



### **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 August 5th, 2021*

Roll Call

Pledge of Allegiance

Public Comment

Approval of July 15, 2021

Board meeting minutes

Correspondence

New Business

Resolution to Approve Expenditure for Bounce House

Resolution to Amend Resolution No. 214

Resolution to Authorize Payment to Jack Toney Wholesale, Inc.

Resolution to Appoint Lifeguard

Resolution to Appoint Planning Board member

Supervisor's Report

Highway Superintendent's Report

Department Reports

Public Comment

Councilman Comments

Adjournment

Town of Minerva  
Town Board Meeting  
July 15, 2021

The semi-monthly meeting of the Minerva Town Board held on Thursday, July 15, 2021 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-present

Scott Fish-Councilman-present

Pledge of Allegiance

Public Comment #1 None

#205 Motion by Dubay seconded by Fish to approve the minutes of the July 1, 2021 meeting. Carried 5-0

Correspondence was received from Minerva Vol. Fire Dept. & Rescue Squad Inc pertaining to maintenance and repairs on the ambulance.

#206 Motion by Dubay seconded by LaBar to approve vouchers # 2021-413 and ending with 2021-473 with fund amounts: General Fund=\$7,166.07; Highway Fund=\$143,590.50; Trust and Agency Fund=\$0.00; Parks District=\$3,597.16; Fire Protection fund: \$00; Park & Playground Capital Improvement Fund: \$0.00; Water District= \$310.13; LWRP Fund =\$0.00; ROOST Economic Development: \$0.00; Ice Rink Pavilion Capital: \$0.0; Minerva Lake Dam Repair Cap \$0; Prepaid: \$41,682.96 for Grand Total of \$196,346.82. Carried 5-0

#207 Motion by McCall seconded by Dubay to accept the Operation Statement dated 6/30/2021. Carried 5-0

#208 Motion McCall seconded by Dubay to accept the Cash report for June 2021. Carried 5-0

#209 Motion by LaBar seconded by Fish to approve RESOLUTION to appoint Cassandra Pratt Assistant Director at \$15.00 per hour to the Minerva Youth Program. Carried 5-0

#210 Motion by McCall seconded by Dubay to approve RESOLUTION to appoint Sara Dunbar as Counselor at \$14.50 per hour to the Minerva Youth Program. Carried 5-0

#211 Motion by McCall seconded by LaBar to approve RESOLUTION to appoint Isla Tait Lifeguard at \$16.00 per hour at Donnelly Beach 2021. Carried 5-0

#212 Motion by LaBar seconded by Fish to approve RESOLUTION to appoint Mark Nazigian as lifeguard for Donnelly Beach 2021 at \$16.00 per hour. Carried 5-0

#213 Motion by Dubay seconded by McCall to approve RESOLUTION to appoint Stephen McNally deputy animal control officer and deputy town constable. Carried 5-0

Town of Minerva  
Town Board Meeting  
July 15, 2021

- #214 Motion by McCall seconded by LaBar to approve RESOLUTION to authorize budget amendment from revenue gift and donations to building contractual expense for indoor/outdoor folding chairs and folding chair dolly in the amount of \$1,175.54 Carried 5-0
- #215 Motion by Dubay seconded by McCall to approve RESOLUTION to approve expenditure for Bounce House on Irish Day, September 11, 2021. Carried 5-0
- #216 Motion by Dubay seconded unanimously to approve RESOLUTION in recognition of Jeffrey Kellogg for judging the first annual Minerva Day photography contest. Carried 5-0
- Supervisor Report: dam along 28N broke causing flooding of nearby property.  
Highway Superintendent Report-excused
- #217 Motion by Dubay seconded by Fish to accept the Town Clerk report for June 2021, Carried 5-0
- #218 Motion by LaBar seconded by Dubay to accept the food pantry report dated 6/2021. Carried 5-0
- #219 Motion by McCall seconded by LaBar to accept the transfer station reports for May and June 2021. Carried 5-0
- #220 Motion by McCall seconded by Dubay to accept the MVFD&RS reports for April and May 2021. Carried 5-0

Public Comment #2-Theresa Haley thanked the Board for a wonderful Minerva Day.

Councilman comments:

Fish-none

LaBar-Solitude will be doing a survey of Minerva Lake.

Dubay-none

McCall-none

- #221 Motion by Dubay seconded McCall to adjourn at 7:12 PM. Carried-5-0

Diana Mason  
Town Clerk

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

TOWN OF MINERVA

August 5th, 2021  
Regular Board Meeting

**Resolution to Approve Expenditure for Bounce House on Saturday September 4, 2021**

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

Whereas the Town of Minerva will be having a fireworks display on Saturday, September 4, 2021 and will have events and activities; and

Whereas The Town of Minerva has previously had bounce houses for the children;

Now be it resolved that the Town Board of the Town of Minerva authorizes no more than \$350 from account number 6410.4 for the purpose of renting said Bounce House.

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

August 5th, 2021  
Regular Board Meeting

**Resolution to Amend Resolution No. 214 to Authorize Budget Amendment**

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

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole,

Whereas the Town of Minerva received a Community Fund for the Gore Mtn. Region 2021 grant for Enriching our community with culture and arts programs in the amount of \$1,000.00;

Whereas the Town of Minerva Town Board Approved Resolution No. 214 in the amount of \$1,175.54 but it should have been \$1,000.00, the amount of the above grant;

Be it resolved that: The Town Board of the Town of Minerva authorizes the following budget amendment to replace the budget amendment under Resolution No. 214:

Account From	Account to	Amount	Detail
Revenue Gift and Donations 2705.01		\$1,000.00	
	Building Contractual Expense 16204.01	\$1,000.00	Indoor/Outdoor folding chairs and Folding Chair Dolly

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  
 \_\_\_\_\_ 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

August 5, 2021

**Resolution to Authorize funds to Jack Toney Wholesale, Inc. for July Invoices Not Charged to Credit Card for food and produce for the Summer Meal Program**

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

WHEREAS, the Town of Minerva has a Summer Meal Program that is running from July 6 to August 13, 2021;

WHEREAS, Jack Toney Wholesale, Inc. has supplied food and produce from July 5 to July 27, 2021 in the amount of \$943.53;

THEREFORE, BE IT RESOLVED, The Town Board of the Town of Minerva authorizes the payment to Jack Toney Wholesale, Inc. for the July invoices in the amount of \$943.53.

Contractor	Account	Account Name	Amount to Pay	
Jack Toney Wholesale, Inc.	73104.01.004		\$943.53	

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

# A/P Invoice Voucher

**Town Of Minerva**  
**OFFICE OF SUPERVISOR**  
 PO Box 937  
 MINERVA, NY 12851 USA  
 (518) 351-3860 Fax: (518) 351-5126

Department \_\_\_\_\_

Voucher **2021-514**

**Ordered From**

JACK TONEY WHOLESALE INC  
 3872 MAIN STREET  
 WARRENSBURG, New York 12885

ATTN: Willie Parker

Abstract No. 8-2021

Invoice Date: 8/2/2021

Invoice #: 185994

PO #:

Fund - Appropriation	Amount
Batch 7117	
CK#	
<b>Total</b>	

Terms \_\_\_\_\_

Ref #	Description	Debit G/L #	Credit G/L #	Amount
7/6/21	Food for SMP	073104.01.004.00	000600.01.000.00	\$294.61
7/13/21	Food for SMP	073104.01.004.00	000600.01.000.00	\$332.40
7/20/21	Food for SMP	073104.01.004.00	000600.01.000.00	\$188.75
7/27/21	Food for SMP	073104.01.004.00	000600.01.000.00	\$127.77

I \_\_\_\_\_ certify that the above account in the amount of \$943.53 Invoice Total: \$943.53

is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt, are not included; and that the amount claimed is actually due.

Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Departmental Approval

Approval for Payment

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Date \_\_\_\_\_ Authorized Official \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Ph # (518) 623-3850  
Fax # (518) 623-2745

185994

Ph # (518) 668-9543

**JACK TONEY WHOLESALE, INC.**

Dry Goods - Produce - Meats - Dairy

3872 Main St.

Warrensburg, NY, 12885

TOWN of MINERVA  
Summer Program  
DATE 7-6 20 21

20 #	4/1 PATTIES	96.00
7 #	5.99 ea	
7 #	SUIC. Tur bot.	41.93
/	SUIC. HAM 5.99 ea	41.93
/	6x Mayo PC	28.95
/	6x BBQ PC	24.95
/	6x RANCH PC	24.95
/	6x Ital. PC	18.85
/	6x Dill Spic	16.95
Joanna funk		294.61

SERVICE CHARGE: 2% per month  
on all accounts over 30 days - 24% per annum.

Ph # (518) 623-3850  
Fax # (518) 623-2745

191653

Ph # (518) 668-9543

**JACK TONEY WHOLESALE, INC.**

Dry Goods - Produce - Meats - Dairy

3872 Main St.

Warrensburg, NY, 12885

TOWN of MINERVA  
DATE 7-13 20 21

10 #	HAT. HOT DOG	X	29.90
2	6x Chix Tender	X	69.90
(6)	HONEYDEW 1 cs.	X	32.95
(6)	celery	X	15.00
2	6 RANCH PC	X	49.90
2	6 Mayo PC	X	57.90
7 #	SUIC. Tur Ort.	0	41.93
/	6x doll spear	X	16.95
/	3 # SUIC. HAM	0	17.97
Joanna funk			332.40

SERVICE CHARGE: 2% per month  
on all accounts over 30 days - 24% per annum.



Ph # (518) 623-3850  
Fax # (518) 623-2745

193905

Ph # (518) 668-9543

**JACK TONEY WHOLESALE, INC.**

Dry Goods - Produce - Meats - Dairy

Warrensburg, NY, 12885

3872 Main St.

DATE 7-20 2021

Town of MENERVA

5-5#69	SALAD MIX	X	34.95
7	PT. GRAPE TOMATO	X	28.00
10 #	SUCC. BOUZYNA	0	49.90
8	cucumber	X	4.00
10 #	SUICED RINI	X	49.90
3	BAG RED GRAPES	X	22.00
9.88#	8# x 2.75#		188.75
Dropped off			

SERVICE CHARGE: 2% per month  
on all accounts over 30 days - 24% per annum.

(518) 623-3850  
Fax # (518) 623-2745

194086

Ph # (518) 668-9543

**JACK TONEY WHOLESALE, INC.**

Dry Goods - Produce - Meats - Dairy

Warrensburg, NY, 12885

3872 Main St.

DATE 7-27 2021

Town of MENERVA

1	6x Chx Tender	X	34.95
1	5 1.60 cal	X	7.45
	3.71		
1	8 cantaloupe	X	16.00
1	5 cucumber	X	2.30
1	6x Thin Dressing	X	18.95
8#	SUCC. HAR	0	47.92
Joanna Jank			
			127.77

SERVICE CHARGE: 2% per month  
on all accounts over 30 days - 24% per annum.

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

TOWN OF MINERVA

August 5, 2021  
Regular Board Meeting

**Resolution to Appoint Lifeguard for Donnelly Beach 2021**

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

Whereas the Town of Minerva operates Donnelly Beach on Minerva Lake; and

Whereas Donnelly Beach and the Town of Minerva requires qualified lifeguards to successfully operate;

Now be it resolved that the Town Board of the Town of Minerva authorizes the hiring of the following pending successful completion of first aid, CPR/AED life-saving and lifeguarding classes as required by the American Red Cross;

Now be it resolved that the Town Board of the Town of Minerva appoints Bonnie McNally Lifeguard for 2021 at \$16.00 per hour;

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

August 5, 2021  
Regular Board Meeting

**Resolution to Appoint Andi Paradis to Town of Minerva Planning Board**

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

Whereas the Town Board of the Town of Minerva recognizes the importance of a full Planning Board; and

Whereas Andi Paradis is willing to become a Planning Board member;

Be it resolved that the Town Board of the Town of Minerva appoints Andi to serve as a member of the Town of Minerva Planning Board.

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