

TOWN OF MINERVA

Essex County, New York

2023 Organizational Resolutions

Organizational Board Meeting

Tuesday, 7:00 P.M.

January 3rd, 2023

Resolution # 1

Offered by: MCCALL

Seconded by: FISH

The 2023 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.

A notice of the annual meeting schedule will be published in the Town's Official Newspaper

Town Board – Town Hall
 (Regular meetings, 1st and 3rd Thursdays)
 January 5, 19
 February 2, 16
 March 2, 16
 April 6, 20
 May 4, 18
 June 1, 15
 July 6, 20
 August 3, 17
 September 7, 21
 October 5, 19
 November 2, 16
 December 7, 21

Town Board, 2023 Budget
 (Budget meetings begin at 6:30 pm)
 To be scheduled at a later date

Planning Board – Town Hall
 (Regular meetings, 1st Wednesday)
 January 4 July 5
 February 1 August 2
 March 1 September 6
 April 5 October 4
 May 3 November 1
 June 7 December 6

Zoning Board of Appeals – Town Hall
 (Regular meetings, 2nd Tuesday)
 January 10 July 11
 February 14 August 8
 March 14 September 12
 April 11 October 10
 May 9 November 14
 June 13 December 11

Youth Commission – Minerva Community Center
 (Regular meetings, 3rd Wednesday)
 January 18 July 19
 February 15 August 16
 March 15 September 20
 April 19 October 18
 May 17 November 15
 June 21 December 20

Parks and Recreation Committee – Town Hall
 (Regular meetings, 4th Wednesday)
 January 25 July 26
 February 22 August 23
 March 22 September 27
 April 26 October 25
 May 24 November 22
 June 28 December no meeting

Emergency Preparedness – Town Hall – 6:00pm
 (Regular Meetings, 3rd Tuesday, every other month)
 February 21 August 15
 April 18 October 17
 June 20 December 19

Adopted: 4-0

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January 3rd, 2023

Resolution # 2

Offered by: LABAR

Seconded by: FISH

The **Glens Falls Post Star** is designated as the Official newspaper of the Town of Minerva for calendar year 2023.

Adopted: 4-0

Resolution # 3

Offered by: LABAR

Seconded by: FISH

The Town Board appoints the following persons to the following positions at the following wages for the calendar year 2023:

<u>Official</u>	<u>Title</u>	<u>2023 Salary</u>
Teresa Brannon Strohmeier	Acting Health Officer	\$955.00
Robert Kohrman	Animal Control Officer	\$718.00
Stephen McNally	Deputy Animal Control Officer	\$0.00
Letitia Williams	Chairman, Board of Assessors	\$13,546.00
Colin Mangan	Code Enforcement Officer	\$9,828.00
Theresa Fish	Registrar of Vital Statistics	\$0.00
	Deputy Registrar of Vital Statistics	\$0.00
Theresa Fish	Water Collections Clerk	\$1,212.00
Kathleen DeGuilme	Water Billing Clerk	\$1,212.00
Robert Kohrman	Town Constable	\$2,156.00
Stephen McNally	Deputy Town Constable	\$0.00
Jon Fish	Water Superintendent	\$ 13,321.00
Tom Savarie	Public Safety	\$1,207.00
Zachary Boucher	Planning/Zoning Board Secretary	\$15.92 per hour
Stephen McNally	Budget Officer	\$15,000.00

Adopted: 4-0

Resolution # 4

Offered by: LABAR

Seconded by: MCCALL

All Town officers shall be allowed mileage per federal rate and will increase or decrease according to said federal discretion.

Adopted: 4-0

Resolution # 5

Offered by: FISH

Seconded by: MCCALL

The lower level of the Minerva Community Center shall be the official polling place for the voters of the Town of Minerva.

Adopted: 4-0

Resolution # 6

Offered by: MCCALL

Seconded by: LABAR

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), (\$22.77 per hour)

Office Clerk, Theresa Fish (fulltime – 32 hours), (\$19.76 per hour)

Historian, Teresa Brannon Strohmeyer (\$1,799.00)

Deputy Supervisor, Keith Dubay (unpaid)

Appointments by the Town Clerk

Deputy Town Clerk, (unpaid)

Appointments by the Tax Collector

Deputy Tax Collector, (unpaid)

Appointments by the Historian

Deputy Historian, Clara Dimick (unpaid)

Appointments by the Highway Superintendent

Deputy Highway Superintendent, Austin Roy (\$2,636.00)

2nd Deputy Highway Superintendent, Larry Arnold (unpaid)

Appointments by the Water Superintendent

Deputy Water Superintendent, Tom Savarie (\$3,073.00)

Appointments by the Town Justices

Court Clerk, Teresa Brannon Strohmeyer (\$4,800.00)

Adopted: 4-0

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Resolution # 7

Offered by: LABAR

Seconded by: MCCALL

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.

Adopted: 4-0

Resolution # 8

Offered by: MCCALL

Seconded by: LABAR

The SUPERVISOR is authorized and directed to procure from the **Town's insurance carrier**, a blanket undertaking, in proper form covering the following Town Officers in the amounts specified for calendar year 2023:

<u>POSITION</u>	<u>TOWN OFFICERS</u>	<u>COVERAGE AMOUNT</u>
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

All employees covered at the \$25,000 level are covered for one claim per year.

Adopted: 4-0

Resolution # 9

Offered by: FISH

Seconded by: LABAR

The TOWN BOARD is authorized to contract with the SUPERINTENDENT OF HIGHWAYS, for the calendar year 2023, as follows:

- I. Landfill Operations
- II. Park and Playground Services
- III. Town & School Snow Removal
- IV. Water Services

The contract shall not exceed \$24,500 without the express permission of the Town Board.

Adopted: 4-0

Resolution # 10

Offered by: LABAR

Seconded by: MCCALL

The TOWN SUPERVISOR, Stephen McNally is appointed Director of Disaster Preparedness for the Town of Minerva, which is to be effected in cooperation with the Essex County Civil Defense Director. The Town Board appoints an emergency preparedness committee for revising, reporting and implementing the Comprehensive Emergency Plan. The Emergency Preparedness Committee for January 1, 2023 to December 31, 2023 will be:

Elizabeth LeMay, Chair	Sue Montgomery Corey, Secretary
Kathleen DeGuilme	Mike Corey
Keith Dubay	Jon Fish
Kathy Halloran	Stephen McNally
Lisa Salamon	Nancy W. Shaw
Tom Savarie	Teresa Brannon Strohymeyer
Minerva Volunteer Fire Department and Rescue Squad, Inc.	Johnsburg Emergency Squad, Inc.

The Town Supervisor and at least one other Town Board member shall represent the Town Board on the Emergency Preparedness Committee for 2023

Adopted: 4-0

Resolution # 11

**Offered by: MCCALL
Seconded by: LABAR**

GLENS FALLS NATIONAL BANK AND TRUST COMPANY, Chestertown office, COMMUNITY BANK, North Creek office, CHAMPLAIN NATIONAL BANK, Elizabethtown office, and NYCLASS are designated as official Town depositories for all monies coming into the hands of the Town or any Town Officer. The SUPERVISOR is directed to enter into collateral security agreements as necessary with each depository in order to adequately secure Town funds as required by law.

Adopted: 4-0

Resolution # 12

**Offered by: FISH
Seconded by: LABAR**

The TOWN SUPERVISOR is authorized and directed to invest Town monies in certificates of deposit in the Town depositories, as may be appropriate and to jointly invest with Minerva Central School by agreement.

Adopted: 4-0

Resolution # 13

**Offered by: LABAR
Seconded by: MCCALL**

The TOWN SUPERVISOR shall submit to the TOWN CLERK, within Sixty (60) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law. Upon receipt, the TOWN CLERK shall publish, in the official Town newspaper, a notice that a copy of such report is on file in the Town Clerk's Office and at Minerva Town Hall and is available for public inspection and copying.

Adopted: 4-0

Resolution # 14

**Offered by: MCCALL
Seconded by: FISH**

The DEPUTY SUPERVISOR is authorized to sign all checks of the Town during the absence or inability of the TOWN SUPERVISOR. The DEPUTY TOWN CLERK is authorized to sign checks on behalf of the TOWN CLERK.

Adopted: 4-0

Resolution # 15

Offered by: LABAR
Seconded by: MCCALL

The TOWN SUPERVISOR is authorized to enter into contracts on behalf of the Town Board, for calendar year 2023 as follows:

<u>SERVICE PROVIDER</u>	<u>CONTRACT AMOUNT</u>
Hudson Headwater Health Network <i>(North Creek Health Center)</i>	\$4,000.00
Countryside Veterinary Practice, P.C.	\$1,250.00
Sleeping Giants	\$1,000.00
Minerva Volunteer Fire Department and Rescue Squad, Inc.	\$122,924.00
Johnsburg Emergency Squad, Inc.	\$92,720.00

Whereas the Town of Minerva has contracted with the above listed Service Providers. Now be it resolved that the Town Board of the Town of Minerva authorize the payment for the above listed Contract amounts to the Service Providers as a Pre-Pay.

Adopted: 4-0

Resolution # 16

Offered by: MCCALL
Seconded by: FISH

The TOWN SUPERVISOR is authorized to enter into a contract with the Essex County Department of Public Works for calendar year 2023 on behalf of Town Highway subject to the approval of the Essex County Superintendent of Public Works.

Adopted: 4-0

Resolution # 17

Offered by: FISH
Seconded by: LABAR

Up to three (3) Town Officials are hereby authorized to attend the Annual Meeting and Training School of the Association of Towns to be held in New York City in February 2023. All actual and necessary expenses related thereto shall be reimbursed by the Town upon presentment and approval of an itemized voucher.

Adopted: 4-0

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Resolution # 18

Offered by: LABAR

Seconded by: MCCALL

The annual salaries for all ELECTED TOWN OFFICIALS for calendar year 2023 are hereby established as follows:

<u>OFFICIAL</u>	<u>2023 SALARY</u>
Assessor (Chairman)	\$13,546.00
Assessor (1)	\$5,249.00
Assessor (2)	\$5,249.00
Councilmen (4) each at:	\$4,412.00
Superintendent of Highways	\$59,567.00
Deputy Superintendent of Highways	\$2,636.00
Tax Collector	\$6,270.00
Town Clerk	\$10,864.00
Town Justice	\$10,904.00
Court Clerk	\$4,800.00
Town Supervisor	\$40,983.00

Adopted: 4-0

Resolution # 19

Offered by: MCCALL

Seconded by: FISH

The Town Board authorizes the Supervisor to pay for and agrees to maintain memberships in the following municipal associations:

<u>Organization</u>	<u>2023 Annual dues</u>
Association of Towns	\$1099
Adirondack Association of Towns and Villages	\$ 499
New York Planning Federation	\$ 270
Adirondack Park Local Government Review Board	\$ 300

Adopted: 4-0

Resolution # 20

Offered by: MCCALL

Seconded by: LABAR

The Town Board appoints as voting delegate and alternate for 2023, the following for the following organizations:

<u>Name</u>	<u>Title</u>	<u>Organization</u>	<u>Status</u>
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

Adopted: 4-0

Resolution # 21

Offered by: FISH

Seconded by: MCCALL

The Town Board appoints Stephen McNally, Affirmative Action Officer and hereby agrees to pay any incidental expenses related to the performance of this position.

Adopted: 4-0

Resolution # 22

Offered by: LABAR

Seconded by: MCCALL

Petty cash funds for TOWN SUPERVISOR are authorized at One Hundred Fifty Dollars (\$150.00).

Adopted: 4-0

Resolution # 23

Offered by: FISH

Seconded by: LABAR

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.

Adopted: 4-0

Resolution # 24

Offered by: MCCALL

Seconded by: LABAR

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 \$3,500 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.

Adopted: 4-0

Resolution # 25

Offered by: LABAR

Seconded by: FISH

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.

Adopted: 4-0

Resolution # 26

Offered by: MCCALL

Seconded by: LABAR

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.

Adopted: 4-0

Resolution # 27

Offered by: LABAR

Seconded by: FISH

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.

Adopted: 4-0

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Resolution # 28

Offered by: FISH

Seconded by: LABAR

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.

Adopted: 4-0

Resolution # 29

Offered by: MCCALL

Seconded by: LABAR

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.

Adopted: 4-0

Resolution # 30

Offered by: LABAR

Seconded by: MCCALL

The Town Board announces the 2023 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:

<u>Position</u>	<u>Appointment</u>	<u>2023 Salary</u>
Maintenance Mechanic	Robert Kohrman	\$22.05 per hour
Laborer	David Gonyo	\$17.93 per hour
Laborer	Vern Jenks	\$17.68 per hour
Transfer Station Attendant	Tim Green	\$14.20 per hour
Transfer Station Attendant	Brad McNally	\$14.20 per hour
Clerk to the Supervisor	Stacie McNally	\$22.77 per hour
Office Clerk	Theresa Fish	\$19.76 per hour
Heavy Equipment Operator	Larry Arnold	\$24.60 per hour
Motor Equipment Operator	James Lynn	\$21.30 per hour
Motor Equipment Operator	Steve Howe	\$24.60 per hour
Motor Equipment Operator	Tom Savarie	\$21.30 per hour
Motor Equipment Operator	Austin Roy	\$21.30 per hour
Auto Mechanic	Keith Tucker	\$25.31 per hour

Adopted: 4-0

Resolution # 31

Offered by: FISH

Seconded by: LABAR

The TOWN BOARD delegates to the SUPERVISOR the powers and duties necessary to conduct the day to day administration of the town.

Adopted: 4-0

Resolution # 35

Offered by: LABAR

Seconded by: FISH

The TOWN BOARD appoints the following to serve as the Minerva Youth Commission for 2023:

Name	Representing
Superintendent	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: 4-0

Resolution # 36

Offered by: LABAR

Seconded by: FISH

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.

Adopted: 4-0

Resolution # 37

Offered by: LABAR

Seconded by: MCCALL

The TOWN SUPERVISOR is authorized to enter into Adirondack Community Action Program Agreement for the 2023 rental/maintenance of the meal site in the upper level of the Community Center.

Adopted: 4-0