

Town of Minerva
Organizational & Regular Town Board Meeting
January 2, 2025

The 2025 Organizational Meeting of the Minerva Town Board, held on Thursday, January 2, 2025, was called to order at 7:00pm.

In attendance:

Darlene Duffy, Teresa Brannon Strohmeier

Pledge of Allegiance

Opened 2024 Organizational Meeting ~Upon Roll Call~

Stephen McNally-Supervisor-present

Douglas McCall-Councilman present

Keith Dubay-Councilman-present

David LaBar-Councilman-absent

Scott Fish-Councilman-present

Jon Fish-Highway Superintendent-absent

#1-37 RESOLUTIONS; Attached, all adopted.

Carried 4-0

The regular monthly Town Board Meeting of the Minerva Town Board was opened immediately following the Organization Meeting at 7:15 pm.

Public Comment #1: none

#38 Motion by FISH and seconded by DUBAY to approve the minutes for the December 19, 2024 Town Board Meeting.

Carried 4-0

Correspondence:

- 2025 Annual schedule and registration information on the Meeting and Training School in NYC.

New Business

- Association of Towns Certificate of Designation completed as approved in Organizational Resolutions.

Supervisor Report

- Double-sided LED sign ordered for the Town Hall.
- Rink should be opening back up, with colder weather coming in.

Highway Superintendent Report – NA

Public Comment #2: None

Councilman Comments:

FISH- Updated on plans for heating system at the parks building.

DUBAY – Requested contact cards from Highway/Water department for the fire department.

#39 MOTION to Adjourn at 7:22pm by DUBAY seconded by FISH.

Carried 4-0

Town Clerk

Theresa Fish

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<p>Resolution # 1 Offered by: DUBAY Seconded by: FISH The 2025 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 Town Board, Planning Board and Zoning Board meeting schedule will be published in the Town’s Official Newspaper.</p>		
<p>Town Board - Town Hall (Regular meetings, 1st and 3rd Thursdays)</p> <p>January 2, 16 February 6, 20 March 6, 20 April 3, 17 May 1, 15 June 5, 19 July 3, 17 August 7, 21 September 4, 18 October 2, 16 November 6, 20 December 4, 18</p> <hr/> <p>Town Board, 2025 Budget (Budget meetings begin at 6:30 pm) to be scheduled at a later date</p>	<p>Planning Board - Town Hall (Regular meetings, 1st Wednesday, *adjusted date)</p> <p>January 8* February 5 March 5 April 2 May 7 June 4 July 2 August 6 September 3 October 1 November 5 December 3</p>	<p>Zoning Board of Appeals - Town Hall (Regular meetings, 2nd Tuesday)</p> <p>January 14 February 11 March 11 April 8 May 13 June 10 July 8 August 12 September 9 October 14 November 11 December 9</p>
<p>Parks & Recreation Committee - Town Hall (Regular meetings, 4th Wednesday)</p> <p>January 22 February 26 March 26 April 23 May 28 June 25 July 23 August 27 September 24 October 22 November 26 December no meeting</p>	<p>Youth Commission - Town Hall (Regular meetings, 3rd Wednesday, *adjusted time to 6pm June-August)</p> <p>January 15 February 19 March 19 April 16 May 21 June 18* July 16* August 20* September 17 October 15 November 19 December 17</p>	<p>Emergency Preparedness- Town Hall at 6:00 PM (Regular Meetings, 3rd Tuesday of every other month)</p> <p>February 18 April 15 June 17 August 19 October 21 December 16</p>
<p>Adopted: 4-0</p>		

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Resolution # 2

Offered by: FISH

Seconded by: MCCALL

The **Glens Falls Post Star** is designated as the Official newspaper of the Town of Minerva for calendar year 2025.

Adopted: 4-0

Resolution # 3

Offered by: MCCALL

Seconded by: FISH

The Town Board appoints the following persons to the following positions at the following wages for the calendar year 2025:

<u>OFFICIAL</u>	<u>TITLE</u>	<u>2025 SALARY</u>
Teresa Brannon Strohmeyer	Acting Health Officer	\$1,053.00
Robert Kohrman	Animal Control Officer	\$3,169.00
Stephen McNally	Deputy Animal Control Officer	\$0.00
Letitia Williams	Chairman, Board of Assessors	\$17,559.00
Phillip Johnson	Assessors Clerk	\$5,787.00
Colin Mangan	Code Enforcement Officer	\$10,835.00
Theresa Fish	Registrar of Vital Statistics	\$0.00
Audrey Fish	Deputy Registrar of Vital Statistics	\$0.00
Theresa Fish	Water Collections Clerk	\$1,337.00
Catherine Persons	Water Billing Clerk	\$1,337.00
Jon Fish	Water Superintendent	\$13,074.00
Colin Mangan	Public Safety	\$1,330.00
Zachary Boucher	Planning/Zoning Board Secretary	\$17.56 per hour
Stephen McNally	Budget Officer	\$16,538.00

Adopted: 4-0

Resolution # 4

Offered by: DUBAY

Seconded by: FISH

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: MCCALL

Seconded by: DUBAY

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

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Resolution # 6

Offered by: MCCALL

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), (\$25.97 per hour)

Office Clerk, Theresa Fish (fulltime – 32 hours), (\$22.96 per hour)

Assessor, Chairman, Letitia Williams (\$17,559.00)

Assessor Clerk, Philip Johnson (\$5,787.00)

Historian, Teresa Brannon Strohmeyer (\$1,983.00)

Deputy Supervisor, Keith Dubay (unpaid)

Appointments by the Town Clerk

Deputy Town Clerk, Audrey Fish (unpaid)

Appointments by the Tax Collector

Deputy Tax Collector, Audrey Fish (unpaid)

Appointments by the Historian

Deputy Historian, Clara Dimick (unpaid)

Appointments by the Highway Superintendent

Deputy Highway Superintendent, Larry Arnold (\$2,906.00)

2nd Deputy Highway Superintendent, (unpaid)

Appointments by the Water Superintendent

Deputy Water Superintendent, Tom Savarie (\$5,000.00)

Appointments by the Town Justices

Court Clerk, Teresa Brannon Strohmeyer (\$5,292.00)

Adopted: 4-0

Resolution # 7

Offered by: FISH

Seconded by: DUBAY

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

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Resolution # 8

Offered by: MCCALL

Seconded by: DUBAY

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 2025:

<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: DUBAY

Seconded by: FISH

The TOWN BOARD is authorized to contract with the SUPERINTENDENT OF HIGHWAYS, for the calendar year 2025, 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: 4-0

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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, 2025 to December 31, 2025 will be:

TBD, Chair	Michael Corey
TBD, Co-Chair	Edward Doran
TBD, Secretary	Katherine Halloran
Stephen McNally, Town Supervisor	Jon Hausman
Jon Fish, Highway Superintendent	Teresa Brannon Strohmeier
Keith Dubay, Town Board Member	Minerva Vol. Fire Dep.& Rescue Squad, Inc.
Colin Mangan, Town Safety Officer	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 2025.

Adopted: 4-0

Resolution # 11

Offered by: DUBAY

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: 4-0

Resolution # 12

Offered by: MCCALL

Seconded by: FISH

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

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Resolution # 13

Offered by: FISH

Seconded by: DUBAY

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: DUBAY

Seconded by: FISH

The TOWN SUPERVISOR is authorized to enter into contracts on behalf of the Town Board, for calendar year 2025 as follows:

<u>Service Provider</u>	<u>Contract Amount</u>
Barks Recreation Veterinary	\$2,500.00
Sleeping Giants	\$1,000.00
Minerva Volunteer Fire Department and Rescue Squad, Inc.	\$126,680.00
Johnsburg Emergency Squad, Inc.	\$106,337.00

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: 4-0

Resolution # 16

Offered by: MCCALL

Seconded by: DUBAY

The TOWN SUPERVISOR is authorized to enter into a contract with the Essex County Department of Public Works for calendar year 2025 on behalf of Town Highway subject to the approval of the Essex County Superintendent of Public Works.

Adopted: 4-0

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Resolution # 17

Offered by: DUBAY

Seconded by: MCCALL

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 2025. All actual and necessary expenses related thereto shall be reimbursed by the Town upon presentment and approval of an itemized voucher.

Adopted: 4-0

Resolution # 18

Offered by: MCCALL

Seconded by: DUBAY

The annual salaries for all ELECTED TOWN OFFICIALS for calendar year 2025 are hereby established as follows:

<u>OFFICIAL</u>	<u>2025 SALARY</u>
Councilmen (4) each at:	\$4,864.00
Superintendent of Highways	\$65,672.00
Tax Collector	\$6,913.00
Town Clerk	\$11,977.00
Town Justice	\$12,021.00
Town Supervisor	\$45,184.00

Adopted: 4-0

Resolution # 19

Offered by: DUBAY

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>2025 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
New York Rural Water Association, Inc.	\$ 295
NYS Association of Town Superintendents of Highways, Inc.	\$ 250

Adopted: 4-0

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Resolution # 20

Offered by: MCCALL

Seconded by: DUBAY

The Town Board appoints as voting delegate and alternate for 2025, 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: DUBAY

Seconded by: FISH

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: MCCALL

Seconded by: DUBAY

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

Adopted: 4-0

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: 4-0

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Resolution # 24

Offered by: MCCALL

Seconded by: DUBAY

All charges to **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 pre-paid 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: FISH

Seconded by: DUBAY

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: DUBAY

Seconded by: MCCALL

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: MCCALL

Seconded by: DUBAY

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

Resolution # 28

Offered by: FISH

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: 4-0

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Resolution # 29

Offered by: DUBAY

Seconded by: FISH

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: MCCALL

Seconded by: DUBAY

The Town Board announces the 2025 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>2025 Salary</u>
Maintenance Mechanic	Robert Kohrman	\$25.25 per hour
Full-time Laborer	Vernon Jenks	\$19.76 per hour
Part-time Laborer (29 hrs.)	David Gonyo	\$19.76 per hour
Transfer Station Attendant	Tim Green	\$15.50 per hour
Transfer Station Attendant	Brad McNally	\$15.50 per hour
Clerk to the Supervisor	Stacie McNally	\$25.97 per hour
Office Clerk	Theresa Fish	\$22.96 per hour
Heavy Equipment Operator	Larry Arnold	\$27.80 per hour
Motor Equipment Operator	James Lynn	\$24.50 per hour
Motor Equipment Operator	Steve Howe	\$27.80 per hour
Motor Equipment Operator	Tom Savarie	\$26.20 per hour
Motor Equipment Operator	Open	\$24.50 per hour
Auto Mechanic	Keith Tucker	\$28.51 per hour

Adopted: 4-0

Resolution # 31

Offered by: DUBAY

Seconded by: FISH

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

**Town of Minerva
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Resolution # 32

Offered by: MCCALL

Seconded by: DUBAY

The Supervisor announces the appointment of the following Committees for 2025:

<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: 4-0

Resolution # 33

Offered by: FISH

Seconded by: DUBAY

Fees will remain at the 2020 level for the Water District and 2023 level for the Transfer Station.

Adopted: 4-0

Resolution # 34

Offered by: DUBAY

Seconded by: FISH

The following dates have been established for:

Community Clean Up Day	Saturday April 26, 2025
Minerva Day	Saturday July 5, 2025

Adopted: 4-0

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Resolution # 35

Offered by: MCCALL

Seconded by: DUBAY

The TOWN BOARD appoints the following to serve as the Minerva Youth Commission for 2025:

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
Steve McNally	Town of Minerva
Doug McCall	Town of Minerva

Adopted: 4-0

Resolution # 36

Offered by: DUBAY

Seconded by: MCCALL

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. Now be it resolved that the Town Board of Minerva authorizes the payment to the USPS by check or card at the time of such Bulk Mailings as a Pre-Pay.

Adopted: 4-0

Resolution # 37

Offered by: MCCALL

Seconded by: DUBAY

The TOWN SUPERVISOR is authorized to enter into Adirondack Community Action Program Agreement for the 2025 rental/maintenance of the meal site in the upper level of the Community Center.

Adopted: 4-0

X

Theresa Fish
Town Clerk

Dated: JANUARY 2, 2025

TOWN SEAL