

**DISTRIBUTION LIST**

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

**VILLAGE OF MINOA  
BOARD OF TRUSTEES  
OCTOBER 4, 2010**

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 October 4, 2010.

PRESENT: Mayor Donovan  
Trustee Cronk  
Trustee Champagne  
Trustee Christensen  
Clerk/Treasurer Snider  
Attorney Primo  
Michael Macko

ABSENT: Trustee Brazill

ALSO Dan DeLucia, Thomas Petterelli, Fire Chief Patrick Flannery, and  
PRESENT: John Sears

Mayor Donovan opened the meeting at 7:02 p.m. with the Pledge of Allegiance led by Clerk/Treasurer Snider.

Mayor Donovan reported that Trustee Brazill had surgery that morning; he appeared to be doing well and would keep the Board updated.

**MINUTES OF VILLAGE** Tabled  
**BOARD MEETING –**  
**SEPTEMBER 20, 2010**

**UNSAFE BUILDING** Tabled  
**PROCEEDING / 312 S.**  
**MAIN STREET**

**GRANT APPLICATION  
/ OLIVER B. MERLYN  
FOUNDATION /  
MASIMO RAD 57 PUL  
CO-OXIMETERS**

A motion was made by Trustee Champagne and seconded by Trustee Cronk authorizing Mayor Donovan to sign and submit to the Oliver B. Merlyn Foundation a grant application in the amount of \$26,250.00 for the purchase of seven (7) Masimo RAD 57 PUL Co-Oximeters to be utilized by the Minoa Ambulance and Fire Departments. All in favor. Motion carried.

Clerk/Treasurer Snider said that it was a carbon monoxide reader for emergency and fire personnel and it would cover the cost without requiring any matching village funds.

**SIX MONTH INCREASE  
FOR DONNA  
LOTHRIDGE**

A motion was made by Trustee Christensen and seconded by Trustee Champagne that based upon the recommendation of Clerk/Treasurer Snider and a favorable six month review, Donna Lothridge be given an increase of \$.50 per hour from \$15.00/hr to \$15.50/hr as was stated during the hiring process and that it be effective October 4, 2010. All in favor. Motion carried.

**FIRE AND EMS  
SERVICES RFP  
RESULTS**

A motion was made by Trustee Champagne and seconded by Trustee Cronk to accept the RFP as submitted by RFG Fire Rescue Consulting and attached hereto as Schedule "A" in the amount of \$15,000.00 for the purpose of performing a Fire & EMS Services Study within the Town of Manlius and Pompey with the understanding that an approved grant through the Village of Fayetteville will pay for the study, but ultimately the approving municipalities will be responsible for the expense if grant funding is not available. All in favor. Motion carried.

Mayor Donovan said the Fire and EMS Services Executive Committee reviewed all of the RFP's and RFG Fire Rescue Consulting was their choice to conduct a town wide study. There were four submissions and the mayors and supervisors met to interview the applicants. Trustee Cronk confirmed that he spoke with Trustee Brazill and that RFT Fire Rescue Consulting was the only firm to interview in person and all of the other interviews were done by phone. Trustee Cronk said they were all impressed by the individual representing the firm. Chief Patrick Flannery reminded the Board that there was a grant received by the Village of Fayetteville to cover the cost of the study. Mayor Donovan confirmed that the village of Fayetteville was the lead agent, but should the grant fall through; the municipalities would still be responsible for cost of the study.

**2011 FIRE  
PROTECTION AND  
EMS CONTRACT**

A motion was made by Trustee Christensen and seconded by Trustee Champagne to submit the 2011 Fire Protection and EMS Contract to the Town of Manlius for their Budget review and approval in the amount of \$729,093.00. All in favor. Motion carried.

Clerk/Treasurer Snider reported that the amount was previously approved in the 2010-2011 Village of Minoa budget and was looking for approval to forward the final contract amount to the Town of Manlius for their budget process and eventual Public Hearing.

**AMBULANCE**

***PERMISSION TO ATTEND CME RECERTIFICATION CLASSES***

A motion was made by Trustee Christensen and seconded by Trustee Cronk giving permission for Ryan Ammann, Matthew McGarrity, John Barattini and Sharon Romer to attend CME Recertification Classes, October 5 – November 11, 2010, Midstate EMS Training Center, Utica, NY at no cost. All in favor. Motion carried.

**FIRE DEPARTMENT**

***PERMISSION TO ATTEND NEW YORK STATE WEEKEND NATIONAL FIRE***

**ACADEMY**

A motion was made by Trustee Cronk and seconded by Trustee Champagne giving permission for Erich Schepp and Richard Sabin to attend the New York State Weekend National Fire Academy, March 12-13, 2011, Emmittsburg, MD, at a cost of \$200.00 per person. All in favor. Motion carried.

**CHANGE IN MINOA FIRE DEPARTMENT MEMBERSHIP STATUS**

A motion was made by Trustee Christensen and seconded by Trustee Champagne approving the change in membership status for Daniel Erard from Junior Firefighter to Restricted. All in favor. Motion carried.

**DPW**

**RATIFY PRIOR APPROVAL / APPOINTMENT FT LABORER / BRADLEY HYDE**

A motion was made by Trustee Champagne and seconded by Trustee Christensen ratifying prior approval appointing Bradley Hyde, 505 Ferndale Lane, Minoa, NY 13116, as a FT Laborer position at a rate of \$12.00 per hour effective September 27, 2010, with an option to increase to \$12.50 after a six month favorable review. Please note that the hours worked will be split accordingly between the DPW and the Cleanwater Educational Research Facility.

**CLEANWATER  
EDUCATIONAL  
RESEARCH FACILITY**

**RATIFY PRIOR APPROVAL / PERMISSION TO ATTEND CENTRAL CHAPTER & TAPPI JOINT FALL MEETING**

A motion was made by Trustee Cronk and seconded by Trustee Champagne ratifying prior approval giving permission for Steven Giarrusso and Patrick Meehan to attend the Central Chapter & TAPPI Joint Fall Meeting offered by NYWEA, September 28, 2010, Syracuse Fairgrounds, Syracuse, NY, at a cost of \$35.00 per person. All in favor. Motion carried.

**RATIFY PRIOR APPROVAL / PERMISSION TO ATTEND CENTRAL & GENESEE VALLEY CHAPTERS JOINT FALL MEETING**

A motion was made by Trustee Champagne and seconded by Trustee Cronk ratifying prior approval giving permission for Patrick Meehan to attend the Central & Genesee Valley Chapters Joint Fall Meeting offered by NYWEA, October 29, 2010, Ithaca, NY, at a cost of \$30.00 per person. All in favor. Motion carried.

**RESULTS OF QUOTES / DRY & LIQUID BIOSOLIDS REMOVAL**

Mayor Donovan reported on the quote results for the removal of dry and liquid biosolids as follows: We Care Transportation LLC: Dry biosolids - \$ 64.50/ton and Liquid biosolids - \$.135/gal (Low Quote) and Eggan Excavating: Dry biosolids - \$78.75/ton and Liquid biosolids - \$.155/gal.

A motion was made by Trustee Champagne and seconded by Trustee Cronk to make the following quote award for the 2010-2011 Fiscal Year as follows: We Care Transportation LLC for Dry biosolids at \$64.50/ton and Liquid biosolids at \$.135/gal. All in favor. Motion carried.

**TRUSTEES' REPORT**

Trustee Champagne had nothing to report.

Trustee Christensen had nothing to report.

Trustee Cronk confirmed that he provided a budget report from the Town of Manlius Police Committee for their review.

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

Mayor Donovan reported that Senator Valesky and Assemblyman Stirpe toured the innovative Cleanwater Educational Research Facility on October 4, 2010. Members from ESM High School, SUNY ESF, Amtek, and Attorney Primo were in attendance as well. Mayor Donovan reported that there were news reporters there and hopefully it will gain attention in the area. Mayor Donovan said that Superintendent Donna DeSiato is committed through a K-12 educational program to provide a hands-on experience. This program will give students the opportunity to construct ongoing projects. Mayor Donovan hopes that Senator Valesky and Assemblyman Stirpe will supply letters of support during grant applications. Mayor Donovan said they are working on the second digester, which will go into effect after the testing on the first digester is completed. Mayor Donovan said that Mr. Hyde will be a great asset to the program during the construction phase.

Mayor Donovan said the Onondaga County Mayors Association meeting will be held at the Village of Minoa municipal hall and they will tour the Cleanwater Educational Research Facility on October 21, 2010. Mayor Donovan said that he would like Chief Patrick Flannery and the Minoa Fire Department to tour the building once the digesters are in place.

#### **ATTORNEY'S REPORT**

Attorney Primo said that Mayor Donovan had asked him to provide you regulatory plan for the municipal parks and recreational areas. He said that rules and regulations are typically done by Board resolution and asked the Board their opinion on how to handle pets in the parks, specifically in the ball field area. Attorney Primo asked if the Board wanted to designate a specific area where pets would be allowed.

Trustee Cronk said there should be a requirement that all pet waste should be removed immediately and Attorney Primo confirmed that it was already in the Municipal Code. Trustee Champagnes suggested that all pets be kept on a leash and Mayor Donovan said that we currently have a leash law. Mayor Donovan asked Thomas Petterelli if they should restrict pets in parks, ban them from the parks or create a designated area. Mr. Petterelli said they have not had a problem in the parks, but the park area near the 19th Hole has had issues with pet waste. Mr. Petterelli asked who was responsible for issuing the tickets if they have an offender and Mayor Donovan said there would have to be witnesses and the ticket can then be issued by the Codes Enforcement Officer or Town of Manlius Police.

Attorney Primo said that many municipalities and schools have rules that pets are not allowed, regardless of whether they are leashed or not leashed, into the parks and asked if the Board wanted to create a designated area for the pets for safety reasons. Mayor Donovan said that if it has not been an issue, then we should not create a designated area at this point and it can be addressed in the future by resolution. Discussion ensued regarding walking dogs along the trail park at Minoa Farms and area parks. The Board agreed that it was OK to include in the regulations that the dogs be kept on a leash and they follow the pooper scooper laws.

Attorney Primo said that he was still working on the agreement between the Village of Minoa, St. Mary's Church and the ESM youth sports with regard to the camera system installed at Rees Field and future maintenance and/or ownership for future Boards.

**AUDIT CLAIMS**

A motion was made by Trustee Champagne and seconded by Trustee Christensen that claims on Abstract # 9 in the amounts of General Fund - \$21,263.34 (Vouchers 333-377); and Sewer Fund - \$4,404.00 (Vouchers 115-130) for a total of \$25,667.34 be audited and paid. All in favor. Motion carried.

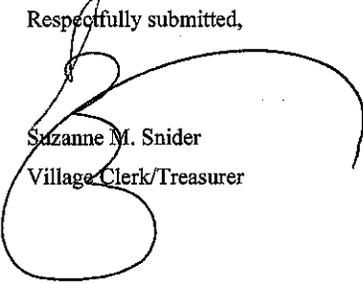
**PUBLIC COMMENTS**

Chief Patrick Flannery thanked the Board for using the sign at Lewis Park to advertise the Open House at Station II, located at 7630 Manlius Rd., scheduled for Saturday October 9, 2010 from Noon to 3:00 pm for Fire Prevention Month.

**ADJOURNMENT**

A motion was made by Trustee Christensen and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 7:35 p.m. All in favor. Motion carried.

Respectfully submitted,



Suzanne M. Snider  
Village Clerk/Treasurer

Appendix A:

Fire and EMS Steering Committee  
Recommendation Letter

September 22, 2010

Honorable Carole Marsh  
Honorable Edmond Theobald  
Honorable Richard Donovan  
Honorable Mark Olson  
Honorable Mark-Paul Serafin

Dear Executive Committee:

During the course of the last several months, the Fire & EMS Services Steering Committee has worked very diligently to identify and recommend a Consultant to perform a Fire & EMS Services Study within the Towns of Manlius and Pompey. During the course of this work it has established a Request for Proposal for the study of fire and EMS services, received Proposals from prospective Consultants and performed a comprehensive review of these Proposals. The Committee is now ready to provide the Fire & EMS Services Executive Committee with its recommendation based on this evaluation.

Although six Proposals were initially received, only four consultants chose to continue the application process based on an updated scope that was provided to them. A sub-committee of the Steering Committee then interviewed each of the final four applicants. Based on the results of these interviews as well as a comprehensive review of their Proposals, the Steering Committee is unanimous in its recommendation of RFG Fire Rescue Consulting for the pending Fire & EMS Services Study within the towns of Manlius and Pompey.

The table below summarizes those consultants the Steering Committee considered:

	Initial Cost	Revised Cost	Proposal Ranking (Independent of Cost)	Steering Committee Recommendation
RFG Fire Rescue Consulting	\$15,000	\$15,000	1	1 <sup>st</sup>
Harry R. Carter, LLC	\$36,000	\$36,000	4	4 <sup>th</sup>
Michael P. Dallessandro & Assoc	\$43,450	\$43,450	3	3 <sup>rd</sup>
Matrix Consulting Group	\$44,500	\$44,500	2	2 <sup>nd</sup>
Red & Blue Consulting	\$55,600	No Response		

SCHEDULE "A"

Summit Lake Consulting LLC	\$120,11	No Response		
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As shown in this summary, RFG Fire Rescue Consulting scored first in all both categories considered – Proposal Ranking and Cost. Furthermore, during the interview process, this Consultant also conveyed a willingness to aid in implementation of the study recommendations at a similar cost structure. Based on these factors, the recommendation of RFG Fire Rescue Consulting was an easy decision for the Steering Committee.

In addition to the recommendation of RFG Fire Rescue Consulting, the Fire & EMS Services Steering Committee would like to make the following additional recommendations to the Executive Committee:

- That this recommendation for a Consultant be placed in front of the municipal boards of the Village of Manlius, the Village of Fayetteville, the Village of Minoa, the Town of Pompey and the Town of Manlius for their immediate consideration.
- That all municipal boards finish their consideration of this recommendation by the end of October, 2010 or sooner.
- That the Fire and EMS Services Steering Committee remains intact and is retained to meet with the Consultant chosen by the municipal boards to ensure the Consultant completely understands the scope and expectations of the Study.
- That the Fire & EMS Services Steering Committee be charged with evaluating and advising the Consultant during the duration of the Study, including at the end of Phase I (Phase I report out).

After your consideration of these recommendations, please let the Committee know if you have any questions or concerns with its evaluation process or decision.

Best Regards,

John Loeffler  
Fire Services Steering Committee Chair