



### *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*

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5 Morse Memorial Highway  
Minerva, NY 12851  
518-251-2869 (phone)  
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<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 December 17<sup>th</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment  
Approval of December 3rd Board meeting minutes

Correspondence

Financial Reports  
Audit of Vouchers  
Operating Statement  
Cash reports

New Business

Supervisor's Report

Highway Superintendent's Report

Department Reports  
Town Clerk - November

Public Comment

Councilman Comments

Adjournment

Town of Minerva  
Town Board Meeting  
December 3, 2020

The regular semi-monthly meeting of the Minerva Town Board was held on Thursday, December 3, 2020 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-Ralph Deshetsy presented the Board with a letter from Minerva Snow Travelers.

#254 Motion by Dubay seconded by Fish to accept the minutes of the meeting of November 19, 2020 regular semi monthly meeting. Carried 5-0  
Correspondence was received from Glens Falls Animal Hospital notifying the town that they will no longer contract for housing stray animals. A letter was received from NYS Agriculture and Markets with a copy of an inspection report done on 11/17/2020.

#255 Motion by LaBar seconded Unanimously to approve RESOLUTION Honoring the memory of John P. Paradis. Carried 5-0

#256 Motion by McCall seconded by Fish to approve RESOLUTION to Authorize the Town Supervisor to make inter-department budget transfers within the 2020 Town of Minerva Budget. Carried 5-0

#257 Motion by LaBar seconded by Dubay to approve RESOLUTION to authorize budget line transfers for retirement in the amount of \$1,714.00. Carried 5-0

#258 Motion by LaBar seconded by Dubay to approve RESOLUTION to Authorize funds for prepayment of 2021 Annual invoice by December 15, 2020, into New York State & Local Retirement System for 2021 regular pension contribution, including GTLI in the amount of \$75,206.00. Carried 5-0

Supervisor Report-Updated the board on the new ambulance purchase; reported on the new sidewalk at the town hall and asked if a handrail is needed.  
Highway Superintendent--sidewalk done; pavilion is done for winter months; delivery of new truck expected next week; reported on the sale of surplus equipment on Auctions International; Tim Sheehan only has 90 days left until retirement.

Town of Minerva  
Town Board Meeting  
December 3, 2020

#259 Motion by Dubay seconded by LaBar to accept the three bids through Auction International for the surplus equipment as reported by Highway Superintendent.  
Carried 5-0

#260 Motion by McCall seconded Dubay to accept the Food Pantry report dated 11/2020,  
Carried 5-0

Public Comment #2-none

Councilman comments:

Fish-none

LaBar-spoke on behalf of the Minerva Snow Travelers about letter submitted by Mr. Deshetsky.

#261 Motion by LaBar seconded by Dubay to allocate \$2000 of the tourism monies to the Minerva Snow Travelers for maintenance of trails and grooming of sledding hill. Roll Call Vote YES--Dubay, McCall, LaBar, Fish, McNally. NO--none  
Carried 5-0

LaBar-asked if the town will be writing up a contract with the Fire Department.

Dubay-none

McCall-Minerva Youth Commission met, waiting for more information from Gore Mountain concerning the ski program.

#262 Motion by Dubay seconded by LaBar to adjourn at 7:20 PM.

Diana Mason

Town Clerk

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

Abstract of Audited Vouchers 12-2020 – on December 17, 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 2020-719 and ending with 2020-783. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$39,685.32</b>	<b>\$38,757.46</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$35,804.55</b>	<b>\$40,494.40</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$675.28</b>
<b>Parks District:</b>	<b>05</b>	<b>\$859.01</b>	<b>\$6,785.38</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>\$1,315.05</b>	<b>\$397.10</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$153.07</b>	<b>\$2,152.00</b>
<b>LWRP Fund</b>	<b>17</b>	<b>\$6,123.75</b>	<b>\$4,040.21</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>\$38,350.17</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>\$122,290.92</b>	<b>\$93,301.83</b>
<b>GRAND TOTAL</b>		<b>\$215,592.75</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 CASH REPORT**

November 2020

12/15/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	-\$165,474.77	\$322,403.22	\$67,401.90	\$89,526.55	\$0.00
Highway	200.02	\$53,228.99	\$50,888.00	\$43,867.99	\$60,249.00	****0
Parks	200.05	\$30,970.57	\$20.99	\$29,534.88	\$1,456.68	\$0.00
Fire Prot.	200.06	\$0.52			\$0.52	
Capital PP	200.07	\$27,229.10		\$20,330.13	\$6,898.97	\$0.00
Water	200.08	\$6,909.32	\$1,406.80	\$2,135.41	\$6,180.71	\$0.00
Ice Rink/Pavilion	200.11	\$174,492.33	\$0.00	\$247,466.67	-\$72,974.34	
ML Dam repair	200.13	\$5,840.98	\$0.00		\$5,840.98	\$0.00
Capital YP	200.16	\$328.11	\$670.00	\$0.00	\$998.11	
Waterfront	200.17	-\$30,897.02		\$0.00	-\$30,897.02	\$0.00
<b>TOTAL</b>		<b>\$102,628.13</b>	<b>\$375,389.01</b>	<b>\$410,736.98</b>	<b>\$67,280.16</b>	
10/31/2020					\$9.79	<u>\$9.79</u>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust/PR	200.99	\$30,571.65	\$ 54,527.23	\$ 51,930.14	\$33,168.74	\$ 1.61
Pre Paid HRA	200.97	\$71,929.50	\$ 2.84	\$ 4,899.96	\$67,032.38	\$ 3.17
<b>TOTAL</b>		<b>\$102,501.15</b>	<b>\$ 54,530.07</b>	<b>\$ 56,830.10</b>	<b>\$100,201.12</b>	

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$908,311.91	\$0.00	\$54.26	\$300,000.00	\$608,366.17
Highway	201.02	\$627,134.61	\$0.00	\$46.01	\$50,000.00	\$577,180.62
Parks	201.05	\$133,475.23	\$0.00	\$10.40	\$0.00	\$133,485.63
Fire Prot.	201.06	\$25,036.34	\$0.00	\$2.03	\$0.00	\$25,038.37
Water	201.08	\$76,440.55	\$0.00	\$5.98		\$76,446.53
Ice Rink	201.11	\$60,010.49	\$0.00	\$4.72		\$60,015.21
Capital YP	201.16	\$22,298.53	\$0.00	\$1.75	\$0.00	\$22,298.53
		\$0.00				
<b>TOTAL</b>		<b>\$1,852,705.91</b>	<b>\$0.00</b>	<b>\$125.15</b>	<b>\$350,000.00</b>	<b>\$1,502,831.06</b> ✓


Totals

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK TO THE SUPERVISOR:

DATE: November 20, 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, Commission, and amount. Includes Conservation Licenses - DECALS, Marriage Licenses No., Marriage Certificates, Marriage Transcripts, Registrar Fees, and Migratory Bird Stamps.

Table with columns for item code, description, and amount. Includes TOTAL TOWN CLERK FEES, REAL PROPERTY TAXES, PARK and RECREATION CHARGES, ZONING FEES, GAMES OF CHANCE, BINGO, and DOG LICENSES.

TOTAL TOWN REVENUES TO SUPERVISOR CR # 1194 \$ 48.03

Table listing various disbursements such as Amount paid to NEW YORK STATE COMPTROLLER for Games of Chance Licenses, State Share of Bingo Licenses, COUNTY TREASURER for Dog Licenses, etc.

\*Received Payment of these amounts: TOTAL DISBURSED \$ 358.00

STATE OF NEW YORK, COUNTY OF ESSEX, TOWN OF MINERVA, Diana Mason

of the Town of Minerva, 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 stamp for Nancy O'Brien, State of New York, Commission Expires 10-4-2022

Signature of Diana Mason, Town Clerk, and Notary Public.

Subscribed and Sworn to before me this 14 day of December 2020

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