



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 July 2nd, 2020

Roll Call
Pledge of Allegiance
Public Comment

Approval of June 18th Board meeting minutes

New Business
Resolution to Amend Resolution #142
Resolution Re-Issue Payment to JES as Pre-Pay

Supervisor's Report
Highway Superintendent's Report

Department Reports
Food Pantry - June

Public Comment
Councilmen Comments
Adjournment

Town of Minerva
Town Board Meeting
June 18, 2020

The Semi-monthly Meeting of the Minerva Town Board held on Thursday June 18, 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-present

Pledge of Allegiance

Public Comment #1-none

- #132 Motion by Dubay seconded by Fish to accept the minutes of the minutes of the June 4, 2020 regular semi monthly meeting. Carried 5-0

Correspondence was read from Nicole LaBounty expressing her concerns with social distancing and no signage for use of face masks on the playground. Mr. McNally stated that as soon as signs go up, someone tears them down. Social distancing will be enforced by beach personnel.

- #133 Motion by Dubay seconded by LaBar to approve vouchers #325-382 with fund amounts: General Fund-\$11,848.73; Highway Fund-\$36,484.97; Parks District-\$2,079.48; Water District-\$124.21; Ice Rink Pavilion Capital-\$117.61; Prepaid-\$42,326.57. Grand Total-\$92,981.57. Carried 5-0

- #134 Motion by McCall seconded by Dubay to approve Operating Statement dated 5/31/2020. Carried 5-0

- #135 Motion by LaBar seconded by McCall to approve Cash Report for May 2020. Carried 5-0

- #136 Motion by LaBar seconded by Fish to approve RESOLUTION to appoint Staff for Donnelly Beach Carried 5-0.

Highway Superintendent Report: Red Ford truck is junk. After discussion by the board, an ad will be put on web site for sale, in the mean time, the night watchman will use the white .

Supervisor Report-4 applications received for transfer station position, 2 for park cleaner

Town of Minerva
Town Board Meeting
June 18, 2020

position, and Scott and Doug will conduct interviews for the Code Officer position. Appoint of Code Office was tabled.

#137 Motion by Dubay seconded by Fish to accept the Town Clerk report for May, 2020. Carried 5-0

#138 Motion by LaBar seconded by Dubay to accept the transfer station report for May, 2020. Carried 5-0

#139 Motion by McCall seconded by Dubay to accept the Fire Department report dated 3/9/2020. Carried 5-0

Public Comment #2-none

#140 Motion by Dubay seconded by LaBar to enter executive session at 7:37 to discuss personnel. Carried 5-0

#141 Motion by McCall seconded by LaBar to come out of executive session at 7:59 and return to regular session. Carried 5-0

#142 Motion by McCall seconded by LaBar to hire Tim Green as transfer station attendant at \$12.50 per hour. Roll Call Vote YES~Fish, LaBar, Dubay, McCall, McNally. NO~none Carried 5-0

#143 Motion by Dubay seconded by McCall to hire Haley Tuller as part-time cleaner at \$12.50 per hour. Roll Call vote YES~Fish, LaBar, Dubay, McCall, McNally. NO~none. Carried 5-0

Councilman comments:

Fish-none

LaBar-herbicide was applied and 95-98% effective. Water test will continue.

Dubay-none

McCall-none

#144 Motion by Dubay seconded by LaBar to adjourn at 8:07 PM. Carried 5-0

Diana Mason

Town Clerk

Resolution No. _____

TOWN OF MINERVA

July 2, 2020

Regular Board Meeting

Amended Resolution to Amend Resolution #142 of 2020

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

Whereas the Town of Minerva has recently appointed a new Transfer Station Attendant; and

Whereas the entry wage for that position is \$11.80,

Now be it resolved that the Town Board of the Town of Minerva authorizes the following pay change to correct the previously passed Resolution #142 from June 18, 2020:

| Name | Title | Wage |
|---------------|----------------------------|---------------|
| Timothy Green | Transfer Station Attendant | \$11.80/ hour |

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

Resolution No. _____ TOWN OF MINERVA July 2, 2020
Regular Board Meeting

Resolution to Re-Issue Payment to Johnsbury Emergency Squad and Authorize as a Pre-Pay

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

Whereas the Town of Minerva has contracted with Johnsbury Emergency Squad to provide ambulance and emergency services; and

Whereas the original check for payment to JES was returned due to a delay in obtaining the required Certificate of Need; and

Whereas the Certificate of Need has now been issued,

Now be it resolved that the Town Board of the Town of Minerva authorizes the payment below to EMR on behalf of the Johnsbury Emergency Squad,

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 |
|---------------------------|----------|---------------------------|---------------|
| Johnsbury Emergency Squad | 45404.01 | Public Health Contractual | \$44,500.00 |

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

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: 6/2020

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>43</u> |
| Adults (ages 18-64) | <u>77</u> |
| Elderly (age 65+) | <u>67</u> |
| Households | <u>85</u> |

Submitted by: Kathleen DeGuilme

Date: 7/1/2020

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

Note to Minerva Town Board: We also managed the distribution of 76 boxes of prepared meals and farm produce provided by ADK Action.