



### *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 November 4th, 2021*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of October 21st, 2021  
Board meeting minutes

Correspondence

New Business

Resolution to Authorize Submission of Drinking Water  
Infrastructure Improvement Act (WIIA) Grant  
Application  
Resolution to Authorize a Pre-Pay Payment to Brett  
Darrow

Supervisor's Report – 2021 Irish Day in Irishtown Expense Report  
Highway Superintendent's Report

Department Reports

MVFD&RS, Inc. September 2021 Report

Public Comment

Councilman Comments

Adjournment

Town of Minerva  
Town Board Meeting, 2021  
October 21, 2021

A Public Hearing for the 2021 Budget was held on Thursday, October 21, 2021 at 6:30 PM. Public in attendance none.

#279 Motion by LaBar seconded by Fish to close the Public Hearing at 7L00 PM

Carried 4-0

The semi-monthly meeting of the Minerva Town Board held on Thursday, October 21, 2021 was called to order at 7:00 PM. ~Upon Roll Call~

Stephen McNally- Supervisor-present

Douglas McCall-Councilman-excused

Keith Dubay-Councilman-present

David LaBar-Councilman-present

Scott Fish-Councilman-present

Pledge of Allegiance

Public Comment #1 David McNally has two concerns: one being the drain pipe that runs onto his property at the camp at Minerva Lake-he wants removed: the second was the entrance to his driveway/road off County Route 29 to be graded properly so the deep ditch is repaired. The town board discussed a solution to be installing grates.

#280 Motion by Dubay seconded by LaBar to approve the minutes of the October 7, 2021 meeting.

Carried 4-0

Guest Ed Mason spoke about programs and services offered by the Adirondack Community Action Programs, Inc.

Correspondence was read from: Bar Non Group of AA-\$100.00 contribution and thank you for use of the Community Center.

#281 Motion by Dubay seconded by LaBar to approve vouchers # 2021-636 and ending with 2021-712 with fund amounts: General Fund=\$18,215.49; Highway Fund=\$39,996.22; Trust and Agency Fund=\$0.00; Parks District=\$998.83; Fire Protection Fund:\$0.00; Park and Playground Capital Improvement Fund=\$0.00; Water District Fund: \$2,176.68; LWRP Fund=\$0.00; ROOST Economic Development: \$100.00; Ice Rink Pavilion Capital: \$0.00; Minerva Lake Dam Repair Cap: \$0.00. Prepaid=\$64,400.42. Grand Total=\$125,887.64

Carried 4-0

#282 Motion LaBar seconded by Fish to accept the Operating statement for the period ending 09-30-2021.

Carried 4-0

#283 Motion by LaBar seconded by Dubay to accept the Cash report for September 2021.

Carried 4-0

#284 Motion by Fish seconded by LaBar to approve RESOLUTION to adopt the 2022 Budget with grand total of \$2,855,817 with the amount to be raised by taxes

288

Town of Minerva  
Town Board Meeting, 2021  
October 21, 2021

- \$1,968,933. Roll Call Vote: YES~Dubay, LaBar, Fish, McNally. NO~none  
Absent: McCall. Carried 4-0
- #285 Motion by Dubay seconded by LaBar to approve RESOLUTION to approve funds for Minerva Service Organization to Sponsor Christmas Bazaar in the amount of \$200. Roll Call Vote: YES~Dubay, LaBar, Fish, McNally. NO~none  
Absent: McCall. Carried 4-0
- No Action on resolution to provide refund for Minerva Campground payment.
- #286 Motion by Dubay seconded by LaBar to approve RESOLUTION to approve 2021/2022 NYS DOT Snow & Ice Agreement. Roll Call Vote: YES~Dubay, LaBar, Fish, McNally. NO~none Absent: McCall Carried 4-0
- #287 Motion by Dubay seconded by LaBar to approve RESOLUTION to authorize payment for DJ for Minerva Youth Commission Halloween Party on October 30,2021 in the amount of \$300.00 to Dustin Griffen.. Roll Call Vote:  
YES~Dubay, LaBar, Fish, McNally. No~none Absent: McCall Carried 4-0
- No action taken on resolution to purchase Enhanced Business systems software Accounts Receivable module.
- #288 Motion by LaBar seconded by Fish to approve RESOLUTION to approve purchase of laptop computer for use by Town Clerk. Roll Call Vote:  
YES~Dubay, LaBar, Fish, McNally. NO~none. Absent: McCall Carried 4-0
- #289 Motion by Dubay, seconded by LaBar to approve RESOLUTION to authorize budet line transfer \$2,000 for town clerk laptop from contingency 19904.01 to Town Clerk Equipement 14102.01. Roll Call Vote: YES~Dubay, LaBar, Fish, McNally. NO~none. Absent: McCall Carried 4-0
- #290 Motion by LaBar seconded by Fish to approve RESOLUTION to authorize payment for Chet Palmer and approve as pre-pay \$150.00 from 16204.01.004 for electrical and plumbing work . Roll Call Vote~YES: Dubay, LaBar, Fish, McNally. NO~none. Absent: McCall Carried 4-0
- #291 Motion by Fish seconded by LaBar to approve RESOLUTION to authorize payment for Jay Pooler, Ultra Clean and approve as pre-pay in the amount not to exceed \$650.00 from 16204.01.004 to clean and treat the carpet in the meeting room of the Town Hall. Carried 4-0
- #292 Motion by LaBar seconded by Dubay to approve RESOLUTION to approve prize money in the amount of \$60.00 from 73104.01 for the 2021 scarecrow contest and display. Carried 4-0

Supervisor Report: none  
Highway Report: excused

Town of Minerva  
Town Board Meeting, 2021  
October 21, 2021

- #293 Motion by Dubay seconded by LaBar to accept the Town Clerk report for September, 2021. Carried 4-0
- #294 Motion by Dubay seconded by LaBar to accept the food pantry report dated 9/2021. Carried 4-0
- #295 Motion by LaBar seconded by Fish to accept the transfer station report for 9/2021. Carried 4-0

Public Comment #2-none

Colin Mangan was present to give a report on building permits issued since January 2021 along with his inspection report for the same time period.

- #296 Motion by Dubay seconded by LaBar to go into Executive Session to discuss contract negotiations at 7:40 PM. Carried 4-0
- #297 Motion by LaBar seconded by Fish to come out of Executive Session at 7:52 PM and return to regular session. Carried 4-0

Councilman comments:

Fish-none

LaBar-none

Dubay-none

- #298 Motion by Dubay seconded Fish to adjourn at 7:52 PM. Carried-4-0

Diana Mason, Town Clerk

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

TOWN OF MINERVA

November 4, 2021  
Regular Board Meeting

RESOLUTION AUTHORIZE SUBMISSION OF DRINKING WATER INFRASTRUCTURE IMPROVEMENT ACT (WIIA) GRANT APPLICATION

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

WHEREAS, grant funds and assistance are available through the NYS Clean Water Infrastructure Act through the NYS Environmental Facilities Corporation, including the Water Infrastructure Improvement ACT (WIIA) and the Drinking Water State Revolving Fund (DWSRF); and

WHEREAS, the Town of Minerva wishes to apply for said funds for the Minerva Water District Improvement Project; and

WHEREAS, the Town of Minerva submitted a Finance Application for the DWSRF Project #15827 in which it aligns with our WIIA Application;

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes Supervisor Stephen McNally to sign and submit the grant application form and any other documents required by the grant application.

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

November 4, 2021  
Regular Board Meeting

**Resolution to Authorize Payment for Electrical Work and replacement of lights to Brett Darrow, (AMP Electrical) for the Town of Minerva and Approve as a Pre-Pay**

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

Whereas the Town of Minerva has the need Electrical Work and replacement of lights for the Town of Minerva,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to Brett Darrow (AMP Electric) for electrical work and replacement of lights for the Town of Minerva,

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
Brett Darrow	51324.01	\$1,219.62

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

Contractors Invoice

AMP ELECT, 41 KEN MASON RD  
MINERVA NY 17851

WORK PERFORMED AT:

TO: TOWN OF MINERVA

TOWN GARAGE

DATE: NOV 4-21

YOUR WORK ORDER NO.

GLTR BID NO.

DESCRIPTION OF WORK PERFORMED

REMOVE AND REPLACE 5 EXTERIOR FLOOD LIGHTS, WITH FLAT  
PANEL LED FIXTURES, BUILT IN PROTECTOR

MET - \$659.62  
LAB - 4 HRS, 2 MEN, @ TOT - \$560.00  
TOT - \$1219.62

HANK HU  
~~SEU~~

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of TWELVE HUNDRED  
MINUS 62/100 Dollars (\$ 1219.62 ).

This is a  Partial  Full invoice due and payable by: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year  
in accordance with our  Agreement  Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

## Irish Day in Irishtown 2021 Expense Report, Town of Minerva 10/25/21

Date	Items	Description	Cost
7/12/2021	Hand washing station	one station	\$199.98
8/11/21	Bounce Around	Bounce House	\$350.00
7/26/21	Cloggers	Hill Country Cloggers	\$150.00
8/16/21	USPS	Bulk mailing	\$147.90
8/18/21	Music	Kristoffer Ross	\$300.00
8/18/21	Music	John Sleckman Band	\$450.00
9/1/21	Bagpiper	Gregory Erwin	\$200.00
9/7/21	Drummer	Thomas Harrington	\$200.00
9/1/21	Music	Dan Berggren	\$300.00
9/13/21	Portapotties	J.H. Schrade Enterprises	\$405.00
10/18/21	Teresa Haley	deposit on Irish banners	\$100.00
8/23/21	Amazon	Face paint	\$14.74
8/24/21	Amazon	Face paint	\$115.57
10/25/21	TOTAL		\$2,933.19



# Minerva Vol. Fire Dept. & Rescue Squad, Inc.

P.O. Box 924, Minerva NY 12851 - 518-251-3333 ~ Fax 518-251-3322

## Membership Meeting - 9/13/2021

Meeting called to order at 7:14 pm with 15 members present and 4 excused.

Secretary's Report - Motion to accept made by Ron 2<sup>nd</sup> by AJ. (none opposed, carried)

Treasurers Report - 2<sup>nd</sup> contract check received. Still waiting to hear from IRS. Motion to accept made by Tiffany 2<sup>nd</sup> by Jamie. (none opposed, carried)

Communications - \$50 donation

### Board of Directors:

- Discussions included parking lot, still waiting on quotes decided to use cold patch temporarily to fill bad spots. Waiting for a lift to finish bay lighting.
- Discussion on shelter for trailer
- Request for payments - Firematic \$115, Lowes \$71.44
- PO's - Garmet rack \$200  
Motion to approve made by Jamie C. 2<sup>nd</sup> by Greg. (none opposed, carried)

### Chiefs Report

- 3 calls - monthly manhours 227.40
- Next Equipment check 10/4. Drills this month, pumping and drafting, bailout.
- 5 members signed up for the BEFO class in Schroon Lake starting in October.
- New chain saw is on 494.
- Still working on vent saw
- Hose testing company has gone out of business

### Committees

- Membership - Anthony Musso Class 1 Firepolice.
- Building - No meeting due to illness. Discussion on carport for trailer. Motion made by Tiffany 2<sup>nd</sup> by Karol to spend up to \$5000 on a steel one. (none opposed, carried)

### New Business

- none

Motion to adjourn made by AJ 2<sup>nd</sup> by Greg 7:56

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### New Business

- none

Motion to adjourn made by AJ 2<sup>nd</sup> by Greg 7:56

MINERVA VOL FIRE DEPARTMENT AND RESCUE SQUAD INC

September 2021

Date	Line	Transaction	Vendor	Description	Debit	Credit	Balance
9/1				Open Month			38613.35
9/2	4	Debit Card	HP	Ink	26.99		38586.36
9/9	4	Debit Card	National Grid	Station 2	43.09		38543.27
9/9	4	Debit Card	National Grid	Station 1	160.25		38383.02
9/13	4	Debit Card	Verizon	Cell Phone	22.49		38360.53
9/14	7	Debit Card	Ebay	Lock Button	12.91		38347.62
9/16	4	Debit Card	Mountain Petroleum	Station 2	150.00		38197.62
9/16	4	Debit Card	Mountain Petroleum	Station 1	550.00		37647.62
9/21	4	Debit Card	SLIC	Internet/ Phone	231.74		37415.88
9/31	17	1570	Lynn Green	CPR	114.00		37301.88
9/31	5	1571	Tom Dunbar	Light Supplies	24.75		37277.13
9/31	5	1572	Clyde Dunbar	Mowing	150.00		37127.13
9/31	7	1573	Firematic	492 Service	115.00		37012.13
9/31	1	1574	Heiman	Frieght	146.50		36865.63
9/31	1	1575	Heiman	Gear Racks	2374.90		34490.73
9/31	17	1576	Lynn Green	CPR	228.00		34262.73
9/31	7	1577	VI Enterprises	Batteries	138.26		34124.47
9/31		Deposit	TOM	Contract Check 2		37100	71224.47

**Total Spending** 4488.88

**Ending Balance** 71224.47