



### **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 July 16<sup>th</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of July 2<sup>nd</sup> Board meeting minutes

Correspondence  
Joy Healy

Financial Reports  
Audit of Vouchers  
Operating Statement  
Cash Reports

New Business  
Resolution to Authorize Interfund Transfer  
Resolution to Reaffirm Standard Workdays  
Resolution to Authorize Budget Transfer

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Town Clerk - June

Public Comment  
Councilmen Comments  
Adjournment

Town of Minerva  
Town Board Meeting  
July 2, 2020

The Semi-monthly Meeting of the Minerva Town Board held on Thursday July 2, 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

#145 Motion by McCall seconded by Dubay to accept the minutes of the minutes of the June 18, 2020 regular semi monthly meeting. Carried 5-0

Bids were opened for the Ford truck. Ron W. Howe bid \$501.53, David Gonyo bid \$400.00 and Ron Bennett bid \$250.00.

#146 Motion by Dubay seconded by LaBar to accept the highest bid of \$501.53 from Ron W. Howe. Carried 5-0

Bid were opened for concrete for the pavilion work project. Northwoods Concrete bid \$97,500, Gallup Concrete bid \$104,550 and Ametal Construction Gill Bouchard bid \$149,600, Murnane Building Contractor bid \$146,00.

#147 Motion by McCall seconded by LaBar to accept the bid from Northwoods Concrete of \$97,500 providing the bid meets all specifications.. Roll Call Vote: YES~Fish, LaBar, Dubay, McCall, McNally. NO~none Carried 5-0

Bids were opened for materials and building shell installation. One bid was received from Murnane Building Contractors in the amount of \$195,000. NO ACTION TAKEN.

#148 Motion by McCall seconded by Dubay to accept RESOLUTION to amend Resolution #142 of 2020 with wage change to \$11.80 for Timothy Green, Transfer station attendant. Carried 5-0

#149 Motion by Dubay seconded be LaBar to approve RESOLUTION to Re0Issue payment to Johnsburg emergency Squad and authorize as a pre-pay. Carried 5-0

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Town of Minerva  
Town Board Meeting  
July 2, 2020

Supervisor Report-requested a resolution to pay the Minerva Rescue Squad members who made calls so far this year for a total of \$3,050.

#150 Motion by Fish seconded by Dubay to approve RESOLUTION to pay Minerva Rescue Squad members for services as requested by Supervisor. ROLL CALL  
VOTE YES-Fish, LaBar, Dubay, McCall, McNally. Carried 5-0

Supervisor report continued: Stated George will do job as building code officer as long as needed. Meeting with Jaeger and Flynn re: health insurance, they will work up numbers and they also offer commercial insurance so will also give a quote.

Highway Superintendent--excused

#151 Motion by LaBar seconded by Dubay to accept the Food Pantry report for June 2020. Carried 5-0

#152 Motion by Dubay seconded by LaBar to go into executive session for personnel matter at 7:42 PM. Carried 5-0

#153 Motion by Dubay seconded by LaBar to come out of executive session at 7:51 PM. Carried 5-0

Public Comment #2- Randy Mason stated that the road on Kelly hill is undermined.

Councilman comments:

Fish-none

LaBar-the herbicide application in Minerva Lake is a success, all milfoil is gone.

Dubay-none

McCall- none

#154 Motion by Dubay seconded by Fish to adjourn at 8:05 PM. Carried 5-0

Diana Mason  
Town Clerk

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MINERVA SERVICE ORGANIZATION  
P. O. Box 922  
Minerva, New York 12851

Steve McNally, Supervisor and the Town Board  
P. O. Box 937  
Minerva, New York 12851

Dear Steve and Minerva Town Board:

It has come to my attention that the Adirondack Chairs sold by MSO in memory of passed members of MSO and residents of Minerva are being endangered by inappropriate use at the beach.

Two years ago, MSO approached the town before embarking on the Memory Chair project to get permission to proceed, as the chairs ultimately would be under the care of the town. At that time, we were told that the chairs needed to be purchased in pairs so that the town could tether them, making it very difficult to move or even remove them from use at the beach. To date, there has been no tethering.

Also, the chairs are being moved off the grassy area and onto the sandy beach, which will ultimately cause deterioration of the wood. The chairs should not be in the sand at all. From being moved around, it is my understanding that the back brace on one of the chairs is coming unscrewed.

Although MSO is cognizant that this is a busy time of the year for the town, we are requesting that the chairs be tended to, as per conversation and intended commitment to tether them. We appreciate all that you do, and look forward to a quick solution to this problem.

Sincerely,

Joy Healy  
MSO President

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

Abstract of Audited Vouchers 7-2020 – on July 16, 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 2020-383 and ending with 2020-444. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$7,292.13</b>	<b>\$49,937.32</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$15,684.27</b>	<b>\$832.46</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$780.53</b>
<b>Parks District:</b>	<b>05</b>	<b>\$8,136.44</b>	<b>\$189.13</b>
<b>Fire Protection Fund:</b>	<b>06</b>	<b>\$9,597.00</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>\$3,181.60</b>	<b>\$22.7051</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>\$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>\$43,891.44</b>	<b>\$51,762.14</b>
<b>GRAND TOTAL</b>		<b>\$95,653.58</b>	

**AUTHORIZED OFFICIALS**

<i>TITLE:</i>	<i>SIGNATURE:</i>
Town Clerk – Diana Mason	
Town Council – <u>David</u> 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

JUNE 2020

7/14/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$37,950.36	\$104,728.12	\$111,086.28	\$31,592.20	\$0.00
Highway	200.02	-\$113,602.12	\$207,594.74	\$70,815.14	\$23,177.48	****0
Parks	200.05	\$19,277.64	\$7,727.60	\$14,827.66	\$12,177.38	\$0.00
Fire Prot.	200.06	\$40.52	\$0.00	\$0.00	\$40.52	
Capital PP	200.07	\$34,454.71	\$0.00	\$28.49	\$34,426.22	\$0.00
Water	200.08	\$76,257.62	\$1,237.89	\$449.06	\$77,046.45	\$0.00
TH Capital	200.10	\$65,921.30	\$0.00		\$65,921.30	\$0.00
Ice Rink/Pavilion	200.11	\$1,043.25		\$117.61	\$925.64	
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>\$135,353.12</b>	<b>\$321,288.35</b>	<b>\$197,324.44</b>	<b>\$259,317.03</b>	
to date interest						<b>\$40.96</b>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$32,720.11	\$ 57,541.90	\$ 55,614.65	\$34,647.36	
Pre Paid Ded	200.97	\$44,854.34	\$ 1.75	\$ 5,251.17	\$39,604.92	
<b>TOTAL</b>		<b>\$77,574.45</b>	<b>\$ 57,543.65</b>	<b>\$ 60,865.82</b>	<b>\$74,252.28</b>	

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June 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	\$1,282,548.34		\$359.96	\$50,000.00	\$1,232,908.30
Highway	201.02	\$941,619.32	\$0.00	\$234.14	\$140,000.00	\$801,853.46
Parks	201.05	\$193,356.03	\$0.00	\$56.49	\$0.00	\$193,412.52
Fire Prot.	201.06	\$71,267.76	\$0.00	\$20.82	\$0.00	\$71,288.58
Water	201.08	\$66,385.58	\$0.00	\$19.38	\$0.00	\$66,404.96
Capital YP	201.16	\$22,281.90	\$0.00	\$6.51	\$0.00	\$22,288.41
		\$0.00				\$0.00
<b>TOTAL</b>		<b>\$2,577,458.93</b>	<b>\$0.00</b>	<b>\$697.30</b>	<b>\$190,000.00</b>	<b>\$2,388,156.23</b>


Totals

**Resolution to Authorize Interfund Transfer**

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

Whereas the Town of Minerva has completed the Senior Mealsite Project; and

Whereas the Town of Minerva is starting a new capital improvement project to construct an Ice Skating Rink which requires funding,

Now be it resolved that the Town Board of the Town of Minerva authorizes the following interfund transfer:

Account From	Account to	Amount
Senior Mealsite Capital Improvement 200.10		\$65,921.30
	Ice Rink Pavilion Capital Fund 200.11	\$65,921.30

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

July 16, 2020

Regular Board Meeting

**Resolution to Report the Standard Work Day for Elected and Appointed Officials**

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

Be it resolved that the Town Board of the Town of Minerva hereby reaffirms the following standard work days for these titles and will report the officials to the New York State and Local retirement System based on their record of activities:

Title	Std. Work Day	Name	SSN last 4 digits	Registration Number	Tier 1	Current Term Begin & End Dates	Record of Activities Result	Not Sub.
<b>Appointed</b>								
Town Clerk, Court Clerk & Tax Collector	8	Diana Mason	----	40868754		1/1/18 - 12/31/22	13.98 days per month	
Town Justice	8	Daniel Palmer	----	3736611-9		1/1/18 - 12/31/22	1.57 days per month	

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

July 16, 2020  
Regular Board Meeting

**Resolution to Authorize Budget Line Transfers**

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 resolved that: The Town Board of the Town of Minerva authorizes the following budget line transfers:

Account From	Account to	Amount	Detail
Contingency 19904.01		\$1000	
	Publicity 64104	\$1000	Website

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

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:

DATE: June, 20 20

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>8.31</u>
Marriage Licenses No. <u>none</u> to _____	@ <del>\$</del>	_____
Marriage Certificates	@	_____
Marriage Transcripts	@	_____
Registrar Fees	@	_____
Migratory Bird Stamps	@	_____

A 1255	TOTAL TOWN CLERK FEES .....	\$ <u>200.00</u>
A 1010 - 1090	REAL PROPERTY TAXES \$ _____ INTEREST and PENALTIES \$ _____	_____
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>3</u>	DOG LICENSE - SPAYED AND NEUTERED @ <u>4.00</u>	<u>12.00</u>
_____	DOG LICENSE - UNSPAYED AND UNNEUTERED _____	_____
_____	PUREBRED LICENSE _____	_____
A 2545	OTHER LICENSES _____	_____
A 2555	BUILDING PERMITS _____	_____
A 2590	OTHER PERMITS _____	_____
A 2655	MINOR SALES _____	_____
A 2770	OTHER UNCLASSIFIED REVENUES _____	_____

Water 6/10/2020 \_\_\_\_\_ 80.00

TOTAL TOWN REVENUES TO SUPERVISOR..... CR # 1180 \$ 306.31

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	<u>446.69</u>
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 <u>Unspayed/Unneutered Dogs</u> <u>CR # 1181</u>	<u>3.00</u>
Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs	_____

\*Received Payment of these amounts: \_\_\_\_\_ TOTAL DISBURSED..... \$ 750.00  
\_\_\_\_\_ 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 Nancy O'Brien  
NOTARY PUBLIC, STATE OF NEW YORK  
Qualified in Essex County  
Reg. No. 01OB4968733  
Commission Expires 10-4-2022

Diana Mason Town Clerk

Subscribed and Sworn to before me this 9 day of July 2020

[Signature] Notary Public

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