

VILLAGE OF MINOA

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BOARD OF TRUSTEES

October 5, 2020

- PRESENT:** Mayor William Brazill
Trustee Abbott
Trustee Champagne
Trustee Christensen
Trustee Rinaldi
Clerk Treasurer Lisa DeVona
Attorney Courtney Hills, Esq.
- ALSO PRESENT:** Fire Chief Matt McGarrity, DPW Superintendent Tom Petterelli, MFD, Inc President Tom Czajak, Dennis Erard

Mayor Brazill opened the village board meeting at 6:30 pm and led those present with the Pledge of Allegiance.

ANNOUNCEMENT GREATER MANLIUS CHAMBER OF COMMERCE

Mayor Brazill announce the Greater Manlius Chamber of Commerce is holding a "Show your Spirit event, October 10- 31st for all non-residential locations in the area. Decorate the exterior of your non-residential location with a family-friendly Halloween theme by October 13th so the community has time to enjoy it throughout the month. Clear Path for Veterans will be judging registered location from October 26-29th; winners will be announced October 30th. For more information please visit the chambers website:
<http://www.manliuschamber.com/news.shtml#oct312020>

ANNUAL MEETING Mayor Brazill made the following appointments:

	<u>Appointment</u>	<u>Expiration</u>	<u>Term</u>
<u>DEPUTY MAYOR</u>			
John H. Champagne	10/5/2020	April 2021	1 year term
<u>CLERK-TREASURER</u>			
Lisa DeVona	10/5/2020	April 2022	2 year term
<u>DEPUTY CLERK-TREASURER</u>			
Barbara Sturick	10/5/2020	April 2021	1 year term
Donna Miller	10/5/2020	April 2021	1 year term
<u>RECORDS ACCESS OFFICER</u>			
Lisa DeVona	10/5/2020	April 2021	1 year term
<u>PROPERTY CONTROL MANAGER</u>			
Lisa DeVona	10/5/2020	April 2021	1 year term
<u>RESPIRATORY CONTROL COORDINATOR</u>			
Lisa DeVona	10/5/2020	April 2021	1 year term
<u>ACTING VILLAGE JUSTICE</u>			
Jeanette Zacharias	05/18/2020	April 2021	1 year term
<u>SUPERINTENDENT OF PUBLIC WORKS</u>			
Thomas Petterelli	10/5/2020	April 2021	1 year term
<u>SAFETY OFFICER/COORDINATOR</u>			
VACANT			<i>1 year term</i>
<u>ENVIROMENTAL OFFICER</u>			
Thomas Petterelli	10/5/2020	April 2021	1 year term
<u>CODE ENFORCEMENT OFFICER</u>			
Michael Jones (Intermunicipal Agreement with Village of Fayetteville)	10/5/2020	April 2021	1 year term
<u>INFECTIOUS CONTROL OFFICER</u>			
Wendy Czajak	10/5/2020	April 2021	1 year term

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 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 Sickel 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 Time Capsule buried October 2019 located in front of the Municipal Building (side of Main Entrance) shall be opened in 2044.
23. That the 2021 Annual Organizational Meeting be held on **Monday, April 5, 2021** beginning at **6:00pm**.

MOTION MADE BY: Trustee Christensen SECONDED BY: Trustee Champagne All in favor; motion carried.

JUSTICE COURT

The following resolution as drafted and proposed by the Village Attorney, was moved, seconded and adopted:

WHEREAS, *the Justice Court Assistance Program (“JCAP”) provides for towns or villages having a local justice court or justice, with consent of the local town or village board, to apply for a grant in an unspecified amount, however with no contribution from the town or village; and*

WHEREAS, *together with an application and itemized budget for the most recent municipal fiscal year of the justice court, a certified resolution of the local town or village board authorizing the submission of same is required, and same may authorize the justice to apply for same on behalf of the justice court; and*

WHEREAS, *the Village of Minoa Board of Trustees has been notified that the Village of Minoa Justice, Janet K. Stanley, wishes to submit such the grant application attached hereto as Schedule “A”, however same not being limited to those specific items and*

provided the Village of Minoa has no contribution obligation, Justice Stanley is proposed to be authorized to apply for whatever she may legally be entitled to subject to the provisions of JCAP; and

WHEREAS, the Village of Minoa Board of Trustees desires to approve same and to authorize the Village Mayor to execute the application and to certify specifically in the context of same that: (1) any funds and goods or services awarded pursuant to the application shall be only in accordance with the provisions of Chapter 280 of the Laws of 1999 and with all rules and regulations governing JCAP; (2) any goods and/or services purchased with JCAP funds shall be obtained in accordance with acceptable procurement practices established by the Village, including but not limited to competitive bidding and procurement policies or procedures; and (3) no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or to otherwise supplement funding provided by the Village to its Justice(s); and

WHEREAS, Justice Stanley has acknowledged on behalf of herself and the Village Minoa Justice Court that she is aware of and is subject such provisions;

NOW THEREFORE, be it

RESOLVED, that the submission of the foregoing application by Justice Stanley on behalf of the Village of Minoa Justice Court is hereby approved; and it is further

RESOLVED, that the Mayor is authorized to execute and deliver any documents or instruments, and/or any approvals or certifications as above noted and in connection with this; and is further

RESOLVED, that the Village Board further authorizes any and all acts and/or approvals as required under the foregoing program and as aforementioned and in particular that a certified copy of this resolution shall be delivered to Justice Stanley or at her direction for submission with the application;

William Brazill, Mayor	Yes
John Champagne, Deputy Mayor	Yes
Eric Christensen, Trustee	Yes
John Abbott, Trustee	Yes
Gregory Rinaldi, Trustee	Yes

Resolution was adopted.

OCWA

HYDRANT APPLICATION AND WATER MAIN INSTALLATION – MINOA FARMS SECTION 2 PHASE 1A

Trustee Abbott made a motion, seconded by Trustee Champagne authorizing Mayor to execute Application for Fire Hydrant (Project 9004029) for Hydrant #14636 (Minoa Lakes Road 240' south of Forest View Lane) and Hydrant #14637 (Clairborne Court 340' east of Minoa Lakes Road at the end of cul-de-sac). The developer Thomas Oot will pay for installation in conjunction with the 8" Water Main Extension, the village will be billed annually for maintenance rate currently \$74.03 per hydrant per annum. All in favor; motion carried.

CLERK-TREASURER

MEETING MINUTES – September 13, 2020

Trustee Champagne made a motion, seconded by Trustee Abbott to approve the meeting minutes of September 13, 2020 as written. All in favor; motion carried.

PERMISSION TO EXECUTE 2021 FIRE AND EMS CONTRACT WITH TOWN OF MANLIUS

Trustee Champagne made a motion, seconded by Trustee Christensen authorizing Mayor and Fire Chief to execute 2021 Fire/EMS contract with the Town of Manlius in the amount of \$875,485.00. All in favor; motion carried.

RATIFY PRIOR APPROVAL TO MIGRATE VILLAGE CELLULAR DEVICES TO OGS CONTRACT

Trustee Christensen made a motion, seconded by Trustee Abbott to ratify prior approval to migrate all Verizon Wireless cellular devices to OGS contract, Group 7017, Award 23100 Telecommunications Connectivity Services; approximately \$900 annual savings. All in favor; motion carried.

ANNUAL UPDATED DOCUMENT FOR FISCAL YEAR ENDING MAY 31, 2020

Trustee Abbott made a motion, seconded by Trustee Champagne acknowledging the Annual Updated Document for fiscal year ending May 31, 2020 has been filed with NYS Comptroller. All in favor; motion carried.

BUDGET AMENDMENT

Trustee Champagne made a motion, seconded by Trustee Christensen to approve budget amendment FROM: A5110.40 Street Maintenance TO: A8160.47 (T11 Tires); \$3,172.00. All in favor; motion carried.

TREASURER'S REPORT

Trustee Christensen made a motion, seconded by Trustee Abbott accepting the Treasurer's Report for periods ending August 31st 2020. All in favor; motion carried.

VILLAGE INFRASTRUCTURE IMPROVEMENT PROGRAM (VIP) ANNUAL REPORT

Trustee Champagne made a motion, seconded by Trustee Abbott authorizing the Clerk to submit Village Infrastructure Improvement Program (VIP) Annual Report for fiscal year ending May 31, 2020 to Onondaga County. All in favor; motion carried.

REQUEST TO WAIVE BALANCE DUE FOR AMBULANCE BILLING DUE TO HARDSHIP

Trustee Abbott made a motion, seconded by Trustee Christensen to approve the request to waive \$940.00 balance due for Run #20-71892 associated with services provided on May 5, 2020. All in favor; motion carried.

BUILDINGS AND GROUND

BUILDING SECURITY MONITORING PROPOSALS

Tabled

DPW

NEW POSITION DUTIES STATEMENT FOR ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

Trustee Champagne made a motion, seconded by Trustee Christensen to approve the new position Duties Statement for Assistant Superintendent of Public Works. All in favor; motion carried.

FIRE

CHANGE OF MEMBERSHIP – DAVID HESS

DEPARTMENT

Trustee Christensen made a motion, seconded by Trustee Abbott to approve the change in membership of David Hess from Active to Life. All in favor; motion carried.

CHANGE OF MEMBERSHIP – BEN HESS

Trustee Christensen made a motion, seconded by Trustee Abbott to accept the resignation of Ben Hess. All in favor; motion carried

AMBULANCE

2019 FORD AMBULANCE (VIN# 1FDWE3FS0KDC66390)

Mayor Brazill announced the village took possession of 2019 Ford Ambulance last week and is scheduled to be in service next week. All in favor; motion carried.

WTP

LETTER OF SUPPORT

Trustee Christensen made a motion, seconded by Trustee Champagne to authorize Mayor to Letter of Support for Dr. Hui Zhang proposal, Research Experiences in Ecological Engineering and Electrical Computer Engineering for Teachers. All in favor; motion carried.

PROPERTY OWNER REQUESTS PENALTY BE WAIVED

Trustee Champagne made a motion, seconded by Trustee Christensen to waive \$15.50 penalty, one time only, for property owner of Sewer A/C #21010. All in favor; motion carried.

AUDIT OF CLAIMS

ABSTRACT 009

A motion was made by Trustee Abbott and seconded by Trustee Champagne that the claims on Abstract #009 in the amount of General Fund \$189,059.20 (Vouchers 342-386), Sewer Fund \$10,382.70 (Vouchers 135-158), for a total of \$199,441.90 audited and paid. All in favor; motion carried.

ATTORNEY'S REPORT

Attorney Hills reported a board member of ESM Youth Sports has reached out regarding the addition of a *force majeure* clause to the agreement. A discussion ensued regard the history of the relationship between the Village of Minoa and ESM Youth Sports (formerly known as Minoa-Kirkville Athletic Association) and unanimously the board feels it is not necessary to amend the agreement to include such clause. Trustee Christensen made a motion, seconded by Trustee Champagne leave agreement as is. All in favor; motion carried.

TRUSTEES' REPORT

Trustee Abbott – thanked everyone who came out to vote for him; looking forward to another term.
Trustee Rinaldi – congratulated Mayor and Trustees Abbott and Christensen; looking forward to working with everyone.
Trustee Christensen – thanked all the voters who came out to vote for him; and congratulated Mayor Brazill and Trustee Abbott on their victories.
Trustee Champagne – also congratulated everyone.

MAYORS REPORT Congratulated all re-elected candidates and thanked everyone who came out to vote. Mayor Brazill stated he is looking forward to the new liaison appointments and will meet soon with each liaison to discuss future goals for the departments.

PUBLIC COMMENT No comments.

ADJOURNMENT A motion was made by Trustee Abbott and seconded by Trustee Christensen to adjourn the village board meeting at 7:32pm. All in favor. Motion carried.

Respectfully submitted,

Lisa L. DeVona

Lisa L. DeVona
Clerk-Treasurer