

Village of Minoa
WWW.VILLAGEOFMINOA.COM

Board of Trustees

April 5, 2021

Mayor William F. Brazill
Trustee John M. Abbott
Trustee John H. Champagne
Trustee Eric S. Christensen
Trustee Bobby Schepp
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Esq.

Also Present:

Fire Chief Matt McGarrity, DPW Superintendent Tom Petterelli, MFD, Inc President Tom Czajak, Dan Engelhardt, Ryan Ammann, Sara Bollinger, Tom Schepp, Erich Schepp, Sandy Schepp

Mayor Brazill appointed Bobby Schepp to open trustee position for the remainder of the term created by resignation to expire April 4, 2022.

Mayor Brazill invited Bobby Schepp and his family to come forward and for the Oath of Office to be administered by Clerk-Treasurer. Trustee Schepp signed the Oath of Office in the presence of his family and those present.

Mayor Brazill made the following appointments:

DEPUTY-MAYOR

John Champagne	April 2021	April 2022	1 year term
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DEPUTY CLERK-TREASURER

Barbara Sturick	April 2021	April 2022	1 year term
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Donna Miller	April 2021	April 2022	1 year term
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RECORDS ACCESS OFFICER

Lisa DeVona	April 2021	April 2022	1 year term
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PROPERTY CONTROL MANAGER

Lisa DeVona	April 2021	April 2022	1 year term
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RESPIRATORY CONTROL COORDINATOR

Lisa DeVona	April 2021	April 2022	1 year term
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ACTING VILLAGE JUSTICE

Jeanette Zacharias	April 2021	April 2022	1 year term
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SUPERINTENDENT OF PUBLIC WORKS

Thomas Petterelli April 2021 April 2022 1 year term

SAFETY OFFICER/COORDINATOR

Jim Landry April 2021 April 2022 1 year term

ENVIRONMENTAL OFFICER

Thomas Petterelli April 2021 April 2022 1 year term

CODE ENFORCEMENT OFFICER

Intermunicipal Agreement with Village of Fayetteville

VILLAGE HISTORIAN

VACANT

1 year term

INFECTION CONTROL OFFICER

Wendy Czajak April 2021 April 2022 1 year term

VILLAGE ENGINEER

Alex Wisniewski April 2021 April 2022 1 year term
LJR Engineering

ATTORNEY

Courtney M. Hills April 2021 April 2022 1 year term
Courtney M. Hills Law Firm

STORMWATER MANAGEMENT OFFICER

Thomas Petterelli April 2021 April 2022 1 year term

ZONING BOARD OF APPEALS

Chris Beers (Chairperson) April 2021 April 2026 5 year term
Barbara Sturick, Secretary April 2021 April 2022 1 year term

PLANNING BOARD

John Jarmacz April 2021 April 2026 5 year term
Barbara Sturick, Secretary April 2021 April 2022 1 year term

OFFICIAL NEWSPAPER

Syracuse Post Standard April 2021 April 2022 1 year term

OFFICIAL DEPOSITORIES

JP Morgan Chase April 2021 April 2022
Solvay Bank April 2021 April 2022
MBIA NYCLASS April 2021 April 2022

MOTION:

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

Mayor Brazill made the following liaison appointments:

LIAISON APPOINTMENTS

Mayor Brazill

Court
T/ Manlius Chamber of Commerce
Clerk's Office
Public Relations

Trustee Abbott

Mechanic
Department of Public Works (parks, buildings, grounds)
Critical Response Committee
Golden Age/Library

Trustee Champagne

Fire/EMS Commissioner
Police Committee
NIMS Compliance Officer
Code Enforcement
Security System – Camera
Employee Handbook

Trustee Christensen

Wastewater Treatment Plant / CERF
Minoa Historical Association
Celebrations (all events)
Town of Manlius Historical Society

Trustee Schepp

Minoa Farms
ESM Youth Sports
Business Community
Shadow other Trustees (1st year)

- 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.

MOTION MADE BY: Trustee Champagne

SECONDED BY: Trustee Christensen

All in favor; motion carried.

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.

MOTION MADE BY: Trustee Champagne

SECONDED BY: Trustee Christensen

All in favor; motion carried.

- **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

MOTION MADE BY: Trustee Christensen

SECONDED BY: Trustee Champagne

All in favor; motion carried.

Mayor Brazill acknowledged and 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, 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, Trustee; 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 Time Capsule buried October 2019 located in front of the Municipal Building (side of Main Entrance) shall be opened in 2044.
23. That the 2022 Annual Organizational Meeting be held on **Monday, April 4, 2022** beginning at **6:00pm**.

MOTION MADE BY: Trustee Champagne

SECONDED BY: Trustee Schepp

All in favor; motion carried.

Respectfully submitted by,
Lisa DeVona, Clerk Treasurer