

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 Fayetteville
Donna DeSiato, Superintendent ESM School District
Manlius Historical Society
Minoa Library
John Regan

VILLAGE OF MINOA
BOARD OF TRUSTEES
September 10, 2007

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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 September 10, 2007.

PRESENT: Mayor Donovan
Trustee Brazill
Trustee Cronk
Trustee Theobald
Trustee Champagne
Attorney Primo
Clerk Snider

ALSO PRESENT: Thomas Petterelli, Richard Greene, John Sears, Terry McCarthy, Terry Bowen (National Grid), Brian Skinner (National Grid), and Elliot Lasky

Mayor Donovan opened the meeting at 8:00 p.m. with the Pledge of Allegiance led by Attorney Primo.

**NATIONAL GRID -
10,000 TREES AND
GROWING
PROGRAM**

Brian Skinner and Terry Bowen of National Grid were introduced by Mayor Donovan. Mr. Skinner presented to the Village of Minoa, on behalf of National Grid's 10,000 Trees and Growing Program, a check for \$250.00 for the five (5) trees planted by the Village of Minoa. He said the program offers the perfect opportunity to provide trees to areas that were affected by the ice storm that happened a few years ago and they looked forward to working with the village.

Mayor Donovan said the Village has worked well with National Grid and thanked them for their donation and looked forward to working with them in the future

**MINOA FARMS
ASSESSMENTS -
TERRY MCCARTHY**

Terry McCarthy of 302 Helfer Lane said he had attended a budget meeting in 2006 and had provided a spreadsheet with estimated assessed values and the estimated tax revenues for the Minoa Farms project. He said that less the expenses from the revenue, there would be an increase in tax revenue. Mr. McCarthy requested that the newsletter "Minoa News" provided by the Village of Minoa, include an update for the village residents with a revenue chart and what the residents can expect from the new tax revenue, such as a potential tax reduction.

Mayor Donovan said that the information and discussions would ensue during the budget process in the next year, which begins in January 2008. Mayor Donovan said the current assessment shows a small increase, but nothing substantial as of yet.

Mr. McCarthy said he believes they should see results in the next couple of years and he would appreciate some communication between the Village of Minoa and the residents. Mayor Donovan agreed and said there would be information provided in upcoming newsletters and throughout the budget process.

Mayor Donovan said he could not promise reduced taxes due to the onslaught of unfunded mandates that the Village has had to absorb, specifically pertaining to Stormwater Management by the DEC.

**MINUTES OF
VILLAGE BOARD
MEETING -
AUGUST 30, 2007**

A motion was made by Trustee Brazill and seconded by Trustee Cronk to accept the minutes of the August 30, 2007 Village Board Meeting as recorded. All in favor. Motion carried.

**SCHEDULE PUBLIC
HEARING**

A motion was made by Trustee Theobald and seconded by Trustee Cronk to schedule a Public Hearing on Local Law #10 for 2007, amending Chapter 160 entitled "Zoning" of the Village of Minoa Municipal Code for October 15, 2007 at 7:00 p.m. All in favor. Motion carried.

**MINOA FARMS -
BOND REDUCTION
REQUEST - LAN-CO**

Mayor Donovan asked Elliot Lasky if he had any updates regarding Minoa Farms. Mr. Lasky said he is working on the final contract draft with Ryan Homes and they are close to finalizing the contract. He said the paving was completed on South Central Ave.

Street Lighting – Mr. Lasky said there are approximately twenty-three light poles to be installed in Phase I and expressed concern that the cost is over \$900 more per each pole than the average light of \$2,300 and would cost almost \$20,000 more based on the

village's light specs. Mr. Lasky said there were technical issues concerning invasive actions on residents lawns and that there wouldn't be significant restoration to install the lights based on a letter from the Village Engineer, Larry Roscini. He said he still needs a resolution from the Board to install the lighting. Mr. Lasky said the problem with the lamps is not in the head, but in the poles in terms of the profile and the higher cost. Trustee Brazill said the current lights are made of steel and there was discussion of fiberglass lights, but they were not consistent with the current lights.

Mr. Lasky said National Grid prefers to own the lights and if they don't, then the Village should talk to David Hess at National Grid to discuss the street lighting. Trustee Brazill said he would pull the original memo from the file and copy it for the Board. Mayor Donovan said he would contact David Hess to clarify the street lighting issues. Mr. Lasky said he could not proceed with the street lighting until a decision is made.

Sidewalks - Mr. Lasky met with Paul Joint and said the sidewalks would be installed before October 15, 2007.

Mr. Lasky said Engineer Roscini said the sump pump connection on lots 54, 55 and 142-145 Beresford needed the pumps installed, but Mr. Lasky said there aren't any homes built there yet and they are still vacant lots.

Mayor Donovan said the mowing on the empty lots was completed and he was impressed that the mowing was completed before the Labor Day weekend.. He said they would like the vacant lots on Taverly Drive and Beresford Lane mowed.

Mr. Lasky stated as a footnote to the assessment question, the price of the average house will be lower than projected, but will be made up with more lots so the net number should stay consistent with the original plan. He said the added units should come close to the original projection. Mr. Lasky said the schedule allows for approximately twenty (20) lots a year and will take some time to meet the completed project and asked the Board to keep that in mind when budgeting.

Mayor Donovan said that the grading on Forrest View Lane, west of Taverly Drive, the side swale has not been completed and Mr. Lasky said that Paul Joint recently completed some large projects and would be working on Minoa Farms items. Mr. Lasky said he would ask him to handle the items immediately.

Discussion ensued regarding the upcoming Onondaga County Planning meeting and Attorney Primo suggested that Mr. Lasky or his attorney attend the meeting. Attorney Primo then requested a few more maps for the Public Hearing scheduled for October 15, 2007 and Mr. Lasky said he would provide updated maps, both small and large for the

Public Hearing..

BOND REDUCTION REQUEST / LAN-CO

A motion was made by Trustee Theobald and seconded by Trustee Champagne approving the Letter of Request for Performance Bond Reduction from Lan-Co dated March 6, 2007 from \$1,000,000 to \$450,000 based on the recommendation of the Village Engineer, Larry Roscini. All in favor. Motion carried.

Mr. Lasky excused himself from the meeting at 8:25 p.m.

**ADOPTION OF
LOCAL LAW #6 FOR
2007**

A motion was made by Trustee Brazill and seconded by Trustee Theobald adopting Local Law #6 for 2007 relating to the amendment of Chapter 136, currently entitled "Sidewalks", Sections 136-1 through 136-8, of the Village of Minoa Municipal Code attached hereto as Schedule "A". All in favor. Motion Carried.

**QUOTE FROM
DESIGN NET /
CREATE A NEW
WEBSITE**

Trustee Champagne said he had received the following three quotes to update the website: Andrew Goldberg - \$3,500.00 - \$4,000.00, Presentation Concepts Corporation - \$5,225.00, and DesignNet (low quote) for \$1,800.00 with a \$55.00 hourly rate for additional training.

A motion was made by Trustee Champagne and seconded by Trustee Cronk to accept the proposal from DesignNet dated June 25, 2007 to create a new website design, transfer current content to new website, install and set-up software, training and resubmit site to all major search engines at a cost of \$1,800.00 and additional training and/or changes at \$55.00 per hour. All in favor. Motion carried.

**RETIREMENT -
KAREN A. CURULLA**

A motion was made by Trustee Brazill and seconded by Trustee Cronk accepting the retirement of Karen A. Curulla effective September 26, 2007. All in favor. Motion carried.

**APPOINTMENT -
SUZANNE M.
SNIDER AS
CLERK/TREASURER**

A motion was made by Trustee Champagne and seconded by Trustee Theobald appointing Suzanne M. Snider as Clerk/Treasurer of the Village of Minoa effective September 27, 2007 for the remainder of the two (2) year term of Karen A. Curulla or 04/2008 at her current salary. All in favor. Motion carried.

**MINOA FIRE
DEPARTMENT**

REQUEST CHANGE OF STATUS / JOHN JARMACZ

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving John Jarmacz's request to change his membership status in the Minoa Fire Department from Life to Active. All in favor. Motion carried.

REQUEST CHANGE OF STATUS / TIM BENNETT

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving Tim Bennett's resignation from the Minoa Fire Department. All in favor. Motion carried.

REQUEST APPROVAL FOR OVERNIGHT COVERAGE AT STATION II

A motion was made by Trustee Brazill and seconded by Trustee Champagne approving the request on a trial basis to allow four (4) firefighters to provide overnight coverage on any given evening at Station II based on their availability. All in favor. Motion carried.

**MINOA
AMBULANCE**

RATIFY PRIOR APPROVAL / MATTHEW MCGARRITY / FT TO PT EMT

A motion was made by Trustee Brazill and seconded by Trustee Cronk ratifying prior approval to change Matthew McGarrity from full-time to part-time status as an Emergency Medical Technician effective September 24, 2007 at his current hourly rate. All in favor. Motion carried.

RATIFY PRIOR APPROVAL TO CANVASS CIVIL SERVICE LISTING

A motion was made by Trustee Brazill and seconded by Trustee Theobald ratifying prior approval directing Clerk Snider to secure the canvass list from Civil Service for a full-time Emergency Medical Technician and begin the canvassing process. All in favor. Motion carried.

RATIFY PRIOR APPROVAL POSITION DUTIES STATEMENT / PT EMT

A motion was made by Trustee Cronk and seconded by Trustee Champagne ratifying prior approval to submit the Position Duties Statement to Civil Service for an additional part-time Emergency Medical Technician position. All in favor. Motion Carried.

RATIFY PRIOR APPROVAL TO CANVASS CIVIL SERVICE LISTING

A motion was made by Trustee Theobald and seconded by Trustee Cronk ratifying prior approval directing Clerk Snider to secure the canvass list from Civil Service for a part-time Emergency Medical Technician and begin the canvassing process. All in favor. Motion carried.

RATIFY PROVISIONAL APPOINTMENT PT EMT / RAY DILL

A motion was made by Trustee Theobald and seconded by Trustee Cronk ratifying prior approval to provisionally appoint Ray Dill, 507 E. Seneca Street, Manlius, to a part-time Emergency Medical Technician position at the rate of \$9.00 per hour, effective September 7, 2007. All in favor. Motion carried.

REQUEST PERMISSION TO ATTEND VITAL SIGNS EMS CONFERENCE

A motion was made by Trustee Cronk and seconded by Trustee Theobald giving permission to Patrick Herrick, Keith Brandis and Sharon Romer to attend the Vital Signs EMS Conference in Syracuse, NY on October 18-21, 2007 at a total cost of \$475.00. All in favor. Motion carried.

PERMANENT APPOINTMENT / KEITH BRANDIS

A motion was made by Trustee Cronk and seconded by Trustee Brazill permanently appointing Keith Brandis as a full-time Paramedic from the Civil Service List # 26 All in favor. Motion carried.

PERMANENT APPOINTMENT / JENNIFER SHERWOOD

A motion was made by Trustee Brazill and seconded by Trustee Theobald permanently appointing Jennifer Sherwood as a part-time Paramedic from the Civil Service List # 27. All in favor. Motion carried.

DPW

PERMISSION TO ATTEND 2007 NYCOM PUBLIC WORKS SCHOOL

A motion was made by Trustee Cronk and seconded by Trustee Theobald giving permission to Tom Petterelli to attend the 2007 NYCOM Public Works Training School to be held at the Hilton Lake Placid Resort in Lake Place on October 22-25, 2007 at a cost of \$215.00 registration and \$230.00 per night, plus travel expenses. All in favor. Motion carried.

**QUOTE FROM
INNOVATIVE
PRODUCTS &
SERVICES, INC.**

A motion was made by Trustee Champagne and seconded by Trustee Cronk to accept the proposal from Innovative Products & Services, Inc. (IPS) dated September 4, 2007 to install a complete inflation system with remote devices for snow and ice removal to the Municipal Building roof at a total cost of \$9,600.00. All in favor. Motion carried.

Mayor Donovan reported that IPS is a sole source provider and there will be a Source Justification Form attached to the agreement per the Village's Purchase Policy.

**RESULTS OF \$364,000
BAN RENEWAL**

For information only, Clerk Snider reported that she received the following BAN rates for a \$364,000 BAN Renewal: Solvay Bank – 3.76% (successful bidder) and JP Morgan Chase – 3.9%.

TRUSTEES' REPORT

Trustee Champagne had nothing to report

Trustee Theobald reported that he will work with Clerk Snider and the Minoa Fire Department regarding the upcoming Halloween Party.

Trustee Cronk reported that the Department of Public Works was currently working on paving North Central Avenue. He said that when National Grid changes the power over, the WWTF will turn on the new generator.

Trustee Brazill had nothing to report.

MAYOR'S REPORT

Mayor Donovan reported that he had met with Associated Architects at Station II to review the possible building expansion and they will provide more details upon completion of their survey.

Mayor Donovan said Hueber Breuer will begin working on the heat loss issues in the Municipal Building attic soon.

Mayor Donovan said the Fire Advisory Board continues to meet and they are progressing with training. They are still in the process of starting a joint purchasing agreement between the villages and the Town of Manlius. He said part of the difficulty is finding a supplier that will agree to joint purchasing with separate billing to each of the municipalities.

REQUEST PERMISSION TO SUBMIT RFP / AMBULANCE BILLING

A motion was made by Trustee Brazill and seconded by Trustee Cronk to submit an RFP for Ambulance Billing for consolidation purposes with the Fire Advisory Board. All in favor. Motion carried.

Mayor Donovan said the Village of Manlius and the Village of Minoa currently use MultiMed out of Baldwinsville for billing purposes and the Village of Fayetteville utilizes a firm from Connecticut. He said that MultiMed has done a great job for Minoa, but they should be compared to other firms for fiscal purposes.

Mayor Donovan said he will provide a NYCOM Fall Training School report upon his return at the October 1, 2007 meeting.

Mayor Donovan provided a flyer to the Board inviting them to a retirement dinner for Officer Randy Goodale of the Town of Manlius Police Department on October 6, 2007.

ATTORNEY'S REPORT

Attorney Primo had nothing to report.

TREASURER'S REPORT

A motion was made by Trustee Theobald and seconded by Trustee Champagne to accept the Treasurer's Report for the month of July 2007 as recorded. All in favor. Motion carried.

AUDIT CLAIMS

A motion was made by Trustee Cronk and seconded by Trustee Brazill that claims on Abstract #7 in the amounts of General Fund - \$19,357.43 (Vouchers 267-303) and Sewer Fund - \$3,784.15 (Vouchers 095-104) for a total of \$23,141.58 be audited and paid. All in favor. Motion carried.

PUBLIC COMMENTS

John Sears asked when the original website put into place and Mayor Donovan replied that it was developed approximately 2 ½ years ago. Trustee Champagne said the current website is difficult to maneuver and they want to add minutes and the ability to download forms. Mayor Donovan stated that the original website was developed by a hardworking volunteer.

John Sears said they should make the website user friendly and wanted to know why the Village did not advertise for residents to volunteer their services to update the website. Mayor Donovan said that Trustee Champagne had spent a lot of time and energy researching available options. Mr. Sears said he had a neighbor that can do the job and wanted to know why it wasn't advertised. Mayor Donovan said Trustee Champagne followed the Purchase Policy and requested numerous quotes before making a decision to present to the Board.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 9:00 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider
Village Clerk