



Town of Minerva

*Stephen McNally, Supervisor
Douglas McCall, Councilman
Keith Dubay, Councilman
David LaBar, Councilman
Scott Fish, Councilman
Jon Fish, 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.

Town of Minerva Board Meeting Agenda January 16th, 2020

Roll Call
Pledge of Allegiance
Public Comment

Approval of January 2nd Public Hearing minutes
Approval of January 2nd Board meeting minutes

Correspondence
Nancy Roblee
Greater Cincinnati Fund
Lawrence K. Marks

Financial Reports
Audit of Vouchers
Operating Statement
Cash Reports

New Business
Resolution Correct Resolution 31 of 2020
Resolution Authorize Increase to Wages
Resolution to Authorize Budget Transfer Closing Acct
Resolution to Re-appoint Frances Paradis to Board of
Assessment Review
Resolution to Authorize Payment to Shale Miller as
Pre-Pay
Resolution to Authorize Payment to Uzman Engineering
as Pre-Pay
Resolution to Authorize Award to CLA Site
Resolution to Authorize Budget Transfer for Ambulance
Certificate of Designation for Association of Towns

Supervisor's Report
Highway Superintendent's Report

Department Reports
Town Clerk – December
Transfer Station – December
Minerva Volunteer Fire Department - December

Public Comment
Councilmen Comments
Adjournment

Town of Minerva
Town Board Public Hearing
January 2, 2020

A Public Hearing was held on Thursday, January 2, 2020 for the purpose of Minerva Fire Department contract negotiations at 6:30 PM in the Minerva Town Hall.

Stephen McNally-Supervisor- excused
Douglas McCall-Councilman-present
Keith Dubay-Councilman-present
David LaBar-Councilman-present
Scott Fish-Councilman elect- present

Keith Dubay Deputy Supervisor opened the hearing at 6:30 PM.

Nancy Shaw questioned the tax levy for the Fire Department. Copies of the 2020 budget were used to answer the question.

No additional comments or questions were presented and the hearing was closed at 7:50 PM.

Diana Mason
Town Clerk

Town of Minerva
Town Board Meeting
January 2, 2020

The Organizational and Semi-monthly Meeting of the Minerva Town Board held on Thursday January 2, 2020 was called to order at 7:00 PM.~Upon Roll Call

Stephen McNally- Supervisor-excused

Douglas McCall-Councilman-present

Keith Dubay-Councilman-present

David LaBar-Councilman-present

Scott Fish-Councilman-present

Pledge of Allegiance

Oaths of Office were administered by Justice Daniel Palmer and notarized by Debra Palmer to the following newly elected town officials: Town Justice Arthur Liberty, Councilman David LaBar, Councilman Scott Fish, Assessor Philip Johnson and Assessor Jeremy Hitchcock.

Organization Resolutions #1-36 were adopted as attached.

Public Comment #1-none

#37 Motion by McCall seconded by Dubay to accept the minutes of the minutes of the December 19, 2019 regular semi monthly meeting. Carried 4-0

#38 Motion by LaBar seconded by Fish to approve RESOLUTION to create Veterans-Memorial Day Committee. Carried 4-0

Supervisor report - excused

Highway Superintendent reported on the recent storm damage and sand/salt usage.

#39 Motion by McCall seconded by LaBar to accept the Food Pantry report dated 12/2019. Carried 4-0

Public Comment #2- Nancy Shaw questioned if work on Minerva Lake dam was in progress; Greg Wright spoke on the increase of fire hose testing and the on going EMS situation between Minerva and Johnsbury.

Councilman comments:

Fish-none

LaBar-spoke about the on-going negotiations between Minerva and Johnsbury EMS.

Town of Minerva
Town Board Meeting
January 2, 2020

193

Dubay- welcomed Mr. Fish to the board and thanked the highway crew for their work over the weekend with the ice storm.

McCall-welcomed Mr. Fish and spoke on the increase of students attending this winter ski program and stated the sledding party will be on January 18.

#40 Motion by McCall seconded by Fish to adjourn at 7:52 PM. Carried 4-0

Diana Mason
Town Clerk

Minerva Youth Commission:

Enclosed please find \$200
donation to Minerva Youth Program
in memory of Dru Grier from
The Grier Family -

Johnny, Billy, Michael, Rebecca &
Daniel who enjoyed and learned
from this valuable Town asset.

Love,
Jim Grier
Dru Grier

Date 12/30/2019

Grant Transmittal

Town of Minerva



Grant Suggested By	Amount	Purpose	Identify grant in publication listing donors as follows:
Ms. Mary Thul Garrison 1780 Route 28 N Minerva, NY 12851	\$3,000.00	Summer Youth Program	H.P. LaBar Family Foundation Fund of The Greater Cincinnati Foundation

**** You may wish to express your appreciation to the donor(s) who suggested the grant(s). Please use address(es) above. ****

* Grants are made from funds of The Greater Cincinnati Foundation. Please be accurate in listing your donors by including The Greater Cincinnati Foundation's name AND the fund name.

* As a reminder, the donor received a federal income tax charitable deduction at the time the gift was made to The Greater Cincinnati Foundation. This grant does not represent a current deduction for the donor. In your acknowledgment, please make no indication of a tax deduction as this would be a duplication.

* **IMPORTANT:** this grant cannot legally qualify for any benefits or other services to the donor who suggested it.

* The canceled check is our receipt. No further acknowledgment to The Greater Cincinnati Foundation is necessary.

* Please do NOT add The Greater Cincinnati Foundation to your mailing list as your mailings will not reach the donor and will be discarded. (Please do not waste your money.)

* This correspondence communicates all the information that we have about this grant. Any detail as to the use of the grant was provided to us by the donor's suggestion.

*State of New York
Unified Court System*



*Lawrence K. Marks
Chief Administrative Judge*

*25 Beaver Street
New York, N.Y. 10004
(212) 428-2100*

December 27, 2019

Supervisor Stephen McNally
Town of Minerva
5 Morse Memorial Highway
PO Box 937
Minerva, NY 12851

Dear Supervisor McNally:

Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined, and that fact be entered into the minutes of the board's proceedings.

The Unified Court System's Internal Audit office is responsible for monitoring town and village board compliance with Section 2019-a. Accordingly, I am requesting that you provide a copy of the audit of your local court's records for fiscal year ending in 2019 and a copy of your board resolution acknowledging that the required examination was conducted. Please email the report and the resolution to jcasazza@nycourts.gov or mail to George Danyluk, Chief Internal Auditor, NYS Unified Court System, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033. Please respond by March 1, 2020.

If you have any questions, please contact Joan Casazza at (518) 238-4303 or at the email listed above. Thank you for your cooperation.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Lawrence K. Marks".

/smw

c: George Danyluk, CIA
Joan Casazza, CIA

**Town of Minerva
Essex County, New York**

Abstract of Audited Vouchers 1-2020 – on January 16, Year 2020

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 voucher claims starting with number 2020-1 and ending with 2020-57.

The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
General Fund:	01	\$19,577.53	\$7,144.02
Highway Fund:	02	\$14,657.99	\$0.00
Trust & Agency Fund:	04	\$0.00	\$738.22
Parks District:	05	\$133.70	\$6,556.89
Fire Protection Fund:	06	\$0.00	\$0.00
Park & Playground Capital Improvement Fund:	07	\$0.00	\$0.00
Water District Fund:	08	\$989.83	\$194.00
Justice Court Cap Imp Fund:	14	\$0.00	\$0.00
CC Capital Imp Fund:	10	\$0.00	\$0.00
Ice Rink Pavilion Capital	11	\$0.00	0.00
Minerva Lake Dam Repair Cap:	13	\$0.00	\$0.00
Total:		\$35,359.05	\$14,633.13
GRAND TOTAL		\$49,992.18	

AUTHORIZED OFFICIALS

<i>TITLE:</i>	<i>SIGNATURE:</i>
Town Clerk – Diana Mason	
Town Council – David LaBar	
Town Council – Douglas McCall	
Town Council – Keith Dubay	
Town Council – Elizabeth LeMay	
Town Supervisor – Stephen R. McNally	
Date:	

TOWN OF MINERVA
SUPERVISOR'S REPORT

NOVEMBER 2019
12/26/2019

12/26/2019

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$132,379.38	\$2,490.61	\$101,249.29	\$33,620.70	
Highway	200.02	-\$52,433.50	\$153,920.68	\$120,860.05	-\$19,372.87	
Parks	200.05	\$24,666.06		\$13,203.32	\$11,462.74	
Fire Prot.	200.06	\$195.52			\$195.52	
Capital PP	200.07	\$18,654.63		\$1,906.16	\$16,748.47	
Water	200.08	\$1,948.13	\$80.00	\$5,109.35	-\$3,081.22	
TH Capital	200.10	\$69,330.91		\$2,851.00	\$66,479.91	
Ice Rink/Pavilion	200.11	\$3,190.00			\$3,190.00	
ML Dam repair	200.13	\$5,837.16			\$5,837.16	
Justice Ct Cap	200.14	-\$29,537.97	\$13,207.40	\$1,801.46	-\$18,132.03	
Capital YP	200.16	\$847.28			\$847.28	
TOTAL		\$175,077.60	\$169,698.69	\$246,980.63	\$97,795.66	

Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$26,895.64	\$ 61,747.94	\$ 58,772.65	\$29,870.93	
Pre Paid Ded	200.97	\$54,499.90	\$ 8.44	\$ 11,328.06	\$43,180.28	
TOTAL		\$81,395.54	\$ 61,756.38	\$ 70,100.71	\$73,051.21	

November 2019

TOWN OF MINERVA
SUPERVISOR'S REPORT

NY Class accounts

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$765,294.97		\$1,014.96		\$766,309.93
Highway	201.02	\$657,800.78		\$714.63	\$150,000.00	\$508,515.41
Parks	201.05	\$102,404.60		\$135.79		\$102,540.39
Fire Prot.	201.06	\$7,348.30		\$9.75		\$7,358.05
Water	201.08	\$75,928.21		\$100.71		\$76,028.92
Justice CT Ca	201.14	\$13,204.38		\$3.62	\$13,207.40	\$0.60
Capital YP	201.16	\$16,251.57		\$21.57		\$16,273.14
TOTAL		\$1,638,232.81		\$2,001.03	\$163,207.40	\$1,477,026.44

Totals

December 2019

TOWN OF MINERVA
SUPERVISOR'S REPORT

NY Class accounts

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$766,309.93		\$949.12	\$50,000.00	\$717,259.05
Highway	201.02	\$508,515.41		\$348.89	\$270,000.00	\$238,864.30
Parks	201.05	\$102,540.39		\$134.94		\$102,675.33
Fire Prot.	201.06	\$7,358.05		\$9.67		\$7,367.72
Water	201.08	\$76,028.92		\$88.65	\$10,000.00	\$66,117.57
Justice CT Cal	201.14	\$0.60				\$0.60
Capital YP	201.16	\$16,273.14		\$21.40		\$16,294.54
TOTAL		\$1,477,026.44		\$1,552.67	\$330,000.00	\$1,148,579.11

Totals

Resolution No. _____

TOWN OF MINERVA

January 16, 2020

Regular Board Meeting

Resolution to Correct Wages for Brad McNally

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

Whereas the Town of Minerva has successfully operated the Transfer Station for many years;
and

Whereas the Transfer Station requires qualified staff to successfully operate;

Now be it resolved that the Town Board of the Town of Minerva authorizes the following wage correction for Brad McNally, correcting Resolution 31 of the 2020 Organizational Meeting;

Name	Title	Wage
Brad McNally	Transfer Station Attendent	\$11.80/hr

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

AYES: _____Dubay

_____McCall

_____LaBar

_____Fish

_____McNally

NOES: _____Dubay

_____McCall

_____LaBar

_____Fish

_____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 January 16, 2020
Regular Board Meeting

Resolution to Authorize Wage Increase for Vernon Jenks

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

Whereas the Town of Minerva has successfully operated the Transfer Station for many years;
and

Whereas the Transfer Station requires qualified staff to successfully operate;

Now be it resolved that the Town Board of the Town of Minerva authorizes the following wage increase;

Name	Title	Wage
Vernon Jenks	Transfer Station Attendent	/hr

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

AYES: _____Dubay	NOES: _____Dubay
_____McCall	_____McCall
_____LaBar	_____LaBar
_____Fish	_____Fish
_____McNally	_____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

January 16, 2020
Regular Board Meeting

Resolution to Authorize Budget Line Transfers

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

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole,

Be it resolved that: The Town Board of the Town of Minerva authorizes the following budget line transfers:

Account From	Account to	Amount	Detail
General Fund Contingency		\$18,946.01	
	Transfer Capital Project Fund 9950.9.01	\$18,946.01	Final transfer to close this account

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

AYES: _____ Dubay
_____ McCall
_____ Labar
_____ Fish
_____ McNally

NOES: _____ Dubay
_____ McCall
_____ Labar
_____ Fish
_____ 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

Resolution No. _____

TOWN OF MINERVA

January 16, 2020

Regular Board Meeting

Resolution to Reappoint Frances Paradis to Town of Minerva Board of Assessment Review

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

Whereas the Town Board of the Town of Minerva recognizes the importance of a full Board of Assessment Review; and

Whereas Frances Paradis has served on the Board of Assessment Review and wishes to continue to serve The Town of Minerva; and

Whereas Frances Paradis has attended training sessions above and beyond the mandated 5 year training and is valued as and educated and objective member of the Board,

Be it resolved that the Town Board of the Town of Minerva reappoints Frances Paradis to the Town of Minerva Board of Assessment Review with a term ending December 2025.

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

AYES: _____ Dubay
_____ McCall
_____ LaBar
_____ Fish
_____ McNally

NOES: _____ Dubay
_____ McCall
_____ LaBar
_____ Fish
_____ 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

January 16, 2020

Regular Board Meeting

Resolution to Authorize Payment for Shale Miller and Approve as a Pre-Pay

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

Whereas the Town of Minerva is constructing a new Ice Rink Pavilion; and

Whereas Shale Miller has provided an estimate for plans, etc.,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to Shale Miller for the deposit for producing floor plans, elevations 3D renderings, etc (see attached),

And be it further resolved that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment.

Contractor	Account	Account Name	Amount to Pay
Shale Miller	85102.11.002	Ice Rink Pavilion	\$1560.00

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

AYES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____McNally

NOES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____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

Shale Miller

19 PROSPECT ST. WARRENSBURG NY 12885

518-623-3084 ~ www.shalemillerdesigns.com

smiller05@nycap.rr.com

DATE: 12-31-18

Town of Minerva: Ice Rink Pavilion

60' x 130' pole barn type construction: 7800 square feet @ \$0.40/sqft = \$3120

½ down deposit required: \$1560.00 BALANCE DUE: \$1560.00

Preliminary plans to include: floor plans, elevations & 3D renderings

Finals to include, full construction documents for permits to be certified by an Engineer.

***Engineering is provided by others: I typically use Zeyn B. Uzman, PE, SE, PEng, F.NSPE
116 East King Street Malvern, PA 19355 (217) 652-6737***

His fee would be: \$ 600.00

I am more than willing to work with the engineer of your choosing.

Deposit is non-refundable, you will receive preliminary plans for your approval prior to proceeding to finals. Plans will be based on sketch drawings provided by your representative. Once final plans have been started changes are subject to fees.

Thanks

Shale Miller

Miller Designs

518-480-1054

smiller05@nycap.rr.com

swm1968@gmail.com

Resolution No. _____

TOWN OF MINERVA

January 16, 2020

Regular Board Meeting

Resolution to Authorize Payment for Uzman Engineering and Approve as a Pre-Pay

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

Whereas the Town of Minerva is constructing a new Ice Rink Pavilion; and

Whereas Uzman Engineering will be the engineer for the project,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to Uzman Engineering for the Ice Rink Pavilion project (see attached),

And be it further resolved that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment.

Contractor	Account	Account Name	Amount to Pay
Uzman Engineering	85102.11.002	Ice Rink Pavilion	\$555.00

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

AYES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____McNally

NOES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____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



116 E. King Street
Malvern, PA 19355
(610) 320-2100

Town of Minerva

Invoice number 18721
Date 01/16/2020

Project NY0961 Minerva Ice Rink Shale Miller

Description		Total
engineering for ice rink	400.00	400.00
printing	120.00	120.00
shipping	35.00	35.00
	Total	555.00

Invoice total **555.00**

Resolution No. _____

TOWN OF MINERVA

January 16, 2020
Regular Board Meeting

Resolution to Authorize Award of Local Waterfront Revitalization Program Consulting Contract to CLA Site.

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

Whereas the Town Board of the Town of Minerva has reviewed the recommendation of the Minerva Local Waterfront Revitalization Committee to select Landscape Architecture, Engineering and Planning consulting firm, CLA Site, to implement the NYS Department of State funded Local Waterfront Revitalization Program for the Town of Minerva,

Now be it resolved the Town Board of the Town of Minerva authorizes that the award for consulting services be made to the Landscape Architecture, Engineering and Planning consulting firm, CLA Site.

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

AYES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____McNally

NOES: _____Dubay
_____McCall
_____LaBar
_____Fish
_____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

January 16, 2020
Regular Board Meeting

Resolution to Authorize Budget Line Transfer for Ambulance

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

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole,

Be it resolved that: The Town Board of the Town of Minerva authorizes the following budget line transfers:

Account From	Account to	Amount
Public Safety 30104.01		\$89000
	Ambulance 45404	\$89000

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

AYES: _____
Dubay
McCall
LaBar
Fish
McNally

NOES: _____
Dubay
McCall
LaBar
Fish
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

CERTIFICATE OF DESIGNATION

This form must be filed with:

THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, 150 STATE STREET, ALBANY, NY 12207

No later than FEBRUARY 3, 2020

In order to establish eligibility and credentials to vote at the 2020 Business Session

TO: THE OFFICERS AND MEMBERS OF
The Association of Towns of the State of New York

To Ensure Correct Spelling On Badges, Please Print Or Type

I, Diana Mason, Town Clerk of the Town of MINERVA, in
the County of Essex and State of New York DO HEREBY CERTIFY that
the town board of the aforesaid town has duly designated the following named person to attend
the Annual Business Session of the Association of Towns of the State of New York, to be held on
February 19, 2020, in the Astor Ballroom of the New York Marriott Marquis, 1535 Broadway, NYC,
NY 10036 and to cast the vote of the aforesaid town, pursuant to §6 of Article III of the Constitution
and Bylaws of said Association:

NAME OF VOTING DELEGATE STEPHEN McNALLY
TITLE SUPERVISOR E-MAIL ADDRESS SUPERVISOR@TOWNOFMINERVANY.GOV
ADDRESS 5 MORSE MEMORIAL HWY, P.O. BOX 937, MINERVA NY 12851

In the absence of the person so designated, the following named person has been designated to
cast the vote of said town:

NAME OF ALTERNATE DAVID LABAR
TITLE COUNCILMAN E-MAIL ADDRESS _____
ADDRESS 5 MORSE MEMORIAL HWY, P.O. BOX 937, MINERVA NY 12851

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town

this _____ day of _____, 20____.

Town Clerk

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORKDATE: December, 20 19

TO THE SUPERVISOR:

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>1.21</u>
Marriage Licenses No. _____ to _____		①	_____
Marriage Certificates		②	_____
Marriage Transcripts		③	_____
Registrar Fees		④	_____
Migratory Bird Stamps		⑤	_____

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 <u>2</u>	DOG LICENSE - SPAYED AND NEUTERED <u>@ \$4</u>	<u>8.00</u>
	DOG LICENSE - UNSPAYED AND UNNEUTERED	_____
	PUREBRED LICENSE	_____
A 2545	OTHER LICENSES	_____
A 2555	BUILDING PERMITS	_____
A 2590	OTHER PERMITS	_____
A 2655	MINOR SALES	_____
A 2770	OTHER UNCLASSIFIED REVENUES	_____

TOTAL TOWN REVENUES TO SUPERVISOR..... CR 1161 \$ 921.

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

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 Unspayed / Unneutered Dogs CR 1160

Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs

26.792.00

*Received Payment of these amounts:

TOTAL DISBURSED..... \$ 32 -

20

Supervisor

STATE OF NEW YORK, COUNTY OF Essex TOWN OF MINERVAof the Town of Minerva
Diana Mason

, being duly sworn, says that I am the Clerk

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. 010B4868733
Commission Expires 10-4-2022

Subscribed and Sworn to before me this

15 day of Jan 2020Diana Mason

Town Clerk

[Signature]

Notary Public

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

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

Telephone (518) 251-2743

ITEM	Vendor Name	Date	Attendant Initials
Compactor Box	Essex County	12/2/2019	VJ.
	Serkil	12/9/2019	VJ.
	Serkil	12/23/2019	VJ.
ITEM	Vendor Name	Date	Attendant Initials
C.D. Box	Serkil	12/31/2019	VJ.
Bulk Waste			
Metal Box			
Recycling Trailer			
E-Waste			
Clothing Bin			

Submit Form to the MAIN OFFICE

VENDORpickup2
 Last printed 4/1/2019 2:15:00 PM

\\SERVER08\office\Office Docs\Transfer Station\TScashjournal

Minerva Vol. Fire Dept. & Rescue Squad, Inc.

P.O. Box 924, Minerva NY 12851 – 518-251-3333 ~ Fax 518-251-3322

Membership Meeting – 12/9/2019

Meeting called to order at 7:07pm with 14 members present and 8 excused.

Secretary's Report – Motion to accept made by Ron 2nd by Karol (none opposed, carried)

Treasurers Report – Motion to accept made by Greg 2nd by Hayley. (none opposed, carried)

Board of Directors:

- Discussions included the monthly bills, financial report reviewed, fire contract and EMS service.
 - Purchase Orders; Ebay \$56.00
 - Request for payments; \$20.37

The Chief read a statement in regards to EMS service and contracting with Johnsbury EMS. Minerva Rescue Squad received Mutual aid 28 times and gave mutual aid 25 times so far in 2019. Statiscally there has been 1 missed call in the last 39 calls for service. Several members gave their opinions as well as some community members in attendance.

Chiefs Report

- 12 Fire calls in November 54 year to date
- Johnsbury Chiefs meetings the third Wednesday of every month. Next warren county chiefs meeting in January.
- CPR training 12/16
- Vehicles have been serviced and repaired, waiting for the reports.

Squad Report

- 11 calls in November 0 missed – Mandatory reporter training – BLS protocol update – CPR training 12/16 – Received an iPad from Essex county for OD reporting - \$307 profit for wreath sales – ALS skills at the North Warren Squad building 12/19

Committees

- Membership – Motion made by Eathen 2nd by Ron to table full member vote until next month (none opposed, carried)
- Building – Install in the spring – Waiting for Winchip to call back and for the roof.
- Fund-Raising – Pork dinner in January – 12/22 Santa and light contest.

Comments from guests – Dave, Offering \$104,900 for fire contract Doug asked who makes final decision on the contract. Discussion

Motion to adjourn made by Karol 2nd by Dakota 8:26

Minerva Vol Fire Department & Rescue Squad Inc.

Financial Report December 1, 2019 - December 31, 2019

<u>Date</u>	<u>Line</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
12/1				Opening Month Balance			58,476.85
		Check 1485		President Hold			
12/2	13	Debit Card	Ebay	Lights	73.41		58,403.44
12/3	8	Debit Card	HP	Ink	21.59		58,381.85
12/4	4	Debit Card	Nationl Grid	Station 2	40.20		58,341.65
12/4	4	Debit Card	Nationl Grid	Station 1	170.17		58,171.48
12/8	5	Check 1504	Ron Sanalidro	Door Reimbursement	754.84		57,416.64
12/11	14	Debit Card	Verizon	Cell Phone 890	23.46		57,393.18
12/16	4	Debit Card	Mountain Petroleum	Station 2	255.46		57,137.72
12/16	4	Debit Card	Mountain Petroleum	Station 1	1,070.76		56,066.96
12/17	13	Debit Card	Ebay	Light Bar Bracket	15.11		56,051.85
12/17	13	Debit Card	Ebay	Light Bar	34.88		56,016.97
12/17	13	Debit Card	Batteries Plus	Batteries	124.14		55,892.83
12/20	4	Debit Card	Slic	Internet/ Phone	220.76		55,672.07
12/31	4	Debit Card	Mountain Petroleum	Station 1	180.61		55,491.46

TOTAL				2,985.39	0.00	55,491.46
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Total Check	754.84
Total Debit Card	2,230.55
Total Deposit	0.00

Ending Balance December 31, 2019	55,491.46
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Created 9/7/2019