



### **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 February 6<sup>th</sup>, 2020*

Roll Call

Pledge of Allegiance

Public Comment

Approval of January 16<sup>th</sup> Board meeting minutes

Correspondence

NYS DOH – Amanda Lavigne

Aqualogic – 2019 Harvest Report

New Business

Resolution for Ad for Youth Program Senior Staff

Supervisor's Report

Highway Superintendent's Report

Department Reports

Food Pantry – January

Transfer Station - January

Public Comment

Councilmen Comments

Adjournment

Town of Minerva  
Town Board Meeting  
January 16 2020

The Semi-monthly meeting of the Minerva Town Board held on Thursday, January 16, 2020 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

Scott Fish-Councilman-excused

Pledge of Allegiance

Public Comment #1 None

#41 Motion by Dubay seconded by McCall to approve the minutes of the January 2, 2020 Public hearing. Carried 4-0

#42 Motion by McCall seconded by LaBar to approve the minutes of the January 2, 2020 semi monthly meeting. Carried 4-0

Correspondence was read from: The Gereau Family with a \$200 donation to the Youth Program in memory of Dru Piper; Mary Thul Garrison of a Grant in the amount of \$3,000 for the Summer Youth Program; NYS Court System reminding the board of the annual audit they need to conduct with the Justices.

#43 Motion by Dubay seconded by LaBar to approve the Abstract of Voucher #1-57 with General Fund \$19,577.53; Highway Fund \$14,657.99; Parks District \$133.70; Park & Playground Capital Improvement Fund: \$0; Water District \$989.83; Justice Court Cap Imp Fund: \$0; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$0; Minerva Lake Dam Repair Cap \$0; Prepaid: \$14,633.13 for Grand Total of \$49,992.18. Carried 4-0

#44 Motion by Dubay seconded by LaBar to approve Cash Reports for November 2019 and December 2019. Carried 4-0

#45 Motion by McCall seconded by LaBar to approve RESOLUTION to correct wages for Brad McNally (correcting resolution 31 of the 2020 organizational meeting) as transfer station attendant to \$11.80/hour. Roll call vote YES~Dubay, McCall, LaBar, McNally. NO~none Carried 4-0

#46 Motion by LaBar seconded by McCall to approve RESOLUTION to authorize wage increase for Vernon Jenks to \$13.80/hr as transfer station attendant effective January 1, 2020. Roll Call Vote YES~Dubay, McCall, LaBar, McNally.

Town of Minerva  
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- NO ~ none. Carried 4-0
- #47 Motion by Dubay seconded by McCall to approve RESOLUTION to authorize budget line transfers from Contingency to Capital Project fund 9950.9.01 \$18,946.01 to close this account. Roll Call Vote YES~Dubay, McCall, LaBar, McNally. NO~none. Carried 4-0
- #48 Motion by Dubay seconded by LaBar to approve RESOLUTION to reappoint Frances Paradis to Town of Minerva Board of Assessment Review. Roll Call Vote YES~Dubay, McCall, LaBar, McNally. NO~none. Carried 4-0
- #49 Motion by McCall seconded by LaBar to approve RESOLUTION to authorize payment for Shale Miller and approve as a pre-pay. Carried 4-0
- #50 Motion by McCall seconded by LaBar to approve RESOLUTION to authorize payment for UxMan Engineering and approve as a pre-pay. Roll Call Vote ~YES Dubay, McCall LaBar, McNally. NO~none Carried 4-0
- #51 Motion by Dubay seconded by LaBar to approve RESOLUTION to authorize award of local waterfront revitalization program consulting contract to CLA Site. Carried 4-0
- #52 Motion by LaBar seconded by McCall to approve RESOLUTION to authorize budget line transfer for ambulance from public safety 30104.01 to Ambulance 45404 in the amount of \$89,000. Carried 4-0
- #53 Motion by Dubay seconded by McCall to approve Certificate of Designation for Stephen McNally as voting delegate at the annual meeting of the Association of Towns in New York City on February 19, 2020. Carried 4-0
- Superintendent Report- request from Donald Plumley to remove his street light.  
Highway Superintendent-spoke on chip money, equipment repairs and replacements.
- #54 Motion by McCall seconded by Dubay to accept the Town Clerk report dated December 2019. Carried 4-0
- #55 Motion by McCall seconded by LaBar to accept the report for December 2019 from the transfer station. Carried 4-0

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#56 Motion by Dubay seconded by McCall to accept the report from MVFD&RS dated 12/09/2019. Carried 4-0

Public Comment #2-Greg Wright asked about the Essex County Fly Car and Minerva taking advantage of this service.

Councilman comments:

LaBar-on going meetings with the Rescue Squad; permits are in progress for Minerva Lake herbicide usage.

Dubay-none

McCall-YC sledding party on Saturday of Martin Luther King weekend.

#57 Motion by Dubay seconded by LaBar to adjourn at 7:44 PM. Carried 4-0

Diana Mason  
Town Clerk



# Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

January 31, 2020

**RECEIVED**  
FEB 05 2020  
BY: .....

Supervisor and Town Board  
Town of Minerva  
P.O. Box 937  
Minerva, NY 12851

Re: Annual Inspection – PWS NY1500286  
Minerva Water District  
Minerva (T), Essex County.

Dear Supervisor McNally and Board Members:

On December 9, 2019, Marlene Martin and I met with Tim Sheehan and Tom Savarie to conduct a routine inspection of the Minerva Water District water system. The water system was operating properly at the time of inspection, and no Sanitary Code violation were observed during our inspection.

I have enclosed copies of the Water System Field Compliance Report and the SDWIS/State Public Water System Inventory Report for your review for your water system. Please let me know if any of the information on the forms is incorrect. Also, enclosed is an Inspection Report Supplement with general information about operation of a community water supply system. The topics listed in the supplement were discussed during the inspection and are important elements of your water operator’s responsibilities.

A bacteriological sample was collected from the system on May 13, 2019 and the results were satisfactory.

### Water System Description

The Minerva Water District serves portions of the hamlets of Minerva and Olmstedville. The water sources consist of two eight-inch diameter drilled wells located at Calahan Pond off NYS Route 28N. One of the wells is located inside a 15’ x 15’ concrete block treatment building. This is one of the original wells for the water system. The other eight-inch diameter well is located a short distance outside of the treatment building. The newer well was installed and put into serviced in 2006. Each well has sufficient capacity to meet the water demand in the system.

Saranac Lake District Office – 41 St. Bernard Street, Saranac Lake, New York 12983 – 518-891-1800 | [saranaclake@health.ny.gov](mailto:saranaclake@health.ny.gov)

Empire State Plaza, Coming Tower, Albany, NY 12237 | [health.ny.gov](http://health.ny.gov)

Each well is equipped with a 15 hp three-phase electrical submersible pump. Water is pumped from the wells to the distribution system and storage. Control panels in the treatment building monitor the water level in the Ridge Road storage tank and operate the well pumps based on water level settings programmed by the water operators. Generally, only one of the pumps will operate at any time. The control system automatically alternates the operating well between pump cycles. This ensures that each well is regularly used. The control panels will also identify any problems in the water system, such as a low tank level and pump failures. There are visual and audible alarms to notify the water operator when there are operational problems.

The water is disinfected with sodium hypochlorite solution before entering the distribution system. The water district has two water storage tanks. A 200,000-gallon concrete tank on Ridge Road provides water storage and regulates pressure for the Minerva portion of the system. A 94,000-gallon glass-lined steel storage tank on Church Road provides storage and regulates pressure for the Olmstedville portion of the system. The Olmstedville and Minerva sections of the distribution system are interconnected through a pressure reducing valve near the base of Kelly Hill. The system serves approximately 800 people through 320 service connections. The system is currently producing an average of 100,000 gallons per day. This correlates to 125 gallons per day per person which is on the high side as typical design flow for water systems is typically 100 gallons per day per person. The Town may want to look for unaccounted water uses (irrigation, street cleaning) and possibly develop and implement a leak detection program.

#### **Items Discussed**

The following items are recommended at this time:

1. The Town should implement a cross connection control program. Tim and Tom should establish a list of buildings in the water districts that have or should have testable backflow prevention devices (RPZs and DCVs). Letters should be sent to those property owners reminding them that devices are required to be tested annually, and the inspection reports should be tracked.
2. Currently the water operators operate the water system manually with no alarms or auto-dialers to warn of problems in plant operations. We strongly recommend that the Town of Minerva install an alarm system for the water system that will alert operators in the event of an equipment malfunction.
3. We strongly recommend that the Town of Minerva install a continuous recording chlorine meter at the water plant. This will also allow the operators to instantly see what the chlorine residual is in the water leaving the plant. The meter may also be incorporated into the alarm system so that operators will know remotely if chlorine residuals are too low.
4. We understand that plans are currently underway for repairs and coating of the 200,000-gallon storage tank. Please let us know when this work is going to start and when it is completed.
5. Please work on developing Standard Operating Procedures (SOPs) for all aspects of your water system.

I thank Tim and Tom for their assistance in completing this inspection. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Lavigne". The signature is fluid and cursive, with a large initial "A" and a long, sweeping tail.

Amanda Lavigne  
Engineer Trainee

Enc.

cc: Tim Sheehan

2019 Harvest Report Narrative  
Minerva Lake EWM Eradication Effort  
Minerva, NY

The Town of Minerva hired Aqualogic to harvest milfoil using the DASH (diver assisted suction harvesting) method for the 4th year in our water body.

The contractor began diving on May 23rd and finished on Nov. 2nd. They removed a total of 78,715 lbs. of milfoil using 426 dive hours, approx.. 71 days.

This year we purchased our own harvesting boat in an effort to increase production and reduce our daily cost to a labor only contact with Aqualogic. We achieved our goal on cost, however the production goal is questionable. The boat is more modern, has new pumps, air supply systems, and capacity to hold more volume. However, production remains dependent on the diver and the amount of milfoil concentrated before him/her.

We started by sweeping areas previously harvested in Zone 1 & 2. Moderate regrowth was present. Time was then spent on public use areas, the beach and boat launch. We did reach Zones 3-5 this year. We repeated harvesting in previously picked areas 2-3 times.

In general, the dense milfoil beds have been eliminated. The majority is now found as a multi-stem or single stem plants. The dive crew covered more area and harvested less volume, as indicated in the chart. There is a presence of milfoil in all areas of the lake except for the deepest waters.

Labor issues plagued the contractor early and late in the season, with a pretty stable crew in the middle. Locations of the harvesting appeared to be the decision of the lead diver.

In the opinion of the Town, we did not gain on the infestation. It has spread to the point that it has become more labor intensive to cover a greater area and harvest less volume. If we stay with the DASH technique only we anticipate staying at a maintenance level of 70 dive days per year.

In looking for other options to gain on the infestation we are exploring the use of a chemical treatment. We have hired a contractor, SOLitude, to assist us with the permit application. David LaBar met with the DEC and APA in a joint meeting to consider this option on 8/29/19.

In early Sept. we contracted for a lake survey to determine the status of our lake and proliferation of milfoil and other plants in the lake. EWM was found to be the dominant plant, found in 65% of the 81 rake toss sites.



**Whether we use an aquatic herbicide, or not, we have an open contract with Aqualogic to perform hand harvesting to remove EWM. By the end of 2019 the Town of Minerva has spent \$491,000 over 12 years on eradication efforts. We remain committed to this endeavor. Minerva Lake is our most valued natural asset.**

DASH Project Summary  
 Minerva Lake, Minerva NY  
 Prepared By: Dominic Jude  
 Submitted to: David Labar

2019

Pg. 1 of 1

Month/Team	Vessel Used	150 LB. Barrels	Yield (Pounds)	Harvest Method & Hrs.
May	Minerva Monster	22.00	3,320	DASH 30.00
June	Minerva Monster	103.00	15,470	84.00
July	Minerva Monster	116.00	17,475	102.00
August	Minerva Monster	174.00	26,175	126.00
Sept./Oct./Nov.	Minerva Monster	108.00	16,275	84.00
	<b>Total</b>	<b>523</b>	<b>78,715</b>	<b>Total dive hours 426.00</b>

Aqualogic Inc.

**Resolution to advertise for Youth Program Director, Assistant Director, Health Director and Water Safety Instructor (WSI)**

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

WHEREAS the Town of Minerva operates a summer day camp program; and

WHEREAS the Minerva Youth Commission will interview interested applicants and make recommendations to the Minerva Town Board, and

WHEREAS interested applicants should submit an Essex County employment application to the Town of Minerva, attention Youth Commission, PO Box 937, Minerva, NY 12851 or drop off in person at Town Hall, 5 Morse Memorial Highway during regular business hours by Friday March 20, 2020.

NOW BE IT RESOLVED the Town Board of the Town of Minerva authorizes the advertisement for the Youth Program Director, Assistant Director, Health Director and Water Safety Instructor (WSI.)

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

# 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: 1/2020

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>27</u>
Adults (ages 18-64)	<u>50</u>
Elderly (age 65+)	<u>34</u>
Households	<u>48</u>

Submitted by: Kathleen DeGuilme

Date: 2/3/2020

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

Email:  
lindunida@gmail.com

Street Address of Agency/Program site: Minerva Community Center, Lower Level,  
1652 State Route 28N, 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>
<b>Compactor Box</b>	Essex County	Serkil <sup>2019</sup>	Bm
	Serkil	1/14/20	VJ
	Serkil	1/24/20	Bm
<i>ITEM</i>	<i>Vendor Name</i>	<i>Date</i>	<i>Attendant Initials</i>
<b>C.D. Box</b>			
<b>Bulk Waste</b>	Serkil	1/2/2020	VJ
<b>Metal Box</b>			
<b>Recycling Trailer</b>			
<b>E-Waste</b>			
<b>Clothing Bin</b>			

**Submit Form to the MAIN OFFICE**

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