



# *Town of Minerva Board Meeting Tentative Agenda June 15<sup>th</sup>, 2017*

## **Town of Minerva**

*Stephen McNally, Supervisor  
Douglas McCall, Councilman  
Keith Dubay, Councilman  
David LaBar, Councilman  
Keith Iversen, Councilman  
Bruce McGinn, Highway Superintendent  
Diana Mason, Town Clerk*

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5 Morse Memorial Highway  
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Public service is a privilege. Thank you for allowing us to serve you.

Thank you for attending tonight's town board meeting. We will hold two public comment periods. The first, at the beginning of the meeting, will be limited to 10 minutes. The second, at the end of the meeting, will be as long as it needs to be.

Public comment, like public service, is a privilege. Thank you in advance for sharing your questions and concerns and for respecting your neighbors who are here as a member of the public or as a member of the board.

The Town of Minerva reserves the right to enter into executive sessions to consider issues allowable under the New York State Open Meetings Law. We will do our best to schedule those at the end of the meeting for the convenience of those attending. There may be times when it will be prudent for us to enter executive session earlier in the evening. We apologize in advance for any inconvenience that this may cause to those attending our meetings.

Corresponding meeting material is located in the blue binder and on our web page. We would be happy to make copies upon request during normal business hours.

Roll Call

Pledge of Allegiance

Public Comment

Approval of June 1<sup>st</sup> regular meeting minutes

Financial Reports

Audit of Vouchers

Operating Statement

New Business

Resolution to Approve Snow & Ice Contract 2017/2018

Resolution to Approve Snow & Ice Contract 2018/2019

Resolution to Approve Prize Money for Fishing Derby

Resolution to Approve Money for Children's Games

Prizes

Supervisor's Report

Highway Superintendent's Report

Department Reports

Town Clerk May Report

Public Comment

Councilmen Comments

Adjournment

Town of Minerva  
Town Board Meeting  
June 1, 2017

The Semi-monthly meeting of the Minerva Town Board held on Thursday, June 1, 2017 was called to order at 7:00 PM ~Upon Roll Call~

Stephen McNally- Supervisor-present  
Douglas McCall-Councilman-excused  
Keith Dubay-Councilman-present  
David LaBar-Councilman-present  
Keith Iversen-Councilman-present

Pledge of Allegiance  
Public Comment #1-none

#135 Motion by Dubay seconded by Iversen to approve the minutes of the May 18, 2017 meeting. Carried 4-0

Supervisor McNally read a letter from Kate Smith as Class of 2018 advisor asking permission to sell dessert and snacks on June 14 during the Double Visions concert.

#136 Motion by Dubay seconded by LaBar to approve the request from the Class of 2018. Carried 4-0

Supervisor McNally read a letter from Patty Warrington, President of the MVFD&RS and responded to several comments in the letter. Several board members also spoke on these same issues.

#137 Motion by LaBar seconded by Dubay to approve Resolution to set wages for senior staff for the Minerva Youth Program as presented. Carried 4-0

#138 Motion by Dubay seconded by Iversen to approve Resolution to purchase used Sullair Compressor for Highway Department for \$6,995.00 from account 51302.02.002. Roll Call Vote-YES-Dubay, LaBar, Iversen, McNally. NO-none Carried 4-0

Supervisor report included: concert on June 14; Transfer station open 7 days a week effective May 29; rabies clinic at Minerva Fire House on June 22 from 6-7 PM and he received the snow and ice contract from NYS for 2017 and 2018.

#139 Motion by Dubay seconded by LaBar to authorize the Supervisor to sign the NYS Snow and Ice contract for the years 2017 and 2018. Carried 4-0

Highway Superintendent report-excused.

#140 Motion by Dubay seconded by Iversen to approve the food pantry report dated 5/2017. Carried 4-0

#141 Motion by LaBar seconded by Dubay to accept the transfer station report for May 2017. Supervisor McNally stated he will try to include year to date totals. Carried 4-0

Public comment #2-Joy Healy stated she saw fish being stocked; Phil Johnson reported that the Town Hall looks clean from power washing.

Councilman comments:

Iversen-none

LaBar-stated beach work is coming along.

Dubay-stated he is getting dates for CPR class.

#142 Motion by LaBar seconded by Dubay to adjourn at 7:14 PM. Carried 4-0

Diana Mason

Town Clerk

Resolution No. \_\_\_\_

TOWN OF MINERVA

June 15, 2017

Regular Board Meeting

**Resolution to Approve and Authorize the Extension of the State Snow & Ice Agreement**

The following resolution was offered by \_\_\_\_\_ who moved its adoption.

WHEREAS The Town of Minerva has provided snow & ice removal services to the New York State Department of Transportation on state highways in the Town of Minerva for many years; and

WHEREAS The State Department of Transportation has offered the Town an opportunity to continue providing this service for the 2017/2018 season through an extension of its current contract at a total amount for the 2017/2018 contract extension of \$77,102.66;

BE IT RESOLVED that the Town of Minerva agrees to approve the 2017/2018 contract extension and authorizes the Supervisor to sign the contract extension.

This resolution was duly seconded \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_ Dubai  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

NOES: \_\_\_\_\_ Dubai  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_  
Diana Mason, Town Clerk

TOWN SEAL

Resolution No. \_\_\_\_

TOWN OF MINERVA

June 15, 2017

Regular Board Meeting

**Resolution to Approve and Authorize the Extension of the State Snow & Ice Agreement**

The following resolution was offered by \_\_\_\_\_ who moved its adoption.

WHEREAS The Town of Minerva has provided snow & ice removal services to the New York State Department of Transportation on state highways in the Town of Minerva for many years; and

WHEREAS The State Department of Transportation has offered the Town an opportunity to continue providing this service for the 2018/2019 season through an extension of its current contract at a total amount for the 2018/2019 contract extension of \$77,848.00;

BE IT RESOLVED that the Town of Minerva agrees to approve the 2018/2019 contract extension and authorizes the Supervisor to sign the contract extension.

This resolution was duly seconded \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_ Dubai  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

NOES: \_\_\_\_\_ Dubai  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_  
Diana Mason, Town Clerk

TOWN SEAL

Resolution No. \_\_\_\_\_

TOWN OF MINERVA

June 15, 2017

*Regular Board Meeting*

**Resolution to Approve Prize Money for the Fishing Derby on Minerva Day July 1, 2017**

The following resolution was offered by \_\_\_\_\_ who moved its adoption:

Whereas the Town of Minerva has supported the Fishing Derby held on Minerva Day with a donation to purchase prizes;

Now be it also resolved that the Town Board of the Town of Minerva authorizes \$50 from account number 6410.4 for the purpose of purchasing prizes.

This resolution was duly seconded by \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_ Dubay  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

NOES: \_\_\_\_\_ Dubay  
\_\_\_\_\_ McCall  
\_\_\_\_\_ LaBar  
\_\_\_\_\_ Iversen  
\_\_\_\_\_ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_  
Diana Mason, Town Clerk

TOWN SEAL

Resolution No. \_\_\_\_\_

TOWN OF MINERVA

June 15, 2017

*Regular Board Meeting*

**Resolution to approve prize money for Children’s Prizes on Minerva Day July 1, 2017**

The following resolution was offered by \_\_\_\_\_ who moved its adoption:

Whereas the Town of Minerva has supported the Children’s Games held on Minerva Day at Donnelly Beach; and

Whereas The Town of Minerva rewards the winners of the Children’s Games with prizes;

Now be it resolved that the Town Board of the Town of Minerva authorizes \$100 from account number 6410.4 for the purpose of purchasing said prizes.

This resolution was duly seconded by \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_Dubay  
\_\_\_\_\_McCall  
\_\_\_\_\_LaBar  
\_\_\_\_\_Iversen  
\_\_\_\_\_McNally

NOES: \_\_\_\_\_Dubay  
\_\_\_\_\_McCall  
\_\_\_\_\_LaBar  
\_\_\_\_\_Iversen  
\_\_\_\_\_McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Diana Mason, Town Clerk

TOWN SEAL

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:

DATE: MAY, 20 17

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office, during the month above stated, excepting only such fees and moneys in application and payment of which are otherwise provided for by law:

Conservation Licenses - DECALS	Commission	\$ <u>4.71</u>
Marriage Licenses No. _____ to _____	Ⓢ _____	_____
Marriage Certificates	Ⓢ _____	_____
Marriage Transcripts	Ⓢ _____	_____
Registrar Fees	Ⓢ _____	_____
Migratory Bird Stamps	Ⓢ _____	_____

A 1255	TOTAL TOWN CLERK FEES	\$ _____
A 1010 - 1090	REAL PROPERTY TAXES \$ _____ INTEREST and PENALTIES \$ _____	_____
A 2001	PARK and RECREATION CHARGES	_____
A 2110	ZONING FEES \$ _____ A 2115 PLANNING FEES \$ _____	_____
A 2530	GAMES OF CHANCE TOWN SHARE _____ LICENSE \$ _____ FEE \$ _____ TOTAL	_____
A 2540	BINGO TOWN SHARE _____ LICENSE \$ _____ FEE \$ _____ TOTAL	_____
A 2544	DOG LICENSE - SPAYED AND NEUTERED <u>8@4</u>	_____
	DOG LICENSE - UNSPAYED AND UNNEUTERED <u>2@10</u>	<u>52.00</u>
	PUREBRED LICENSE	_____

A 2545	OTHER LICENSES	_____
A 2555	BUILDING PERMITS	_____
A 2590	OTHER PERMITS	_____
A 2655	MINOR SALES	_____
A 2770	OTHER UNCLASSIFIED REVENUES	_____
	<u>H20 = 5/8 744.15</u>	<u>1272.15</u>
	<u>5/21 528.00</u>	_____

TOTAL TOWN REVENUES TO SUPERVISOR CR# 1078 \$ 1328.86

Amount paid to NEW YORK STATE COMPTROLLER for Games of Chance Licenses	_____
Amount paid to NEW YORK STATE COMPTROLLER for State Share of Bingo Licenses	_____
Amount paid to NEW YORK STATE D.E.C. for Conservation Licenses - DECALS	<u>80.29</u>
Amount paid to COUNTY TREASURER for Dog Licenses	_____
Amount paid to NEW YORK STATE HEALTH DEPARTMENT for Marriage Licenses	_____
Amount paid to NEW YORK STATE AGRICULTURE & MARKETS for <del>Unspayed / Unneutered</del> Dogs	<u>14.00</u>
Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs	_____

\*Received Payment of these amounts: TOTAL DISBURSED..... \$ 1423.15  
\_\_\_\_\_ 20 \_\_\_\_\_ Supervisor

STATE OF NEW YORK, COUNTY OF Essex TOWN OF MINERVA

Diana Mason, being duly sworn, says that I am the Clerk of the Town of Minerva that the foregoing is a full and true statement of all Fees and Moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

**Nancy O'Brien**  
NOTARY PUBLIC, STATE OF NEW YORK  
Qualified in Essex County  
Reg. No. 010B4968733  
Commission Expires 10-4-2018

Diana Mason Town Clerk  
Nancy O'Brien Notary Public

Subscribed and Sworn to before me this }  
8 day of June 2017 }

PREPARE IN DUPLICATE. REMIT ORIGINAL TO SUPERVISOR AND RETAIN COPY FOR CLERK'S RECORD.