



Town of Minerva Board Meeting Tentative Agenda September 7th, 2017

Town of Minerva

Stephen McNally, Supervisor

Douglas McCall, Councilman

Keith Dubai, Councilman

David LaBar, Councilman

Keith Iversen, Councilman

Bruce McGinn, Highway Superintendent

Diana Mason, Town Clerk

PO Box 937,

5 Morse Memorial Highway

Minerva, NY 12851

518-251-2869 (phone)

518-251-5136 (fax)

<http://www.townofminerva.com>

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.

Pledge of Allegiance

Roll Call

Public Comment

Approval of August 17th, 2017 meeting minutes

Approval of August 23rd, 2017 meeting minutes

Correspondence:

APLGRB Letter and Agreement

New Business

Resolution for APLGRB Agreement and Fee

Resolution to Amend Audit of Vouchers 8-2017

Supervisor's Report

Highway Superintendent's Report

Department Reports

Minerva Food Pantry Report - August 2017

Transfer Station Report - August 2017

Public Comment

Councilmen Comments

Adjournment

Town of Minerva
Town Board Meeting
August 17,2017

The Semi-monthly meeting of the Minerva Town Board held on Thursday, August 17, 2017 was called to order at 7:00 PM ~Upon Roll Call~

Stephen McNally- Supervisor-present

Douglas McCall-Councilman-present

Keith Dubay-Councilman-present

David LaBar-Councilman-present

Keith Iversen-Councilman-present

Pledge of Allegiance

Public Comment #1-none

#182 Motion by Dubay seconded by Iversen to approve the minutes of the August 3, 2017 meeting. Carried 5-0

#183 Motion by Dubay seconded by McCall to approve the minutes of the August 9, 2017 Special meeting. Carried 5-0

Correspondence was read from Paul Lampson et al concerning the property at 1595 State Route 28N. John Williams will write a letter in reply.

A request for refund of \$85 campground deposit was received from Dawn Shumway.

#184 Motion by LaBar seconded by McCall to return Ms. Shumway \$85 was approved. Carried 5-0

A letter from MVFD&RS was read and discussed concerning the purchase of fire truck.

#185 Motion by McCall seconded by Dubay to approve claims #505-578 with fund amounts: General Fund: \$4,980.92; Highway fund \$28,244.91; Parks District: \$14,365.12; Town Hall Capital Improvement Fund \$94.43; Water District \$56,661.16; Fire District \$38,081.14; Prepaid \$34,608.94. Grand Total \$177,036.62 Carried 5-0

#186 Motion by Dubay seconded by Iversen to accept the Operating Statement for period ending 7/31/17 Carried 5-0

#187 Motion by Dubay seconded by LaBar to approve Resolution to Update Fees charged for FAX transmission and printed copies. Carried 5-8

#188 Motion by McCall seconded by Iversen to approve Resolution to Authorize the Town Supervisor to enter in DASNY Grant disbursement agreement project ID #6508. Roll Call Vote: YES-Dubay, McCall, LaBar, Iversen, McNally. NO-none. Carried 5-0

#189 Motion by LaBar seconded by Iversen to approve Resolution to hire Greenman-Pedersen Inc. for \$41,000 as Minerva Lake Dam engineer from the \$123,000 Grant. Roll Call vote YES-Dubay, McCall LaBar, Iversen, McNally. No-none Carried 5-0

#190 Motion by Dubay seconded by LaBar to accept the bid for concrete work on the Community Center from Northwoods Concrete, Chestertown, NY with the bid of \$74,500. Roll Call Vote YES-Dubay, McCall, LaBar, Iversen, McNally. No-none Carried 5-0

#191 Motion by LaBar seconded by Dubay to accept the bid for Shell work on the Community Center from Eric Piper Construction with the bid of \$198,666. Roll Call Vote YES-Dubay, McCall, LaBar, Iversen, McNally. No-none Carried 5-0

Supervisor Report: The county will pull the parcel of land located on West Road by the water tower from the auction due to being land locked if the Town would be interested in purchasing it.

#192 Motion by McCall seconded by Iversen to pursue the land acquisition from the county. Roll Call Vote: YES-Dubay, McCall, LaBar, Iversen, McNally. NO-none Carried 5-0

The Supervisor reported that SLIC hopes to begin running lines in October.

#193 Motion by LaBar seconded by Dubay to approve the MVFD&RS purchase of a fire truck with the following stipulations: 1)all billing income (revenue and expenses) will be included in the monthly and annual reports. 2) income from billing to be used for MEMS equipment and rescue squad expenses. 3) the 2018 contract will remain at same level as 2017 excluding comp payment. Roll Call Vote-YES LaBar, Iversen, McCall, McNally, NO-none ABSTAINED-Dubay Carried 4-0-1
Highway Superintendent report: excused

#194 Motion by LaBar seconded by McCall to accept the Town Clerk report for July. Carried 5-0

#195 Motion by Dubay seconded by LaBar to accept the transfer station report for July. Carried 5-0

#196 Motion by Dubay seconded by LaBar to accept the MVFD&RS 6/14/2017 meeting minutes and financials dated 5/31/2017 6/30/2017 and 7/31/2017. Carried 5-0

Public Comment #2- Sue Montgomery Corey asked if the Board has seen the audit from the Comptroller-not yet available; she asked what changes have been made-more checks and balance between the two office workers and Cathy Persons goes over the books monthly. She also made known that public resources (trucks) cannot be used for campaigning for public office.

Councilman comments:

Iversen-none

LaBar-2000 pounds of Milfoil was pulled just last month

Dubay-Youth Program was great this summer and many parents stated their satisfaction with personnel and staff.

McCall-gave update on Youth Commission activities.

McNally- the new call system should be running by the end of September.

#197 Motion by Dubay seconded by LaBar to go into executive session at 8:01 PM to discuss personnel. Carried 5-0

#198 Motion by Dubay seconded by LaBar to come out of executive session at 8:10 PM. Carried 5-0

#199 Motion by Iversen seconded by Dubay to adjourn at 8:10 PM. Carried 5-0

Diana Mason

Town Clerk

Town of Minerva
Special Board Meeting
August 23, 2017

A Special meeting of the Minerva Town Board held on Wednesday, August 23, 2017 was called to order at 7:00 PM

~Upon Roll Call~

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

Public Comment - none

Board members discussed weekend motorcycle event on the Lynn and Darrow properties. The pertinent Zoning Law was referenced as were possible actions, if any.

Heidi Kelly and Lisa Salamon commented during the discussion.

Board agreed to have additional discussions about future events. The Supervisor will write a letter to Brett Darrow requesting that the race not be held.

Public Comment - none

#200 Motion by Dubay seconded by McCall to adjourn at 8:01 PM.

Carried 5-0

(KD)
Diana Mason, Clerk



Executive Director
FREDERICK H. MONROE
P.O. Box 579, Chestertown, NY 12817
Tel: (518) 494-3607 Fax: (518) 494-5472
fmonroe2@gmail.com

Chairman
GERALD DELANEY
326 Downs Road, Cadyville, NY 12918
Tel: (518) 569-7800
Councilman4@townofaranac.com

August 21, 2017

Supervisor Stephen McNally
Town of Minerva
PO Box 937
Minerva, NY 12851

AUG 24 2017

RECEIVED

Dear Steve:

Adirondack town and village funding of the Adirondack Park Local Government Review Board has been instrumental in helping Adirondack communities by providing strong, unified, effective representation on important Adirondack Park policy issues like recently adopted and pending amendments to the "forever wild" clause of the New York State Constitution to address local government concerns, state land tax payments, protection of property rights of pre-existing landowners, invasive species and Adirondack Park Agency procedural and substantive reform. The Review Board helps provide factual and legal research to legislators and policy makers and disseminates information through almost daily emails, and periodic Op-Eds and Opinion pieces. Here are a few examples:

We worked again this year with our state legislators, the Adirondack Association of Towns and Villages (AATV) and environmental groups to achieve the required second passage of an amendment to the forever wild clause of the New York State Constitution. The amendment will allow local governments and not-for-profits to use a limited number of acres of forest preserve land for necessary highway and bridge safety improvements, utility and broadband projects and other necessary municipal health and safety projects. The amendment passed in the state legislature this year and will be on the statewide ballot this Fall.

We worked during the past year with a coalition of towns, counties and environmental groups on programs designed to effectively prevent the spread of dozens of aquatic invasive species that surround the Adirondacks into Adirondack waters. Aquatic invasive species threaten water quality and the Adirondack tourism economy, which is so dependent upon clean, healthy water. We helped with the formation and growth of the Adirondack Lakes Alliance, which now represents many Adirondack lake associations. We also serve as an advisor to the Adirondack Lakes Alliance.

We supported the Outback Riders Club with their efforts to use an ATV trail on six tenths of a mile of an old railroad bed. That section is the critical, necessary link in an important 40-mile long ATV trail connecting Clinton and Franklin counties. We helped convince DEC to include reopening that section of ATV trail in a Unit Management Plan for the area.

Every special interest group in the Adirondacks has an influential, well-financed lobbying organization in Albany. Local governments are not a special interest, but we must ensure that our voices — and those of our constituents — are heard loud and clear.

Working closely with our state legislators, the Review Board is a critical information and advocacy resource for Adirondack towns and villages – collecting and disseminating news media, state agency and advocacy group information immediately to local officials while providing state leaders and the news media with timely, accurate bulletins on the needs of Adirondack communities. We're in regular communication with the APA, DEC, the Cuomo Administration, legislative leaders and statewide news media organizations.

While there are literally dozens of issues the Review Board is working on, let me highlight two of the most important:

1. Legislation to reform the APA's basis for subdivision jurisdiction. Current law requires landowners to provide the APA with a title search establishing the chain of title of the parcel to be subdivided back to May 22, 1973, and to document every sale from the 1973 parcel. That requires a search of more than 44 years of deeds, while title standards require a search of only 40 years. The burden and problem becomes worse each year. The Review Board and APA are working together to revise the law to base jurisdiction on lot size, rather than lot counting.

2. Study of the relative impacts of state land classification of Wilderness and Wild Forest. We are currently working with the AATV and the Southern Adirondack Realtors Association to apply for a grant from the National Association of Realtors to be used to study the relative impacts of the Wilderness and Wild Forest classifications on the general economy and the housing market, particularly the availability of affordable housing.

We need your help. After all this work, and all of our effort, the state cut the Review Board's budget – which wasn't much to begin with – by 53 percent in the last six years. We know that it is not a good time to be asking for financial help from local governments. But your assistance is crucial to our continued success this year and next.

The Review Board strives to keep expenses low while operating effectively on behalf of local governments. Because of these continued efforts, we are requesting that, if you have not already funded the Review Board in 2017, that you consider 2017 funding in the amount of \$300 so we can continue our critical work on your behalf, and budget the same amount in your 2018 budget. All of our futures may depend on it.

If you require a contract, please sign and return the enclosed contract to me. I will return a signed copy to you. If you have any questions or concerns, or there is something the Local Government Review Board can do for you, please don't hesitate to call me at 518-796-2415

Sincerely,

Fred Monroe
Executive Director

Enc: Review Board contract

A G R E E M E N T

THIS AGREEMENT made _____, 2017/18 between the **TOWN OF _____**, hereinafter referred to as the **TOWN**, and the **ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD**, a Board duly organized and existing pursuant to the provisions of §803-a of the Executive Law of the State of New York, acting by and through its duly appointed members, hereinafter referred to as the **REVIEW BOARD**.

WHEREAS, the **REVIEW BOARD** was created by the Legislature of the State of New York and is composed of representatives appointed by the county legislatures of the counties lying in whole or in part within the Adirondack Park; and

WHEREAS, the Legislature of the State of New York has provided only partial funding for the **REVIEW BOARD** to perform its statutory functions as outlined in Executive Law §803-a, and recently reduced that funding by 53%, and

55WHEREAS, the **TOWN** has authorized an appropriation in the sum of _____ Dollars (\$ _____) in support of the work of the **REVIEW BOARD** in representing the interests of the local governments of the Adirondacks; and

NOW, THEREFORE, it is agreed as follows:

1. The **TOWN** agrees to pay to the **REVIEW BOARD** the sum of _____ Dollars (\$ _____) for the services of the **REVIEW BOARD** in representing the **TOWN** in matters relating to the Adirondack Park.

2. The **REVIEW BOARD** agrees to provide to the **TOWN** the benefit of its services, including but not limited to, attendance at meetings of the Adirondack Park Agency, attendance and participation at public hearings conducted by the Adirondack Park Agency on projects and state land classification under review by said Agency, periodic reports on the activities of the Adirondack Park Agency to the Supervisor of the **TOWN**, especially as such activities affect the residents of the **TOWN**, and generally to report on the administration and enforcement of the Land Use and Development Plan set forth in the Executive Law of the State of New York.

THE TOWN OF _____
By _____, Supervisor _____
Date _____

**ADIRONDACK PARK LOCAL GOVERNMENT
REVIEW BOARD**
By **FREDERICK H. MONROE** _____
Executive Director Date _____

Resolution to Enter into an Agreement Between the Town of Minerva and the Adirondack Park Local Government Review Board

The following resolution was offered by _____ who moved for its adoption:

Whereas the Adirondack Park Local Government Review Board (APLGRB) was created by the Legislature of the State of New York and is composed of representatives appointed by the county legislatures of the counties lying in whole or in part within the Adirondack Park, and duly organized and existing pursuant to the provisions of §803-a of the Executive Law of the State of New York, acting by and through its duly appointed members; and

Whereas the Town of Minerva intends to enter into an agreement with the APLGRB to obtain the benefits of its services; and

Whereas the Legislature of the State of New York has provided only partial funding for the APLGRB to perform its statutory functions as outlined in Executive Law §803-a, and recently reduced that funding by 53%, and

Whereas the Town of Minerva has considered an appropriation in the sum of three hundred dollars (\$300) in support of the work of the APLGRB in representing the interests of the local governments of the Adirondacks;

Be it resolved that:

- 1) The Town of Minerva agrees to pay to the APLGRB three hundred dollars (\$300) for the services of the APLGRB in representing the Town of Minerva in matters relating to the Adirondack Park, and
- 2) The APLGRB agrees to provide to the TOWN the benefit of its services, including but not limited to, attendance at meetings of the Adirondack Park Agency, attendance and participation at public hearings conducted by the Adirondack Park Agency on projects and state land classification under review by said Agency, periodic reports on the activities of the Adirondack Park Agency to the Supervisor of the Town of Minerva, especially as such activities affect the residents of the Town of Minerva, and generally to report on the administration and enforcement of the Land Use and Development Plan set forth in the Executive Law of the State of New York

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

Resolution No. _____

TOWN OF MINERVA

September 7, 2017
Regular Board Meeting

Resolution to Amend Audit of Vouchers 8-2017

The following resolution was offered by _____ who moved its adoption:

Whereas the Town of Minerva, Town Board has a responsibility to maintain accurate records; and

Whereas there was a correction to the Abele account after approval of the August 17 Audit of Vouchers

Be it resolved that: The Town Board of the Town of Minerva accepts the revised Audit of Vouchers with the following corrections:

	Incorrect	Correct
Water District	\$57,561.16	\$56,804.91
Total Unpaid	\$143,327.68	\$142,571.43
Grand Total	\$177,936.62	\$177,180.37

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
 _____ McCall

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 of Minerva
Essex County, New York**

Abstract of Audited Vouchers 8-2017 - on August 17, Year 2017

I hereby certify that the vouchers listed on this abstract for this period consisting of these attached pages were audited and allowed in the amounts shown.

Authorization is hereby given and direction is made to pay each of these claimants the amount opposite his name.

This abstract consists of the prepaid voucher claims starting with number 17-505 and ending with 17-579.

The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
General Fund:	01	\$4,980.92	\$18,080.40
Highway Fund:	02	\$28,244.91	\$11,103.67
Parks District:	05	\$14,365.12	\$1,684.66
Park & Playground Capital Imp. Fund	07	\$0.00	\$0.00
Town Hall Capital Improvement Fund	10	94.43	\$2,925.50
Water District:	08	\$56,804.91	\$189.15
Trust and Agency Fund	04	\$0.00	\$625.56
Other: Fire District	06	<u>\$38,081.14</u>	<u>\$0.00</u>
Total:		\$142,571.43	34,608.94
GRAND TOTAL		\$177,180.37	

AUTHORIZED OFFICIALS	
TITLE:	SIGNATURE:
Town Clerk – Diana Mason	
Town Council – David LaBar	
Town Council – Douglas McCall	
Town Council – Keith Dubay	
Town Council – Keith Iversen	
Town Supervisor – Stephen R. McNally	
Date:	

REGIONAL FOOD BANK OF NENY HPNAP Monthly report

Please submit this report by the 10th of the month following the month for which you are reporting.

Report Month/Year: 8/2017

Food Bank ID#: 1101F

Name of Agency/Program: Minerva Food Pantry

County: Essex

Total Individuals Served

(Shelters and Soup Kitchens: please count meals provided, not including seconds.)

Children (ages infant -17)	<u>22</u>
Adults (ages 18-64)	<u>45</u>
Elderly (age 65+)	<u>44</u>
Households	<u>53</u>

Submitted by: Kathleen DeGuilme

Date: 8/30/2017

Telephone: (518) 251-2644 or (518) 251-2869

Email:
lindunida@gmail.com

Street Address of Agency/Program site: Minerva Town Hall, Lower Level,
5 Morse Memorial Hwy., Minerva NY 12851

Town of Minerva ♦ Transfer Station
437 O'Neil Road
Olmstedville, New York 12857

Telephone (518) 251-2743

<i>ITEM</i>	<i>Vendor Name</i>	<i>Date</i>	<i>Attendant Initials</i>
Compactor Box	Essex County		
	Serkil	8/17/17	VJ.
		8/28/17	VJ.
<i>ITEM</i>	<i>Vendor Name</i>	<i>Date</i>	<i>Attendant Initials</i>
C.D. Box	Serkil	8/29/17	VJ.
	Serkil		
Bulk Waste	Serkil	8/18/17	VJ.
	Serkil	8/30/17	VJ.
Metal Box	Planty	8/28/17	VJ.
Recycling Trailer			
E-Waste			
Clothing Bin			

Submit Form to the MAIN OFFICE

VENDORpickup2.doc
Last printed 3/4/2015 8:50:00 PM

PLEASE PRINT CLEARLY				RECEIVED		RECEIVED		(Attendees Please Initial)
DATE	NAME (PLEASE PRINT)	ITEM	CD YARDS	CASH	RECEIPT NUMBER	CHECK	CHECK NUMBER	CUSTOMER SIGNATURE
8/3/17	Joseph MacMillan	e+D	1 yd	\$ 40.00	9625	\$		<i>[Signature]</i>
8/4/17	Brick by Brick	e+D	1 yd	\$	9626	\$ 40.00	694	<i>[Signature]</i>
8/6/17	Scott Fish	e+D	1 yd	\$	9627	\$ 40.00	1792	<i>[Signature]</i>
8-8-17	Ben McMully	e+D	3 yros	\$	9628	\$ 200.00	4470	B. McMully 93 PM
8-11-17	Ben McMully	e+D	1 1/2 yros	\$	9629	\$ 60.00	4471	B. McMully 93 PM
8-13-17	Mike Savoy	e+D	1/2 yd.	\$	9631	\$ 20.00	8847	Mike Savoy 93 PM
8/24/17	Mike Smith	e+D	1 yd	\$ 40.00	9630	\$		Mike Smith 93 PM
8/25/17	Robert Reagan	e+D	2 cars	\$ 20.00	9632	\$ 20.00	2279	Robert Reagan 93 PM
8/26/17	B. McMully	e+D	1 1/2 yds	\$	9633	\$ 60.00	4498	B. McMully 93 PM
8/27/17	Steve Colletti	e+D	1 yd	\$ 40.00	9634	\$		Steve Colletti 93 PM
8/27/17	Wendy Kelly	e+D	2 yds	\$ 80.00	9635	\$		Wendy Kelly 93 PM
8/27/17	Average Associates	e+D	1 yd	\$ 190.00	9636	\$		Average Associates 93 PM
8/31/17	Ma+t Kelly	e+D	1 1/2 yds	\$	9637	\$ 80.00	0128	Ma+t Kelly 93 PM
OFFICE USE ONLY								
TOTAL MONTH: \$ 390				Cash Total:		Check Total:		MONTHLY TOTAL
								\$ 810
THIS NEEDS TO BE TURNED IN ON A MONTHLY BASIS								
								ENTERED BY: _____