



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 June 17th, 2021

Roll Call
Pledge of Allegiance
Public Comment

Approval of June 2nd and June 8th Board meeting minutes

Correspondence
Andre Turcotte, Astral Power, Community Solar

Financial Reports
Audit of Vouchers
Operating Statement
Cash reports

New Business
Resolution to Authorize Public Hearing on CDBG Public Infrastructure Grant
Resolution to Allocate Money for Irish Day Celebration September 11, 2021
Resolution To Appoint Keith Iverson as Primary Bus Driver For Minerva Youth Program
Resolution To Increase The Hours of Work for David Gonyo From 29 To 40 Hours Per Week
Resolution to Appoint Lifeguard for Donnelly Beach 2021 Bailey Williams
Resolution to Appoint Lifeguard for Donnelly Beach 2021 Alexandria Johnson
Resolution to Appoint Lifeguard for Donnelly Beach 2021 Cassandra Pratt

Supervisor's Report

Highway Superintendent's Report

Department Reports
Food Pantry May 2021
Town Clerk May 2021

Public Comment

Councilman Comments

Adjournment

Town of Minerva
Town Board Meeting
June 2, 2021

A Public Hearing was held on Thursday, June 2, 2021 at 6:30 PM for the Proposed Waterline Improvement.

Present:

Stephen McNally, Supervisor

Douglas McCall, Councilman

Keith Dubay, Councilman

David LaBar, Councilman

Scott Fish, Councilman

Public: Danae Tucker and Randy Mason.

Supervisor McNally explained the scope of the proposed water line improvements.

Questions: How many new hydrants will be installed; what roads are improvements be made to and how large will the main water lines be.

#171 Motion by Dubay seconded by LaBar to close public hearing at 6:53 PM.

Carried 5-0

The regular semi-monthly meeting of the Minerva Town Board was held on Thursday, June 2, 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 - none

#172 Motion by McCall seconded by Dubay to accept the minutes of the meeting of May 20, 2021 regular semi monthly meeting. Carried 5-0

Correspondence - none

#173 Motion by Dubay seconded by Fish to approve RESOLUTION to Authorize the Observance of Juneteenth as an Official Holiday for the Town of Minerva Employees. Roll Call Vote: YES~Dubay, McCall, LaBar, Fish, McNally.
NO~none Carried 5-0

#174 Motion by LaBar seconded by McCall to approve RESOLUTION to appoint Christian Naxigian lifeguard for Donnelly Beach 2021 to \$16.00 per hour.

Carried 5-0

#175 Motion by McCall seconded by LaBar to approve RESOLUTION to appoint staff to run the summer lunch program 2021. Mr. McNally noted that JoAnn Jenks is his sister. JoAnn Jenks will be cook at \$15.00 per hour and Grace Savarie will be

Town of Minerva
Town Board Meeting
June 2, 2021

cook at \$15.00 per hours.

Carried 5-0

Supervisor Report--updated the Board on the Marijuana Law in NYS.

Highway Superintendent--road sweeping in finished, patch holes in roadways, replenishing firewood for next season.

Public Comment #2-Danae Tucker requested the Youth Program begin on Tuesday, July 6 since the 4th falls on Sunday, Monday is the official holiday. Request granted.

Councilman comments:

Fish-none

LaBar-none

Dubay-none

McCall-the regatta was a success with 30+ attending.

McNally-none

#176 Motion by LaBar seconded by McCall to adjourn at 7:16 PM.

Carried 5-0

Diana Mason
Town Clerk

270

Town of Minerva
Town Board Meeting
June 8, 2021

A Special meeting of the Minerva Town Board was held on Tuesday, June 8, 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 - none

- #177 Motion by Dubay seconded by LaBar to approve RESOLUTION to Authorize the issuance of \$2,400,000 Bonds to pay the cost of the increase and improvement of the facilities of Water District No. 1, in the Town of Minerva, Essex County, New York. Roll Call Vote: YES~Dubay, McCall, LaBar, Fish, McNally.
NO~none Carried 5-0
- #178 Motion by Dubay seconded by Fish to approve RESOLUTION to appoint Dallas Olden as counselor on the Youth Program for 2021 at \$13.50 per hour.
Carried 5-0
- #179 Motion by Fish seconded by LaBar to approve RESOLUTION to increase the hours of work for David Gonyo from 29 to 40 hours per week. Carried 5-0
- #180 Motion by LaBar seconded by Dubay to go into executive session at 7:06 PM for the purpose of legal matter. Carried 5-0
- #181 Motion by Dubay seconded by LaBar to come out of executive session at 7:12 PM. Carried 5-0
- #181 Motion by LaBar seconded by Fish to adjourn at 7:12 PM. Carried 5-0

Diana Mason
Town Clerk

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$758,466.37	\$0.00	\$29.10	\$0.00	\$758,495.47
Highway	201.02	\$927,303.98	\$0.00	\$35.59	\$0.00	\$927,339.57
Parks	201.05	\$188,514.30	\$0.00	\$7.17	\$0.00	\$188,521.47
Fire Prot.	201.06	\$62,845.69	\$0.00	\$2.44	\$0.00	\$62,848.13
Water	201.08	\$81,461.93	\$0.00	\$3.10	\$0.00	\$81,465.03
Ice Rink	201.11	\$0.28	\$0.00	\$0.00	\$0.00	\$0.28
Capital YP	201.16	\$22,303.49	\$0.00	\$0.89	\$0.00	\$22,304.38
		\$0.00				
TOTAL		\$2,040,896.04	\$0.00	\$78.29	\$0.00	\$2,040,974.33

Totals

**TOWN OF MINERVA
SUPERVISOR'S CASH REPORT**

May 2021

6/15/2021

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$392,624.94	\$20,270.44	\$62,311.14	\$350,584.24	\$0.00
Highway	200.02	\$230,315.90	\$33,093.92	\$55,679.06	\$207,730.76	\$0.00
Parks	200.05	\$53,960.06	\$12,598.68	\$5,692.50	\$60,866.24	\$0.00
Fire Prot.	200.06	\$29.52			\$29.52	
Capital PP	200.07	\$4,492.61			\$4,492.61	\$0.00
Water	200.08	\$44,367.28	\$0.00	\$1,630.94	\$42,736.34	\$0.00
Ice Rink/Pavilion	200.11	\$209,958.41	\$505.54	\$19,756.09	\$190,707.86	\$0.00
ML Dam repair	200.13	\$162.84	\$0.00		\$162.84	\$0.00
Capital YP	200.16	\$2,148.11	\$0.00		\$2,148.11	\$0.00
Waterfront	200.17	\$9,433.00	\$0.00	\$1,740.00	\$7,693.00	\$0.00
Roost	200.18	\$11,120.45	\$0.00	\$6,712.84	\$4,407.61	\$0.00
TOTAL		\$958,613.12	\$66,468.58	\$153,522.57	\$871,559.13	
						-
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust/PR	200.99	\$10,581.82	\$ 53,746.25	\$ 51,496.53	\$12,831.54	
Pre Paid HRA	200.97	\$122,781.27	\$ 3.21	\$ 12,758.46	\$110,026.02	
TOTAL		\$133,363.09	\$ 53,749.46	\$ 64,254.99	\$122,857.56	

Resolution No. _____

TOWN OF MINERVA

June 17, 2021
Regular Board Meeting

Resolution to Authorize Public Hearing on CDBG Public Infrastructure Grant

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

WHEREAS, the Town of Minerva has proposed a project to replace municipal water main infrastructure;

BE IT RESOLVED, that the Town Board of the Town of Minerva will hold a Public Hearing on Thursday, July 1, 2021 at 7:00pm for the purpose of providing an opportunity for public comment on the Town of Minerva’s Public Infrastructure needs and to discuss the submission of a Community Development Block Grant (CDBG) application for the 2021 program year.

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

June 17, 2021

Regular Board Meeting

Resolution to Allocate Money for Irish Day Celebration September 11, 2021

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

Whereas the Town of Minerva is receiving money from ROOST for the specific purpose of tourism and marketing; and

Whereas Town is planning an Irish Day Celebration on September 11, 2021; and

Whereas the town of Minerva will be providing entertainment, hand washing stations, porta potties, power and other needs for the Celebration ;

Now be it resolved that the Town Board of the Town of Minerva authorizes the monies not to exceed \$3,000 for the Irish Day Celebration September 11, 2021 to be paid out of the ROOST Economic Development account 69890.18,

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

June 17, 2021
Regular Board Meeting

Resolution to Appoint Keith Iverson as Primary Bus Driver for Minerva Youth Program

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

Whereas the Town Board of the Town of Minerva supports the activities of the Minerva Youth Commission, and

Whereas the Minerva Youth Commission needs a bus driver to transport the children to and from a variety of events and activities;

Be it resolved that the Town Board of the Town of Minerva appoints Keith Iverson to the position of Primary Minerva Youth Commission bus driver at a rate of \$43.53 per trip for the 2021 season;

And be it further resolved that the wages paid to this staff member shall be paid from account #A7310.1 Youth Program Personal Services.

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

June 17, 2021

Regular Board Meeting

Resolution to Increase the hours of work for David Gonyo from 29 to 40 hours per week as Full-time Laborer

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

Whereas the Town of Minerva needs to maintain a full maintenance staff,

Now be it resolved that the regularly scheduled meeting of the Town Board of the Town of Minerva authorizes the change from part-time to full-time of the following, to be paid from 16201.01:

Name	Title	Wage	Status
David Gonyo	Laborer	\$15.24/ hour	Full-time

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

June 17, 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 Bailey Williams 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

June 17, 2021

Regular Board Meeting

Resolution to Appoint Lifeguard for Donnelly Beach 2021

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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 Alexandria Johnson 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

June 17, 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 Cassandra Pratt 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

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: 5/2021

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) 25

Adults (ages 18-64) 68

Elderly (age 65+) 60

Households 78

Submitted by: Kathleen DeGuilme

Date: 6/10/2021

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

This includes 16 families in Newcomb.

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK
TO THE SUPERVISOR:

DATE: May, 2021

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 during the month above stated, excepting only such fees and moneys in application and payment of which are otherwise provided for by law:

Conservation Licenses - DECALS	Commission	\$ <u>5.84</u>
Marriage Licenses No. _____ to _____	@ <u>17.50</u>	<u>17.50</u>
Marriage Certificates	@ _____	_____
Marriage Transcripts	@ _____	_____
Registrar Fees	@ _____	_____
Migratory Bird Stamps	@ _____	_____

A 1255	TOTAL TOWN CLERK FEES.....	\$ _____
A 1010 - 1090	REAL PROPERTY TAXES \$ _____ INTEREST and PENALTIES \$ _____	_____
A 2001	PARK and RECREATION CHARGES _____	_____
A 2110	ZONING FEES \$ _____ A 2115 PLANNING FEES \$ _____	_____
A 2530	GAMES OF CHANCE TOWN SHARE.....LICENSE \$ _____ FEE \$ _____ TOTAL _____	_____
A 2540	BINGO TOWN SHARELICENSE \$ _____ FEE \$ _____ TOTAL _____	_____
A 2544 <u>6</u>	DOG LICENSE - SPAYED AND NEUTERED @ <u>4</u>	<u>24.00</u>
_____	DOG LICENSE - UNSPAYED AND UNNEUTERED _____	_____
_____	PUREBRED LICENSE _____	_____

A 2545	OTHER LICENSES _____	_____
A 2555	BUILDING PERMITS _____	_____
A 2590	OTHER PERMITS _____	_____
A 2655	MINOR SALES _____	_____
<u>2770</u>	OTHER UNCLASSIFIED REVENUES <u>Water</u>	_____
	<u>1560.50</u>	<u>2957.50</u>
	<u>352.00</u>	_____
	<u>1045.00</u>	_____

TOTAL TOWN REVENUES TO SUPERVISOR..... \$ 3004*86

Amount paid to NEW YORK STATE COMPTROLLER for Games of Chance Licenses	_____
Amount paid to NEW YORK STATE COMPTROLLER for State Share of Bingo Licenses	_____
Amount paid to NEW YORK STATE D.E.C. for Conservation Licenses - DECALS	<u>100.16</u>
Amount paid to COUNTY TREASURER for Dog Licenses	_____
Amount paid to NEW YORK STATE HEALTH DEPARTMENT for Marriage Licenses	<u>22.50</u>
Amount paid to NEW YORK STATE AGRICULTURE & MARKETS for Unspayed / Unneutered Dogs	<u>6.00</u>
Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs	_____

*Received Payment of these amounts: TOTAL DISBURSED..... \$ 3133.50

_____ 20____ Supervisor

STATE OF NEW YORK, COUNTY OF Essex, TOWN OF Minerva

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

Nancy O'Brien
 NOTARY PUBLIC, STATE OF NEW YORK
 Qualified in Essex County
 Reg. No. 010B4968733
 Commission Expires 10-4-2022

Subscribed and Sworn to before me this 11 day of June 2021

Dianna Mason Town Clerk
Nancy O'Brien Notary Public