



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 August 20th, 2020

Roll Call
Pledge of Allegiance
Public Comment

Open Skating Rink Bids

Approval of August 6th Board meeting minutes

Correspondence
Courtney Welycko

Financial Reports
Audit of Vouchers
Operating Statement
Supervisor's Report NY Class Accounts
Supervisor's Report- Regular

New Business
Resolution to Authorize Pre-Pay to Town of Willsboro
Resolution to Authorize Pre-Pay to Madaddie
Resolution to Authorize Loan

Supervisor's Report
Highway Superintendent's Report

Department Reports
Minerva Vol. Fire Dept. & Rescue Squad-July
Food Pantry-July
Town Clerk-July

Public Comment
Councilmen Comments
Adjournment

Town of Minerva
Town Board Meeting
August 6, 2020

227

The Semi-monthly Meeting of the Minerva Town Board held on Thursday August 6, 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

#167 Motion by McCall seconded by Dubay to accept the minutes of the minutes of the July 16, 2020 regular semi monthly meeting. Carried 5-0
Correspondence was received from Jaeger and Flynn about insurance proposals. Held for Supervisor Report.

#168 Motion by Dubay seconded by LaBar to approve RESOLUTION to authorize payment to George Damasevitz for mileage at current IRS rate and approve as a pre-pay with monthly payroll. Carried 5-0

#169 Motion by McCall seconded by Dubay to approve RESOLUTION to authorize recommendations from Dan Palmer and James Bullock to update server setup. ROLL CALL VOTE YES~Dubay, McCall, LaBar Fish, McNally. NO~none Carried 5-0

#170 Motion by LaBar seconded by Fish 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

#171 Motion by LaBar seconded by Dubay to approve RESOLUTION to authorize budget amendment for Essex County tax liability in the amount of \$41,872.00. ROLL CALL VOTE-YES~Dubay, McCall, LaaBar, Fish, McNally. NO~none. Carried 5-0

Supervisor Report: Reviewed the insurance quote from Jaeger and Flynn-they are in Glens Falls, no cost change compared to present health insurance with Burnham, causality is same carrier, Selective as presently with Rose and Curran. Wait one month to decide if change is warranted.

Rabies clinic won't be held in Minerva due to Covid-19 , closest will be North Hudson. EMS contract will be amended to include 1/3 responsible for repair to gas pump. Street light conversion-papers filed.

Town of Minerva
Town Board Meeting
August 6, 2020

Pavilion-no bids received.

A flow-chart was reviewed concerning the steps for the building inspector/enforcement officer. The board discussed full job description; salary or hourly; no benefits; and Doug and Scott will do interviews.

Kathleen's position-4 applications were received, Dave and Steve will interview after additional posting of position is made.

Highway Superintendent report: TRP permit for North Woods Club Rd obtained; mowing road sides; CHIPS check partial payment received,

\waiting for additional funds including Pave NY; sand pile back to where it should be and would like to increase as much as possible due to supplier running out in a year or two.

#172 Motion by Dubay seconded by McCall to accept the MVFD&RS report for June.
Carried 5-0

Public Comment #2-Jack Demers asked why work is being done on Donnelly Road bridge. Theresa Brannon Haley asked where the posting for Kathleen position was posted.

Councilman comments:

Fish-none

LaBar-2nd survey of Minerva Lake-no milfoil; 80 sites treated, 80 sites tested; talked with Aqualogic- no diving to be done this year; he and Doug met with MFD about new officers elected; lost tax exempt status, hired lawyer to regain; asked for work receipts for work performed by highway department.

Dubay-none

McCall- none

#173 Motion by Dubay seconded by LaBar to adjourn at 8:08 PM. Carried 5-0

Diana Mason

Town Clerk

Courtney Welycko
161 County Route 62
Westtown, NY 10998
845-590-5457
cwelyczko10611@yahoo.com

RECEIVED
AUG 18 2020

BY:

14 August 2020

Town Hall- Department of Recreation
5 Morse Memorial Highway
Minerva, NY 12851

To Whom it May Concern,

We purchased a seasonal site rental at the Lake Minerva campground at a cost of \$900 for the season on or about July 22, 2020.

We wanted to inquire as to if a portion of that cost could be refunded to us since we did not begin our cap rental until late in July.

If this consideration can be made, we would be most appreciative.

Thank you in advance,



Courtney Welyczko

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

Abstract of Audited Vouchers 8-2020 – on August 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 2020-445 and ending with 2020-507. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
General Fund:	01	\$52,126.28	\$21,189.88
Highway Fund:	02	\$41,507.70	\$9,466.03
Trust & Agency Fund:	04	\$0.00	\$727.19
Parks District:	05	\$5,808.77	\$1,623.92
Fire Protection Fund:	06	\$36,715.00	\$0.00
Park & Playground Capital Improvement Fund:	07	\$0.00	\$0.00
Water District Fund:	08	\$44,459.01	\$22.70
LWRP Fund	17	\$0.00	\$17,456.83
CC Capital Imp Fund:	10	\$0.00	\$0.00
Ice Rink Pavilion Capital	11	\$0.00	\$0.00
Minerva Lake Dam Repair Cap:	13	\$0.00	\$0.00
Total:		\$180,616.76	\$50,486.55
GRAND TOTAL		\$231,103.31	

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:	

JULY 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	\$1,232,908.30	\$0.00	\$219.87	\$100,000.00	\$1,133,128.17
Highway	201.02	\$801,853.46	\$0.00	\$148.00	\$25,000.00	\$777,001.46
Parks	201.05	\$193,412.52	\$0.00	\$35.21	\$10,000.00	\$183,447.73
Fire Prot.	201.06	\$71,288.58	\$0.00	\$12.91	\$9,557.00	\$61,744.49
Water	201.08	\$66,404.96	\$50,000.00	\$18.39	\$0.00	\$116,423.35
						\$0.00
Capital YP	201.16	\$22,288.41	\$0.00	\$4.21	\$0.00	\$22,292.62
		\$0.00				
TOTAL		\$2,388,156.23	\$50,000.00	\$438.59	\$144,557.00	\$2,294,037.82

Totals

TOWN OF MINERVA
SUPERVISOR'S REPORT

JULY 2020

8/17/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$31,592.20	\$117,610.05	\$139,993.29	\$9,208.96	\$0.00
Highway	200.02	\$23,177.48	\$127,804.87	\$59,232.91	\$91,749.44	****0
Parks	200.05	\$12,177.38	\$13,166.09	\$25,053.62	\$289.85	\$0.00
Fire Prot.	200.06	\$40.52	\$9,557.00	\$9,597.00	\$0.52	
Capital PP	200.07	\$34,426.22	\$0.00	\$0.00	\$34,426.22	\$0.00
Water	200.08	\$77,046.45	\$80.00	\$53,665.82	\$23,460.63	\$0.00
TH Capital	200.10	\$65,921.30	\$0.00	\$65,921.30	\$0.00	\$0.00
Ice Rink/Pavilion	200.11	\$925.64	\$65,921.30		\$66,846.94	
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
TOTAL		\$259,317.03	\$334,139.31	\$353,463.94	\$239,992.40	
to date interest						-
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$34,647.36	\$ 92,435.61	\$ 101,620.98	\$25,461.99	
Pre Paid Ded	200.97	\$39,604.92	\$ 50,002.83	\$ 5,165.31	\$84,442.44	
TOTAL		\$74,252.28	\$ 142,438.44	\$ 106,786.29	\$109,904.43	

Resolution No. ____

TOWN OF MINERVA
Regular Board Meeting

August 20, 2020

Resolution to Authorize Payment to Town of Willsboro for LWRP after reimbursement from NYS

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

WHEREAS, the Town of Minerva is the primary applicant for the LWRP grant and

WHEREAS, the Town of Minerva will receive funds on behalf of joint town applicants

THEREFORE, BE IT RESOLVED, The Town Board of The Town of Minerva authorizes and approves payment to The Town of Willsboro as a pre-pay after reimbursed from NYS

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



TOWN OF WILLSBORO

INVOICE

Date: Date
INVOICE # 100

To Town of Willsboro
5 Farrell Road
Willsboro, New York 12996
518-963-8668

QTY	DESCRIPTION	INVOICE	LINE TOTAL
1	Department of State Grant LWRP Project No. C100329		
	Saratoga Associates Contractual Services	1002083	\$4036.46
	Saratoga Associates Contractual Services	1002117	\$1350.75
		SUBTOTAL	\$5387.21
		LESS LOCAL MATCH	-(1347.00)
		TOTAL	\$4040.21

Make all checks payable to Town of Willsboro

P.O. BOX 370, 1 FARRELL ROAD • WILLSBORO, NEW YORK • 12996
PHONE: 518-963-8933 • FAX: 518-963-7488

Resolution No. ____

TOWN OF MINERVA
Regular Board Meeting

August 20, 2020

Resolution to Authorize Payment to Madaddie for website maintenance invoice #1181 and approve as a Pre-Pay

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

WHEREAS, the Town of Minerva has contracted with Madaddie for website development and maintenance

WHEREAS, Madaddie submitted invoice after financials were complete

THEREFORE, BE IT RESOLVED, The Town Board of The Town of Minerva authorizes and approves payment to Madaddie for invoice# 1181 as a pre-pay

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

Madaddie Marketing
41 Woodside Drive
Schenectady, NY 12302 US
sandram@madaddie.com
www.madaddie.com



INVOICE

BILL TO
Town of Minerva

INVOICE # 1181
DATE 08/20/2020
DUE DATE 08/20/2020
TERMS Due on receipt

DESCRIPTION	AMOUNT
Website Hosting Website Hosting for May, June, July, August (Godaddy Invoices Attached)	79.96
Domains Domain Registration for TownOfMinerva.US. Domain Transfer for .ORG, .NET, and .COM (Godaddy Invoices Attached)	38.50
WordPress WordPress License (Godaddy Invoice Attached)	24.99
Website Maintenance Create new LWRP page and update flyers and content	42.50

Thank you for your business!

BALANCE DUE

\$185.95

Resolution No. _____

TOWN OF MINERVA

August 20, 2020
Regular Board Meeting

Resolution to Authorize Loan from General Fund to Waterfront for LWPR

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 Loan from the Fund Balance of the General Fund 909.01:

Account From	Account to	Amount	Detail
Fund Balance 909.01		\$10,000.00	
	Waterfront 200.17	\$10,000.00	Repairs to Dam

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.

Dated: _____

Signature _____
 Diana Mason, Town Clerk
 TOWN SEAL

G/L Account Detail

G/L Name/Number	Description	Source	Entry Date	Debit	Credit	Ref. #	Batch
200 - Cash WATERFRONT							
000200.17.000.00	Transfer for Town Shares of LWRP Grant	From Journal Entries	4/20/2020	\$18,750.00	\$0.00	4/18/20	5753
000200.17.000.00	Payment ck # 4/20/2020	From Journal Entries	4/21/2020	\$0.00	\$10,609.25	Payment 1	5756
000200.17.000.00	Payment ck # 8/5/2020	From Journal Entries	8/5/2020	\$0.00	\$8,387.25	3532	6071
000200.17.000.00	Payment ck # 8/11/2020	From Journal Entries	8/11/2020	\$0.00	\$6,065.25	3586	6080
000200.17.000.00	Payment ck # 8/11/2020	From Journal Entries	8/11/2020	\$0.00	\$2,877.50	3566	6080
000200.17.000.00	Payment ck # 8/20/2020	From Journal Entries	8/20/2020	\$0.00	\$126.83	Mailer 1	6105
	Total			\$18,750.00	\$28,066.08		
	Grand Total			\$18,750.00	\$28,066.08		

(9,316.08)

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

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

Membership Meeting – 7/13/2020

Meeting called to order at 7:20pm with 15 members present and 5 excused.

Secretary's Report – Motion to accept made by Brandon D. 2nd by Brandon C. (none opposed, carried)

Treasurers Report – \$290 in donations. Discussion on budget for fuel for both stations and a annual cleaning agreement with Mountain Petroleum . Motion to accept report made by Ron 2nd by Jamie (none opposed, carried)

Board of Directors:

- Discussions included the monthly bills, financial report, compressor hook up, painting station 2, roof at station 1, bylaw amendments. . Also discussed was the parking lot at station 1 that needs to be replaced. Discussion on bill for fuel pump replacement at the highway garage.

Chiefs Report

- 3 calls 9.69 man hours. Will be posting drill and call attendance monthly. Radio checks have continued. Working on getting CPR from Essex County. 494 & 492 have had their compartments cleaned and organized. Waiting to hear back from North Creek for a combined drill. Fire Police should stay on roadways of incidents to direct apparatus. Pocket spanner wrenches available for those who want them. SCBA have been serviced. Bottles are being rotated for hydro testing.

Committees

- Building, door installation Aug 1 at 9am.

New Business

- Due to the rescue squad now being inactive, class 2 members who do not have another class to their membership will have to add a class to remain active. Motion made by Brandon 2nd by Ron to add class 3 administration to the membership of Mike Corey, Cameron Dubay and Lynn Green. (2 opposed, carried)
- Copies of the bylaw amendments made available and posted on the board.

Motion to adjourn made by Jamie 2nd by Brandon C.

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

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

Officers & Administration 2020 - 2021

- Fire Chief – Greg Wright
- Asst. Fire Chief – Brandon Dunbar

- President/Board of Director – Brandon Dunbar
- Vice President – Lynn Green
- Treasurer/Board of Director – Eathen Galusha
- Secretary/Board of Director – Karen Wright
- Board of Director – James Gonyo
- Board of Director – Ron Sanalidro
- Board of Director – Karissa Wright