



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

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of June 4th Board meeting minutes

Correspondence  
Nicole LaBounty

Financial Reports  
Audit of Vouchers  
Operating Statement  
Cash Reports

New Business  
Resolution to Appoint Staff for Donnelly Beach

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Town Clerk - May  
Transfer Station - May  
MVFDRS - March-May

Public Comment  
Councilmen Comments  
Adjournment

**Town of Minerva  
Town Board Meeting  
June 4, 2020**

The Semi-monthly Meeting of the Minerva Town Board held on Thursday June 4, 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-present

**Pledge of Allegiance**

**Public Comment #1-none**

- #126 Motion by Dubay seconded by McCall to accept the minutes of the minutes of the May 21, 2020 monthly meeting. Carried 5-0
- #127 Motion by LaBar seconded by Dubay to approve RESOLUTION to authorize payment to CLA Site and approve as a pre-pay. Roll Call Vote~YES: Dubay, McCall, LaBar, Fish, McNally. NO~none Carried 5-0
- #128 Motion by McCall seconded by Dubay to approve RESOLUTION to authorize payment to Madaddie for Town Website. Roll Call Vote~YES: Ddubay, McCall, LaBar, Fish, McNally. NO~none Carried 5-0
- #129 Motion by Dubay seconded by Fish to approve RESOLUTION to authorize reimbursement to Jon Fish and approve as a pre-pay. Roll Call Vote~YES; Dubay, McCall, LaBar, Fish, McNally. NO~none Carried 5-0

Supervisor Report: bids are out for work on the pavilion, Minerva Lake Beach will open on Friday, June 12. Mr. McNally would like to hire an additional person as cleaner, 20 hours per week for up to 12 weeks to clean bathrooms at lake, campground, community center and town hall. The board did not have a problem with this idea. Mr. McNally had information on purchasing a town composting unit. Not all board members were on board with this idea, no action was taken. Mr. LaBar reported the herbicide was scheduled to be applied in Minerva Lake on Friday, June 5 around 8:30 am. In two weeks, a survey will be redone to map results. Dom can begin harvesting milfoil after that.

Highway Superintendent report: sweeping of streets will resume, 2/3 of the sand has been drawn for the year, reported on culvert work; No word from CHIPS yet on the status of payment.

- #130 Motion by Dubay seconded by Fish to accept the Food Pantry report for May,

220

Town of Minerva  
Town Board Meeting  
June 4, 2020

2020.

Carried 5-0

Public Comment #2-Sue Crouse asked if community center is open for her exercise class. Supervisor stated the community center has always been open but her class is considered a gym therefore is not able to operate yet.

Councilman comments:

Fish-none

Dubay-Lisa Solomon asked him if the town could purchase house numbers for residents as many do not have them on their homes. The town will not incur this expense.

McCall-none

LaBar-repeated the timeline for herbicide application tomorrow, asked if brush could be cut around transfer station sign.

Discussion was held to purchase new transfer station hour signs for winter and summer months. Jon will order them.

#131 Motion by LaBar seconded by Dubay to adjourn at 7:34 PM.

Carried 5-0

Diana Mason  
Town Clerk



Kathleen DeGuilme <admin@townofminervany.gov>

**Playground Safety and COVID-19**

1 message

Nicki 88 <nicki.88@live.com>

Mon, Jun 15, 2020 at 5:18 PM

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

Dear Steve McNally and town officials,

I noticed yesterday that you have apparently opened the playground at Minerva Lake, as there are no longer signs prohibiting use.

I must say when I saw this I was horrified as to the number of children on the equipment, no masks, and no socially distancing, with no sign requiring face masks and encouraging social distancing and hand washing before and after use.

Currently, the CDC strongly recommends that these requirements be in place before opening any playgrounds, as we are still in the midst of the COVID-19 pandemic and will be for the unforeseen future. New York Sates website as of today still says to avoid playgrounds to keep your family safe.

What is the towns position on this and can we expect to see these requirements put into place here via a sign and Official monitoring? There are people that just don't get it and when they don't see a sign, all thoughts of protecting children go out the window.

Thank you for your attention to this matter. I look forward to hearing back.

Sincerely,  
Nicole LaBounty  
Minerva resident

Sent from my iPhone

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

Abstract of Audited Vouchers 6-2020 – on June 18, 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 2020-325 and ending with 2020-382. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$11,848.73</b>	<b>23,036.09</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$36,484.97</b>	<b>\$10,381.01</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$674.80</b>
<b>Parks District:</b>	<b>05</b>	<b>\$2,079.48</b>	<b>\$8,206.18</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>\$28.48</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$124.21</b>	<b>\$0.00</b>
<b>LWRP Fund</b>	<b>17</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>\$117.61</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>\$50,655.00</b>	<b>\$42,326.57</b>
<b>GRAND TOTAL</b>		<b>\$92,981.57</b>	

**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 – Scott Fish	
Town Supervisor – Stephen R. McNally	
Date:	

TOWN OF MINERVA  
SUPERVISOR'S REPORT

May 2020

6/16/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$37,249.56	\$78,719.67	\$78,018.87	\$37,950.36	\$0.00
Highway	200.02	\$71,054.44	\$29,959.92	\$214,616.48	-\$113,602.12	****0
Parks	200.05	\$17,561.77	\$12,349.25	\$10,633.38	\$19,277.64	\$0.00
Fire Prot.	200.06	\$40.52	\$0.00	\$0.00	\$40.52	
Capital PP	200.07	\$35,610.88	\$0.00	\$1,156.17	\$34,454.71	\$0.00
Water	200.08	\$49,098.65	\$29,390.23	\$2,231.26	\$76,257.62	\$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	\$8,140.75			\$8,140.75	\$0.00
<b>TOTAL</b>		<b>\$291,590.21</b>	<b>\$150,419.07</b>	<b>\$306,656.16</b>	<b>\$135,353.12</b>	
*** DIT 140K						<u>\$0.00</u>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$45,312.54	\$ 50,504.71	\$ 63,097.14	\$32,720.11	
Pre Paid Ded	200.97	\$32,791.95	\$ 15,414.67	\$ 3,352.28	\$44,854.34	
<b>TOTAL</b>		<b>\$78,104.49</b>	<b>\$ 65,919.38</b>	<b>\$ 66,449.42</b>	<b>\$77,574.45</b>	

May 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	\$1,282,020.37		\$527.97		\$1,282,020.37
Highway	201.02	\$941,231.70	\$0.00	\$387.62	\$0.00	\$941,231.70
Parks	201.05	\$193,276.44	\$0.00	\$79.59	\$0.00	\$193,356.03
Fire Prot.	201.06	\$71,238.42	\$0.00	\$29.34	\$0.00	\$71,267.76
						\$0.00
Water	201.08	\$66,358.24	\$0.00	\$27.34	\$0.00	\$66,385.58
Capital YP	201.16	\$22,272.73	\$0.00	\$9.16	\$0.00	\$22,281.89
						\$0.00
<b>TOTAL</b>		<b>\$2,576,397.90</b>	<b>\$0.00</b>	<b>\$1,061.02</b>	<b>\$0.00</b>	<b>\$2,577,458.92</b>


Totals

Resolution No. \_\_\_\_\_ TOWN OF MINERVA June 18, 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
Stoan Bush	Lifeguard	\$12.36/hr
Myah Brannon	Substitute 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 | 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



TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK TO THE SUPERVISOR:

DATE: May 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, amount, and commission. Items include Conservation Licenses - DECALS, Marriage Licenses No., Marriage Certificates, Marriage Transcripts, Registrar Fees, Migratory Bird Stamps, and various town fees like REAL PROPERTY TAXES, PARK and RECREATION CHARGES, ZONING FEES, etc.

Handwritten 'H20' and '1237.89' next to a line item.

TOTAL TOWN REVENUES TO SUPERVISOR... CR # 1178 \$ 1283.21

- List of disbursements: Amount paid to NEW YORK STATE COMPTROLLER for Games of Chance Licenses, State Share of Bingo Licenses, D.E.C. for Conservation Licenses - DECALS, COUNTY TREASURER for Dog Licenses, HEALTH DEPARTMENT for Marriage Licenses, AGRICULTURE & MARKETS for Unspayed/Unneutered Dogs CR # 1179, and NEW YORK STATE for Sales Tax on Sale of Dogs.

\*Received Payment of these amounts: TOTAL DISBURSED... \$ 1350.89

20 Supervisor

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

Subscribed and Sworn to before me this 9 day of June 2020. Diana Mason, Town Clerk. Notary Public signature.

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*

<b>ITEM</b>	<b>Vendor Name</b>	<b>Date</b>	<b>Attendant Initials</b>
Compactor Box	Essex County	5/9/20	VJ.
		5/18/20	BM
		5/23/20	VJ.
<b>ITEM</b>	<b>Vendor Name</b>	<b>Date</b>	<b>Attendant Initials</b>
C.D. Box	Essex County	5/7/2020	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*

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

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

## Membership Meeting – 3/9/2020

*Meeting called to order at 7:20pm*

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

Treasurers Report – *Motion to accept made by Ron 2<sup>nd</sup> by Will. (none opposed, carried)*

### Board of Directors:

- *Discussions included the monthly bills, financial report reviewed, and EMS.*
  - *Request for payment Braley & Noxon \$4.29*

### Chiefs Report

- *1 call MVA – Radio check 4/4 – Drills for March will be pumping & ice rescue– CPR class 3/16 at 6pm – Fire police class starts 4/6 – New incident report, use it for drills as well. Hydrants have been put into IAR. R291 waiting for service. Huan coming to look at bottles. Need an antenna for station 2 base radio.*

### Squad Report

- *February there was 3 missed calls – Coronavirus flyer from Dr Williams*

### Committees

- *Membership – Vote on Tiffany Bently 8 yes 2 no*
- *Fund-Raising – Valentines day pork dinner*

*Motion to adjourn made by Karol 2<sup>nd</sup> by Lynn 8:03*

**Minerva Vol Fire Department & Rescue Squad Inc.**

**Financial Report March 1, 2020 - March 31, 2020**

<u>Date</u>	<u>Line</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
3/1				Opening Month Balance			28,502.26
3/2	8	Debit Card	HP	Ink	21.59		28,480.67
3/2	18	Check 1513	Comminity First National	493 Truck Payment	23,784.40		4,696.27
3/2	4	Check 1514	Town Of Minerva	Tax Water	4.00		4,692.27
3/2	13	Check 1515	Alpine Software	Fire Reporting	289.00		4,403.27
3/2	14	Debit Card	Forte	IPCR	40.00		4,363.27
3/4	4	Debit Card	Mountain Petroleum	Station 1	723.56		3,639.71
3/4	14	Debit Card	IAC	EMS Confrence	840.00		2,799.71
3/10	4	Debit Card	Nationl Grid	Station 2	48.30		2,751.41
3/10	4	Debit Card	Nationl Grid	Station 1	206.52		2,544.89
3/10	11	Debit Card	Price Chopper	Meeting Food	85.60		2,459.29
3/10	4	Debit Card	Mountain Petroleum	Station 2	139.80		2,319.49
3/11	14	Debit Card	Verizon	890 Cell Phone	23.40		2,296.09
3/11	13	Debit Card	QSI Construction Gear	SCBA Wipes	36.18		2,259.91
3/12	4	Debit Card	Mountain Petroleum	Station 1 Propain	146.17		2,113.74
3/16	13	Debit Card	Tri Electronics	Pager Batteries	59.16		2,054.58
3/20	4	Debit Card	SLIC	Internet/Phone	220.76		1,833.82
3/24	4	Debit Card	Mountain Petroleum	Station 1	478.78		1,355.04
3/24	4	Debit Card	Mountain Petroleum	Station 2	100.23		1,254.81

<b>TOTAL</b>					<b>27,247.45</b>	<b>0.00</b>	<b>1,254.81</b>
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Total Check	24,077.40
Total Debit Card	3,170.05
Total Deposit	0.00

<b>Ending Balance March 31, 2020</b>	<b>1,254.81</b>
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**Minerva Vol Fire Department & Rescue Squad Inc.**

**Financial Report April 1, 2020 - April 30, 2020**

<u>Date</u>	<u>Line</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
4/1				Opening Month Balance			0.00
4/1		Deposit	TOM	Contract Check #1		68,185.00	68,185.00
4/1	8	Debit Card	HP	Ink	21.59		68,163.41
4/1	**	Debit Card	Forte	IPCR	40.00		68,123.41
4/8	4	Debit Card	Nationl Grid	Power Station 2	43.46		68,079.95
4/8	4	Debit Card	Nationl Grid	Power Station 1	164.92		67,915.03
4/8	4	Debit Card	Mountain Petroleum		374.51		67,540.52
4/11	3	Check 1517	Essex County	Workmans Comp	9,597.00		57,943.52
4/11	4	Check 1518	USPS	Box Rent	56.00		57,887.52
4/13	**	Debit Card	Verizon	890 Cell Phone	23.38		57,864.14
4/13	4	Debit Card	USPS	Stamps	6.90		57,857.24
4/15	4	Debit Card	Mountain Petroleum		69.63		57,787.61
4/20	4	Debit Card	SLIC	Internet/ Phone	220.76		57,566.85
4/22	4	Debit Card	Mountain Petroleum		247.99		57,318.86
4/23	13	Debit Card	All Hands Fire Equipment	Helmet Tags	223.36		57,095.50
4/30				Transfer From Rescue Squad Emergency Fund		66.38	

<b>TOTAL</b>	<b>11,089.50</b>	<b>68,251.38</b>	<b>57,161.88</b>
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Total Check	9,653.00
Total Debit Card	1,436.50
Total Deposit	68,251.38

<b>Ending Balance April 30, 2020</b>	<b>57,161.88</b>
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**Minerva Vol Fire Department & Rescue Squad Inc.**

**Financial Report May 1, 2020 - May 31, 2020**

<u>Date</u>	<u>Line</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
5/1				Opening Month Balance			57,161.88
5/1	**	Debit Card	Forte	IPCR	40.00		57,121.88
5/4	8	Debit Card	HP	Ink	21.59		57,100.29
5/7	4	Debit Card	Mountain Petroleum	Station 1	363.83		56,736.46
5/8	4	Debit Card	Nationl Grid	Power Station 2	40.52		56,695.94
5/8	4	Debit Card	Nationl Grid	Power Station 1	137.43		56,558.51
5/11	3	Check 1519	Willis Towers	NYS Cancer Insurance	467.88		56,090.63
5/13	**	Debit Card	Verizon	890 Cell Phone	23.38		56,067.25
5/20	4	Debit Card	SLIC	Internet/ Phone	220.76		55,846.49
5/21	8	Debit Card	Amazon	Office Supplies	102.74		55,743.75
5/26	5	Debit Card	Braley Noxon	Rope	24.99		55,718.76
5/26	5	Debit Card	Home Depot	Flags And Bee Spray	81.86		55,636.90
5/29	4	Debit Card	Mountain Petroleum	Station 1	30.23		55,606.67
5/29	**	Debit Card	Forte	IPCR	40.00		55,566.67
5/31	8	Debit Card	HP	Ink	21.59		55,545.08
4/30				Transfer From Rescue Squad Emergency Fund		103.38	

<b>TOTAL</b>	<b>1,616.80</b>	<b>103.38</b>	<b>55,545.08</b>
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Total Check	467.88
Total Debit Card	1,148.92
Total Deposit	103.38

<b>Ending Balance May 31, 2020</b>	<b>55,648.46</b>
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Rescue Squad Emergency Funds 2020-2021  
Special Funds Account

<u>Date</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Balance</u>
4/1	Deposit	TOM		4,500.00
4/22	Check 2309		Medical Director	501.00
4/30	Transfer		Contract Account	66.38
5/11	Check 2310		Bount Tree Medical	142.38
5/11	Check 2311		Stryker Sevcive Agreement	1,710.00
5/31	Transfer		Contract Account	103.38
Total Spending				2,523.14
Remaining Balance				1,976.86