



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

June 4th, 2020

Roll Call
Pledge of Allegiance
Public Comment

Approval of May 21st Board meeting minutes

New Business

Resolution to Authorize Payment to CLA Site as a Pre-Pay
Resolution to Authorize Payment to Madaddie as a Pre-Pay
Resolution to Authorize Reimbursement to Jon Fish

Supervisor's Report
Highway Superintendent's Report

Department Reports
Food Pantry - May

Public Comment
Councilmen Comments
Adjournment

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Town of Minerva
Town Board Meeting
May 21, 2020

The semi- monthly meeting of the Minerva Town Board held on Thursday, May 21 2020 and minutes are being recorded/transcribe. The meeting 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

#114 Motion by Dubay seconded by LaBar to accept the minutes of the May 7, 2020 semi monthly meeting. Carried 4-0

Steve: Audit of Vouchers

#115 Motion by McCall seconded by Dubay to approve vouchers #263-324 with General Fund=\$10,746.95; Highway Fund=\$176,559.04; Trust and Agency Fund=\$0.00; Parks District =\$9,982.75; Fire Protection fund: \$00; Park & Playground Capital Improvement Fund: \$0.00; Water District: \$1,587.90; LWRP: \$0.00; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$0; Minerva Lake Dam Repair Cap \$0; Prepaid: \$49,015.40 for Grand Total of \$247,892.04. Carried 4-0

Steve: Operating Statement

Doug: I didn't see anything there so I motion

#116 Motion by McCall seconded by LaBar to accept the Operating Statements dated 4/30/2020. Carried 4-0

Steve: Cash Report

#117 Motion by LaBar seconded by Dubay to accept the Case Report dated April 2020. Carried 4-0

#118 Motion by McCall seconded by Dubay to approve RESOLUTION to authorize payment for Solitude Lake management and approve as a pre-pay. Roll Call Vote YES~Dubay, McCall, LaBar, McNally. NO~none Carried 4-0

LaBar OK that's half the cost of the application, there will be a second half and then there will be a survey.

#119 Motion by LaBar seconded by Dubay to approve RESOLUTION to authorize budget amendment due to purchase of loader. Roll Call Vote: YES~Dubay, McCall, LaBar, McNally. NO~none. Carried 4-0

#120 Motion by Dubay seconded McCall to approve RESOLUTION to appoint temporary code officer. Carried 4-0

#121 Motion by LaBar seconded by McCall to approve RESOLUTION to authorize payment for NYTECH and approve as a pre-pay. Roll Call Vote YES~Dubay,

Town of Minerva
Town Board Meeting
May 21, 2020

McCall, LaBar, McNally. NO~none

#122 Motion by McCall seconded by LaBar to approve RESOLUTION to appoint staff for Donnelly Beach. Carried 4-0

Supervisor report: Unfortunately the County has canceled all youth programs for the 2020 season, Web site should be finished and up and running by Wednesday, we need to advertise for Code Enforcement Officer, June 2 SLIC Communications will install Wi-Fi at Courtney Park and Minerva Lake. No password, it's open. We may, need this year, to hire an additional lifeguard the reason is we need somebody just to walk the property and enforce social distancing.

McCall: we may need additional because we normally use youth program and toward the end of the season they fill in quite often.

Steve: we will have the extra funds from the youth program, so we may need that extra, they'll be like a park attendant, 10 feet between blankets, half the parking spots, and monitoring the bathhouse too. Had meeting with Robbie, Keith and Dave, they're scheduling their shifts so we can do cleaning campsite four times a day, 7-11-4-8, since Keith is there between 4-8 he is taking over the night watchman job, the food pantry is just busy, this week we served 50 some families the people working the pantry are doing a great job.

Highway Superintendent: All started back to work last Friday, replaced a couple culverts on North Woods Club Road, got permit from DEC allowing replacement of almost every culver on NWC Road which will be financed indirectly from FEMA, as long as Essex County Soil and Water doesn't have a problem with it we're good and going all plastic. The sand bill over \$9000 have about 2/3 of what we need, took in 500 tons of salt to mix in with it and that didn't complete our budget, 100 tons under from the start of the fiscal year. We got guys doing shared services in Schroon Lake paving

#123 Motion by Dubay seconded by LaBar to accept the Town Clerk report for April, 2020. Carried 4-0

#124 Motion by Dubay seconded by McCall to accept the transfer station report for April 2020. Carried 4-0

Transfer station will be back to 7 days a week beginning Saturday.

Public comment #2- Lisa Salamon I just want to let you guys know the loon nest is again this year on the island. We need to be leery of that when the Solitude people are applying the herbicide, don't want to get to close to them or scary them off, there was a base boat fisherman there today, I had to ask them to leave the area and fish somewhere else, they were tied up to the island that wasn't a good thing.

Councilman comments;

Dubay-nothing

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Town of Minerva
Town Board Meeting
May 21, 2020

LaBar-currently Solitude Lake management is hoping to apply the herbicide on Tuesday after Memorial Day the 26th and they are having me monitor the water temperature which is in the mid 50's. I will do a tour of the lake tomorrow, I'm a little concerned that milfoil heads haven't emerged enough based on shoreline by my property then get their opinion if they want to push it back.

McCall-nothing

#125 Motion by Dubay seconded by McCall to adjourn at 7:17 PM. Carried 4-0

Diana Mason
Town Clerki

Resolution No. ____

TOWN OF MINERVA
Regular Board Meeting

June 4, 2020

Resolution to Authorize Payment to CLA Site and Approve as a Pre-Pay

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

WHEREAS, the Town of Minerva has contracted with CLA Site to design a waterfront plan; and

WHEREAS, CLA Site has been producing the plan according to its contractual obligations,

THEREFORE BE IT RESOLVED, The Town Board of The Town of Minerva authorizes the payment of \$8387.25 to CLA Site as per the attached invoice, and

BE IT FURTHER RESOLVED that the payment of this invoice be approved as a Pre-Pay to facilitate timely payment.

Contractor	Account	Account Name	Amount to Pay
CLA Site	71972.17	Waterfront Revitalization EQ and Capital Outlay	\$8387.25

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.

Diana Mason, Town Clerk

Town Seal



FEES SUMMARY

DATE 5/1/2020

CLA SITE Landscape Architecture, Engineering & Planning, P.C.

Attention: **Stephen McNally**
 Town of Minerva
 PO Box 217
 Elizabethtown, NY 12932

PROJECT NAME: **Town of Minerva LWRP**
 CLA SITE PROJECT NO.: **357-20-957**

INVOICE NO. 3532

For the time period: **4/1/2020** to **4/30/2020**

This Invoice: \$ 8,387.25

Contract Summary	Total Billed Previously	This Invoice	Total Billed to Date	Contract Amount	Balance Remaining	% Complete as of this Invoice
Task 1: Second Project Meeting	\$ 1,440.00	\$ -	\$ 1,440.00	\$ 1,440.00	\$ -	100%
Task 2: Preparation of Community Outreach	\$ 1,162.50	\$ 195.00	\$ 1,357.50	\$ 1,635.00	\$ 277.50	83%
Task 3: Waterfront Revitalization Area	\$ 1,455.00	\$ -	\$ 1,455.00	\$ 1,455.00	\$ -	100%
Task 4: Inventory and Analysis	\$ 1,620.00	\$ 1,800.00	\$ 3,420.00	\$ 4,560.00	\$ 1,140.00	75%
Task 5: First Public Information Meeting	\$ -	\$ 345.00	\$ 345.00	\$ 5,930.00	\$ 5,585.00	6%
Task 6: LWRP Policies	\$ -	\$ 1,126.25	\$ 1,126.25	\$ 2,935.00	\$ 1,808.75	38%
Task 7: Proposed Land and Water Uses	\$ 4,931.75	\$ 4,921.00	\$ 9,852.75	\$ 14,440.00	\$ 4,587.25	68%

Authorized Signature

Principal
Title

Resolution No. ____

TOWN OF MINERVA
Regular Board Meeting

June 4, 2020

Resolution to Authorize Payment to Madaddie for Town Website

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

WHEREAS, the Town of Minerva has contracted with Madaddie to design and produce a new Town website,

THEREFORE BE IT RESOLVED, The Town Board of The Town of Minerva authorizes the payment of \$3360.00 to Madaddie, and

BE IT FURTHER RESOLVED that the payment of the attached invoice is approved as a Pre-Pay to facilitate timely payment.

Contractor	Account	Amount to Pay
Madaddie	64104.01.004	\$3,360.00

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

AYES: _____ Dubai
 _____ McCall
 _____ LaBar
 _____ Fish
 _____ McNally

NOES: _____ Dubai
 _____ 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.

Diana Mason, Town Clerk

Town Seal

Madaddie Marketing
41 Woodside Ddrive
Glennville, NY 12302 US
sandram@madaddie.com
www.madaddie.com



INVOICE

BILL TO
Town of Minerva
5 Morse Memorial Hwy,
Minerva, NY 12851

INVOICE # 1172
DATE 06/03/2020
DUE DATE 06/03/2020
TERMS Due on receipt

DESCRIPTION	AMOUNT
Website design Website Design & Development	5,800.00
Website domains www.townofminerva.us	35.00
logo Logo Designs	750.00
Down Payment Down Payment Received	-3,225.00
BALANCE DUE	\$3,360.00

Resolution to Authorize Reimbursement to Jon Fish 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 maintaining a fully equipped and supplied Highway Department; and

Whereas Jon Fish, the Town of Minerva Highway Superintendent, purchased steel tubing from Monahan & Loughlin, LLC. for use by the Highway Department (see attached documentation),

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

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

Employee	Account	Amount to Pay
Jon Fish	51104.02	\$402.00

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

1186

CONTRACTOR WEEKLY T&M

Week Ending

/ /



747-4912
MONAHAN & LOUGHLIN, LLC.

4 LOCUST STREET,
HUDSON FALLS
NEW YORK 12839

JOB #
TIME NY 20
CUST. P.O.#

LABOR NAME	HOURS							TOTAL HOURS
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
Josh VAARVAIS		1						1 hour
Bill Slesnick		3/4						

JOB DESCRIPTION Town of Minerva 518-681-9049	CUMULATIVE WEEKLY TOTAL OF HOURS
----------------------------------------------------	-------------------------------------------

MATERIALS	DESCRIPTION	QUANTITY
	4" x 4" x 1/2 sq tubing Qty. #	237.45
	4'-0" Lg	164.55
		\$ 402. ⁰⁰

CONTRACTOR FOREMAN: [Signature] APPROVAL: [Signature] DATE: 1282

TOWN OF MINERVA

5 MORSE MEMORIAL HIGHWAY
PO BOX 937

MINERVA, NY 12851-0937

Telephone (518) 251-2869

Fax (518) 251-5136

Email: minerva.supervisor@frontiernet.net

VOUCHER

Warrant Number: _____

Claim Number: _____

Check Number: _____

Entered Date: | _____

Batch Number: | _____

CLAIMANTS NAME AND ADDRESS

JONATHAN FISH
157. MCKEE ROAD
MINERVA, New York
12851

DATE	INVOICE #	Description of Services & Materials	Amount	Debit Account (Office Use Only)
6/2/20	1186	Steel for Screen (SAND)	402. ⁰⁰	

CLAIMANT'S CERTIFICATION

I, Jonathan Fish (Claimants' Signature), Certify that the above account in the amount of \$ 402.⁰⁰
 Date Signed 6/2/20 is true and correct; that the items, services and disbursements charged
 were rendered to or for the TOWN OF MINERVA on the dates stated; that no part has been paid or satisfied; that
 taxes, from the municipality are exempt, are not included; and that the amount claimed is actually due.

Authorized Officials Approval - Town of Minerva Use Only

The above services or materials were rendered or furnished to the TOWN OF MINERVA
on the dates stated and the charges are correct.

Date: _____ Authorized Officials Signature _____

JONATHAN L FISH 08/99
157 MCKEE ROAD
MINERVA, NY 12851

50-755/213

1282

DATE 6/2/20

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PAY TO
THE ORDER OF

MONAHAN & Laughlin

\$ 402.00

Four hundred two dollars and 00/100

DOLLARS

Community
Bank N.A.
North Creek, New York 12853 141

MEMO TOWN OF MINERVA STEEL

Jonathan L Fish NP
1282

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: 5/2020

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>45</u>
Adults (ages 18-64)	<u>76</u>
Elderly (age 65+)	<u>71</u>
Households	<u>88</u>

Submitted by: Kathleen DeGuilme

Date: 6/1/2020

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

Note to Minerva Town Board: We also managed the distribution of 67 boxes of prepared meals and farm produce provided by ADK Action.