

# TOWN OF MINERVA

Essex County, New York

## 2022 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

| <b>Resolution # 1</b>   | <b>Offered</b>          | <b>Seconded</b>         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
|---|-------------------------|-------------------------|------------|----------|---------|-------------|---------|-----------|-------|------------|--------|------------|--|------------|---------|------------|----------|---------|--------------|----------|------------|--------|------------|---------|-------------|------------|---------|-------------|-----------|----------|--------------|----------|------------|--------|-------------|---------|-------------|------------|---------|-------------|-----------|----------|--------------|----------|------------|--------|-------------|---------|---------------------|-------------|-----------|----------|------------|---------|-------------|
|   | <b>By:</b> <u>Dubay</u> | <b>By:</b> <u>Labar</u> |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| <p>The 2022 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<br/>(Regular meetings, 1<sup>st</sup> and 3<sup>rd</sup> Thursdays)</p> <p>January 6, 20<br/>February 3, 17<br/>March 3, 17<br/>April 7, 21<br/>May 5, 19<br/>June 2, 16<br/>July 7, 21<br/>August 4, 18<br/>September 1, 15<br/>October 6, 20<br/>November 3, 17<br/>December 1, 15</p> <p>Town Board, 2022 Budget<br/>(Budget meetings begin at 6:30 pm)<br/>To be scheduled at a later date</p> <p>Planning Board – Town Hall<br/>(Regular meetings, 1<sup>st</sup> Wednesday)</p> <table style="width: 100%; border: none;"> <tr> <td>January 5</td> <td>July 6</td> </tr> <tr> <td>February 2</td> <td>August 3</td> </tr> <tr> <td>March 2</td> <td>September 7</td> </tr> <tr> <td>April 6</td> <td>October 5</td> </tr> <tr> <td>May 4</td> <td>November 2</td> </tr> <tr> <td>June 1</td> <td>December 7</td> </tr> </table> | January 5               | July 6                  | February 2 | August 3 | March 2 | September 7 | April 6 | October 5 | May 4 | November 2 | June 1 | December 7 | <p>Zoning Board of Appeals – Town Hall<br/>(Regular meetings, 2<sup>nd</sup> Tuesday)</p> <table style="width: 100%; border: none;"> <tr> <td>January 11</td> <td>July 12</td> </tr> <tr> <td>February 8</td> <td>August 9</td> </tr> <tr> <td>March 8</td> <td>September 13</td> </tr> <tr> <td>April 12</td> <td>October 11</td> </tr> <tr> <td>May 10</td> <td>November 8</td> </tr> <tr> <td>June 14</td> <td>December 13</td> </tr> </table> <p>Youth Commission – Minerva Community Center<br/>(Regular meetings, 3<sup>rd</sup> Wednesday)</p> <table style="width: 100%; border: none;"> <tr> <td>January 19</td> <td>July 20</td> </tr> <tr> <td>February 16</td> <td>August 17</td> </tr> <tr> <td>March 16</td> <td>September 21</td> </tr> <tr> <td>April 20</td> <td>October 19</td> </tr> <tr> <td>May 18</td> <td>November 16</td> </tr> <tr> <td>June 15</td> <td>December 21</td> </tr> </table> <p>Parks and Recreation Committee – Town Hall<br/>(Regular meetings, 4<sup>th</sup> Wednesday)</p> <table style="width: 100%; border: none;"> <tr> <td>January 26</td> <td>July 27</td> </tr> <tr> <td>February 23</td> <td>August 24</td> </tr> <tr> <td>March 23</td> <td>September 28</td> </tr> <tr> <td>April 27</td> <td>October 26</td> </tr> <tr> <td>May 25</td> <td>November 23</td> </tr> <tr> <td>June 22</td> <td>December no meeting</td> </tr> </table> <p>Emergency Preparedness – Town Hall – 6:00pm<br/>(Regular Meetings, 3<sup>rd</sup> Tuesday, every other month)</p> <table style="width: 100%; border: none;"> <tr> <td>February 15</td> <td>August 16</td> </tr> <tr> <td>April 19</td> <td>October 18</td> </tr> <tr> <td>June 21</td> <td>December 20</td> </tr> </table> | January 11 | July 12 | February 8 | August 9 | March 8 | September 13 | April 12 | October 11 | May 10 | November 8 | June 14 | December 13 | January 19 | July 20 | February 16 | August 17 | March 16 | September 21 | April 20 | October 19 | May 18 | November 16 | June 15 | December 21 | January 26 | July 27 | February 23 | August 24 | March 23 | September 28 | April 27 | October 26 | May 25 | November 23 | June 22 | December no meeting | February 15 | August 16 | April 19 | October 18 | June 21 | December 20 |
| January 5   | July 6                  |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| February 2  | August 3                |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| March 2   | September 7             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| April 6   | October 5               |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| May 4   | November 2              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| June 1  | December 7              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| January 11  | July 12                 |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| February 8  | August 9                |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| March 8   | September 13            |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| April 12  | October 11              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| May 10  | November 8              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| June 14   | December 13             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| January 19  | July 20                 |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| February 16   | August 17               |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| March 16  | September 21            |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| April 20  | October 19              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| May 18  | November 16             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| June 15   | December 21             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| January 26  | July 27                 |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| February 23   | August 24               |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| March 23  | September 28            |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| April 27  | October 26              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| May 25  | November 23             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| June 22   | December no meeting     |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| February 15   | August 16               |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| April 19  | October 18              |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| June 21   | December 20             |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |
| <p><b>Adopted:</b> <u>5-0</u></p>   |                         |                         |            |          |         |             |         |           |       |            |        |            |  |            |         |            |          |         |              |          |            |        |            |         |             |            |         |             |           |          |              |          |            |        |             |         |             |            |         |             |           |          |              |          |            |        |             |         |                     |             |           |          |            |         |             |

# TOWN OF MINERVA

Essex County, New York

## 2022 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

|  |                                    |                                      |
|--|------------------------------------|--------------------------------------|
| <b>Resolution # 2</b>  | <b>Offered</b><br>By: <u>Dubay</u> | <b>Seconded</b><br>By: <u>McCall</u> |
| <p>The <b>Glens Falls Post Star</b> is designated as the Official newspaper of the Town of Minerva for calendar year 2022.</p> |                                    |                                      |
| <p><b>Adopted:</b> <u>5-0</u></p>  |                                    |                                      |

| <b>Resolution # 3</b>  | <b>Offered</b><br>By: <u>McCall</u>  | <b>Seconded</b><br>By: <u>Dubay</u> |
|--|--------------------------------------|-------------------------------------|
| <p>The Town Board appoints the following persons to the following positions at the following wages for the calendar year 2022:</p> |                                      |                                     |
| Official   | Title                                | 2022 Salary                         |
| Teresa Brannon Haley   | Acting Health Officer                | \$918.00                            |
| Robert Kohrman   | Animal Control Officer               | \$691.00                            |
| Stephen McNally  | Deputy Animal Control Officer        | \$0.00                              |
| Letitia Williams   | Chairman, Board of Assessors         | \$13,025.00                         |
| Colin Mangan   | Code Enforcement Officer             | \$9,639.00                          |
| Theresa Fish   | Registrar of Vital Statistics        | \$0.00                              |
| Audrey Ellen Fish  | Deputy Registrar of Vital Statistics | \$0.00                              |
| Theresa Fish   | Water Collections Clerk              | \$1,165.50                          |
| Kathleen DeGuilme  | Water Billing Clerk                  | \$1,165.50                          |
| Robert Kohrman   | Town Constable                       | \$2,073.00                          |
| Stephen McNally  | Deputy Town Constable                | \$0.00                              |
| Jon Fish   | Water Superintendent                 | \$ 12,808.89                        |
| Zachary Boucher  | Planning/Zoning Board Secretary      | \$15.31 per hour                    |
| Stephen McNally  | Budget Officer                       | \$5,150.00                          |
| <p><b>Adopted:</b> <u>5-0</u></p>  |                                      |                                     |

# TOWN OF MINERVA

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## 2022 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

|  |   |   |
|--|---|---|
| <b>Resolution # 4</b>  | <b>Offered</b><br><b>By:</b> <u>Dubay</u> | <b>Seconded</b><br><b>By:</b> <u>McCall</u> |
| <p>All Town officers shall be allowed mileage per federal rate and will increase or decrease according to said federal discretion.</p> |   |   |
| <b>Adopted:</b>  | 5-0                                       |   |

|   |  |  |
|---|--|--|
| <b>Resolution # 5</b>   | <b>Offered</b><br><b>By:</b> <u>McCall</u> | <b>Seconded</b><br><b>By:</b> <u>Dubay</u> |
| <p>The lower level of the Minerva Community Center shall be the official polling place for the voters of the Town of Minerva.</p> |  |  |
| <b>Adopted:</b>   | 5-0  |  |

# TOWN OF MINERVA

Essex County, New York

## 2022 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

| <b>Resolution # 6</b> | <b>Offered<br/>By:</b> | <b>Seconded<br/>By:</b> |
|-----------------------|------------------------|-------------------------|
|                       | LaBar                  | Fish                    |

By this resolution, The Town Board acknowledges the following appointments of these individuals to these positions and confirms these annual salaries for each position:

*Appointments by the Supervisor*

Clerk to the Supervisor, Stacie McNally (fulltime – 40 hours), (\$21.89 per hour)

Administrative Assistant, Diane Palmer (\$17.30 per hour)

Historian, Theresa Brannon Haley (\$1,730.00)

Deputy Supervisor, Keith Dubay (unpaid)

*Appointments by the Town Clerk*

Deputy Town Clerk, Audrey Ellen Fish (unpaid)

*Appointments by the Tax Collector*

Deputy Tax Collector, Audrey Ellen Fish (unpaid)

*Appointments by the Historian*

Deputy Historian, Clara Dimick (unpaid)

*Appointments by the Highway Superintendent*

Deputy Highway Superintendent, Austin Roy (\$2,535.00)

2<sup>nd</sup> Deputy Highway Superintendent, Larry Arnold (unpaid)

*Appointments by the Water Superintendent*

Deputy Water Superintendent, Tom Savarie (\$2,954.96)

*Appointments by the Town Justices*

Court Clerk, Teresa Brannon (\$4,616.00)

**Adopted:**

5-0

# TOWN OF MINERVA

Essex County, New York

## 2022 Organizational Resolutions

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Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

| <b>Resolution #</b>   | <b>Offered<br/>By:</b> | <b>Seconded<br/>By:</b> |
|---|------------------------|-------------------------|
| <b>Resolution # 7</b>   | Fish                   | Dubay                   |
| <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> |                        |                         |
| <b>Adopted:</b>   | 5-0                    |                         |

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## 2022 Organizational Resolutions

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|   |                                |                           |
|---|--------------------------------|---------------------------|
| <b>Resolution # 8</b>   | <b>Offered By:</b> LaBar       | <b>Seconded By:</b> Dubay |
| <p>The SUPERVISOR is authorized and directed to procure from the <b>Town's insurance carrier</b>, a blanket undertaking, in proper form covering the following Town Officers in the amounts specified for calendar year 2022:</p> |                                |                           |
|   |                                | <b><u>COVERAGE</u></b>    |
| <b><u>POSITION</u></b>  | <b><u>TOWN OFFICERS</u></b>    | <b><u>AMOUNT</u></b>      |
| Town Supervisor   | Stephen McNally                | \$ 1,000,000.00           |
| Clerk to the Supervisor   | Stacie McNally                 | \$ 1,000,000.00           |
| Deputy Supervisor   | Keith Dubay                    | \$ 1,000,000.00           |
| Town Justice  | Daniel Palmer                  | \$ 1,000,000.00           |
| Town Clerk/Tax Collector  | Theresa Fish                   | \$ 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><b>Adopted:</b> 5-0</p>  |                                |                           |

|  |                           |                           |
|--|---------------------------|---------------------------|
| <b>Resolution # 9</b>  | <b>Offered By:</b> McCall | <b>Seconded By:</b> Dubay |
| <p>The TOWN BOARD is authorized to contract with the SUPERINTENDENT OF HIGHWAYS, for the calendar year 2022, as follows:</p>   |                           |                           |
| <ul style="list-style-type: none"><li>I. Landfill Operations</li><li>II. Park and Playground Services</li><li>III. Town &amp; School Snow Removal</li><li>IV. Water Services</li></ul> |                           |                           |
| <p>The contract shall not exceed \$24,500 without the express permission of the Town Board.</p>  |                           |                           |
| <p><b>Adopted:</b> 5-0</p>   |                           |                           |