

**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**  
**November 5, 2007**

November 5, 2007

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 November 5, 2007.

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

ALSO PRESENT: Thomas Petterelli, Bruce Dailey, Richard Greene, and John Sears

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

**MINUTES OF**  
**PUBLIC HEARING -**  
**OCTOBER 15, 2007 -**  
**LOCAL LAW #8 FOR**  
**2007 - FENCES**

A motion was made by Trustee Champagne and seconded by Trustee Brazill to accept the minutes of the October 15, 2007 Public Hearing on Local Law #8 for 2007 entitled "Fences" as recorded. All in favor. Motion carried.

Please note that the Local Law was originally proposed as #9 for 2007, but was adopted as Local Law #8 for 2007 entitled "Fences". The Department of State requires that Local Laws be submitted in numerical order upon approval, which changes this law to Local Law #8 for 2007 when adopted.

**MINUTES OF  
PUBLIC HEARING -  
OCTOBER 15, 2007 -  
LOCAL LAW #10  
FOR 2007 - ZONING  
(MINOA FARMS)**

A motion was made by Trustee Champagne and seconded by Trustee Cronk to accept the minutes of the October 15, 2007 Public Hearing on Local Law #10 for 2007 entitled "Zoning" as recorded. All in favor. Motion carried.

**MINUTES OF  
VILLAGE BOARD  
MEETING -  
OCTOBER 15, 2007**

A motion was made by Trustee Cronk and seconded by Trustee Theobald to accept the minutes of the October 15, 2007 Village Board Meeting as recorded. All in favor. Motion carried.

**ADOPTION OF  
LOCAL LAW #8 FOR  
2007 - FENCES**

A motion was made by Trustee Brazill and seconded by Trustee Champagne adopting Local Law #8 for 2007 relating to the establishment of Chapter 66 of the Village of Minoa Municipal Code entitled "Fences" relative to the establishment of regulations for the installation and construction of fencing on real property located within the Village of Minoa attached hereto as Schedule "A". All in favor. Motion Carried.

Attorney Primo said it was originally drafted as Local Law #9 for 2007, but the Department of State requires that Local Laws be submitted in numerical order upon approval, which changes this law to Local Law #8 for 2007.

**MINOA FIRE  
DEPARTMENT**

Nothing to report.

**AMBULANCE**

***RATIFY PERMISSION FOR KEITH BRANDIS TO ATTEND THE  
CERTIFIED LAB INSTRUCTOR COURSE***

A motion was made by Trustee Brazill and seconded by Trustee Champagne ratifying prior approval giving permission to Keith Brandis to attend the Certified Lab Instructor Course offered by CNY EMS on October 27-28, 2007, Syracuse, NY at no cost. All in favor. Motion carried.

***RATIFY PERMISSION FOR A MANDATORY MEETING/ STROKE  
SEMINAR***

A motion was made by Trustee Theobald and seconded by Trustee Brazill ratifying prior approval giving permission for a mandatory meeting for all Ambulance employees to attend a Stroke Seminar on November 5, 2007 at 5:30 p.m. in the Minoa Municipal Building. All in favor. Motion carried

Trustee Cronk said that it was a great honor for the Village of Minoa to host the

Stroke Seminar. Trustee Brazill said the Minoa Ambulance had successfully saved a stroke victim and followed the proper procedures. He said there was an award and seminar to honor the Ambulance department.

***PERMISSION FOR SHARON ROMER TO ATTEND THE COACHING & TEAMBUILDING SKILLS SEMINAR***

A motion was made by Trustee Theobald and seconded by Trustee Brazill giving permission for Sharon Romer to attend the Coaching & Teambuilding skills Seminar on December 18, 2007 in Syracuse, NY at a cost of \$199.00 per person. All in favor. Motion carried.

***PERMANENT APPOINTMENT / RYAN AMMANN***

A motion was made by Trustee Brazill and seconded by Trustee Cronk permanently appointing Ryan Ammann as a full-time Emergency Medical Technician from the Civil Service List # 86. All in favor. Motion carried.

***PERMANENT APPOINTMENT / JOHN BARATTINI***

A motion was made by Trustee Cronk and seconded by Trustee Theobald permanently appointing John Barattini as a full-time Emergency Medical Technician from the Civil Service List # 86. All in favor. Motion carried.

***PERMANENT APPOINTMENT / RAY DILL***

A motion was made by Trustee Theobald and seconded by Trustee Brazill permanently appointing Ray Dill as a part-time Emergency Medical Technician from the Civil Service List # 85. All in favor. Motion carried.

***PERMANENT APPOINTMENT / BRIAN MESSER***

A motion was made by Trustee Brazill and seconded by Trustee Champagne permanently appointing Brian Messer as a part-time Emergency Medical Technician from the Civil Service List # 85. All in favor. Motion carried.

**GRANT WRITING  
AGREEMENT /  
MACKENZIE  
HUGHES, LLP**

Mayor Donovan reported that he and Clerk/Treasurer Snider had met with Jeff Brown, Mackenzie Hughes, LLP, to discuss grant writing options through Mackenzie Hughes. Mayor Donovan said the grants would be written and researched and the 10% fee was payable upon receipt of the actual approved and received grant funds. Mayor Donovan clarified that no payment was due if the grant was not awarded to the Village.

A motion was made by Trustee Champagne and seconded by Trustee Brazill to authorize Mayor Donovan to sign the Mackenzie Hughes agreement through May 31, 2008 to research and write grant applications for the Village of Minoa based

upon Board approval, with a 10% fee payable upon the receipt of the approved and received grant funds. All in favor. Motion carried.

**COLD WAR**

Mayor Donovan said the Town of Manlius had recently approved a local law

**VETERANS TAX  
EXEMPTION**

pertaining to the Cold War Veterans Tax Exemption and requested that the Board review the local law carefully for possible consideration.

**PERMISSION TO  
ATTEND SPDES  
PERMIT RENEWAL  
MEETING**

A motion was made by Trustee Brazill and seconded by Trustee Champagne giving permission to the Village Board, Richard Greene, Steve Giarrusso, Thomas Petterelli, and Bob Wolf to attend the Public Meetings on the draft renewal permit for SPDES on November 14, 2007 at 1:00 p.m. at the Town of Clay, Town Hall at no cost. All in favor. Motion carried.

**ESM YOUTH  
SPORTS  
AGREEMENT -  
TABLED**

Trustee Brazill said that it did not appear in the agreement that the ESM Youth Sports provide a price reduction for Village residents. He said that in previous years it had been in the agreement, but had not been included in recent years. Trustee Brazill said he wanted the wording included in the agreement and signed before approving payment.

The Board agreed to table the approval of the agreement until the reduction verbiage was included in the agreement.

**STORMWATER  
PHASE II  
EDUCATION AND  
OUTREACH  
ASSISTANCE  
PROGRAM**

Mayor Donovan said the DEC had recently provided a commentary on the 2006 Annual Report and in lieu of the letter, he said the village needs to be more active in public participation. He said the proposed Stormwater Phase II Education and Outreach Assistance Program would deal with the concerns addressed by the DEC by supplying education and preparing a large portion of the annual report.

A motion was made by Trustee Champagne and seconded by Trustee Cronk that the Village of Minoa agrees to participate in the SPDES Stormwater Phase II Education and Outreach Assistance Program at a cost not to exceed \$5,000.00 sponsored by the Central New York Regional Planning & Development Board. All in favor. Motion carried.

**COMMUNITY  
DEVELOPMENT  
GRANT APPROVAL**

For information only, Mayor Donovan reported that the Village of Minoa had been approved for a Community Development Grant in the amount of \$90,000 for Rees Field site improvements.

**RESULTS OF \$40,000  
BAN RENEWAL**

For information only, Clerk/Treasurer Snider reported that she had received the following BAN rates for a \$40,000 BAN Renewal: Solvay Bank 3.6% (successful bidder) and JP Morgan Chase 4.78%.

**ANNUAL AUDIT**

For information only, Mayor Donovan reported that the Annual Audit reports were

completed and provided to the Board for their review.

## **TRUSTEES' REPORT**

Trustee Champagne asked that the Board and all Departments provide updated information to Clerk/Treasurer Snider to forward to the web developer. Trustee Champagne said he hoped to have the website up and running by the end of November.

Trustee Champagne reminded everyone that there is no parking on village streets from November 1, 2007 through April 1, 2008 for snow removal purposes.

Trustee Theobald said there was a recent situation at Lewis Park regarding a loose dog that did not have an ID tag. He said they contacted Ethel Sawkins, Animal Control Officer, and she then contacted the Town of Manlius Animal Control. He said the initial call was at 3:00 p.m. and was not responded until approximately 4:55 p.m. Trustee Theobald called the Town Hall Supervisors Office and was transferred to the Town Animal Control Officer and was advised that they contact the Officer by cell phone every 15 minutes and if after an hour without a response, they then contact the Town of Dewitt Animal Control Officer. Trustee Theobald said he was disappointed in the poor results and slow response and said that this was a consistent problem in Minoa. Trustee Theobald said he would research the procedures and update the Board with contact information.

Mayor Donovan said the Town of Manlius is responsible for dog problems, as they collect the revenue for dog licensing.

Trustee Theobald said the Halloween Party went well and it was very busy beautiful night. Trustee Theobald said Barbara Sturick, Deputy Clerk/Treasurer, did a great job organizing and shopping around for prices.

Trustee Cronk said the WWTF is still waiting for National Grid to complete the set-up of the generator. Mayor Donovan said that Steven Giarrusso thought that it was under control, but would look into it and report back to the Board..

Trustee Brazill had nothing to report.

## **MAYOR'S REPORT**

Mayor Donovan thanked everyone for their involvement with the Halloween Party and said Thomas Petterelli and the DPW crew did a great job in the set-up and removal process.

Mayor Donovan asked Trustee Brazill how the Minoa Fire Department Drill held on November 4, 2007 went and Trustee Brazill said it went well and they completed a burndown.

**ATTORNEY'S  
REPORT**

Attorney Primo had nothing to report.

**TREASURER'S  
REPORT**

A motion was made by Trustee Brazill and seconded by Trustee Theobald to accept the Treasurer's Report for the month of September 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 #11 in the amounts of General Fund - \$65,488.27 (Vouchers 421-477); Capital Fund (HE) - \$500.82 (Voucher 004); and Sewer Fund - \$8,440.24 (Vouchers 145-163) for a total of \$74,429.33 be audited and paid. All in favor. Motion carried.

**PUBLIC COMMENTS**

John Sears asked for a description of the responsibilities held by the Animal Control Officer. Mayor Donovan said he did not have the information at hand, but the job description is detailed in the Village Code and can be reviewed online or by a FOIL request at the Village Office. Mr. Sears asked why the Town of Manlius handled the dogs and Mayor Donovan said they license the dogs and receive the revenue associated with dog control.

Mr. Sears asked if the minutes would be available on the website and Trustee Champagne said they would be available within a few weeks.

**EXECUTIVE  
SESSION - IN**

A motion was made by Trustee Champagne and seconded by Trustee Theobald to enter into Executive Session at 8:30 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All in favor. Motion carried.

**INTERMUNICIPAL  
AGREEMENT -  
CODES  
ENFORCEMENT**

A motion was made by Trustee Brazill and seconded by Trustee Champagne authorizing Mayor Donovan to enter into an Intermunicipal Agreement for Codes Enforcement Services with the Village of Fayetteville pending approval by the Village Attorney attached hereto as Schedule "B". All in favor. Motion carried.

**APPOINTMENT /  
CODES  
ENFORCEMENT  
OFFICER / PART-  
TIME TO FULL-TIME**

A motion was made by Trustee Brazill and seconded by Trustee Champagne appointing Richard J. Greene from part-time to full-time status as Codes Enforcement Officer at a salary of \$42,000.00 per year and granting him the status of an employee who has completed at least one year of service effective January 1, 2008. All in favor. Motion carried.

**EXECUTIVE**

A motion was made by Trustee Theobald and seconded by Trustee Brazill to come out

**SESSION - OUT**

of Executive Session at 9:55 p.m. All in favor. Motion carried.

**ADJOURNMENT**

A motion was made by Trustee Theobald and seconded by Trustee Cronk that the Village Board Meeting be adjourned at 9:56 p.m. All in favor. Motion carried.

Respectfully submitted,

Suzanne M. Snider  
Village Clerk/Treasurer