

TOWN OF MINERVA

Essex County, New York

2022 Organizational Resolutions

Organizational Board Meeting

Monday, 7:00 P.M.

January 3th, 2022

Resolution # 21	Offered By: <u>McCall</u>	Seconded By: <u>Dubay</u>	
<p>The Town Board appoints as voting delegate and alternate for 2022, the following for the following organizations:</p>			
Name	Title	Organization	Status
Stephen McNally	Supervisor	Association of Towns	Delegate
David LaBar	Councilman	Association of Towns	Alternate
Stephen McNally	Supervisor	Adirondack Association of Towns and Villages	Delegate
David LaBar	Councilman	Adirondack Association of Towns and Villages	Alternate
Stephen McNally	Supervisor	Adirondack Partnership	Delegate
David LaBar	Councilman	Adirondack Partnership	Alternate
<p>Adopted: <u>SO</u></p>			

Resolution # 22	Offered By: <u>LaBar</u>	Seconded By: <u>Fish</u>
<p>The Town Board appoints Stephen McNally, Affirmative Action Officer and hereby agrees to pay any incidental expenses related to the performance of this position.</p>		
<p>Adopted: <u>SO</u></p>		

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Resolution # 23	Offered By: <u>Dubay</u>	Seconded By: <u>McCall</u>
<p>Petty cash funds for TOWN SUPERVISOR are authorized at One Hundred Fifty Dollars (\$150.00).</p>		
<p>Adopted: <u>5-0</u></p>		

Resolution # 24	Offered By: <u>Dubay</u>	Seconded By: <u>LaBar</u>
<p>All Insurance, Utility bills, postal, freight charges and copier lease may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval.</p>		
<p>Adopted: <u>5-0</u></p>		

Resolution # 25	Offered By: <u>McCall</u>	Seconded By: <u>Fish</u>
<p>All charges to the Lowe's Credit Services, First Bankcard and Staples Credit, may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval provided the amount does not exceed \$3,000 and that purchases made are in compliance with the Town's adopted purchase policy and provided that such record of purchases are included as a prepaid item in the monthly abstract of audited vouchers, the purpose of which is to avoid monthly service charges due to card billing cycles.</p>		
<p>Adopted:</p>		

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Resolution # 26	Offered By: <u>Dubay</u>	Seconded By: <u>LaBar</u>
<p>All charges to the Town of Minerva from Johnsburg Emergency Squad, Inc. may be paid by the TOWN SUPERVISOR prior to the Town Board audit and approval provided the amount does not exceed the agreed upon monthly charge.</p>		
<p>Adopted: <u>5-0</u></p>		

Resolution # 27	Offered By: <u>McCall</u>	Seconded By: <u>Dubay</u>
<p>The TOWN CLERK is authorized and directed to open all competitive bids for public works and purchase contracts, record the same and report them to the Town Board.</p>		
<p>Adopted: <u>5-0</u></p>		

Resolution # 28	Offered By: <u>LaBar</u>	Seconded By: <u>Fish</u>
<p>For the purpose of fixed assets, a dollar value of more the \$500.00 per item requires listing in the fixed Assets of the Town General Ledger accounting system.</p>		
<p>Adopted: <u>5-0</u></p>		

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Resolution # 29	Offered By: <u>Dubay</u>	Seconded By: <u>McCall</u>
<p>The Town of Minerva adopts the Essex County Fair Housing Plan as their own with the appointment of Anna Reynolds, Essex County Community Development and Planning Director, as the Fair Housing Planning designee for the Town of Minerva.</p>		
Adopted:	<u>5-0</u>	

Resolution # 30	Offered By: <u>LaBar</u>	Seconded By: <u>Fish</u>
<p>The TOWN SUPERVISOR of the Town of Minerva has reviewed the current procurement policy and determined that the policy is in accordance with local government finance laws. Additionally, the Town Board and all appointed and elected officials that the procurement policy names have been given notice of this policy.</p>		
Adopted:	<u>5-0</u>	

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Resolution # 31	Offered By: <u>Dubay</u>	Seconded By: <u>McCall</u>
<p>The Town Board announces the 2022 appointment of the following staff in the Office of the Supervisor, Transfer Station, Parks Department and acknowledges these appointments by the Highway Superintendent to the Highway Department:</p>		
POSITION	APPOINTMENT	SALARY 2022
Maintenance Mechanic	Robert Kohrman	\$21.20 per hour
Laborer	David Gonyo	\$17.24 per hour
Laborer	Keith Iversen	\$17.24 per hour
Laborer	Vern Jenks	\$15.00 per hour
Transfer Station Attendant	Tim Green	\$13.20 per hour
Transfer Station Attendant	Brad McNally	\$13.20 per hour
Clerk to the Supervisor	Stacie McNally	\$21.89 per hour
Administrative Clerk	Diane Palmer	\$17.30 per hour
Heavy Equipment Operator	Larry Arnold	\$23.65 per hour
Motor Equipment Operator	James Lynn	\$18.50 per hour
Motor Equipment Operator	Steve Howe	\$23.65 per hour
Motor Equipment Operator	Tom Savarie	\$20.50 per hour
Motor Equipment Operator	Austin Roy	\$20.50 per hour
Auto Mechanic	Keith Tucker	\$24.34 per hour
Adopted:	<u>5-0</u>	

Resolution # 32	Offered By: <u>Dubay</u>	Seconded By: <u>LaBar</u>
<p>The TOWN BOARD delegates to the SUPERVISOR the powers and duties necessary to conduct the day to day administration of the town.</p>		
Adopted:	<u>5-0</u>	

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Resolution # 33	Offered By: <u>McCall</u> <u>Dubay</u> (H)	Seconded By: <u>Dubay</u> <u>McCall</u> (H)																														
<p>The Supervisor announces the appointment of the following Committees for 2022:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 25%;">Chair</th> <th style="width: 25%;">Member</th> </tr> </thead> <tbody> <tr> <td>Audit & Finance</td> <td>McCall</td> <td>LaBar</td> </tr> <tr> <td>Community Development</td> <td>LaBar</td> <td>Fish</td> </tr> <tr> <td>Emergency Services</td> <td>Dubay</td> <td>McNally</td> </tr> <tr> <td>Highway</td> <td>McNally</td> <td>Dubay</td> </tr> <tr> <td>Human Services</td> <td>Dubay</td> <td>McCall</td> </tr> <tr> <td>Parks, Playgrounds & Trails</td> <td>McCall</td> <td>McNally, LaBar</td> </tr> <tr> <td>Solid Waste & Recycling</td> <td>Dubay</td> <td>LaBar</td> </tr> <tr> <td>Utilities</td> <td>Labar</td> <td>Fish</td> </tr> <tr> <td>Water Safety</td> <td>McNally</td> <td>LaBar</td> </tr> </tbody> </table>			Name	Chair	Member	Audit & Finance	McCall	LaBar	Community Development	LaBar	Fish	Emergency Services	Dubay	McNally	Highway	McNally	Dubay	Human Services	Dubay	McCall	Parks, Playgrounds & Trails	McCall	McNally, LaBar	Solid Waste & Recycling	Dubay	LaBar	Utilities	Labar	Fish	Water Safety	McNally	LaBar
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<p>Adopted: 5-0</p>																																

Resolution # 34	Offered By: <u>Dubay</u>	Seconded By: <u>Fish</u>
<p>Fees will remain at the 2020 level for the Water District and Transfer Station.</p>		
<p>Adopted: 5-0</p>		

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Resolution # 35

**Offered
By:** McCall

**Seconded
By:** Fish

The following dates have been established for:

- Community Clean Up Day Saturday April 23, 2022
- Minerva Day Saturday July 2, 2022

Adopted: 5-0

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Resolution # 36	Offered By: <u>Dubay</u>	Seconded By: <u>LeBar</u>
<p>The TOWN BOARD appoints the following to serve as the Minerva Youth Commission for 2022:</p>		
Name	Representing	
Kyle McFarland	Minerva Central School	
Josh Scott	Minerva Central School	
Selina LeMay-Klippel	At-Large	
Danielle Vanderwarker	At-Large	
Keith Iversen	At-Large	
Jessica McNally	At-Large	
Jessica Coyle	At-Large	
Steve McNally	Town of Minerva	
Doug McCall	Town of Minerva	
Adopted:	<u>5-0</u>	

Resolution # 37	Offered By: <u>Fish</u>	Seconded By: <u>McCall</u>
<p>Whereas the Town of Minerva has a Bulk Mailing Permit, Permit No. 2, with the USPS; and; Whereas the Town of Minerva does several Bulk Mailings annually which must be paid at the time of such mailing by check. Now be it resolved that the Town Board of Minerva authorizes the payment to the USPS by check at the time of such Bulk Mailings as a Pre-Pay.</p>		
Adopted:	<u>5-0</u>	