



### **Town of Minerva**

*Stephen McNally, Supervisor  
Douglas McCall, Councilman  
Keith Dubay, Councilman  
David LaBar, Councilman  
Scott Fish, Councilman  
Jon Fish, Highway Superintendent  
Diana Mason, Town Clerk*

PO Box 937,  
5 Morse Memorial Highway  
Minerva, NY 12851  
518-251-2869 (phone)  
518-251-5136 (fax)

<http://www.townofminerva.com>

Public service is a privilege. Thank you for allowing us to serve you.

Thank you for attending tonight's town board meeting. We will hold two public comment periods. The first, at the beginning of the meeting, will be limited to 10 minutes. The second, at the end of the meeting, will be as long as it needs to be.

Public comment, like public service, is a privilege. Thank you in advance for sharing your questions and concerns and for respecting your neighbors who are here as a member of the public or as a member of the board.

The Town of Minerva reserves the right to enter into executive sessions to consider issues allowable under the New York State Open Meetings Law. We will do our best to schedule those at the end of the meeting for the convenience of those attending. There may be times when it will be prudent for us to enter executive session earlier in the evening. We apologize in advance for any inconvenience that this may cause to those attending our meetings.

Corresponding meeting material is located in the blue binder and on our web page. We would be happy to make copies upon request during normal business hours.

# *Town of Minerva Board Meeting Agenda April 16<sup>th</sup>, 2020*

This meeting is being recorded for later transcription.

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of March 19<sup>th</sup> Board meeting minutes

Correspondence

Financial Reports  
Audit of Vouchers  
Operating Statement

New Business  
Resolution to Create Fund and Budget Line Transfer for  
Waterfront Project  
Resolution to Authorize Pre-Pay to CLA Site for  
Waterfront Project  
Resolution to Authorize Budget Line Transfers

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Town Clerk – March  
Food Pantry - March

Public Comment  
Councilmen Comments  
Adjournment

**Town of Minerva  
Town Board Meeting  
March 19, 2020**

The Semi-monthly meeting of the Minerva Town Board held on Thursday, March 19, 2020 was called to order at 7:00 PM ~Upon Roll Call~

Stephen McNally- Supervisor-present  
Douglas McCall-Councilman-present  
Keith Dubay-Councilman-present  
David LaBar-Councilman-present  
Scott Fish-Councilman-excused  
Pledge of Allegiance  
Public Comment #1 None

- #90 Motion by McCall seconded by Dubay to accept the minutes of the March 5, 2020 semi monthly meeting. Carried 4-0

Correspondence was read from: Joy Healy, Minerva Historical Society, thank you for donation toward printing of Minerva history book. Letter of interest from Katherine Smith to operate The Stand at Minerva Lake for 2020 season.

- #91 Motion by LaBar seconded by McCall to approve the Abstract of Voucher #153-202 with General Fund \$58,873.80; Highway Fund \$27,264.48; Parks District \$2,630.81; Fire Protection fund: \$00; Park & Playground Capital Improvement Fund: \$0; Water District \$146.02; Justice Court Cap Imp Fund: \$0; CC Capital Imp Fund \$0; Ice Rink Pavilion Capital: \$0; Minerva Lake Dam Repair Cap \$0; Prepaid: \$5,528.68 for Grand Total of \$94,443.79. Carried 4-0
- #92 Motion by McCall seconded by Dubay to accept the Operating Statements dated 2/29/2020. Carried 4-0
- #93 Motion by Dubay seconded by LaBar to approve Cash Reports for February 2020. Carried 4-0
- #94 Motion by Dubay seconded by LaBar to approve RESOLUTION to sign a contract with madaddie for website design & development at a cost not to exceed 6550. Carried 4-0
- #95 Motion by McCall seconded by Dubay to approve RESOLUTION to pre-pay madaddie \$3225 with funds from contingency in publicity. Carried 4-0

Supervisor report: Emergency Preparedness committee is meeting weekly while the pandemic restrictions are in force.

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Town of Minerva  
Town Board Meeting  
March 19, 2020

Highway Superintendent: excused

#96 Motion by Dubai seconded by LaBar to accept the Town Clerk report dated February 2020. Carried 4-0

#Public Comment #2-none

Councilman Comments:

Fish-none

LaBar-contract with Aqualogic is signed with a 2% increase from 2019; the permits are complete with the APA and DEC for herbicide use in Minerva Lake.

Dubay-none

McCall-none

#97 Motion by Dubai seconded by McCall to adjourn at 7:22 PM. Carried 4-0

Diana Mason  
Town Clerk

**Town of Minerva  
Essex County, New York**

Abstract of Audited Vouchers 4-2020 – on April 16, Year 2020

I hereby certify that the vouchers listed on this abstract for this period consisting of these attached pages were audited and allowed in the amounts shown.

Authorization is hereby given and direction is made to pay each of these claimants the amount opposite his name.

This abstract consists of the voucher claims starting with number 2020-203 and ending with 2020-262. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$26,000.06</b>	<b>27,454.87</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$18,886.24</b>	<b>\$9,716.80</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>\$732.92</b>
<b>Parks District:</b>	<b>05</b>	<b>\$508.29</b>	<b>\$1,508.76</b>
<b>Fire Protection Fund:</b>	<b>06</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Park &amp; Playground Capital Improvement Fund:</b>	<b>07</b>	<b>\$686.06</b>	<b>\$0.00</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$57.75</b>	<b>\$325.28</b>
<b>Justice Court Cap Imp Fund:</b>	<b>14</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CC Capital Imp Fund:</b>	<b>10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ice Rink Pavilion Capital</b>	<b>11</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Minerva Lake Dam Repair Cap:</b>	<b>13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total:</b>		<b>\$46,138.40</b>	<b>\$39,738.63</b>
<b>GRAND TOTAL</b>		<b>\$85,877.03</b>	

**AUTHORIZED OFFICIALS**

<i>TITLE:</i>	<i>SIGNATURE:</i>
Town Clerk – Diana Mason	
Town Council – David LaBar	
Town Council – Douglas McCall	
Town Council – Keith Dubay	
Town Council – Scott Fish	
Town Supervisor – Stephen R. McNally	
Date:	

**Resolution to Authorize Creation of Fund and Budget Line Transfer**

The following resolution was offered by \_\_\_\_\_ who moved for its adoption:

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual Budget whole; and

Whereas the Town of Minerva is conducting a Waterfront Project (see attached); and

Now be it resolved that the Town Board of the Town of Minerva authorizes the creation of a new Fund designated “.17 Waterfront”,

And be it further resolved that the Town Board of the Town of Minerva authorizes the following budget line transfer:

Account From	Account to	Amount	Detail
Transfer to Capital Project Fund 99509.01		\$18,750	
	Waterfront Revitalization EQ and Capital Outlay 71972.17	\$18,750	Transfer Town share of grant cost

This resolution was duly seconded by \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: _____Dubay	NOES: _____Dubay
_____McCall	_____McCall
_____LaBar	_____LaBar
_____Fish	_____Fish
_____McNally	_____McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_  
 Diana Mason, Town Clerk

TOWN SEAL

**NYS Dept. of State  
Grant Project Initiation Meeting  
Town of Minerva – Local Waterfront Revitalization Program**

**AGENDA**

**Date: May 1, 2019**

**Meeting Attendees:**

**Project Timeline**

**Date awarded: 12/18/2018**

**Contract start date: 3/28/2019**

**Contract end date: October 2020**

**Grant Award and Cost Share**

**NYS DOS Share           \$56,250**

**Local Share               \$18,750**

**Total                       \$75,000**

1. Review the project history and background (Local representatives)
2. Review grant project: costs, time line, DOS requirements, and roles and responsibilities: (DOS with assistance from local coordinator)
  - Local Project Coordinator(s)
  - DOS Project Manager
  - Municipal representative for RFP, advertising, responding to inquiries
  - Consulting or Municipal Engineer or Planner (if applicable)
  - Municipal Counsel – submit to NYSDOS procurement paperwork, SEQR documents
3. Distribute NYSDOS Work Program Task list to project partners, review project tasks: (DOS)
  - Composition of the project advisory committee
  - RFP and consultant selection procedures
  - Permits needed (if applicable)
  - SEQRA compliance requirements and timeline for: advisory committee meetings, RFP advertisement, consultant selection, public meeting, bid process, and construction (if applicable)

Attached: Work Program

Resolution No. \_\_\_\_\_ TOWN OF MINERVA April 16, 2020  
Regular Board Meeting

**Resolution to Authorize Payment for CLA Site as a Pre-Pay**

The following resolution was offered by \_\_\_\_\_ who moved for its adoption:

Whereas the Town of Minerva is conducting a Waterfront Project; and

Whereas CLA Site will be the Landscape Engineer for the project,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to CLA Site for the Waterfront project (see attached),

And be it further resolved that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment.

Contractor	Account	Account Name	Amount to Pay
CLA Site	71972.17	Waterfront Revitalization EQ and Capital Outlay	\$10609.25

This resolution was duly seconded by \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_Dubay  
          \_\_\_\_\_McCall  
          \_\_\_\_\_LaBar  
          \_\_\_\_\_Fish  
          \_\_\_\_\_McNally

NOES: \_\_\_\_\_Dubay  
          \_\_\_\_\_McCall  
          \_\_\_\_\_LaBar  
          \_\_\_\_\_Fish  
          \_\_\_\_\_McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_  
Diana Mason, Town Clerk

TOWN SEAL



**FEES SUMMARY**

**DATE** 4/1/2020

CLA SITE Landscape Architecture, Engineering & Planning, P.C.

Attention: **Stephen McNally**  
 Town of Minerva  
 PO Box 217  
 Elizabethtown, NY 12932

PROJECT NAME: Town of Minerva LWRP  
 CLA SITE PROJECT NO.: 357-20-957

**INVOICE NO. 3532**

For the time period: 2/1/2020 to 4/1/2020

This Invoice: **\$ 10,609.25**

Contract Summary	Total Billed Previously	This Invoice	Total Billed to Date	Contract Amount	Balance Remaining	% Complete as of this Invoice
Task 1: Second Project Meeting	\$ -	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ -	100%
Task 2: Preparation of Community Outreach	\$ -	\$ 1,162.50	\$ 1,162.50	\$ 1,635.00	\$ 472.50	71%
Task 3: Waterfront Revitalization Area	\$ -	\$ 1,455.00	\$ 1,455.00	\$ 1,455.00	\$ -	100%
Task 4: Inventory and Analysis	\$ -	\$ 1,620.00	\$ 1,620.00	\$ 4,560.00	\$ 2,940.00	36%
Task 7: Proposed Land and Water Uses	\$ -	\$ 4,931.75	\$ 4,931.75	\$ 14,440.00	\$ 9,508.25	34%

Authorized Signature

Principal Title



Resolution No. \_\_\_\_\_

TOWN OF MINERVA

April 16, 2020

Regular Board Meeting

**Resolution to Authorize Budget Line Transfers**

The following resolution was offered by \_\_\_\_\_ who moved its adoption:

Whereas the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole,

Be it resolved that: The Town Board of the Town of Minerva authorizes the following budget line transfers:

Account From	Account to	Amount	Detail
Street Lights 51824.01		\$480	
	Traffic Control CE 33104.01	\$480	Maintain expense on correct line
Contingency 19904.01		\$25	
	Disability Insurance 90558.01	\$25	
Contingency 19904.01		\$505	
	Town Board CE 10104.01	\$505	Association of Towns trip

This resolution was duly seconded by \_\_\_\_\_. A roll call vote was taken with the following results:

AYES: \_\_\_\_\_ Dubai  
 \_\_\_\_\_ McCall  
 \_\_\_\_\_ Labar  
 \_\_\_\_\_ Fish  
 \_\_\_\_\_ McNally

NOES: \_\_\_\_\_ Dubai  
 \_\_\_\_\_ McCall  
 \_\_\_\_\_ Labar  
 \_\_\_\_\_ Fish  
 \_\_\_\_\_ McNally

As the duly elected Town Clerk of the municipality known as the Town of Minerva, I do hereby certify the following resolution was offered and duly seconded at the regular bimonthly board meeting held on \_\_\_\_\_ with the results of said resolution noted above.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Diana Mason, Town Clerk

TOWN SEAL

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:

DATE: March, 20 20

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office, during the month above stated, excepting only such fees and moneys in application and payment of which are otherwise provided for by law:

	Commission	\$
Conservation Licenses - DECALS		
Marriage Licenses No. _____ to _____	Ⓢ	_____
Marriage Certificates	Ⓢ	_____
Marriage Transcripts	Ⓢ	_____
Registrar Fees	Ⓢ	_____
Migratory Bird Stamps	Ⓢ	_____

A 1255	TOTAL TOWN CLERK FEES		\$	_____
A 1010 - 1090	REAL PROPERTY TAXES \$	INTEREST and PENALTIES \$		_____
A 2001	PARK and RECREATION CHARGES			_____
A 2110	ZONING FEES \$	A 2115 PLANNING FEES \$		_____
A 2530	GAMES OF CHANCE TOWN SHARE.....LICENSE \$	FEE \$	TOTAL	_____
A 2540	BINGO TOWN SHARE.....LICENSE \$	FEE \$	TOTAL	_____
A 2544	DOG LICENSE - SPAYED AND NEUTERED			_____
	DOG LICENSE - UNSPAYED AND UNNEUTERED			_____
	PUREBRED LICENSE			_____
A 2545	OTHER LICENSES			_____
A 2555	BUILDING PERMITS			_____
A 2590	OTHER PERMITS			_____
A 2655	MINOR SALES			_____
A 2770	OTHER UNCLASSIFIED REVENUES			_____
	<u>Water</u> 6701.67			_____
	4539.00	4998.00		_____
	4135.00			27,183.23
	6809.56			_____

TOTAL TOWN REVENUES TO SUPERVISOR..... CR# 1173 \$ 27,183.23

- Amount paid to NEW YORK STATE COMPTROLLER for Games of Chance Licenses
- Amount paid to NEW YORK STATE COMPTROLLER for State Share of Bingo Licenses
- Amount paid to NEW YORK STATE D.E.C. for Conservation Licenses - DECALS
- Amount paid to COUNTY TREASURER for Dog Licenses
- Amount paid to NEW YORK STATE HEALTH DEPARTMENT for Marriage Licenses
- Amount paid to NEW YORK STATE AGRICULTURE & MARKETS for Unspayed / Unneutered Dogs
- Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs

\*Received Payment of these amounts: TOTAL DISBURSED..... \$ 27,183.23  
\_\_\_\_\_ 20 \_\_\_\_\_ Supervisor

STATE OF NEW YORK, COUNTY OF ESSEX, TOWN OF MINERVA  
Diana Mason

of the Town of Minerva, being duly sworn, says that I am the Clerk that the foregoing is a full and true statement of all Fees and Moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

**Nancy O'Brien**  
NOTARY PUBLIC, STATE OF NEW YORK  
Qualified in Essex County  
Reg. No. 01OB4968733  
Commission Expires 10-4-2022

Diana Mason Town Clerk  
Nancy O'Brien Notary Public

Subscribed and Sworn to before me this  
8 day of April 2020

PREPARE IN DUPLICATE. REMIT ORIGINAL TO SUPERVISOR AND RETAIN COPY FOR CLERK'S RECORD.

**REGIONAL FOOD BANK OF NENY  
HPNAP Monthly report**

Please submit this report by the 10th of the month following the month for which you are reporting.

Report Month/Year:    3/2020   

Food Bank ID#:    1101F   

Name of Agency/Program:    Minerva Food Pantry   

County:    Essex   

**Total Individuals Served**

(Shelters and Soup Kitchens: please count meals provided, not including seconds.)

Children (ages infant -17)	<u>   45   </u>
Adults (ages 18-64)	<u>   72   </u>
Elderly (age 65+)	<u>   57   </u>
Households	<u>   76   </u>

Submitted by:    Kathleen DeGuilme   

Date:    4/3/2020   

Telephone:    (518) 251-2644\_ or (518) 251-2869   

Email:  
   lindunida@gmail.com   

Street Address of Agency/Program site:    Minerva Community Center, Lower Level,  
   1652 State Route 28N, Minerva NY 12851