



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
Organizational Meeting
Agenda
January 4th, 2021*

Pledge of Allegiance

Open Organizational Meeting
Roll Call
Organizational Resolutions

Public Comment

New Business
2021 Organizational Resolutions

Public Comment

Councilmen Comments

Adjournment

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution # 1	Offered By:	Seconded By:
<p>The 2021 calendar for the Town of Minerva's Town Board, Planning Board, Zoning Board of Appeals, Youth Commission, Parks and Recreation and Emergency Preparedness Committees shall be as follows. All meetings shall occur at 7:00 pm unless noted otherwise, with location as noted.</p> <p>A notice of the annual meeting schedule will be published in the Town's Official Newspaper.</p>		
<p>Town Board – Town Hall (Regular meetings, 1st and 3rd Thursdays) January 4, 7, 21 February 4, 18 March 4, 18 April 1, 15 May 6, 20 June 3, 17 July 1, 15 August 5, 19 September 2, 16 October 7, 21 November 4, 18 December 2, 16</p> <p>Town Board, 2022 Budget (Budget meetings begin at 6:30 pm) To be scheduled at a later date</p> <p>Planning Board – Town Hall (Regular meetings, 1st Wednesday) January 6 July 7 February 3 August 4 March 3 September 1 April 7 October 6 May 5 November 3 June 2 December 1</p>	<p>Zoning Board of Appeals – Town Hall (Regular meetings, 2nd Tuesday) January 12 July 13 February 9 August 10 March 9 September 14 April 13 October 12 May 11 November 9 June 8 December 14</p> <p>Youth Commission – Minerva Community Center (Regular meetings, 3rd Wednesday) January 20 July 21 February 17 August 18 March 17 September 15 April 21 October 20 May 19 November 17 June 16 December 15</p> <p>Parks and Recreation Committee – Town Hall (Regular meetings, 4th Wednesday) January 27 July 28 February 24 August 25 March 24 September 22 April 28 October 27 May 26 November 24 June 23 December no meeting</p> <p>Emergency Preparedness – Town Hall – 6:00pm (Regular Meetings, 3rd Tuesday) February 16 August 17 April 20 October 19 June 15 December 21</p>	
<p>Adopted:</p>		

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution # 2 *Offered* *Seconded*
By: _____ By: _____

The **Glens Falls Post Star** is designated as the Official newspaper of the Town of Minerva for calendar year 2021.

Adopted:

Resolution # 3 *Offered* *Seconded*
By: _____ By: _____

The Town Board appoints the following persons to the following positions at the following wages for the calendar year 2021:

Official	Title	2021 Salary
Teresa Brannon Haley	Acting Health Officer	\$873
Robert Kohrman	Animal Control Officer	\$658
Philip Johnson	Chairman, Board of Assessors	\$12,405
Colin Mangan	Code Enforcement Officer	\$9,180
Diana Mason	Registrar of Vital Statistics	\$0.00
Randolph Mason	Deputy Registrar of Vital Statistics	\$0.00
Diana Mason	Water Collections Clerk	\$1109
Kathleen DeGuilme	Water Billing Clerk	\$1109
Robert Kohrman	Town Constable	\$1,974
Tim Sheehan	Water Superintendent	\$12,199
Zachary Boucher	Planning/Zoning Board Secretary	\$14.58 per hour
Stephen McNally	Budget Officer	\$4904

Adopted:

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution # 7	<i>Offered</i> By:	<i>Seconded</i> By:
<p>All fees collected for Birth and Death Certificates by the local Registrar shall be turned over to the Town on a monthly basis, such fees shall then be paid by the Town to the local Registrar in an amount equivalent to the sum of the fees collected. Such payments will be paid on a Town of Minerva voucher payable to the local Registrar who collected the fees.</p> <p>Adopted:</p>		

Resolution # <u>8</u>	<i>Offered</i> By: _____	<i>Seconded</i> By:
<p>The SUPERVISOR is authorized and directed to procure from the Town's insurance carrier, a blanket undertaking, in proper form covering the following Town Officers in the amounts specified for calendar year 2021:</p>		
<u>POSITION</u>	<u>TOWN OFFICERS</u>	<u>COVERAGE</u> <u>AMOUNT</u>
Town Supervisor	Stephen McNally	\$ 1,000,000.00
Clerk to the Supervisor	Danae Tucker	\$ 1,000,000.00
Deputy Supervisor	Keith Dubay	\$ 1,000,000.00
Town Justice	Diana Mason	\$ 1,000,000.00
Town Clerk/Tax Collector	Diana Mason	\$ 1,000,000.00
All Positions	Any employee not listed above.	\$ 25,000.00
<p>All employees covered at the \$25,000 level are covered for one claim per year.</p> <p>Adopted:</p>		

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	11	Offered By:	Seconded By:
	_____	_____	_____
<p>GLENS FALLS NATIONAL BANK AND TRUST COMPANY, Chestertown office, COMMUNITY BANK, North Creek office, CHAMPLAIN NATIONAL BANK, Elizabethtown office, and NYCLASS are designated as official Town depositories for all monies coming into the hands of the Town or any Town Officer. The SUPERVISOR is directed to enter into collateral security agreements as necessary with each depository in order to adequately secure Town funds as required by law.</p>			
<p>Adopted:</p>			

Resolution #	12	Offered By:	Seconded By:
	_____	_____	_____
<p>The TOWN SUPERVISOR is authorized and directed to invest Town monies in certificates of deposit in the Town depositories, as may be appropriate and to jointly invest with Minerva Central School by agreement.</p>			
<p>Adopted:</p>			

Resolution #	13	Offered By:	Seconded By:
	_____	_____	_____
<p>The TOWN SUPERVISOR shall submit to the TOWN CLERK, within Sixty (60) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law. Upon receipt, the TOWN CLERK shall publish, in the official Town newspaper, a notice that a copy of such report is on file in the Town Clerk's Office and at Minerva Town Hall and is available for public inspection and copying.</p>			
<p>Adopted:</p>			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	14	Offered By:	Seconded By:
<p>The DEPUTY SUPERVISOR is authorized to sign all checks of the Town during the absence or inability of the TOWN SUPERVISOR. The DEPUTY TOWN CLERK is authorized to sign checks on behalf of the TOWN CLERK.</p> <p>Adopted:</p>			

Resolution #	15	Offered By:	Seconded By:
<p>The TOWN SUPERVISOR is authorized to enter into Adirondack Community Action Program Agreement for the 2021 rental/maintenance of the meal site in the lower level of the Minerva Senior Mealsite / Community Center.</p> <p>Adopted:</p>			

Resolution #	16	Offered By:	Seconded By:												
<p>The TOWN SUPERVISOR is authorized to enter into contracts on behalf of the Town Board, for calendar year 2021 as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SERVICE PROVIDER</th> <th style="text-align: right;">CONTRACT AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Hudson Headwater Health Network <i>(North Creek Health Center)</i></td> <td style="text-align: right;">\$4,000.00</td> </tr> <tr> <td>Countryside Veterinary Practice, P.C.</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Sleeping Giants</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>Minerva Volunteer Fire Department and Rescue Squad, Inc.</td> <td style="text-align: right;">\$106,000.00</td> </tr> <tr> <td>Johnsburg Emergency Squad, Inc.</td> <td style="text-align: right;">\$90,780.00</td> </tr> </tbody> </table> <p>Adopted:</p>				SERVICE PROVIDER	CONTRACT AMOUNT	Hudson Headwater Health Network <i>(North Creek Health Center)</i>	\$4,000.00	Countryside Veterinary Practice, P.C.	\$0.00	Sleeping Giants	\$1,000.00	Minerva Volunteer Fire Department and Rescue Squad, Inc.	\$106,000.00	Johnsburg Emergency Squad, Inc.	\$90,780.00
SERVICE PROVIDER	CONTRACT AMOUNT														
Hudson Headwater Health Network <i>(North Creek Health Center)</i>	\$4,000.00														
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Sleeping Giants	\$1,000.00														
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Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	17	Offered By:	Seconded By:
	_____	_____	_____

The TOWN SUPERVISOR is authorized to enter into a contract with the Essex County Department of Public Works for calendar year 2021 on behalf of Town Highway subject to the approval of the Essex County Superintendent of Public Works.

Adopted:

Resolution #	18	Offered By:	Seconded By:
	_____	_____	_____

Up to three (3) Town Officials are hereby authorized to attend the Annual Meeting and Training School of the Association of Towns to be held in New York City in February 2021. All actual and necessary expenses related thereto shall be reimbursed by the Town upon presentment and approval of an itemized voucher.

Adopted:

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	19	Offered By:	Seconded By:
The annual salaries for all ELECTED TOWN OFFICIALS for calendar year 2021 are hereby established as follows:			
	<u>OFFICIAL</u>		<u>2021 SALARY</u>
	Assessor (Chairman)		\$ 12405
	Assessor (1)		\$ 4,806
	Assessor (2)		\$ 4,806
	Councilmen (4) each at:		\$ 4,040
	Superintendent of Highways		\$ 54,549
	Tax Collector		\$5,741
	Town Clerk		\$ 9,949
	Town Justices (2 at \$6176.00 each)		\$ 12,352
	Town Supervisor		\$ 37,188
Adopted:			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	21	Offered By:	Seconded By:
<p>The Town Board appoints as voting delegate and alternate for 2021, the following for the following organizations:</p>			
Name	Title	Organization	Status
Stephen McNally	Supervisor	Association of Towns	Delegate
David LaBar	Councilman	Association of Towns	Alternate
Stephen McNally	Supervisor	Adirondack Association of Towns and Villages	Delegate
David LaBar	Councilman	Adirondack Association of Towns and Villages	Alternate
Stephen McNally	Supervisor	Adirondack Partnership	Delegate
David LaBar	Councilman	Adirondack Partnership	Alternate
Adopted:			

Resolution #	22	Offered By:	Seconded By:
<p>The Town Board appoints Stephen McNally, Affirmative Action Officer and hereby agrees to pay any incidental expenses related to the performance of this position.</p>			
Adopted:			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	23	Offered	Seconded
		By:	By:
	_____	_____	_____

Petty cash funds for TOWN SUPERVISOR are authorized at One Hundred Fifty Dollars (\$150.00).

Adopted:

Resolution #	24	Offered	Seconded
		By:	By:
	_____	_____	

All Insurance, Utility bills, postal, freight charges and copier lease may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval.

Adopted:

Resolution #	25	Offered	Seconded
		By:	By:
	_____	_____	

All charges to the **Lowe's Credit Services, First Bankcard and Staples Credit**, may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval provided the amount does not exceed \$3,000 and that purchases made are in compliance with the Town's adopted purchase policy and provided that such record of purchases are included as a prepaid item in the monthly abstract of audited vouchers, the purpose of which is to avoid monthly service charges due to card billing cycles.

Adopted:

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	26	Offered	Seconded
		By: _____	By: _____
<p>All charges to the Town of Minerva from Johnsburg Emergency Squad, Inc. may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval provided the amount does not exceed the agreed upon monthly charge.</p>			
<p>Adopted:</p>			

Resolution #	27	Offered	Seconded
		By: _____	By: _____
<p>The TOWN CLERK is authorized and directed to open all competitive bids for public works and purchase contracts, record the same and report them to the Town Board.</p>			
<p>Adopted:</p>			

Resolution #	28	Offered	Seconded
		By: _____	By: _____
<p>For the purpose of fixed assets a dollar value of more the \$500.00 per item requires listing in the fixed Assets of the Town General Ledger accounting system.</p>			
<p>Adopted:</p>			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	29	Offered By:	Seconded By:
	_____	_____	_____
<p>The Town of Minerva adopts the Essex County Fair Housing Plan as their own with the appointment of Anna Reynolds, Essex County Community Development and Planning Director, as the Fair Housing Planning designee for the Town of Minerva.</p>			
<p>Adopted:</p>			

Resolution #	30	Offered By:	Seconded By:
	_____	_____	_____
<p>The TOWN SUPERVISOR of the Town of Minerva has reviewed the current procurement policy and determined that the policy is in accordance with local government finance laws. Additionally, the Town Board and all appointed and elected officials that the procurement policy names have been given notice of this policy.</p>			
<p>Adopted:</p>			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	31	Offered By:	Seconded By:	
<p>The Town Board announces the 2021 appointment of the following staff in the Office of the Supervisor, Transfer Station, Parks Department and acknowledges these appointments by the Highway Superintendent to the Highway Department:</p>				
		POSITION	APPOINTMENT	SALARY 2021
		Maintenance Mechanic	Robert Kohrman	\$19.20 per hour
		Laborer	David Gonyo	\$15.24 per hour
		Laborer	Keith Iversen	\$15.24 per hour
		Transfer Station Attendant	Tim Green	\$ 12.50 per hour
		Transfer Station Attendant	Brad McNally	\$ 12.50 per hour
		Clerk to the Supervisor	Danae Tucker	\$ 19.89 per hour
		Administrative Clerk	Diane Palmer	\$ 15.30 per hour
		Heavy Equipment Operator	Tim Sheehan	\$ 22.86 per hour
		Heavy Equipment Operator	Larry Arnold	\$ 21.66 per hour
		Motor Equipment Operator	Steve Howe	\$ 21.66 per hour
		Motor Equipment Operator	Tom Savarie	\$ 18.51 per hour
		Motor Equipment Operator	Austin Roy	\$ 18.51 per hour
		Auto Mechanic	Keith Tucker	\$ 22.35 per hour
		Adopted:		

Resolution #	32	Offered By:	Seconded By:
<p>The TOWN BOARD delegates to the SUPERVISOR the powers and duties necessary to conduct the day to day administration of the town.</p>			
Adopted:			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	33	Offered By:	Seconded By:
	_____	_____	_____
<p>The Supervisor announces the appointment of the following Committees for 2021:</p>			
Name	Chair	Member	
Audit & Finance	McCall	LaBar	
Community Development	LaBar	Fish	
Emergency Services	Dubay	McNally	
Highway	McNally	Dubay	
Human Services	Dubay	McCall	
Parks, Playgrounds & Trails	McCall	McNally, LaBar	
Solid Waste & Recycling	Dubay	LaBar	
Utilities	LaBar	Fish	
Water Safety	McNally	LaBar	
Adopted:			

Resolution #	34	Offered By:	Seconded By:
	_____	_____	_____
<p>Fees will remain at the 2020 level for the Water District and Transfer Station.</p>			
Adopted:			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	35	Offered	Seconded
		By:	By:
		_____	_____
<p>The following dates have been established for:</p>			
<ul style="list-style-type: none">• Community Clean Up Day• Minerva Day		Saturday April 24, 2021 Sunday July 3, 2021	
Adopted:			

TOWN OF MINERVA

Essex County, New York

2021 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 4th, 2021

Resolution #	36	Offered By:	Seconded By:
The TOWN BOARD appoints the following to serve as the Minerva Youth Commission for 2021:			
Name		Representing	
Sue Crouse		Minerva Central School	
Josh Scott		Minerva Central School	
Selina LeMay-Klippel		At-Large	
Danielle Vanderwarker		At-Large	
Keith Iversen		At-Large	
Jessica McNally		At-Large	
Jessica Coyle		At-Large	
Steve McNally		Town of Minerva	
Doug McCall		Town of Minerva	
Adopted:			