



### **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 December 3rd, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of November 19<sup>th</sup> Board meeting minutes

Correspondence  
Glens Falls Animal Hospital  
New York State Agriculture and Markets

New Business  
Resolution of Honoring the Memory of John P. Paradis  
Resolution to Authorize inter-department budget transfers  
2020  
Resolutions to Authorize Budget Line Transfer  
Resolution to Authorize Prepayment of NYSLRS 2021  
Annual Invoice Regular Pension Contribution,  
Including GTLI

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Food Pantry – November 2020

Public Comment

Councilman Comments

Adjournment

Town of Minerva  
Town Board Meeting  
November 19, 2020

The semi-monthly meeting of the Minerva Town Board held on Thursday, November 19, 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-excused

Scott Fish-Councilman-present

Public Comment #1 None

- #241 Motion by Dubay seconded by Fish to accept the minutes of the November 5, 2020 meeting. Carried 4-0
- #242 Motion by McCall seconded by Dubay to approve vouchers #646-718 with General Fund=\$18,845.18; Highway Fund=\$17627.90; Trust and Agency Fund=\$0.00; Parks District =\$1,994.56; Fire Protection fund: \$00; Park & Playground Capital Improvement Fund: \$14,514.09; Water District=\$821.57; LWRP Fund =\$0.0; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$215,331.86; Minerva Lake Dam Repair Cap \$0; Prepaid: \$87,523.19 for Grand Total of \$356,658.35. Carried 4-0
- #243 Motion by McCall seconded by Dubay to accept the Operating Statements dated 10/31/2020. Carried 4-0
- #244 Motion by McCall seconded by Fish to accept the Cash report October 31, 2020 Carried 4-0
- #245 Motion McCall seconded by Dubay to approve RESOLUTION to authorize funds for change order for concrete for the town pavilion/skating rink. Carried 4-0
- #246 Motion by McCall seconded by Fish to approve RESOLUTION to authorize budget line transfer for taxes and assessment property. Carried 4-0
- #247 Motion by Dubay seconded by Fish to approve RESOLUTION to authorize budget line transfer for highway machinery equipment. Carried 4-0
- #248 Motion by Dubay seconded by Fish to approve RESOLUTION to authorize funds for down payment of CF515 SFA International Truck. Roll Call Vote: YES~Dubay, McCall, Fish, McNally. NO~none Carried 4-0

242

Town of Minerva  
Town Board Meeting  
November 19, 2020

Supervisor report:

#249 Motion by McNally seconded by McCall to approve RESOLUTION to authorize repayment to Robert Fountain in the amount not to exceed \$400.00 for applying sealer o the milfoil boat. Roll Call Vote YES--Dubay, McCall, Fish, McNally, NO-None  
Carried 4-0

Highway Superintendent report-work on pavilion; sidewalk at Town Hall, ditching Stewart Road.

#250 Motion by Dubay seconded by McCall to accept the Town Clerk Report dated October 2020.  
Carried 4-0

Public Comment #2- the Healy's questioned COVID-19 restrictions concerning board meetings.

#251 Motion by Dubay seconded by Fish to go into Executive Session at 7:10 for personnel matter.  
Carried 4-0

#252otion by McCall seconded by Fish to come out of Executive Session at 7:28PM and return to regular session. No action taken.  
Carried 4-0

Councilman Comments:

Fish-none

Dubay-non

McCall- met with Fire Department; Youth Commission to resume meetings Monday to discuss winter ski program.

#253 Motion by Dubay seconded by McCall to adjourn at 7:44 PM. Carried 4-0

Diana Mason  
Town Clerk

ROBERT O'CONNOR D.V.M.  
JOHN O'CONNOR D.V.M.  
LAURA MALINCONICO D.V.M.  
KEVIN O'CONNOR D.V.M.  
COLBY JONES D.V.M.

**GLENS FALLS ANIMAL HOSPITAL**  
66 GLENWOOD AVENUE  
QUEENSBURY, NY 12804  
TELEPHONE (518) 792-6575  
FAX (518) 792-5136



11/23/20

To: Supervisor/Town Clerk

In light of recent events, we have decided not provide services to handle stray animals. As a result, we will not be renewing contracts for 2021 to house stray dogs for any towns. We will continue our services until December 31, 2020 as agreed upon in this past year's contract. Going forward you will need to find your own alternative facility to start using January 1, 2021. Please notify your ACOs of this change so they will be informed where stray dogs will need to be transported starting in January. If you have any questions, please feel free to call.

Thank You,

John O'Connor DVM



**Agriculture  
and Markets**

**RECEIVED**  
DEC 03 2020

November 30, 2020

Stephen McNally **BY:** .....  
Town Supervisor - Town of Minerva  
PO Box 937  
Minerva, NY 12851

Enclosed is the **Municipal Shelter Inspection Report** completed on 11/17/2020. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated “Unsatisfactory” for reasons noted on the report.

Please discuss this notice with municipal officials and take appropriate action so that municipal shelter services are in compliance.

Another inspection will occur in approximately **(30) days** after the date of inspection. It is anticipated that all deficiencies will be corrected by this time.

If you have any questions regarding this inspection, please feel free to contact Elizabeth Holmes, Animal Health Inspector at (518) 321-5002.

Dr. David M. Chico  
Veterinarian 3  
(518) 457-3502

**MUNICIPAL SHELTER INSPECTION REPORT - DL-90**

Rating: **Unsatisfactory30**

Purpose: **Inspection**

DATE/TOA: **11/17/20 1:00 pm**

**GLENS FALLS ANIMAL HOSPITAL  
DR JOHN O'CONNOR  
66 GLENWOOD AVENUE  
QUEENSBURY NY 12804**

Inspector: **Elizabeth Holmes**  
Inspector: **Janet Collier**

Inspector #: **58**  
Inspector #: **65**

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These are the findings of an inspection of your facility on the date(s) indicated above:

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- 1. Shelter is structurally sound Yes
- 2. Housing area and equipment is sanitized regularly Yes
- 3. Repairs are done when necessary Yes
- 4. Dogs are handled safely Yes
- 5. Adequate space is available for all dogs Yes
- 6. Light is sufficient for observation Yes
- 7. Ventilation is adequate Yes
- 8. Drainage is adequate Yes
- 9. Temperature extremes are avoided Yes
- 10. Clean food and water is available and in ample amount Yes
- 11. Veterinary care is provided when necessary Yes
- 12. Dogs are euthanized humanely, by authorized personnel Yes
- 13. Complete intake and disposition records are maintained for all seized dogs No  
*License and/or redemption fees for 3 dogs were not recorded on Seizure and Disposition Records that were provided.*
- 14. Dogs transferred for purposes of adoption in compliance with Article 7 Yes
- 15. Redemption period is observed before adoption, euthanasia or transfer Yes
- 16. Owners of identified dogs are properly notified Not Applicable
- 17. Redeemed dogs are licensed before release No  
*One dog (03-20) in Lake Luzerne was seized on 8/19/20 for being unidentified and at large. Dog was released to the owner without being licensed.*
- 18. Proper impoundment fees paid before dogs are released No  
*Two dogs in Lake Luzerne were seized for being unidentified and at large. Both dogs were released without proper impoundment fees being paid:*  
  
*Dog Control # 02-20 Seized on 7/13/20 license #00803 - No redemption fees paid*  
  
*Dog Control # 03-20 Seized on 8/19/20 license # not recorded - No redemption fees paid*  
  
*One dog in Bolton was seized on 5/26/20 for being unidentified and at large. Dog was released without proper impoundment fees being paid:*  
  
*License # 0492 - No redemption fees paid*
- 19. Written contract or lease with municipality Yes

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Town - City - Village Information for Inspection:

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TCV CODE	TCV NAME
5201	Town of Bolton
5202	Town of Chester
5204	Town of Horicon
2004	Town of Indian Lake
5205	Town of Johnsburg
5206	Town of Lake George
5207	Town of Lake Luzerne
1508	Town of Minerva
5314	Town of Putnam
5208	Town of Queensbury
5209	Town of Stony Creek
5210	Town of Thurman
5211	Town of Warrensburg

REMARKS:

N/A = Handled by DCOs

**NYS Article 7 Section 117.4 states that: Each dog which is not identified, whether or not licensed, shall be held for a period of five days from the day seized during which period the dog may be redeemed by its owner, provided that such owner produces proof that the dog has been licensed and has been identified pursuant to the provisions of this article and further provided that the owner pays the impoundment fees.**

**Seized dogs MUST NOT be released to the owner prior to redemption fees being paid and confirming proof of licensing. This pertains to all dogs that are seized by the DCO, including dogs that are out of state residents.**

REPRESENTATIVE PRESENT FOR INSPECTION: Jessica Joseph  
TITLE: Front Office Manager

REVIEWED BY: Annette Holowka  
REVIEWED DATE: 11/23/2020

Resolution No. \_\_\_\_\_

TOWN OF MINERVA

December 3, 2020  
Regular Board

Meeting

**Resolution of Honoring the Memory of John P. Paradis**

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

WHEREAS, John P. Paradis who unselfishly dedicated many years of service to the Town of Minerva with great distinction and success; and

WHEREAS, John enriched the Town of Minerva community by his tireless public service as a Town of Minerva Councilman for 20 years; and

WHEREAS, John also demonstrated the spirit of public service and was involved in many organizations that benefited local children as well as community, such as the Minerva Ski Program from its inception, a longtime member of the Minerva Volunteer Fire and Rescue Squad - serving as Chief for a year, as well as a member of the Adirondack Park Agency Review Board. Along with his beloved wife Fran, John earned the award of Minerva's Citizen of the Year in 2000; and

NOW THEREFORE BE IT RESOLVED, The Town Board of the Town of Minerva HEREBY honors the memory of John P. Paradis for a life of outstanding service and extraordinary contributions to the Town of Minerva; publicly acknowledges a debt of gratitude to John; and

FURTHER BE IT RESOLVED, The Town Board of the Town of Minerva present the original of this Resolution to the family of John P. Paradis with sincere sympathy and appreciation.

This resolution was unanimously seconded. 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

December 03, 2020  
Regular Board Meeting

**Resolution to Authorize the Town Supervisor to make inter-department budget transfers within the 2020 Town of Minerva Budget.**

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

**WHEREAS**, the Minerva Town Board authorizes and directs the Town Supervisor to make inter-department budget transfers within the 2020 Town of Minerva Budget for the purpose of balancing the various accounts in said budget prior to the close of the 2020 budget year.

**AND BE IT FURTHER RESOLVED**, that prior to the filing of the 2020 AUD with the State of New York, the Supervisor shall file with the Town Clerk of the board a complete list of all supplemented appropriations and transfers made pursuant to this resolution which shall include but not be limited to specific account numbers and amounts.

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

Resolution No. \_\_\_\_\_

TOWN OF MINERVA

December 3, 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 fund the New York State & Local Retirement System by payment of the 2021 Annual Invoice,

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		\$1,714.00	
	Retirement 90108.01	\$1,714.00	

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

Resolution No. \_\_\_\_

TOWN OF MINERVA  
Regular Board Meeting

December 3, 2020

**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**

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

THEREFORE BE IT RESOLVED, The Town Board of The Town of Minerva authorizes the payment 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

Contractor	Account	Account Name	Amount to Pay	
New York State & Local Retirement System	90108.01	Retirement	\$34,004.00	
New York State & Local Retirement System	90108.02	Retirement	\$32,811.00	
New York State & Local Retirement System	90108.08	Retirement	\$2,152.00	
New York State & Local Retirement System	90108.05	Retirement	\$6,239.00	

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



**TOWN OF MINERVA**

**30109 ERS - 2021 Annual Invoice**

Payment of this Invoice must be received by the Retirement System on or before February 01, 2021. If paying the prepay amount, payment must be received on or before December 15, 2020. Unpaid balances accrue interest at the rate of 6.80%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-7736. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option.

**Payment Due  
February 01, 2021**

**Prepayment Due  
December 15, 2020**

**Total Amount Due : \$75,827 \$75,206**

Contribution Details						
Tier	Plan ID	Options	Salary	Rate	Regular Pension Contribution**	GTLI
4	A15	41J165	\$296,352	16.10%	\$46,231	\$1,482
5	A15	41J165	\$94,981	13.40%	\$12,253	\$475
6	A15	41J100	\$160,278	9.60%	\$14,585	\$801
<b>Subtotal:</b>			<b>\$551,611</b>		<b>\$73,069</b>	<b>\$2,758</b>

\*\*Regular Pension Bill without GTLI - Uses March 31, 2020 Salaries with Final Rates

**2021 Regular Pension Contribution, including GTLI \$75,827**

Invoice Details

**Due  
February 01, 2021  
Payments**

**divide by  
factor**

**Pre Pay  
December 15, 2020  
Payments**

2021 Regular Pension Contribution \$75,827 1.008257 \$75,206

# 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: 11/2020

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>42</u>
Adults (ages 18-64)	<u>78</u>
Elderly (age 65+)	<u>75</u>
Households	<u>103</u>

Submitted by: Kathleen DeGuilme

Date: 12/1/2020

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