully submitted,

Barbara Sturick
Village Deputy Clerk/Treasurer