



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 January 21st, 2021

Roll Call
Pledge of Allegiance
Public Comment

Approval of January 4th, and January 7th
Board meeting minutes

Correspondence
Heidi Kelly

Financial Reports
Audit of Vouchers
Operating Statement
Cash reports

New Business
Resolution to allow senior citizen's exemption
Resolution appointing the Youth Commission Chairperson and Alternate
Resolution to Pre-pay Johnsbury Emergency Squad, Inc.
Resolution to Pre-pay Adirondack Park Local Government Review Board
Resolution to pay Diane Palmer for contact tracing and COVID vaccination
Resolution to Set Date for Public Hearing on CDBG Grant Certificate of Designation for Association of Towns

Supervisor's Report
Highway Superintendent's Report

Department Reports
Food Pantry report December

Public Comment

Councilman Comments

Adjournment

Town of Minerva
Organizational Meeting and
Town Board Meeting
January 4, 2021

The ORGANIZATIONAL meeting of the Minerva Town Board was held on Monday, January 4, 2021 at 7:30 PM.

Present:

- Stephen McNally, Supervisor
 - Douglas McCall-Councilman
 - Keith Dubay-Councilman
 - David LaBar-Councilman
 - Scott Fish-Councilman
- Pledge of Allegiance

#1- 36 Resolutions attached.

#27 Motion by Dubay seconded by Fish to adjourn at 7:20 PM Carried 5-0

Diana Mason
Town Clerk

The regular semi-monthly meeting of the Minerva Town Board was held on Thursday, January 7, 2021 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

#38 Motion by LaBar seconded by Dubay to accept the minutes of the meeting of December 17, 2020 regular semi monthly meeting. Carried 5-0

Correspondence was received from Mahoney Alarms that the town's existing alarm system will not be repaired if future problems occur.
Association of Towns 2021 Annual meeting and training school will be held virtually.
Town of Minerva Plan for COVID-19 exposure prevention, preparedness and Response was distributed to board members.

#39 Motion by LaBar seconded by Fish to approve RESOLUTION to contract with

248

Town of Minerva
Organizational Meeting and
Town Board Meeting
January 4, 2021

NortLstar Fireworks Displays to provide fireworks display for Minerva Day
July 3, 2021. Carried 5-0

Resolution to allow the Town of Minerva Assessor to forego the normal renewal
process for the senior citizen's exemption as well as persons with disabilities and limited
income --No Action take due to Governor Executive Order Number 202.83 of December
18, 2020.

Supervisor Report-A Public Hearing will be held on February 4 at 6:30 on the proposed
CDBG Water Grant.

#40 Motion by Dubay seconded by LaBar to approve RESOLUTION to purchase 60
acres of the Golden Property. Carried 5-0
The report from Agriculture and Markets inspection report was complete.

Highway Superintendent report-excused

#41 Motion by Dubay seconded by LaBar to approve the report from the MVFD.
Carried 5-0

Public Comment #2-none

Councilman comments:

Fish-none

LaBar-Rescue Squad contract is looking to increase 2%; need to plan for Justice Audit.

Dubay-none

McCall-none

#42 Motion by Dubay seconded by McCall to go into Executive Session for personnel
matter at 7:16 PM. Carried 5-0

#43 Motion by Dubay seconded by McCall to come out of Executive Session at 7:24
PM. Carried 5-0

#44 Motion by McCall seconded by Fish to pay balance owed on skating rink in the
amount of \$45,914.40 Carried 5-0

Discussion was held on change work order 1-5 in the amount of \$19,578. No action
taken.

#45 Motion by Dubay seconded by Fish to adjourn at 7:50 PM. Carried 5-0

Diana Mason



Diane Palmer <admin@townofminervany.gov>

Pavilion Question

heidi kelly <kellyhny57@gmail.com>

Sat, Jan 16, 2021 at 2:03 PM

To: Town of Minerva <minurva.admn@frontier.net>

Hi Diane,

The Community Fund for the Gore Mountain Region will be hosting a benefit concert with Dan Berggren this summer. We are looking for a covered outdoor venue and are wondering if the new pavilion would be available and if we are able to reserve it at this point in time.

Right now we are considering the following dates:

July 23 or 24

Or

Aug 6 or 7

I would appreciate any info you can provide including whether or not there would be a cost to use the space.

Thanks so much,

Heidi Kelly

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Heidi

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

Abstract of Audited Vouchers 1-2021 – on January 20, Year 2021

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 2020-784 and ending with 2020-790 and 2021-1 and ending with 2021-59 The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
General Fund:	01	\$40,689.69	\$7,909.68
Highway Fund:	02	\$14,750.08	\$810.76
Trust & Agency Fund:	04	\$0.00	\$795.64
Parks District:	05	\$1,269.06	\$3791.96
Fire Protection Fund:	06	\$68,900.00	\$0.00
Park & Playground Capital Improvement Fund:	07	\$0.00	\$0.00
Water District Fund:	08	\$1,295.75	\$0.00
LWRP Fund	17	\$0.00	\$0.00
CC Capital Imp Fund:	10	\$0.00	\$0.00
Ice Rink Pavilion Capital	11	\$9,901.18	\$45,914.40
Minerva Lake Dam Repair Cap:	13	\$0.00	\$0.00
Total:		\$136,805.76	\$59,222.44
GRAND TOTAL		\$196,028.20	

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**

December 2020

1/18/2021

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$89,925.16	\$167,054.82	\$199,545.71	\$57,434.27	\$12.55
Highway	200.02	\$60,249.00	\$246,956.05	\$100,322.86	\$206,882.19	\$12.54
Parks	200.05	\$1,456.68	\$20,188.11	\$13,788.10	\$7,856.69	\$0.00
Fire Prot.	200.06	\$0.52			\$0.52	
Capital PP	200.07	\$6,898.97		\$1,712.15	\$5,186.82	\$0.00
Water	200.08	\$6,180.71	\$15,000.00	\$15,789.03	\$5,391.68	\$0.00
Ice Rink/Pavillon	200.11	-\$72,974.34	\$111,346.42	\$38,372.08	\$0.00	
ML Dam repair	200.13	\$5,840.98	\$0.00	\$5,840.98	\$0.00	\$0.00
Capital YP	200.16	\$998.11	\$850.00	\$0.00	\$1,848.11	
Waterfront	200.17	-\$30,897.02	\$41,060.98	\$10,163.96	\$0.00	\$0.00
TOTAL		\$67,678.77	\$602,456.38	\$385,534.87	\$284,600.28	
12/31/2020						<u>\$25.09</u>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust/PR	200.99	\$33,188.99	\$ 57,503.80	\$ 55,083.79	\$35,609.00	\$ 1.67
Pre Paid HRA	200.97	\$67,032.38	\$ 2.75	\$ 5,851.82	\$61,183.31	\$ 2.75
TOTAL		\$100,221.37	\$ 57,506.55	\$ 60,935.61	\$96,792.31	

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$608,366.17	\$0.00	\$26.20	\$150,000.00	\$458,392.37
Highway	201.02	\$577,180.62	\$0.00	\$25.43	\$100,000.00	\$477,206.05
Parks	201.05	\$133,485.63	\$0.00	\$5.90	\$20,000.00	\$113,491.53
Fire Prot.	201.06	\$25,038.37	\$0.00	\$1.13	\$0.00	\$25,039.50
Water	201.08	\$76,446.53	\$0.00	\$3.53		\$76,450.06
Ice Rink	201.11	\$60,015.21	\$0.00	\$0.28	\$60,015.21	\$0.28
Capital YP	201.16	\$22,298.53	\$0.00	\$1.06	\$0.00	\$22,299.59
		\$0.00				
TOTAL		\$1,502,831.06	\$0.00	\$63.53	\$330,015.21	\$1,172,879.38

Totals

Resolution No. _____

TOWN OF MINERVA

January 21, 2021

Regular Board Meeting

Resolution to allow the Town of Minerva Assessor to forego the normal renewal process for the senior citizen's exemption as well as persons with disabilities and limited income.

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

WHEREAS, on March 7, 2020 Governor Andrew Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and

WHEREAS, on December 18, 2020 Governor Andrew Cuomo issued Executive Order Number 202.83 Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency which is attached and made a part of this resolution

THEREFORE BE IT RESOLVED, The Town of Minerva Town Board authorizes the assessor to forego the normal renewal process for the senior citizen's exemption as well as persons with disabilities and limited income pursuant to Executive Order Number 202.83

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

Resolution No. _____ TOWN OF MINERVA January 21, 2021
Regular Board Meeting

Resolution to Appoint Youth Commission Chairperson and Alternate.

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

Whereas the Town of Minerva has Again decided to run a youth service program, and

WHEREAS the Town of Minerva has Approved the appointment of its Youth Commission members, Keith Iverson, Chairperson and Stephen McNally, Alternate, and

WHEREAS the Youth Commission Chairperson or alternate is asked to attend 4 Youth Board/Planning Committee meetings throughout the year. The meetings are held in the Board of Supervisors chambers in Elizabethtown at 5:30 p.m. The dates for this year are April 26, June 7, September 13, and November 15.

BE IT FURTHER RESOLVED, that the Town of Minerva approve the 2021, and

BE IT FURTHER RESOLVED, that the clerk send a copy of this resolution to the Essex County Youth Bureau, 7533 Court Street, Elizabethtown, NY 12932.

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES:	_____ Dubay	NOES:	_____ Dubay
	_____ McCall		_____ McCall
	_____ LaBar		_____ LaBar
	_____ Fish		_____ Fish
	_____ McNally		_____ 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

January 21, 2021

Regular Board Meeting

Resolution to Authorize Payment for EMS Service to Johnsbury Emergency Squad, Inc. as a Pre-Pay

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

Whereas the Town of Minerva needs to provide EMS support for its residents,

Whereas the Town of Minerva has contracted with Johnsbury Emergency Squad, Inc. who will provide general ambulance service for the purpose of treating and transporting sick and injured persons found within its boundaries to an acute care hospital; and

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to Johnsbury Emergency Squad, Inc. for this support for year 2021,

And be it further resolved that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment.

Contractor	Account	Amount to Pay
Johnsbury Emergency Squad, Inc.	40504.01.004	\$90,780.00

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____Dubay	NOES: _____Dubay
_____McCall	_____McCall
_____LaBar	_____LaBar
_____Fish	_____Fish
_____McNally	_____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 bi-monthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____
Diana Mason, Town Clerk

TOWN SEAL

Resolution to Authorize Payment for Adirondack Park Local Government Review Board as a Pre-Pay

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

Whereas the Town of Minerva has contracted with the Adirondack Park Local Government Review Board, to pay the Review Board the sum of Three Hundred Dollars (\$300) for the services of the Review Board in representing the Town in matters relating to the Adirondack Park; and

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below in the Adirondack Park Local Government Review Board for this support for year 2021,

And be it further resolved that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment.

Contractor	Account	Amount to Pay
Adirondack Park Local Government Review Board		\$300.00

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____Dubay	NOES: _____Dubay
_____McCall	_____McCall
_____LaBar	_____LaBar
_____Fish	_____Fish
_____McNally	_____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 January 21, 2021
Regular Board Meeting

Resolution to Pay Diane Palmer for volunteer work with ServNY to vaccinate NY State residents for COVID-19 and for working for Essex County Health Department as a COVID Contract Tracker.

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

Whereas Diane Palmer works for the Town of Minerva in a position as Administrative Clerk; and

Whereas NYS Department of Health and Essex County Health Department needs volunteers/workers to assist in COVID Vaccinations and Contact Tracing;

Whereas Diane Palmer has volunteered to assist NYS Department of Health and Essex County Health Department in COVID vaccinations and Contact Tracing;

Now be it resolved that the Town Board of the Town of Minerva authorizes the hourly payment of Diane Palmer for these services.

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: _____Dubay	NOES: _____Dubay
_____McCall	_____McCall
_____LaBar	_____LaBar
_____Fish	_____Fish
_____McNally	_____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

January 21, 2021

Regular Board Meeting

Resolution to Set Date for Public Hearing on CDBG Public Infrastructure Grant The following resolution was offered by _____ who moved for its adoption: Whereas the Town of Minerva strives to be transparent in its dealings with residents; and

Whereas the Town of Minerva has proposed a water project to replace municipal water main infrastructure; and

Now be it resolved that the Town Board of the Town of Minerva will hold a Public Hearing on Thursday, February 4, 2021 at 6:30 p.m.

Be it further resolved that the purpose of this hearing is to provide an opportunity for public comment on the Town of Minerva's Water Community Development needs and to discuss the submission of a Community Development Block Grant (CDBG) applications for the 2021 program year.

This resolution was duly seconded by _____. A roll call vote was taken with the following results:

AYES: ____	Dubay	NOES: ____	Dubay
____	McCall	____	McCall
____	LaBar	____	LaBar
____	Fish	____	Fish
____	McNally	____	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 bi-monthly board meeting held on _____ with the results of said resolution noted above.

Dated: _____

Signature _____

Diana Mason, Town Clerk

TOWN SEAL

CERTIFICATE OF DESIGNATION

This form must be filed with:
THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, 150 STATE STREET, ALBANY, NY 12207

No later than **FEBRUARY 8, 2021**

In order to establish eligibility and credentials to vote at the 2021 Business Session

TO: **THE OFFICERS AND MEMBERS OF**
The Association of Towns of the State of New York

To Ensure Correct Spelling On Badges, Please Print Or Type

I, Diana Mason Town Clerk of the Town of Minerva
in the County of Essex and State of New York DO HEREBY CERTIFY
that the town board of the aforesaid town has duly designated the following named person to
attend the Annual Business Session of the Association of Towns of the State of New York, to be
held during Presidents' Week, February 2021, virtually, and to cast the vote of the aforesaid town,
pursuant to §§ of Article III of the Constitution and Bylaws of said Association:

NAME OF VOTING DELEGATE Stephen McNally
TITLE Supervisor E-MAIL ADDRESS supervisor@townofminerva.ny.gov
ADDRESS 5 Morse Memorial Hwy, PO Box 937, Minerva, NY 12851

In the absence of the person so designated, the following named person has been designated to
cast the vote of said town:

NAME OF ALTERNATE David LeBar
TITLE Councilman E-MAIL ADDRESS _____
ADDRESS 5 Morse Memorial Hwy, PO Box 937, Minerva, NY 12851

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town
this _____ day of _____ 20 _____

Town Clerk

**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: 12/2020

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>39</u>
Adults (ages 18-64)	<u>81</u>
Elderly (age 65+)	<u>73</u>
Households	<u>99</u>

Submitted by: Kathleen DeGuilme

Date: 1/19/2021

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