

Town of Minerva
Organizational & Regular Town Board Meeting
January 2, 2024

The 2024 Organizational Meeting of the Minerva Town Board, held on Tuesday, January 2, 2023, was called to order at 7:00pm.

In attendance:

Teresa Brannon Strohmeier, Joy Healy, Edward Healy

Pledge of Allegiance

Oath of Office administered to newly elected officials by Town Clerk, Theresa Fish, who signed and sealed the saying and signing of Oaths to; Town Councilman David LaBar and Town Councilman Scott Fish.

Opened 2024 Organizational Meeting ~Upon Roll Call~

Stephen McNally-Supervisor-present

Douglas McCall-Councilman present

Keith Dubay-Councilman-present

David LaBar-Councilman-present

Scott Fish-Councilman-present

#1-37 RESOLUTIONS Attached; All Adopted.

Carried 5-0

The regular monthly Town Board Meeting of the Minerva Town Board was opened immediately following the Organization Meeting at 7:21 pm.

Public Comment #1: T Strohmeier – Noted the wrong date on the Org. Resolutions. Correction made.

#38 Motion by LABAR and seconded by FISH to Approve the minutes for the December 21, 2023 Town Board Meeting.

Carried 5-0

Correspondence:

-Association of Towns certificate regarding delegate/alternate assigned in organization resolutions.

-2024 Annual schedule and registration information on the Meeting and Training School in NYC.

New Business

Supervisor Report

- Discussed ordering signs for the entrance to beach road and on the pavilion, getting quotes and designs from Paul Masten/Garnet Signs.
- Low participation on the Minerva youth Comm. ski program.

#39 MOTION by DUBAY and seconded by LABAR to approve RESOLUTION to purchase one (1) sign for the entrance of Beach Road to Minerva Lake/Donnelly Beach area not to exceed \$4,000.00 to be paid from ROOST.

Carried 5-0

Highway Superintendent Report – NA

Public Comment #2: J. Healy – asked if low participation was due to lack of money in families?

Councilman Comments:

DUBAY- working on Transfer Station rate, propose a raise of approx. 20% on C&D, with new rules to be enforced, working with Colin, will have numbers and details coming.

#40 MOTION to Adjourn at 7:45 by DUBAY seconded by LABAR.

Carried 5-0

Town Clerk

Theresa Fish

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

<p><u>Resolution # 1</u></p> <p>Offered by: DUBAY Seconded by: LABAR</p> <p>The 2024 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</p>		
<p>Town Board - Town Hall (Regular meetings, 1st and 3rd Thursdays, *adjusted date)</p> <p>January 2*, 18 February 1, 15 March 7, 21 April 4, 18 May 2, 16 June 6, 20 July 3*, 18 August 1, 15 September 5, 19 October 3, 17 November 7, 21 December 5, 19</p> <hr/> <p>Town Board, 2024 Budget (Budget meetings begin at 6:30 pm) to be scheduled at a later date</p>	<p>Zoning Board of Appeals - Town Hall (Regular meetings, 2nd Tuesday)</p> <p>January 9 February 13 March 12 April 9 May 14 June 11 July 9 August 13 September 10 October 8 November 12 December 10</p>	<p>Parks & Recreation Committee - Town Hall (Regular meetings, 4th Wednesday)</p> <p>January 24 February 28 March 27 April 24 May 22 June 26 July 24 August 28 September 25 October 23 November 27 December no meeting</p>
<p>Planning Board - Town Hall (Regular meetings, 1st Wednesday)</p> <p>January 3 February 7 March 6 April 3 May 1 June 5 July 3 August 7 September 4 October 2 November 6 December 4</p>	<p>Youth Commission - Town Hall (Regular meetings, 3rd Wednesday, Tuesdays June- August)</p> <p>January 17 February 21 March 20 April 17 May 15 June 18 July 16 August 20 September 18 October 16 November 20 December 18</p>	<p>Emergency Preparedness- Town Hall at 6:00pm (Regular Meetings, 3rd Tuesday of every other month)</p> <p>February 20 April 16 June 18 August 20 October 15 December 17</p>
<p>Adopted: 5-0</p>		

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

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 2024.

Adopted: 5-0

Resolution # 3

Offered by: DUBAY

Seconded by: MCCALL

The Town Board appoints the following persons to the following positions at the following wages for the calendar year 2024:

<u>OFFICIAL</u>	<u>TITLE</u>	<u>2024 SALARY</u>
Teresa Brannon Strohmeier	Acting Health Officer	\$1,003.00
Robert Kohrman	Animal Control Officer	\$754.00
Stephen McNally	Deputy Animal Control Officer	\$0.00
Letitia Williams	Chairman, Board of Assessors	\$16,723.00
Colin Mangan	Code Enforcement Officer	\$10,319.00
Theresa Fish	Registrar of Vital Statistics	\$0.00
	Deputy Registrar of Vital Statistics	\$0.00
Theresa Fish	Water Collections Clerk	\$1,273.00
Catherine Persons	Water Billing Clerk	\$1,273.00
Robert Kohrman	Town Constable	\$2,264.00
Stephen McNally	Deputy Town Constable	\$0.00
Jon Fish	Water Superintendent	\$13,987.00
Colin Mangan	Public Safety	\$1,267.00
Zachary Boucher	Planning/Zoning Board Secretary	\$16.72 per hour
Stephen McNally	Budget Officer	\$15,750.00

Adopted: 5-0

Resolution # 4

Offered by: MCCALL

Seconded by: DUBAY

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

Adopted: 5-0

Resolution # 5

Offered by: DUBAY
Seconded by: LABAR

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

Adopted: 5-0

Resolution # 6

Offered by: LABAR
Seconded by: 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), (\$24.77 per hour)
- Office Clerk, Theresa Fish (fulltime – 32 hours), (\$21.76 per hour)
- Assessor, Chairman, Letitia Williams (\$16,723.00)
- Assessor Clerk, Philip Johnson (\$5,511.00)
- Historian, Teresa Brannon Strohmeyer (\$1,889.00)
- 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, Larry Arnold (\$2,768.00)
- 2nd Deputy Highway Superintendent, (unpaid)

Appointments by the Water Superintendent

- Deputy Water Superintendent, Tom Savarie (\$3,227.00)

Appointments by the Town Justices

- Court Clerk, Teresa Brannon Strohmeyer (\$5,040.00)

Adopted: 5-0

Resolution # 7

Offered by: DUBAY
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: 5-0

Resolution # 8

Offered by: MCCALL
Seconded by: FISH

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 2024:

<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: 5-0

Resolution # 9

Offered by: LABAR
Seconded by: DUBAY

The TOWN BOARD is authorized to contract with the SUPERINTENDENT OF HIGHWAYS, for the calendar year 2024, as follows:

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

The contract shall not exceed \$28,000 without the express permission of the Town Board.

Adopted: 5-0

Resolution # 10

Offered by: MCCALL
Seconded by: DUBAY

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, 2024 to December 31, 2024 will be:

Elizabeth LeMay, Chair	Elizabeth LeMay, Secretary
Jon Hausman	Mike Corey
Keith Dubay	Jon Fish
Kathy Halloran	Stephen McNally
Lisa Salamon	Nancy W. Shaw
Tom Savarie	Teresa Brannon Strohmeier
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 2024.

Adopted: 5-0

Resolution # 11

Offered by: LABAR
Seconded by: FISH

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: 5-0

TOWN OF MINERVA

Essex County, New York

2024 Organizational Resolutions

Organizational Board Meeting

Tuesday, 7:00 P.M.

January 2nd, 2024

Resolution # 12

Offered by: DUBAY

Seconded by: MCCALL

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: 5-0

Resolution # 13

Offered by: DUBAY

Seconded by: LABAR

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: 5-0

Resolution # 14

Offered by: MCCALL

Seconded by: LABAR

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: 5-0

TOWN OF MINERVA

Essex County, New York

2024 Organizational Resolutions

Organizational Board Meeting

Tuesday, 7:00 P.M.

January 2nd, 2024

Resolution # 15

Offered by: MCCALL
Seconded by: DUBAY

The TOWN SUPERVISOR is authorized to enter into contracts on behalf of the Town Board, for calendar year 2024 as follows:

<u>Service Provider</u>	<u>Contract Amount</u>
Hudson Headwater Health Network (<i>North Creek Health Center</i>)	\$4,000.00
Barks Recreation Veterinary	\$1,250.00
Sleeping Giants	\$1,000.00
Minerva Volunteer Fire Department and Rescue Squad, Inc.	\$124,570.00
Johnsburg Emergency Squad, Inc.	\$96,337.00

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: 5-0

Resolution # 16

Offered by: DUBAY
Seconded by: FISH

The TOWN SUPERVISOR is authorized to enter into a contract with the Essex County Department of Public Works for calendar year 2024 on behalf of Town Highway subject to the approval of the Essex County Superintendent of Public Works.

Adopted: 5-0

Resolution # 17

Offered by: LABAR
Seconded by: DUBAY

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 2024. All actual and necessary expenses related thereto shall be reimbursed by the Town upon presentment and approval of an itemized voucher.

Adopted: 5-0

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

Resolution # 18

Offered by: MCCALL

Seconded by: DUBAY

The annual salaries for all ELECTED TOWN OFFICIALS for calendar year 2024 are hereby established as follows:

<u>OFFICIAL</u>	<u>2024 SALARY</u>
Councilmen (4) each at:	\$4,632.00
Superintendent of Highways	\$62,545.00
Tax Collector	\$6,584.00
Town Clerk	\$11,407.00
Town Justice	\$11,449.00
Town Supervisor	\$43,032.00

Adopted: 5-0

Resolution # 19

Offered by: FISH

Seconded by: LABAR

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

<u>Organization</u>	<u>2024 Annual dues</u>
Association of Towns	\$1100
Adirondack Association of Towns and Villages	\$ 499
New York Planning Federation	\$ 270
Adirondack Park Local Government Review Board	\$ 300

Adopted: 5-0

TOWN OF MINERVA

Essex County, New York

2024 Organizational Resolutions

Organizational Board Meeting

Tuesday, 7:00 P.M.

January 2nd, 2024

Resolution # 20

Offered by: DUBAY

Seconded by: MCCALL

The Town Board appoints as voting delegate and alternate for 2024, 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: 5-0

Resolution # 21

Offered by: MCCALL

Seconded by: LABAR

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: 5-0

Resolution # 22

Offered by: MCCALL

Seconded by: DUBAY

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

Adopted: 5-0

Resolution # 23

Offered by: DUBAY

Seconded by: FISH

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: 5-0

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

Resolution # 24

Offered by: LABAR
Seconded by: DUBAY

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: 5-0

Resolution # 25

Offered by: MCCALL
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: 5-0

Resolution # 26

Offered by: DUBAY
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: 5-0

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: 5-0

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

Resolution # 28

Offered by: MCCALL
Seconded by: DUBAY

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: 5-0

Resolution # 29

Offered by: DUBAY
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: 5-0

Resolution # 30

Offered by: LABAR
Seconded by: FISH

The Town Board announces the 2024 appointment of the following staff in the Office of the Supervisor, Transfer Station, Parks Department, and acknowledges these appoints by the Highway Superintendent to the Highway Department.

<u>Position</u>	<u>Appointment</u>	<u>2024 Salary</u>
Maintenance Mechanic	Robert Kohrman	\$24.05 per hour
Part-time Laborer (29 hrs)	David Gonyo	\$18.83 per hour
Part-time Laborer (29 hrs)	Vern Jenks	\$18.56 per hour
Transfer Station Attendant	Tim Green	\$15.00 per hour
Transfer Station Attendant	Brad McNally	\$15.00 per hour
Clerk to the Supervisor	Stacie McNally	\$24.77 per hour
Office Clerk	Theresa Fish	\$21.76 per hour
Heavy Equipment Operator	Larry Arnold	\$26.60 per hour
Motor Equipment Operator	James Lynn	\$23.30 per hour
Motor Equipment Operator	Steve Howe	\$26.60 per hour
Motor Equipment Operator	Tom Savarie	\$25.00 per hour
Motor Equipment Operator	Austin Roy	\$23.30 per hour
Auto Mechanic	Keith Tucker	\$27.31 per hour

Adopted: 5-0

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

Resolution # 31

Offered by: FISH

Seconded by: DUBAY

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

Adopted: 5-0

Resolution # 32

Offered by: MCCALL

Seconded by: FISH

The Supervisor announces the appointment of the following Committees for 2024:

<u>Name</u>	<u>Chair</u>	<u>Member</u>
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

Adopted: 5-0

Resolution # 33

Offered by: DUBAY

Seconded by: LABAR

Fees will remain at the 2020 level for the Water District and Transfer Station.

Adopted: 5-0

Resolution # 34

Offered by: FISH

Seconded by: DUBAY

The following dates have been established for:

Community Clean Up Day	Saturday April 27, 2024
Minerva Day	Saturday July 6, 2024

Adopted: 5-0

TOWN OF MINERVA

Essex County, New York

Organizational Board Meeting

Tuesday, 7:00 P.M.

2024 Organizational Resolutions

January 2nd, 2024

Resolution # 35

Offered by: LABAR

Seconded by: DUBAY

The TOWN BOARD appoints the following to serve as the Minerva Youth Commission for 2024:

Name	Representing
Nellie Halloran	Minerva Central School
Nicole Griffen	Minerva Central School
Selina LeMay-Klippel	At-Large
Jessica West	At-Large
Katherine Smith	At-Large
	At-Large
Steve McNally	Town of Minerva
Doug McCall	Town of Minerva

Adopted: 5-0

Resolution # 36

Offered by: MCCALL

Seconded by: LABAR

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: 5-0

Resolution # 37

Offered by: DUBAY

Seconded by: FISH

The TOWN SUPERVISOR is authorized to enter into Adirondack Community Action Program Agreement for the 2024 rental/maintenance of the meal site in the upper level of the Community Center.

Adopted: 5-0