



### ***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*

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5 Morse Memorial Highway  
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<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 May 21<sup>st</sup>, 2020***

This meeting is being recorded for later transcription.

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of May 7<sup>th</sup> Board meeting minutes

Correspondence

Financial Reports

Audit of Vouchers  
Operating Statement  
Cash Reports

New Business

Resolution to Approve Payment to Solitude Lake  
Management and Authorize as a Pre-Pay  
Resolution to Amend the Annual Budget  
Resolution to Appoint Temporary Code Officer  
Resolution to Authorize Payment to NYTECH as a Pre-Pay  
Resolution to Appoint Donnelly Beach Staff

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Town Clerk – April  
Transfer Station - April

Public Comment  
Councilmen Comments  
Adjournment

Town of Minerva  
Town Board Meeting  
May 7, 2020

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The semi-monthly meeting of the Minerva Town Board held on Thursday, May 7, 2020 was recorded due to public not being in attendance because of the corona virus. Minutes are being recorded/transcribe. The meeting was called to order at 7:00 PM ~Upon Roll Call~Recording begins

Stephen McNally- Supervisor-present  
Douglas McCall-Councilman-present  
Keith Dubay-Councilman-present  
David LaBar-Councilman-present  
Scott Fish-Councilman-present  
Pledge of Allegiance

Public Comment #1 None

#107 Motion by Dubay seconded by McCall to accept the minutes of the April 16, 2020 monthly meeting.  
Carried 5-0

Steve asked for approval of resolution to authorize payment for three months additional EMS service to MVFD as a pre-pay of \$4500 because we cannot get the CON transferred until the State opens in order to make the switch.

#108 Motion by Dubay seconded by McCall to approve resolution to authorize payment for three months additional "EMS service to MCFD as a pre-pay.

Steve: Also we have not paid Johnsburg, we have not started yet.

Roll Call Vote: YEA-Dubay, McCall, LaBar, Fish McNally. NO-none

Carried 5-0

Steve: Next is a resolution to award the right to operate Donnelly Beach concession stand to Katherine E. Smith.

#109 Motion by LaBar seconded by Fish to award the beach concession to Katherine E. Smith.

Carried 5-0

Supervisor Report: First thing I'd like to discuss is the Youth Program, I believe the County on the 18<sup>th</sup> next meeting at Essex County is going to shut down the youth programs for the summer, I know the Town of Moreau shut theirs down today, and I believe we should cancel the Youth Program for the summer this year. LaBar we might as well wait for the County to do it.

McCall wait for the County to do it

Steve OK we'll wait for the 18<sup>th</sup> but I think it will happen.

The Beach, the same thing, wait until the 15<sup>th</sup> and get some insight into what we can do with the beach. The campsite, the County is coming up with some plans on that, the State doesn't seem to want to give us any guidelines on that but the County is going to, possibly, seems what they are going to do is only allow self-contained units, seasonal units, with no restroom facilities. So our campsites will definitely not open on the 15<sup>th</sup> so we'll wait until our next meeting to decide that also.

Dubay: the beach?, who makes that decision, the County?

Steve: Department of Health, the State basically the Governor makes that. Minerva Day, there is a good chance that isn't going to happen, again we can wait until next meeting and make a formal cancellation then.

McCall- I think we should wait until the 15<sup>th</sup> and see what the State says, the beaches seem to be the first thing opening in other States that are starting phase one of opening.

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Steve--The only thing on the Youth Program if anyone planned on working there can start looking for another job the sooner the better I don't want to hold them up from finding summer employment. The Lake Front revitalization plan right now is on pause because we aren't sure when we are getting that money from that grant it's about \$43,000 and they're not going to fund some of these right now but we'll see, I'll have more information at the next meeting.

LaBar-- it is continuing but the funding may be delayed?

Steve--the funding may be delayed. We've got a good start on that, we've spent some of the money, we've sent the invoice in for that money so...we'll see on that. By the end of the week the Governor will come out with what is fundable and what's not. I believe the pavilion, the horse barn, and also the dam repairs are fine because that goes through the EPF Fund as much information as I can get on it, there going to be funded because they are EPF fund, some federal some state, the state gets \$3 for every one federal so I think we're good on that but we're not going to spend any money until we get that verified.

Also I spoke to Jon on the loader purchase, we're going to have to pay for that at the next meeting, we have a balance of \$127,000 open on that, we were relying on CHIPS, we haven't gotten confirmation on the CHIPS yet, and also we had I believe \$20,000 from equipment purchase planned on using and I believe Jon says you have \$39,000 coming from FEMA.

Jon--right and that's without, we had 17 issues that we had to address, I put it on the current questioner for funding request that went to Carrie Ann with FEMA, over to Lenny who helped transpose it onto a different form, went back to Carrie Ann she checked it and went to something in CBC if it gets approved, back to Carrie Ann on to the State, who knows how long that will take. It says 39,700 it started well over \$40,000 certain emergency response measures, they only pay the overtime not the regular time, would be the whole first two days so that would diminish by that amount, all we have to fall back on now is the \$20,000, I've been in touch with CHIPS twice and they're not giving any answers to any body if CHIPS will even exist this year. Normally we get a quarterly letter that says how much you have left including your balance from last year, which I intentionally left in there to use for a loader and they're not even sending out the quarterly figures, they're not sure about anything because of the virus.

Steve: so we have some options, it looks like we're going to be short about \$107,000 minus FEMA money when we get that plus CHIPS would just about cover the cost. The FEMA money, I'm sure we'll get something but I'm not sure about CHIPS. We have options, we can pay that out of the fund balance and hope that we get that funding, or we could borrow the money for that loader over three years.

McCall--I think with the rates we should borrow

Jon- we signed a contract, with a resolution of contract to pay the loader within 30 days which leaves us about 15 to make a decision on where the money is coming from. The last snow storm when we took the loader in the paperwork we signed three months ago said payment in full within 30 days because that's when we were expecting to pay with CHIPS, So were are now under two weeks now to get money to Nortrax.

McCall--I think we might need that fund balance, you never know

McNally--We have a \$482,000 fund balance in highway, we can look at finance, right now we're getting .065 on our money which is about a half a percent over what we would get with banks but I think we're going to get that FEMA money so then we're looking at borrowing \$60,000.

Danae Tucker: I'm sorry can I interrupt for a second? You guys planned to use the CHIPS money so you actually all ready budgeted whatever was in the CHIPS line the \$97,000 or whatever, and you've got the equipment line so the only thing you've got to figure out, I haven't seen the bill yet, so you have to figure out the difference between the CHIPS line and what the bill is because you budgeted for the purchase so if you have a revenue shortfall you guys can figure it out closer to budget time because you actually included the money so we're not actually short until you...

Steve: we're definitely going to have a revenue shortfall...

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Dave: what if it doesn't come in?

Steve: Right if we don't get any of that funding. So I'll call down there and see what they recommend for financing options, you talked to them about that before.

Jon: I did, it is available through Nortrax.

Steve: right, if we can get some financing on a three year term, with no penalty for prepayment, because as soon as we do get that CHIPS money, I think we should pay this off

Jon-- oh absolutely

Steve: but I don't know, we go to make sure with CHIPS that we can't pay a loan that we have to do a purchase with it too. You know what I'm talking about because they're funny about things like that.

Jon: when I talked with CHIPS, it doesn't matter, I'd like to apply to CHIPS anyway, as soon as this is paid for because the way this works is like a road, you have prove the work is done first, submit and then they repay you. It's the same way, rather than work done you have to submit that you got a loader, the VIN number and all that and then if the money is available they'll reimburse us. I would say that we do that right away for the simple reason that it may be first come first serve basis the CHIPS money and it's early in the year and obviously there is not going to be a lot of people paving this year.

Steve--I want to be sure we get a loan and amortize it out for three years I want to make sure when that CHIPS money does roll in we can pay it off without a penalty. Because there is no reason to pay interest if we don't have to. All right so I'll work on that also.

Steve: Code enforcement. Everyone's aware of the passing of John Williams, he did a wonderful job for us we'll advertise for Code Enforcement Officer but I think that this is going to be a code officer and also junk law enforcer officer and I think going into this these people, the candidates, should realize that if there is a complaint for a junk law violation that we want someone to go out and investigate it. We were sort of lack on that. The first year we had the law, we were good at it but I think we need to get back at it.

Doug: the first year we had the law we had an enforcement officer, now you're saying this is going to be a two title thing, a building inspector and junk law enforcer. Mike Leddick was junk officer when we started.

Steve: I think this is going hand in hand.

Doug: that's fine

Jon: John always complained that the law was unenforceable and I believe it to a great extent.

Steve: well it is but you can do diligence to get people to clean up it's better say than saying we not going to clean up.

Jon: John worked at it very diligently for a couple years until he realized that no matter what.

Steve: some people are not going to clean up cause they don't realize that they are not in compliant, you can't explain that to them, you know people in town just don't think they are doing anything wrong. There are a lot of people that sometimes just a little nudge saying you know your neighbors house looks nice and yours is starting to look junky can you clean up a little might work

Doug: when it first came into effect, it was probable no more enforceable then.

Steve: but it actually worked. We're just waiting for approval to open things up and like I said, we won't know anything until the 15<sup>th</sup> even then we may not know anything.

Highway Superintendent Report: You covered most of the things on my list with CHIPS and the loader, we've been working shorthanded, half staff, doing things that we can do I think we finished all the sweeping except of the main streets which takes full staff. We've been hauling sand which is going very well, and taking care of little blow ups here and there just looking forward to whatever we find out on the 15<sup>th</sup> that we can bring a full crew back in would be nice. I can understand the public is showing concerns about certain things getting done that we normally do, I just can't do them, that's all I have.

Steve: anything for Jon? Department reports, Food Pantry. As you can see the food pantry is very busy, doing a wonderful job, handing out lots of food 49 children, 85 adults, 70 elderly and 84 households.

Can we get a motion please.

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- #110 Motion by Dubay seconded by McCall to accept the Food Panty report dated 4/2020.  
Thank you Kathleen and volunteers. Carried 5-0

Transfer station report: very slow

- #111 Motion by LaBar seconded by McCall to accept the Transfer station report dated 4/2020.  
Questions, concerns? The brush dump is not closed.

Doug: Can you still get into it?

Jon: It is open 3 days and week and everyday it is open it is full everyday a lot of people cleaning up.

Steve: also today the dumpster is filling up quick nowadays because there is no recycling it's all going in the recycling bins, Vernon called to say the dumpster full and they are not getting out to pick them up timely So we're throwing garbage in the bulk bin so that's what we got to do right now. Carried 5-0

Recording accidentally muted.

No public comment?

Danae Tucker: I just have a couple things What I'm hearing there is no pre-pay authorization on the loader so that will be in the regular financials.

Steve: Yes

Danae: OK So when it comes to the Youth Program, if you're not making a decision to cancel it tonight, the only way we can start the permit process is if you hire senior staff and if you don't hire senior staff and you don't start the permit process till the middle of May, they may not issue the permit until the middle of July.

Steve: So we can make a resolution to hire the senior staff tonight if you wish. We only have two people.

Doug: Depending whether we have a program or not.

Danae: I just saying we can not start the permit if you don't hire the senior staff their really behind up there so we got to get in to be expedited.

Steve: So we'll make a resolution to hire senior staff of Mike Corey as director and safety officer and Bonnie McNally as WSI pending the operation of the program moving forward this summer. Also I want to acknowledge that Bonnie is my wife.

- #112 Motion by Dubay seconded by LaBar to hire senior staff for the Minerva Youth Program for the summer of 2020. Carried 5-0

Danae: that's fine and I'll get the permit out first thing Monday.

Councilman Comments:

LaBar-you see in your packet the pesticide permit we got from DEC that was mentioned at the last meeting, one week from today Les is going to present to the APA board a request for a permit to apply ProceltaCOR in the lake and that happens about 1:20 PM he's going to put together a short presentation and by the 4 o'clock hour he will have a decision and he'll notify myself and Mr. Sullivan. If any one wants to tune in, their doing it via video conference, it's a closed meeting, but on the APA website you can log in and monitor the meeting if you would like to. That's all I have.

Fish- no comment

Dubay-I'm all set.

McCall-I'm all set, I mean Youth Commission hasn't done anything but I don't know what we think about postponing the regatta that was coming up soon.

Steve-May 20

Doug-that's a well attended event if we could maybe postpone it a month or two and see what we can do. I see enough people going up and down the river it's pretty popular.

Steve: when is our next board meeting.

Doug-the 21<sup>st</sup>

**Town of Minerva  
Town Board Meeting  
May 7, 2020**

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Steve--the 21<sup>st</sup> so we could actually postpone that and schedule that for the first week in June.  
Doug--after the 15<sup>th</sup> we might have a better idea. We haven't had a meeting so there is nothing we can do,  
no place to take the kids.

Steve: Right, OK, motion for adjournment

#113 Motion by Dubay seconded by McCall to adjourn at 7:23 PM.

Carried 5-0

Diana Mason  
Town Clerk

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

Abstract of Audited Vouchers 5-2020 – on May 21, 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 2020-263 and ending with 2020-324. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$10,746.95</b>	<b>26,415.82</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$176,559.04</b>	<b>\$9,088.32</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$776.70</b>
<b>Parks District:</b>	<b>05</b>	<b>\$9,982.75</b>	<b>\$650.63</b>
<b>Fire Protection Fund:</b>	<b>06</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Park &amp; Playground Capital Improvement Fund:</b>	<b>07</b>	<b>\$0.00</b>	<b>\$1,156.17</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$1,587.90</b>	<b>\$318.51</b>
<b>LWRP Fund</b>	<b>17</b>	<b>\$0.00</b>	<b>\$10,609.25</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>\$0.00</b>	<b>\$0.00</b>
<b>Minerva Lake Dam Repair Cap:</b>	<b>13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total:</b>		<b>\$198,876.64</b>	<b>\$49,015.40</b>
<b>GRAND TOTAL</b>		<b>\$247,892.04</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

APRIL 2020

5/9/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	-\$37,720.51	\$155,827.36	\$80,857.29	\$37,249.56	\$0.00
Highway	200.02	\$35,855.11	\$77,295.54	\$42,096.21	\$71,054.44	\$0.00
Parks	200.05	\$19,168.01	\$0.00	\$1,606.24	\$17,561.77	\$0.00
Fire Prot.	200.06	\$40.52	\$0.00	\$0.00	\$40.52	
Capital PP	200.07	\$36,296.94	\$0.00	\$686.06	\$35,610.88	\$0.00
Water	200.08	\$24,962.98	\$24,639.40	\$503.73	\$49,098.65	\$0.00
TH Capital	200.10	\$65,921.30	\$0.00		\$65,921.30	\$0.00
Ice Rink/Pavilion	200.11	\$1,043.25		\$0.00	\$1,043.25	
ML Dam repair	200.13	\$5,840.98	\$0.00		\$5,840.98	\$0.00
Justice Ct Cap	200.14	\$0.00			\$0.00	
Capital YP	200.16	\$28.11		\$0.00	\$28.11	
Waterfront	200.17		\$18,750.00	\$10,609.25	\$8,140.75	\$0.00
<b>TOTAL</b>		<b>\$151,436.69</b>	<b>\$276,512.30</b>	<b>\$136,358.78</b>	<b>\$291,590.21</b>	<b>\$12.33</b>
						<b><u>\$291,602.54</u></b>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$42,868.25	\$ 50,232.93	\$ 47,788.64	\$45,312.54	\$ 1.81
Pre Paid Ded	200.97	\$51,086.82	\$ 1.77	\$ 18,296.64	\$32,791.95	\$ 1.77
<b>TOTAL</b>		<b>\$93,955.07</b>	<b>\$ 50,234.70</b>	<b>\$ 66,085.28</b>	<b>\$78,104.49</b>	



APRIL 2020

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	\$1,431,285.07		\$735.30	\$150,000.00	\$1,282,020.37
Highway	201.02	\$940,731.54	\$0.00	\$500.16	\$0.00	\$941,231.70
Parks	201.05	\$193,173.74	\$0.00	\$102.70	\$0.00	\$193,276.44
Fire Prot.	201.06	\$71,200.57	\$0.00	\$37.85	\$0.00	\$71,238.42
						\$0.00
Water	201.08	\$66,322.99	\$0.00	\$35.25	\$0.00	\$66,358.24
Capital YP	201.16	\$22,260.93	\$0.00	\$11.80	\$0.00	\$22,272.73
						\$0.00
<b>TOTAL</b>		<b>\$2,724,974.84</b>	<b>\$0.00</b>	<b>\$1,423.06</b>	<b>\$150,000.00</b>	<b>\$2,576,397.90</b>


Totals

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

TOWN OF MINERVA

May 21, 2020

*Regular Board Meeting*

**Resolution to Authorize Payment for Solitude Lake Management and Approve as a Pre-Pay**

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

Whereas the Town of Minerva is responsible for the care and maintenance of Lake Minerva; and

Whereas the Town of Minerva has contracted with Solitude Lake Management for milfoil treatment,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to Solitude Lake Management,

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
Solitude Lake Management	80904.05	Minerva Lake Milfoil	\$7,400.00

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

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

TOWN OF MINERVA

May 21, 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 to facilitate payment of the new loader:

From	Account to	Amount	Detail
Fund Balance		\$11,750	
	Highway Equipment 51302.02	\$11,750	Loader

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

May 21, 2020

*Regular Board Meeting*

**Resolution to Appoint Temporary Code Officer**

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

Whereas the Town Board of the Town of Minerva recognizes the importance of a qualified Code Officer; and

Whereas George Damasevitz is the Code Officer in good standing for the Town of Newcomb,

Be it resolved that the Town Board of the Town of Minerva appoints George Damasevitz as a temporary Code Enforcement Officer, and

Be it also resolved that he will be paid on an as needed basis at a rate of \$26.00 per hour plus travel expenses with mileage at the IRS rate.

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 May 21, 2020  
Regular Board Meeting

**Resolution to Authorize Payment for NYTECH and Approve as a Pre-Pay**

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

Whereas the Town of Minerva is responsible for paying its bills in a timely manner; and

Whereas the Town of Minerva has received paper products from NYTECH as part of a regular order; and

Whereas this invoice missed the normal accounts payable process,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to NYTECH,

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
NYTECH	51324.01	Garage	\$99.65

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

May 21, 2020

*Regular Board Meeting*

**Resolution to Appoint Staff for Donnelly Beach**

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

Whereas the Town of Minerva has successfully operated Donnelly Beach for many years; and

Whereas the beach requires qualified staff to successfully operate; and

Now be it resolved that the Town Board of the Town of Minerva authorizes the hiring of the following pending successful completion of first aid, CPR/AED life-saving and lifeguarding classes as required by the American Red Cross;

Name	Title	Wage
Nicole Williams	Head Lifeguard	\$15.45/hr
Christopher DeFranco	Lifeguard	\$12.36/hr
Derrick Loiselle	Lifeguard	\$12.36/hr
Madasyn Bush	Lifeguard	\$12.36/hr

And be it further resolved that the wages to be paid to these summer staff members shall be paid from account # SP71801.05

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

## TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:DATE: April, 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:

Conservation Licenses - DECALS	Commission	\$ <u>1.66</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 \$ <u>247834</u>		<u>247834</u>
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>5</u> DOG LICENSE - SPAYED AND NEUTERED <u>@9</u>		<u>36.00</u>
	<u>1</u> DOG LICENSE - UNSPAYED AND UNNEUTERED <u>@10</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>Water</u>		_____
	<u>419</u> <u>375.00</u>		_____
	<u>4119</u> <u>80.00</u>		_____
	<u>4111</u> <u>995.50</u>		<u>2207.00</u>
	<u>4126</u> <u>756.50</u>		_____

TOTAL TOWN REVENUES TO SUPERVISOR..... CR # 1176 \$ 4717.00

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 @ auto

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 # 1177

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

\*Received Payment of these amounts:

TOTAL DISBURSED ..... \$ 4753.34

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Supervisor

STATE OF NEW YORK, COUNTY OF Essex, TOWN OF MINERVADiana 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 10-4-2022

Subscribed and Sworn to before me this

6 day of May, 2020Diana Mason Town Clerk[Signature] Notary Public

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

MONTH: 4/20/20

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



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

**Telephone (518) 251-2743**

<b>ITEM</b>	<b>Vendor Name</b>	<b>Date</b>	<b>Attendant Initials</b>
Compactor Box	Essex County	4/9/20	VJ.
	Essex County	4/27/20	VJ.
<b>ITEM</b>	<b>Vendor Name</b>	<b>Date</b>	<b>Attendant Initials</b>
C.D. Box	Serkil	4/9/20	VJ.
Bulk Waste			
Metal Box	Plonty	4/27/20	VJ.
Recycling Trailer			
E-Waste			
Clothing Bin			

**Submit Form to the MAIN OFFICE**

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