

**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  
MAY 18, 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 May 18, 2009.

PRESENT: Mayor Donovan  
Trustee Brazill  
Trustee Champagne  
Trustee Cronk  
Trustee Theobald  
Attorney Courtney Hills  
Attorney Steve Primo  
Clerk/Treasurer Snider  
Attendant Mike Macko

ALSO PRESENT: Clara Ashworth, Eric Christensen, Marlene Christensen,  
John Sears, Chris Beers, Dan DeLucia, John Sears, and  
Keith Brandis (Paramedic Supervisor)

ABSENT: None

Mayor Donovan opened the meeting at 7:45 p.m. with the Pledge of Allegiance led by Trustee Brazill.

**MINUTES OF  
PUBLIC HEARING -  
ANNEXATION  
PETITION - MAY 4,**

A motion was made by Trustee Brazill and seconded by Trustee Cronk to accept the minutes of the May 4, 2009 Public Hearing on the Annexation Petition as recorded All in favor. Motion carried.

2009

**MINUTES OF  
VILLAGE BOARD  
MEETING - MAY 4,  
2009**

A motion was made by Trustee Theobald and seconded by Trustee Cronk to accept the minutes of the May 4, 2009 Village Board Meeting as recorded. All in favor. Motion carried.

**SUBDIVISION  
APPLICATION -  
DEVERONICA  
FAMILY TRUST - 380  
S. MAIN STREET**

A motion was made by Trustee Theobald and seconded by Trustee Brazill to table the decision so that the Village engineer would have an opportunity to meet with Maria DeMonte, 517 Baird Street, to discuss and review drainage issues on her property that appear to be a result of soil and chip buildup from the property located at 380 S. Main Street. All in favor. Motion carried.

**MINOA FARMS -  
STREET LIGHTING  
REVISION**

A motion was made by Trustee Brazill and seconded by Trustee Champagne giving permission to finalize the Minoa Farms Lighting Revision proposal with National Grid for twenty-three (23) RSL-350 Halopane 70w Luminaries high pressured fixtures be installed on 14' fiberglass embedded poles in the Colonial style that currently exist at the Municipal Building to illuminate the area with an estimated annual cost of \$5,261.48 per National Grid. All in favor. Motion carried.

**RATIFY PRIOR  
APPROVAL -  
DEPARTMENT OF  
ENERGY FUNDING  
GRANT  
APPLICATION -  
CNG TRASH TRUCK**

A motion was made by Trustee Champagne and seconded by Trustee Theobald ratifying prior approval giving permission for Mayor Donovan to sign and submit a grant application for funding from the Department of Energy Funding Opportunity Number DE-PS26-09NT01236-04 in the amount of \$60,000.00 for the incremental difference of installing a CNG conversion for a CNG Powered Refuse Collection Truck/Packer. All in favor. Motion carried.

**PROCLAMATION -  
ES-M MEALS ON  
WHEELS**

Mayor Donovan said that the ES-M Meals on Wheels program is currently running on a deficit and they have requested his help in supporting their program by declaring June 2009 as ES-M Meals on Wheels Month. Mayor Donovan said that representatives from the program and students from the ES-M High School DECA program will be distributing donation boxes to area business throughout the month of June.

A motion was made by Trustee Cronk and seconded by Trustee Brazill proclaiming the month of June 2009 as ES-M Meals on Wheels Month. All in favor. Motion carried.

**COLLATERAL  
SOURCE BILL**

A motion was made by Trustee Champagne and seconded by Trustee Brazill to support the Collateral Source Bill (Senate Bill S.4080-A and Assembly Bill A.7504.A) and a letter of support to be signed and sent to the appropriate New York State

**SUPPORT LETTER**

representatives and Barry P. Schwartz, Office of the Corporation Counsel of the City of New York. All in favor. Motion carried.

**CODES  
ENFORCEMENT**

***REQUEST PERMISSION TO ATTEND THE NYSAFC 103RD ANNUAL CONFERENCE***

A motion was made by Trustee Champagne and seconded by Trustee Brazill giving permission for Richard Greene to attend the NYSAFC 103rd Annual Conference, Sprinkler Protection for Dwellings, June 10, 2009 at a cost of \$85.00 per person. All in favor. Motion carried.

***REQUEST PERMISSION TO ATTEND CENTRAL CHAPTER NYSBOC SEMINAR***

A motion was made by Trustee Brazill and seconded by Trustee Cronk giving permission for Richard Greene to attend the Central Chapter NYSBOC Seminar, Introduction to the National Flood Insurance Program, June 18, 2009, East Syracuse, NY, at a cost of \$35.00 per person. All in favor. Motion carried.

**AMBULANCE**

***CERTIFIED INSTRUCTOR COORDINATOR (CIC) FOR CME REFRESHER PROGRAM***

Keith Brandis, Paramedic Supervisor, presented details to enter into an agreement with Leslie Myers to work as a vendor and provide services as a Certified Instructor Coordinator (CIC) and provide training services for the CME Refresher Program (formerly the Pilot Program). Paramedic Supervisor Brandis said the base fee for the EMT Basic Core program is \$600.00 per class and the training for the Paramedic Core program is \$1,600 per class. He said that Leslie Myers would assist with the training while he and Sharon Romer received their CIC training and then they would take over the training of the Emergency Medical Technicians and Paramedics.

Paramedic Supervisor Brandis said the CME Refresher Program would be available for surrounding agencies and would pay for itself. He said that he would work as the program coordinator and Leslie Myers would assist him in submitting the proper paperwork to NYS for reimbursement. Paramedic Supervisor Brandis said that New York State would reimburse training costs for Village of Minoa personnel at \$250.00 for EMTs and \$500.00 for paramedics. He said that outside agencies would be charged \$125.00 for Basics and \$250.00 for Paramedics initially and then they would submit their own paperwork through their individual agencies for reimbursement. He said that Ms. Myers agreed to not teach the class unless there were enough people enrolled to cover the training costs.

Paramedic Supervisor Brandis said that he is requesting permission for himself and Sharon Romer to attend the Certified Instructor Coordinator program so that they can provide the training in-house and would no longer need the services of Ms. Myers. He said that it would take one full year after the completion of the course before they are

certified to teach classes on their own.

Trustee Theobald asked for clarification of the class fees and Paramedic Supervisor Brandis said the cost of the class will cover all employees attending and usually takes about three (3) months for reimbursement from New York State.

Trustee Champagne asked how long the recertification is valid for and Paramedic Supervisor Brandis said three (3) years, but the CIC training certification is valid for ten (10) and would have the qualifications needed to train surrounding agencies as well.

Mayor Donovan asked when the classes would begin and Paramedic Supervisor Brandis said the recertification classes would be done in Fall 2009 and a majority of the work will be done by independent studies.

***REQUEST PERMISSION TO PROVIDE IN-HOUSE CME REFRESHER COURSE***

A motion was made by Trustee Champagne and seconded by Trustee Brazill giving permission for Mayor Donovan to enter into an agreement with Leslie Myers to provide the CME Refresher Program to Village of Minoa employees at a base fee cost for the EMT Basic Core program at \$600.00 per class and the training for the Paramedic Core program at \$1,600 per class and allow for outside agencies to utilize the program at a cost of \$125.00 for the Basic Core Program and \$250.00 for the Paramedic Core Program. All in favor. Motion carried.

***REQUEST PERMISSION FOR KEITH BRANDIS AND SHARON ROMER TO ATTEND CIC/CLI TRAINING COURSES***

A motion was made by Trustee Champagne and seconded by Trustee Brazill giving permission for Keith Brandis and Sharon Romer to attend the following CIC/CLI Training Courses at no cost:

- Certified Lab Instructor Coordinator (pre-screening), Jefferson County Fire/EMS Training Center, Watertown, NY, September 19, 2009
- Certified Lab Instructor Coordinator, Jefferson County Fire/EMS Training Center, Watertown, NY, October 24-25, 2009
- Certified Instructor Coordinator, Central New York Emergency Medical Services, SFD Training Facility, Syracuse, NY, December 5, 6, & 8, 2009

All in favor. Motion carried.

***PERMANENT APPOINTMENT OF PT EMERGENCY MEDICAL TECHNICIAN / SHANNON L. AUGUSTINE***

A motion was made by Trustee Brazill and seconded by Trustee Cronk permanently appointing Shannon L. Augustine, 237 Boston Street, Oneida, NY 13421, from Civil Service Canvass List #89 as a part time Emergency Medical Technician at the hourly rate of \$9.00 and effective June 26, 2009. All in favor. Motion carried.

***PERMANENT APPOINTMENT OF PT EMERGENCY MEDICAL TECHNICIAN / DONALD LOUGH, JR.***

A motion was made by Trustee Champagne and seconded by Trustee Brazill permanently appointing Donald Lough, Jr., 222 Paul Ave., Syracuse, NY 13206, from Civil Service Canvass List #89 as a part time Emergency Medical Technician at the hourly rate of \$9.00 and effective June 26, 2009. All in favor. Motion carried.

***PERMANENT APPOINTMENT OF PT PARAMEDIC / DEREK M. MACERO***

A motion was made by Trustee Theobald and seconded by Trustee Champagne permanently appointing Derek M. Macero, 108 Marine Street, Deerfield, NY 13502, from Civil Service Canvass List #32 as a part time Paramedic at the hourly rate of \$11.00 and effective June 26, 2009. All in favor. Motion carried.

***REQUEST PERMISSION FOR AMBULANCE STANDBY / FIREMEN'S FIELD DAYS***

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving the request from the Minoa Fire Department for a standby Ambulance to be stationed at the Minoa Firemen's Field Days from May 28-30, 2009. All in favor. Motion carried.

***REQUEST PERMISSION FOR AN ADDITIONAL PARAMEDIC AT THE FIREMEN'S FIELD DAYS***

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving the request from the Minoa Fire Department for an additional Paramedic to be on call at the Firemen's Field Days from May 28-30, 2009 between the hours of 6:00 p.m. and midnight. All in favor. Motion carried.

***TOWN OF DEWITT PARKS AND RECREATION / DAY CAMP AT PINE GROVE MIDDLE SCHOOL***

A motion was made by Trustee Theobald and seconded by Trustee Champagne giving permission for Paramedic Supervisor Brandis to complete and sign the Camp Medical Plan and EMS statement for the Town of Dewitt Parks and Recreation Day Camp at Pine Grove Middle School, to be held from June 30-August 7, 2009. All in favor. Motion carried.

***REQUEST PERMISSION FOR AMBULANCE AND FIRE DEPARTMENT VEHICLES ON STANDBY / SUBURBAN PROPANE***

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving the request from Suburban Propane to have Ambulance and Fire Department vehicles on standby at their Customer Appreciation Day to be held on June 4, 2009. All in favor. Motion carried.



he could not do the job without the hard work of Deputy Clerk Barbara Sturick.

Trustee Cronk had nothing to report.

Trustee Brazill said that he was given a book titled "Both Sides of the Desk – A Look Inside an Elementary School" written by Robert Kinsella (former Village of Minoa Justice and Minoa Elementary Principal) and Janine DeBaise about his experiences as a principal. He said proceeds from the book will go directly to the Cystic Fibrosis Foundation and recommended that Board take the opportunity to purchase the book on Amazon.com.

#### **MAYOR'S REPORT**

Mayor Donovan reported that he, along with Clerk/Treasurer Snider and DPW Superintendent Petterelli, met with a representative from Community Development and Rustin Paving to review their requirements for the 2008 Community Development Grant and as soon as the Village receives final approval he will update the Board with the approved construction details.

Mayor Donovan said he received a letter of support from Senator David Valesky for the Restore NY Grant application that was previously submitted.

Mayor Donovan said that he wanted to thank the Town of Manlius Police Department for quickly solving the bank robbery that occurred at the JPMorgan Chase Bank located on N. Main Street. Mayor Donovan said that a number of agencies worked together and was brought to a close by the use of great communication skills without anyone getting hurt. Mayor Donovan said the Town of Manlius Police Department kept him informed throughout the process.

#### **REQUEST WAIVER OF REQUIREMENTS / PROPERTY LINE CHANGE/ GEORGE & CLARA ASHWORTH/ 114 & 124 ELM STREET**

Clerk/Treasurer Snider summarized the following written request for a Waiver of Requirement, per Village of Minoa Code Chapter 140-19, received from Clara and George Ashworth on May 5, 2009:

#### **WAIVER OF REQUIREMENTS FOR SUBDIVISION VARIANCE REQUEST**

"Property Information:

- 1) No. 114 Elm Street, Tax Map Parcel 002.-03-14.0, owned by George A. Ashworth and Clara A. Ashworth; (southerly parcel)
- 2) No. 124 Elm Street, Tax Map Parcel 002.-03-15.0, owned by George A. Ashworth and Clara A. Ashworth; (northerly parcel)

The undersigned owners of both parcels, George A. Ashworth and Clara A. Ashworth, apply to move the current boundary line between the two parcels a distance of 7.6 feet to the south and extending the entire length of the existing parcel at House No. 114 Elm Street.

The proposed boundary line change is beneficial as it will position the entire asphalt

driveway which serves House No. 124 Elm Street within the parcel of House No. 124 Elm Street, and allow more space around the southerly side of the garage attached to House No. 124 Elm Street, which currently has a side yard clearance of only about 2 feet.

The result of the current House No. 124 Elm Street parcel is an increase in width at the street boundary from 68.3 feet to 75.9 feet, an area increase of 1,131 square feet to 11, 151 square feet as measured to the easterly street boundary of Elm Street, and side yard width at the garage increasing from 2 feet to 9.6 feet.

The result to the current house No. 114 Elm Street is a decrease in width at the street boundary from 68 feet to 60.4 feet, an area decrease of 1,131 square feet to 9,055 square feet as measured to the easterly street boundary of Elm Street, and side yard width at the northerly side of the house decreasing from about 12.7 feet to 5.1 feet. The metal shed located at the easterly side of House No. 114 Elm Street can be relocated, if necessary.

For Zone Residential "B", minimum lot width = 50 feet, minimum side yard = 5 feet, minimum lot area = 6,000 square feet. (Codes Enforcement Officer Richard Greene said the request met Village Code requirements)"

Mrs. Ashworth was in attendance and clarified the request. Mrs. Ashworth said that Attorney Ted Stenuf would handle the filing of the paperwork with Onondaga County and the Town of Manlius. Clerk/Treasurer Snider said she would forward Mrs. Ashworth a signed copy of the minutes for her records. Mayor Donovan reminded the board that the tax map numbers would not change, the setbacks still meet the Codes requirements and the action is only moving the property line a few feet.

A motion was made by Trustee Champagne and seconded by Trustee Theobald that determines that this is a Type II action for SEQR purposes and therefore is exempt from review and does not need a declaration; regarding the repositioning of the property line by 7.6 feet from the southerly property located at 114 Elm Street, Tax Map # 002.-03-14.0 to the northerly property located at 124 Elm Street, Tax Map # 002.-03-15.0 and adding 7.6 feet to the resulting in an 1,131 square foot increase to the 124 Elm Street; and an equivalent loss to the 114 Elm Street property; and further agrees to waive the formal requirements of the Village of Minoa Municipal Code of the subdivision regulations pursuant to Chapter 140-19 in conjunction with the approving the relocation of the lot line of the lots Tax Map #002.-03-14.0 and 002.-03-15.0 in accordance with the letter from George and Clara Ashworth dated May 5, 2009 and a survey by Thomas D. Jones dated February 3, 2009, attached hereto as Schedule "A". All in favor. Motion carried.

**AUDIT CLAIMS**

A motion was made by Trustee Brazill and seconded by Trustee Champagne that claims on Abstract #24 in the amounts of General Fund - \$44,277.20 (Vouchers 1000-1051) and Sewer Fund – \$6,150.12 (Vouchers 354-365) for a total of \$50,427.32 be audited and paid. All in favor. Motion carried.

**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 April 2009 as recorded. All in favor. Motion carried.

**ATTORNEY'S  
REPORT**

Attorney Courtney Hills provided a revised version of the proposed Local Law #3 for 2009 pertaining to Construction Site Maintenance for the Board to review. She said briefly described the proposed minor revisions that clarified definitions, street cleaning of sediments, placement of construction of equipment, site restoration procedures, changed date of notice to the builders and the security requirements.

Attorney Hills said a Public Hearing needed to be scheduled and after discussion it was agreed that it would be held on June 1, 2009 at 7:15 p.m.

Attorney Primo arrived at 8:32 p.m. and Attorney Hills excused herself from the meeting at 8:37 p.m.

Attorney Primo said that Kristy LaManche, the grant writer who completed the Restore NY grant application, said that though the Village of Minoa does not have a strategic plan in place, a resolution by the Board defining the Main Street Corridor would help with the grant approval. Attorney Primo provided a draft resolution for the Board to review based on opinions that have been expressed over the years pertaining to Main Street development. He asked the Board to review the resolution and forward him any changes. Attorney Primo said that the resolution would be helpful in obtaining the grants.

Mayor Donovan said that he had received a letter of support from Senator Valesky and is waiting for the same from Assemblyman Stirpe. Attorney Primo said the application is on strong footing because the developers currently have their funding in place and are ready to proceed with the project upon approval.

**SCHEDULE PUBLIC  
HEARING / LOCAL  
LAW #3 FOR 2009/  
CONSTRUCTION  
SITE  
MAINTENANCE**

A motion was made by Trustee Cronk and seconded by Trustee Theobald to schedule a Public Hearing for Local Law #3 for 2009 establishing a new Chapter 59 of the Village of Minoa Municipal Code entitled "Construction Site Maintenance" whereby the builder and/or owner of a construction site or building is responsible for maintaining their operations at construction sites, buildings under construction, and areas, streets, roads and highways abutting or adjacent to the construction site is scheduled for June 1, 2009 at 7:15 p.m. or shortly thereafter. All in favor. Motion carried.

**PUBLIC COMMENTS** Eric Christensen said that he would make a few calls regarding the Collateral Source Bill and check on the current status.

John Sears asked if the proposed Local Law would be available before the Public Hearing and Clerk/Treasurer Snider said he could obtain a copy of the law at the Village Office by the next morning. Mr. Sears said that the law should be available at the Library and on the Village website. Clerk/Treasurer Snider said that the Minoa Library has asked that they keep the minimum amount of minutes and excess paperwork and due to the close proximity; it would not be difficult to obtain information from the Village Office. Mayor Donovan said the Minoa Library controls what documents they are willing to manage. Attorney Primo said that Mr. Sears should talk to the Library Board about his concerns. Mr. Sears asked if the Board would support his suggestion and Mayor Donovan said all of the information Mr. Sears is looking for is located at the Village Office and Clerk/Treasurer Snider, as the record keeper, would give him any information he needed.

**ADJOURNMENT** A motion was made by Trustee Theobald and seconded by Trustee Champagne that the Village Board Meeting be adjourned at 8:43 p.m. All in favor. Motion carried.

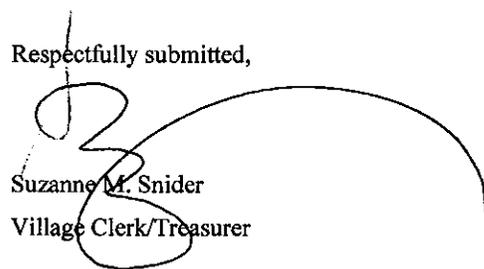
**RE-OPENED THE MEETING** Mayor Donovan re-opened the meeting at 8:44 p.m.

**EXECUTIVE SESSION - IN** A motion was made by Trustee Cronk and seconded by Trustee Brazill to go into Executive Session at 8:44 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 Champagne and seconded by Trustee Theobald to come out of Executive Session at 9:30 p.m. All in favor. Motion carried.

**ADJOURNMENT** A motion was made by Trustee Brazill and seconded by Trustee Theobald that the Village Board Meeting be adjourned at 9:30 p.m. All in favor. Motion carried.

Respectfully submitted,

  
Suzanne M. Snider  
Village Clerk/Treasurer

TO MINOA VILLAGE BOARD  
ATT: CLERK/ TREASURER SNIDER  
240 NORTH MAIN STREET  
MINOA, NY 13116

MAY 5, 2009

RE: WAIVER OF REQUIREMENTS FOR SUBDIVISION VARIANCE

Property Information:

- (1) No. 114 Elm Street, Tax Map Parcel 2.-03-14, owned by George A. Ashworth and Clara A. Ashworth; (southerly parcel)
- (2) No. 124 Elm Street, Tax Map Parcel 2.-03-15, owned by George A. Ashworth and Clara A. Ashworth; (northerly parcel)

The undersigned owners of both parcels, George A. Ashworth and Clara A. Ashworth, apply to move the current boundary line between the two parcels a distance of 7.6 feet to the south and extending the entire length of the existing parcel at House No. 114.

This proposed boundary line change is beneficial as it will position the entire asphalt driveway which serves House No. 124 within the parcel of House No. 124, and allow more space around the southerly side of the garage attached to House No. 124, which currently has a side yard clearance of only about 2 feet.

The result to the current House No. 124 parcel is an increase in width at the street boundary from 68.3 feet to 75.9 feet, an area increase of 1,131 square feet to 11,151 square feet as measured to the easterly street boundary of Elm Street, and side yard width at the garage increasing from about 2 feet to 9.6 feet.

The result to the current House No. 114 parcel is a decrease in width at the street boundary from 68 feet to 60.4 feet, an area decrease of 1,131 square feet to 9,055 square feet as measured to the easterly street boundary of Elm Street, and side yard width at the northerly side of the house decreasing from about 12.7 feet to 5.1 feet.

The metal shed located at the easterly side of House No. 114 can be relocated, if necessary.

(For Zone Residential "B", minimum lot width = 50 feet, minimum side yard = 5 feet, minimum lot area = 6,000 square feet).

-----  
George A. Ashworth

  
Clara A. Ashworth

Area of Existing Tax Map Parcel 2 - 03 - 15 = 9,984 sq. ft. as measured to easterly street line.

Area of Existing Tax Map Parcel 2 - 03 - 14 = 10,188 sq. ft. as measured to easterly street line.

Area of Proposed 7' B' wide strip = 1,131 sq. ft. as measured to easterly street line.

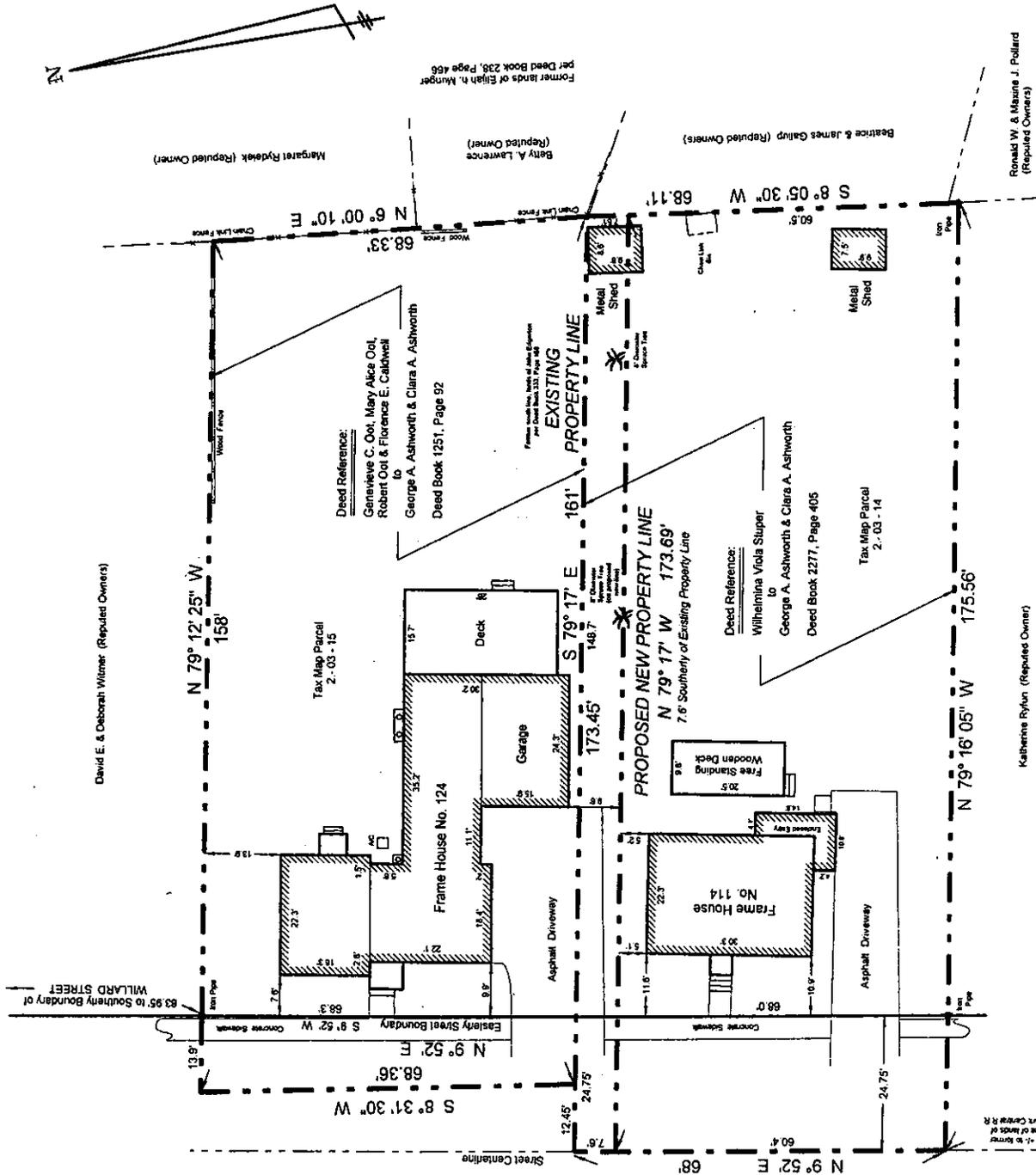
Unauthorized alteration or addition to a survey map bearing a licensed land surveyor seal is a violation of Section 7209, Sub-section 2, of the New York State Education Law.

Only copies from the original of this survey, marked with the original of the land surveyors stamped or embossed seal shall be considered to be valid true copies.

Underground utilities and structures are not located by this survey.

Property corner monuments were not placed as a part of this survey.

# ELM STREET



The undersigned certifies that this map was made from an actual survey completed February 3, 2009

*Thomas D. Jones*  
 N.Y. State Licensed Land Surveyor No. 48315  
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**THOMAS D. JONES**  
 NEW YORK STATE LICENSED LAND SURVEYOR  
 5727 STONYKILL STREET EAST SYRACUSE, N.Y. 13057  
 PHONE: (315) 656-8607

**Proposed New Property Line**  
 Between two parcels of land of  
 George A. Ashworth & Clara A. Ashworth  
 At No. 114 Elm Street and at  
 No. 124 Elm Street  
 Part of Town of Manlius Lot No. 34  
 Village of Minoa Onondaga County, NY  
**SCALE: 1" = 20'** FILE: 171.2 - D