



### **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 20<sup>th</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of February 6<sup>th</sup> Board meeting minutes

Correspondence  
Michele Fraser

Financial Reports  
Audit of Vouchers  
Operating Statement  
Cash Reports

New Business  
Resolution to Authorize Water Bill Waiver  
Resolution to Approve the 2019 AUD  
Resolution Authorize Budget Transfer  
Resolution to Authorize Ad for The Stand  
Resolution to Authorize Ad for Summer Staff

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Town Clerk – January

Public Comment  
Councilmen Comments  
Adjournment

**Town of Minerva  
Town Board Meeting  
February 6, 2020**

The Semi-monthly Meeting of the Minerva Town Board held on Thursday February 6, 2020 was called to order at 7:00 PM.~Upon Roll Call

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

Pledge of Allegiance  
Public Comment #1-none

- #58 Motion by LaBar seconded by Fish to accept the minutes of the minutes of the January 16, 2020 regular semi monthly meeting. Carried 4-0

Correspondence was read from Amanda Lavigne, NYS DOH concerning a routine inspection of the Water District system.

A letter from Aqualogic with the 2019 Harvest report.

- #59 Motion by McCall seconded by LaBar to approve RESOLUTION to advertise for Youth Program Director, Assistant Director, Health Director and Water Safety Instructor (WSI). Carried 4-0
- #60 Motion by McCall seconded by LaBar to accept the Food Pantry report dated 1/2020. Carried 4-0
- #61 Motion by Fish seconded by LaBar to accept the Transfer station report for January 2020. Carried 4-0

Supervisor Report-The town should receive \$20,000 for Bed Tax in June may be used for web site upgrade; The contract with the MVFD was signed today; Steve is applying from grants from CDBG and EFC for water project grants, work could start in 2021.

- #62 Motion by McCall seconded by LaBar RESOLUTION to hire Cedarwood Engineering with money coming from Water Fund Balance up to \$22,500. Roll Call Vote YES~McCall, LaBar, Fish, McNally. NO~none Carried 4-0

The Supervisor requested a Public Hearing be scheduled on the Pavilion/ice rink. The hearing was set for Tuesday, February 25 at 7 PM.

Mr. LaBar would like to have an informational meeting on pesticide usage in Minerva Lake. Hold for councilman comments.

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Town of Minerva  
Town Board Meeting  
February 6, 2020

Highway Superintendent excused due to weather.

Public Comment #2- Historian Theresa B. Haley announced that the Historical Society will receive a grant for the Solomon Northrup sign.

Councilman comments:

Fish-none

LaBar-discussed an informational meeting--Set for Thursday, February 27 at 7 PM.

Had a discussion with Dom from Aqualogic and he is not happy that the town is considering using pesticides in the Lake.

Meetings with the fire department resulted in their leasing the ambulance to Johnsburg for \$100 per month.

McCall- the Youth Commission's next sledding party will be on February 15.

#63 Motion by LaBar seconded by McCall to adjourn at 7:49 PM. Carried 4-0

Diana Mason  
Town Clerk

2/14/2020

Town of Minerva Mail - Barbara Curtis Water Bill



Kathleen DeGuilme <admin@townofminervany.gov>

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## Barbara Curtis Water Bill

1 message

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Michele M Fraser <michelemleigh@hotmail.com>

Fri, Feb 14, 2020 at 10:42 AM

To: "admin@townofminervany.gov" <admin@townofminervany.gov>

To the Minerva Town Board,

The water in Barbara Curtis's house, 1858 State Route 28 N, has been shut off since late spring or early summer of 2019 when the house was abandoned by her daughter in law after the death of Barbara's son Robert. Barbara has been a resident of a long term care facility since March 10, 2015, and as such is unable to pay the water bill for that property.

Thank you for your time.

Sincerely,  
Michele Fraser  
POA for Barbara Curtis

Sent from my iPhone

<https://mail.google.com/mail/u/0?ik=2ad5086f95&view=pt&search=all&permthid=thread-f%3A1658527389023220917&simpl=msg-f%3A16585273890...> 1/1

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

Abstract of Audited Vouchers 2-2020 – on February 20, 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 2020-58 and ending with 2020-152. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$40,818.51</b>	<b>\$52,875.42</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$62,915.50</b>	<b>\$18,709.68</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$807.28</b>
<b>Parks District:</b>	<b>05</b>	<b>\$7,565.65</b>	<b>\$773.43</b>
<b>Fire Protection Fund:</b>	<b>06</b>	<b>\$68,185.00</b>	<b>\$0.00</b>
<b>Park &amp; Playground Capital Improvement Fund:</b>	<b>07</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$393.52</b>	<b>\$64.74</b>
<b>Justice Court Cap Imp Fund:</b>	<b>14</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CC Capital Imp Fund:</b>	<b>10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ice Rink Pavilion Capital</b>	<b>11</b>	<b>\$31.75</b>	<b>\$2,115.00</b>
<b>Minerva Lake Dam Repair Cap:</b>	<b>13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total:</b>		<b>\$179,909.93</b>	<b>\$75,345.55</b>
<b>GRAND TOTAL</b>		<b>\$255,255.48</b>	

**AUTHORIZED OFFICIALS**

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

TOWN OF MINERVA  
SUPERVISOR'S REPORT

DECEMBER 2019  
2/15/2020

2/15/2020

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$33,620.70	\$88,734.51	\$118,144.80	\$4,210.41	
Highway	200.02	-\$19,372.87	\$304,814.53	\$109,609.77	\$175,831.89	
Parks	200.05	\$11,462.74	\$102.50	\$7,000.17	\$4,565.07	
Fire Prot.	200.06	\$195.52			\$195.52	
Capital PP	200.07	\$16,748.47	\$7.26	\$150.00	\$16,605.73	
Water	200.08	-\$3,081.22	\$20,001.66	\$13,788.93	\$3,131.51	
TH Capital	200.10	\$66,479.91	\$19.10	\$615.89	\$65,883.12	
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	-\$18,132.03	\$18,946.61	\$814.58	\$0.00	
Capital YP	200.16	\$847.28	\$5,080.83		\$5,928.11	
					\$0.00	
<b>TOTAL</b>		\$97,795.66	\$437,707.00	\$250,124.14	\$285,378.52	

Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$29,870.93	\$ 58,349.90	\$ 55,993.70	\$32,227.13	
Pre Paid Ded	200.97	\$43,180.28	\$ 50,003.49	\$ 3,998.96	\$89,184.81	
<b>TOTAL</b>		\$73,051.21	\$ 108,353.39	\$ 59,992.66	\$121,411.94	

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 Ca	201.14	\$0.60				\$0.60
Capital YP	201.16	\$16,273.14		\$21.40		\$16,294.54
<b>TOTAL</b>		<b>\$1,477,026.44</b>		<b>\$1,552.67</b>	<b>\$330,000.00</b>	<b>\$1,148,579.11</b>


Totals

TOWN OF MINERVA  
SUPERVISOR'S REPORT

JANUARY 2020  
2/15/2020

2/15/2020

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$4,210.41	\$376,181.45	\$103,401.52	\$277,000.34	
Highway	200.02	\$175,831.89	\$762,001.65	\$62,248.38	\$875,585.16	
Parks	200.05	\$4,565.07	\$132,776.00	\$6,799.68	\$130,541.39	
Fire Prot.	200.06	\$195.52	\$131,730.00		\$131,925.52	
Capital PP	200.07	\$16,605.73			\$16,605.73	
Water	200.08	\$3,131.51	\$44,918.32	\$1,508.68	\$46,541.15	
TH Capital	200.10	\$65,883.12			\$65,883.12	
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	\$0.00			\$0.00	
Capital YP	200.16	\$5,928.11			\$5,928.11	
					\$0.00	
<b>TOTAL</b>		<b>\$285,378.52</b>	<b>\$1,447,617.42</b>	<b>\$173,958.26</b>	<b>\$1,559,037.68</b>	<b>\$34.52</b>

Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$29,870.93	\$ 58,349.90	\$ 55,993.70	\$32,227.13	
Pre Paid Ded	200.97	\$43,180.28	\$ 50,003.49	\$ 3,998.96	\$89,184.81	
					#VALUE!	
<b>TOTAL</b>		<b>\$73,051.21</b>	<b>\$ 108,353.39</b>	<b>\$ 59,992.66</b>	<b>\$121,411.94</b>	



Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$717,259.05		\$772.92	\$150,000.00	\$568,031.97
Highway	201.02	\$238,864.30		\$306.92		\$239,171.22
Parks	201.05	\$102,675.33		\$122.02	\$10,000.00	\$92,797.35
Fire Prot.	201.06	\$7,367.72		\$9.48		\$7,377.20
						\$0.00
Water	201.08	\$66,117.57		\$70.92	\$20,000.00	\$46,188.49
Justice CT Ca	201.14	\$0.60			\$0.60	\$0.00
Capital YP	201.16	\$16,294.54		\$20.95		\$16,315.49
						\$0.00
<b>TOTAL</b>		<b>\$1,148,579.11</b>		<b>\$1,303.21</b>	<b>\$180,000.60</b>	<b>\$969,881.72</b>


**Totals**

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

TOWN OF MINERVA

February 20, 2020

*Regular Board Meeting*

**Resolution to Authorize Water Bill Waiver**

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

Whereas the Town of Minerva operates the Minerva Water District; and

Whereas the Town of Minerva bills for water service and delivery on an annual basis; and

Whereas the water client Barbara Curtis has resided at Elderwood for many years; and

Whereas no one is living at the property in question;

Now be it resolved that the Town Board of the Town of Minerva authorizes waiving the 2019 water bill (\$160) for Barbara Curtis.

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

February 20, 2020  
Regular Board Meeting

**Resolution to Accept the Annual Financial Report for the year ending December 31, 2019**

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

Whereas the Town of Minerva has the responsibility of submitting the Annual Financial Report (AUD) to the Office of State Comptrollers

Now be it resolved that the Town Board of the Town of Minerva accepts the AUD for the year ending December 31, 2019.

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

February 20, 2020  
Regular Board Meeting

**Resolution to Authorize Budget Amendment**

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 further resolved the Town Board of the Town of Minerva authorizes the following budget amendment for the previously approved (11/7/19) allocation to the Minerva Historical Society for the new history book:

Account From	Account to	Amount	Detail
Contingency 19904.01		\$3500	
	Publicity 64104.01	\$3500	History Book

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

February 20, 2020  
Regular Board Meeting

**Resolution to Advertise for a Concession Stand Operator for 2020**

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

Whereas, The Town of Minerva leases yearly the concession stand at Minerva Beach,

Therefore be it resolved The Town Board of The Town of Minerva authorizes the advertisement for a concession stand operator with letters of interest due back to the Supervisors office by April 10, 2020.

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

February 20, 2020  
Regular Board Meeting

**Resolution to Approve Advertising for MYP Counselors and Bus Driver, Bathing Beach Staff, and Night Watchman**

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

WHEREAS The Town of Minerva operates a six-week summer Youth Program starting July 6th; and

WHEREAS The Town of Minerva operates a Bathing Beach at Minerva Lake from \_\_\_\_\_ through September 7<sup>th</sup>; and

WHEREAS The Town of Minerva operates a Campground from May 15<sup>th</sup> through October 12<sup>th</sup> ; and

WHEREAS Youth Program counselors, a bus driver, lifeguards and a night watchman are necessary to staff these activities;

NOW BE IT RESOLVED the Town Board of the Town of Minerva approves the expenditure for two weeks of newspaper advertising for the above positions.

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 CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK

DATE: Jan., 2020

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:

Table with columns for item description and Commission \$.

Table with columns for item code, description, and amount.

Taxes CR # 1162 \$ 350,000 / \$ 742,148.00
CR # 1163 \$ 392,148

Table with columns for item description and amount.

\*Received Payment of these amounts: TOTAL DISBURSED \$ 20-

STATE OF NEW YORK, COUNTY OF Essex TOWN OF MINERVA

of 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.

Notary Public box for Nancy O'Brien, State of New York, Commission Expires 10-4-2022

Subscribed and Sworn to before me this 11 day of Feb., 2020 Diana Mason Town Clerk

Signature of Diana Mason and Notary Public

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