

# Annual Organizational Meeting

## Village of Minoa

[WWW.VILLAGEOFMINOA.COM](http://WWW.VILLAGEOFMINOA.COM)

April 1, 2019

6:00PM

### PRESENT:

Mayor William F. Brazill  
Trustee John M. Abbott  
Trustee John H. Champagne  
Trustee Eric S. Christensen  
Trustee Gregory A. Rinaldi  
Clerk Treasurer Lisa L. DeVona  
Attorney Courtney M. Hills, Esq.

### ALSO PRESENT:

Michael Macko  
Chester Waskiewicz

Mayor Brazill opened the Annual Meeting at 6:00pm and led those present with the Pledge of Allegiance.

Mayor Brazill made the following appointments:

	<u>Appointment</u>	<u>Expiration</u>	<u>Term</u>
<b><u>DEPUTY MAYOR</u></b>			
John H. Champagne	April 2019	April 2020	1 year term
<b><u>DEPUTY CLERK-TREASURER</u></b>			
Barbara Sturick	April 2019	April 2020	1 year term
Donna Miller	April 2019	April 2020	1 year term
<b><u>RECORDS ACCESS OFFICER</u></b>			
Lisa DeVona	April 2019	April 2020	1 year term
<b><u>PROPERTY CONTROL MANAGER</u></b>			
Lisa DeVona	April 2019	April 2020	1 year term
<b><u>RESPIRATORY CONTROL COORDINATOR</u></b>			
Lisa DeVona	April 2019	April 2020	1 year term
<b><u>ACTING VILLAGE JUSTICE</u></b>			
Jeanette Zacharias	April 2019	April 2020	1 year term
<b><u>SUPERINTENDENT OF PUBLIC WORKS</u></b>			
Thomas Petterelli	April 2019	April 2020	1 year term
<b><u>SAFETY OFFICER/COORDINATOR</u></b>			
<b>VACANT</b>			<i>1 year term</i>
<b><u>ENVIROMENTAL OFFICER</u></b>			
Thomas Petterelli	April 2019	April 2020	1 year term
<b><u>CODE ENFORCEMENT OFFICER</u></b>			
Michael Jones (Intermunicipal Agreement with Village of Fayetteville)	April 2019	April 2020	1 year term
<b><u>VILLAGE HISTORIAN</u></b>			
<b>VACANT</b>			<i>1 year term</i>
<b><u>INFECTIOUS CONTROL OFFICER</u></b>			
Wendy Czajak	April 2019	April 2020	1 year term

**VILLAGE ENGINEER**

Alex Wisniewski April 2019 April 2020 1 year term  
LJR Engineering

**ATTORNEY**

Courtney M. Hills April 2019 April 2020 1 year term  
Courtney M. Hills Law Firm

**STORMWATER MANAGEMENT OFFICER**

Thomas Petterelli April 2019 April 2020 1 year term

**ZONING BOARD OF APPEALS**

Charles Tocci (Chairperson) April 2019 April 2024 5 year term  
Barbara Sturick, Secretary April 2019 April 2020 1 year term

**PLANNING BOARD**

Gail Greiner April 2019 April 2024 5 year term  
Barbara Sturick, Secretary April 2019 April 2020 1 year term

**OFFICIAL NEWSPAPER**

Syracuse Post Standard April 2019 April 2020 1 year term

**OFFICIAL DEPOSITORIES**

JP Morgan Chase April 2019 April 2020  
Solvay Bank April 2019 April 2020  
MBIA CLASS April 2019 April 2020

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the appointments as read aloud by Mayor Brazill. All in favor; motion carried.

Mayor Brazill made the following Liaison Appointments for 2019-2020:

- Mayor Brazill** Code Enforcement  
Court  
T/ Manlius Chamber of Commerce  
Clerk’s Office  
Public Relations
- Trustee Abbott** Fire/EMS Commissioner  
Police Committee  
Critical Response Committee  
Safety Committee  
Golden Age/Library
- Trustee Champagne** NIMS Compliance Officer  
Mechanic  
Wastewater Treatment Plant / CERF  
Security System – Camera  
Communications & Website  
Employee Handbook
- Trustee Christensen** Minoa Historical Association  
Celebrations (all events)  
Town of Manlius Historical Society
- Trustee Rinaldi** Department of Public Works (parks, buildings, grounds)  
Minoa Farms  
ESM Youth Sports  
Business Community

- Each Trustee is the Emergency Disaster Preparedness Planner for his department and each Trustee is responsible to see that the Right-To-Know, OSHA, and any other environmental laws that might pertain to their assigned departments are met. The DPW Superintendent will interact with Trustee Champagne as Emergency Disaster Preparedness Coordinator.

Trustee Champagne made a motion, seconded by Trustee Christensen to accept the liaison appointments as read aloud by Mayor Brazill. All in favor; motion carried.

Mayor Brazill stated the **Policy Against Discrimination and Harassment Policy** as amended November 5, 2018 remain in effect with the following: Clerk/Treasurer and Mayor as the Compliance Officers; **BE IT FURTHER RESOLVED**: that this Policy shall be distributed at the beginning of each year and copies of the Policy and Complaint Form shall be maintained in each department of the village as well as the Employee Handbook.

Trustee Champagne made a motion, seconded by Trustee Christensen to acknowledge the Policy against Discrimination and Harassment as amended November 5, 2018 remain in effect. All in favor; motion carried.

Mayor Brazill further stated the **Workplace Violence Prevention Policy** adopted 3/21/2011 remain in effect with the following: Clerk/Treasurer, Mayor, and one Trustee (namely, Trustee Champagne) as the Review Board for the Workplace Violence Prevention Policy and Thomas Petterelli as the Investigative Officer; **BE IT FURTHER RESOLVED**: that a posting be made at each Village location listing the names of the individuals sitting on the Review Board and that of the Investigative Officer Trustee Christensen made a motion, seconded by Trustee Champagne to acknowledge the Workplace Violence Prevention Policy adopted on 3/21/2011 remain in effect. All in favor; motion carried.

Mayor Brazill read aloud the following:

1. The Village Board Meeting shall be held on the first and third Monday of every month at 6:30 p.m. and will be held at the Municipal Building in the Village Board Room.
2. The Planning Board and Zoning Board of Appeals Meeting shall be held on the second Thursday of every month, as needed, at 7:00 p.m. and will be held at the Municipal Building in the Village Board Room as needed.
3. That the Surety Bond on the Village Clerk-Treasurer, Deputy Clerks-Treasurers, Village Justices, and all other Village employees be obtained in the amount of \$50,000 each.
4. That if a state of emergency is declared by Mayor Brazill, all Trustees and personnel would be directed to take action as laid out in the Emergency Disaster Preparedness Plan already in place. In the event of any other emergency, we would use communication facilities such as the reverse 911 System as applicable, the Village of Minoa website, Time Warner Cable, local radio and television stations to notify Village of Minoa residents.
5. That the Village Board will, whenever necessary, authorize transfer of funds from one budgetary account to another.
6. That the District Attorney's authorization dated 6/11/2012 for village attorney, to appear in Minoa Justice Court on behalf of District Attorney for limited purpose of prosecuting matters involving municipal code violations (Van Sickle letter).
7. That the Sergeant-of-Arms be Michael Macko, Kenneth Caskinett, Michael McGraw and/or Town of Manlius Police Officer who is on duty at the time of the Village Board Meetings.
8. That mileage allowance for Village officials while on Village business shall be the same as the IRS allowance at the time.
9. The procedure for calling Special Meetings shall be: the Mayor will notify the Village Clerk-Treasurer who will then notify the Trustees, the newspapers, and post a notice of such meeting in a public place; namely, the Minoa Post Office.

10. That Mayor Brazill shall be the Purchasing Officer and that the Village Treasurer is authorized to sign all purchase orders on behalf of the Mayor, and the Mayor, at his discretion, shall authorize all purchases over \$100.00.
11. That the following signatures be on the bank signature cards on file at the bank: William F. Brazill, Mayor; John H. Champagne, Deputy-Mayor; Lisa L. DeVona, Treasurer. The Mayor and Treasurer will sign all checks. In the absence of one, either remaining two will sign.
12. That Onondaga County prints the Village Tax Bills.
13. Use of Community Rooms and Use of Community Sign in Lewis Park Policy per Village Board resolution 10/17/2005 remain in place.
  
14. That the Village Clerk-Treasurer be designated by the Mayor as the Licensing Officer for the Village of Minoa per written designation dated April 5, 2004.
15. That the **Procurement Policy** for the Village of Minoa as adopted on January 7, 1992 and amended on April 7, 2008 and March 21, 2011 remains in effect.
16. That the **Investment Policy** for the Village of Minoa as adopted on April 5, 1994 and amended on September 19, 1995 remains in effect.
17. That the Fee Schedule dated April 1, 2002 and last amended 4/7/09 be revised as of April 6, 2015 and new fee schedule be effective January 9, 2017.
20. That the term of licensing for private haulers doing business within the Village of Minoa be from June 1 – May 31.
21. That the Time Capsule located by the monument in the southeast corner at Lewis Park shall be opened in 2044.
22. That the 2020 Annual Organizational Meeting be held on **Monday, April 6, 2020** beginning at **6:00pm.**

Trustee Champagne made a motion, seconded by Trustee Christensen to acknowledge and accept the above listed as read aloud by Mayor Brazill. All in favor; motion carried.

Respectfully submitted,

*Lisa L. DeVona*

Lisa L. DeVona  
Clerk-Treasurer