



### **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 September 3<sup>rd</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of August 20<sup>th</sup> Board meeting minutes

Correspondence

New Business

Resolution to Authorize funds for Highway Computer and transfer of funds

Resolution to Appoint Administrative Clerk

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Food Pantry-August

Public Comment  
Councilmen Comments  
Adjournment

Town of Minerva  
Town Board Meeting  
August 20, 2020

The semi-monthly meeting of the Minerva Town Board held on Thursday, August 20, 2020 was called to order at 7:00 PM. ~Upon Roll Call~

Stephen McNally- Supervisor-excused

Douglas McCall-Councilman-present

Keith Dubay-Councilman-present

David LaBar-Councilman-present

Scott Fish-Councilman-present

Public Comment #1 Joy Healy thanked the board for taking care of the hornet nest.

Opening of Bids for Shell construction of skating rink pavilion.

AJ Catalfamo Construction, Hudson Falls, NY with a bid of \$166,850.00

Corporate Services Solution Ins. Lang Lake, NY with a bid of \$91,828.80

#174 Motion by LaBar seconded by Fish to accept the lowest bid from Corporate Services pending review of completeness. Carried 4-0

#175 Motion by McCall seconded by LaBar to accept the minutes of the August 6, 2020 meeting. Carried 4-0

Correspondence was read from Courtney Welyczko requesting refund of camping fee. The Board decided not to act due to all sites were charged a firm seasonal fee for 2020.

#176 Motion McCall seconded by Fish to approve vouchers #445-507 with General Fund=\$52,126.28; Highway Fund=\$41,507.70; Trust and Agency Fund=\$0.00; Parks District =\$5,808.77; Fire Protection fund: \$36,715.00; Park & Playground Capital Improvement Fund: \$0.0; Water District=\$44,459.01; LWRP Fund =\$0.0; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$0; Minerva Lake Dam Repair Cap \$0; Prepaid: \$50,486.55 for Grand Total of \$231,103.31. Carried 4-0

#177 Motion by McCall seconded by LaBar to accept the Operating Statements dated 7/31/2020. Carried 4-0

#178 Motion by McCall seconded by LaBar to accept the Cash report dated Ju 20y20. Carried 4-0

#179 Motion by LaBar seconded by Fish to approve RESOLUTION to authorize payment to Madaddie for website maintenance invoice #1181 and approve as a pre-pay. Carried 4-0

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Town of Minerva  
Town Board Meeting  
August 20, 2020

#180 Motion LaBar seconded by McCall to approve RESOLUTION to authorize loan from general fund to waterfront for LWPR in amount of \$10,000. Carried 4-0

#181 Motion by LaBar seconded by Fish to approve RESOLUTION to authorize payment to Town of Willsboro for LWRP after reimbursement from NYS.. Carried 4-0

Supervisor report: Excused

Highway Superintendent Report: road work, waiting from money from FEMA.

#182 Motion by McCall seconded by Fish to accept the MVFD & RS report for July 2020. Carried 4-0

#183 Motion by McCall seconded by LaBar to approve MVFD slate of Officers for 2020-2021. Carried 4-0

#184 Motion by McCall seconded by Fish to approve Food Pantry report dated 7/2020. Carried 4-0

#185 Motion by LaBar seconded by McCall to approve Town Clerk report for July, 2020. Carried 4-0

Public Comment #2-none

Councilman Comments:

Fish-none

LaBar-none

Dubay-none

McCall-asked for road bumps at Dunkley Corner on Route 29 could be repaired.

#186 Motion by LaBar seconded by McCall to adjourn at 7:33 PM. Carried 4-0

Diana Mason  
Town Clerk

Resolution No. \_\_\_\_

TOWN OF MINERVA  
Regular Board Meeting

September 3, 2020

**Resolution to Authorize Funds for Highway Computer**

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

WHEREAS, Highway Department is looking to upgrade desktop computer.

THEREFORE, BE IT RESOLVED, The Town Board of The Town of Minerva authorizes and approves the quote as set forth on the attached correspondence and the transfer of funds to cover expense.

| Account From            | Account to   | Amount    |
|-------------------------|--|-----------|
| Contingency<br>19904.01 |  | \$1200.00 |
|                         | Highway<br>Superintendent<br>Equipment<br>50102.01 | \$1200.00 |

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



Danae Tucker <finance@townofminervany.gov>

**Fwd: Minerva Desktop**

1 message

**James Bullock** <james.bullock@essexcountyny.gov>  
To: Danae Tucker <finance@townofminervany.gov>

Thu, Aug 27, 2020 at 1:30 PM

Please see the attached quote.  
Get [Outlook for iOS](#)

**From:** Amy Chapuk <Amy.Chapuk@essexcountyny.gov>  
**Sent:** Thursday, August 27, 2020 12:37:52 PM  
**To:** James Bullock <james.bullock@essexcountyny.gov>  
**Subject:** Minerva Desktop

Desktop \$596.65  
Monitor \$105.00  
MS Office Std \$260.52

Fuel Set up charge \$200.00

Amy Chapuk  
Essex County Information Systems Coordinator  
[7551 Court Street](#)  
PO Box 217  
Elizabethtown, NY 12932  
Phone: (518) 873-3379  
Fax: (518) 873-3339  
Email: [Amy.Chapuk@essexcountyny.gov](mailto:Amy.Chapuk@essexcountyny.gov)

**From:** Patrick.D.McGee@Dell.com <Patrick.D.McGee@Dell.com>  
**Sent:** Thursday, August 27, 2020 12:34 PM  
**To:** Amy Chapuk <Amy.Chapuk@essexcountyny.gov>  
**Subject:** RE: Minerva Desktop

Dell Customer Communication - Confidential

Hi Amy,

Attached is the requested quote. Take a look and let me know if you need any changes to the specs, warranty, or address (billing, shipping, and/or e-mail).



**Patrick McGee**  
Account Mgr 2, Inside Sales

<https://mail.google.com/mail/u/0?ik=b6f17af5e8&view=pt&search=all&permthid=thred-f%3A1676200545007462084&simpl=msg-f%3A167620054500...> 1/2

Resolution No. \_\_\_\_\_ TOWN OF MINERVA September 3, 2020  
Regular Board Meeting

**Resolution to Appoint Administrative Clerk**

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

Whereas the Town of Minerva, is seeking a replacement for Kathleen DeGuilme following her retirement and the office requires qualified staff to successfully operate.

Whereas the Town of Minerva, authorizes and approves the appointment of a full-time Administrative Clerk with benefits at the proposed wage below,

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

| Name | Title                | Wage    |
|------|----------------------|---------|
|      | Administrative Clerk | \$15.00 |

And be it further resolved that the wages to be paid to this staff member shall be paid from account # 12301.01

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

## 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: 08/2020

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>30</u> |
| Adults (ages 18-64)        | <u>68</u> |
| Elderly (age 65+)          | <u>55</u> |
| Households                 | <u>77</u> |

Submitted by: Kathleen DeGuilme

Date: 9/3/2020

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