



### **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 September 17<sup>th</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment

Approval of September 3<sup>rd</sup>, Board meeting minutes

Correspondence  
MVFD

Financial Reports  
Audit of Vouchers  
Operating Statement  
Supervisor's Report NY Class Accounts  
Supervisor's Report- Regular

New Business  
Resolution to Appoint Code Officer  
Resolution to Authorize Board Meeting Date Change  
Resolution to Accept Northwoods Concrete Proposal and Authorize as a Pre-Pay  
Resolution for Budget Line Transfer

Supervisor's Report  
Highway Superintendent's Report

Department Reports  
Minerva Vol. Fire Dept. & Rescue Squad Report-August  
Town Clerk Report-August

Public Comment  
Councilmen Comments  
Adjournment

Town of Minerva  
Town Board Meeting  
September 3, 2020

The Semi-monthly Meeting of the Minerva Town Board held on Thursday September 3, 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-Ed Healy asked if the town has a plan for destruction of property by outside groups.

#187 Motion by Dubay seconded by LaBar to accept the minutes of the minutes of the August 20, 2020 regular semi monthly meeting. Carried 5-0

#188 Motion by McCall seconded Fish to approve RESOLUTION to authorize funds for highway computer costing \$1200.00. Roll Call vote~YES-Dubay, McCall, LaBar, Fish, McNally. NO-none Carried 5-0

Supervisor Report-discussion by board to scrape and paint storage area at town hall or install vinyl siding with storage for Kubota tractor.

Highway Superintendent-applied for FEMA funds to cover 2 more completed jobs; paving for Ticonderoga.

#189 Motion by Dubay seconded by McCall to accept the Food Pantry report dated 8/2020. Carried 5-0

The board agreed to sign an addendum to the MVFDRS contract concerning the purchase of fuel from the town.

Supervisor McNally requested an executive session to discuss personnel.

#190 Motion by McCall seconded by Dubay to enter executives session at 7:11 PM., Carried 5-0

#191 Motion by Dubay seconded by LaBar to come out of executive session and return to regular session at 7:48 PM. Carried 5-0

#192 Motion by McNally seconded by LaBar to appoint Diane Palmer as Confidential

232

Town of Minerva  
Town Board Meeting  
September 3, 2020

Secretary, full time at the wage of \$15.00/hour from account #12301.01. Roll Call  
Vote~YES Dubay, LaBar, Fish, McNally. NO-none. McCall abstained due to Mrs.  
Palmer being his relative. Carried 4-0  
Public Comment #2- Theresa Haley showed the Solomon Northup historical marker  
presented to the town from the Pomeroy Foundation Grant to be installed in front of the  
Town Hall.

Councilman comments:

Fish-none

LaBar-none

Dubay-none

McCall- the list of materials for construction of the pavilion has increased \$24,000 from  
last year.

#193 Motion by LaBar seconded by McNally to purchase lumber at a cost not to exceed  
\$124,000. Roll Call Vote~YES Dubay, McCall, LaBar, Fish, McNally. NO-none  
Carried 5-0

#194 Motion by Dubay seconded by LaBar to adjourn at 8:10 PM. Carried 5-0

Diana Mason  
Town Clerk

# Minerva Vol. Fire Dept. & Rescue Squad, Inc.

P.O. Box 924 ~ Minerva, NY 12851 ~ 518-251-3333 ~ fax 518-251-3322

Brandon Dunbar  
*President/BOD*

Town of Minerva  
5 Morse Memorial Hwy  
Minerva, NY 12851

Lynn Green  
*Vice President*

September 15, 2020

Eathen Galusha  
*Treasurer/BOD*

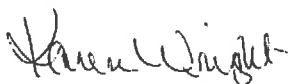
Supervisor and Councilmen,

This letter is to open contract negotiations for 2021. The President has appointed Eathen Galusha and Karen Wright as the negotiating committee. Please contact Eathen Galusha [egalushamvfd@gmail.com](mailto:egalushamvfd@gmail.com) or 518-307-3675 at your convenience to arrange a meeting for the 2021 contract.

Karen Wright  
*Secretary/BOD*

Thank you

James Gonyo  
*Board of Director*



Ron Sanalidro  
*Board of Director*

Karen Wright, Secretary

Karissa Wright  
*Board of Director*

Greg Wright  
*Fire Chief*

cc; Eathen Galusha  
Brandon Dunbar

Brandon Dunbar  
*Asst. Fire Chief*

[mvfd@frontier.com](mailto:mvfd@frontier.com) ~ [www.minervafirerescue.org](http://www.minervafirerescue.org)

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

Abstract of Audited Vouchers 9-2020 – on September 20, 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 2020-509 and ending with 2020-578. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$14334.34</b>	<b>\$38,348.02</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$73238.47</b>	<b>\$18,727.27</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>778.62</b>
<b>Parks District:</b>	<b>05</b>	<b>\$1,675.28</b>	<b>\$689.62</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>\$1,169.28</b>	<b>\$0.00</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$3,520.34</b>	<b>\$115.71</b>
<b>LWRP Fund</b>	<b>17</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>\$5,569.81</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>\$99,507.52</b>	<b>\$58,659.24</b>
<b>GRAND TOTAL</b>		<b>\$158,166.76</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:	

Cash Balances, Disbursements, and Interest Earned

Fund	Bank Account	Prior Balance	Contributions	Interest Earned	Withdrawals	Balance
General	201.01	\$1,133,128.17	\$0.00	\$80.39	\$125,000.00	\$1,008,208.56
Highway	201.02	\$777,001.46	\$0.00	\$59.17	\$0.00	\$777,060.63
Parks	201.05	\$183,447.73	\$0.00	\$12.45	\$30,000.00	\$153,460.18
Fire Prot.	201.06	\$61,744.49	\$0.00	\$4.02	\$36,715.00	\$25,033.51
Water	201.08	\$116,423.35	\$0.00	\$8.29	\$30,000.00	\$86,431.64
Ice Rink	201.11		\$60,000.00	\$3.78		\$60,003.78
Capital YP	201.16	\$22,292.62	\$0.00	\$1.66	\$0.00	\$22,294.28
		\$0.00				
<b>TOTAL</b>		<b>\$2,294,037.82</b>	<b>\$60,000.00</b>	<b>\$169.76</b>	<b>\$221,715.00</b>	<b>\$2,132,492.58</b>


Totals

TOWN OF MINERVA  
SUPERVISOR'S REPORT

AUGUST 2020

9/11/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$9,208.96	\$153,389.17	\$86,884.18	\$75,713.95	\$0.00
Highway	200.02	\$91,749.44	\$26,292.27	\$90,885.18	\$27,156.53	****0
Parks	200.05	\$289.85	\$35,658.92	\$16,894.94	\$19,053.83	\$0.00
Fire Prot.	200.06	\$0.52	\$36,715.00	\$36,715.00	\$0.52	
Capital PP	200.07	\$34,426.22	\$0.00	\$0.00	\$34,426.22	\$0.00
Water	200.08	\$23,460.63	\$30,949.47	\$44,783.86	\$9,626.24	\$0.00
TH Capital	200.10	\$65,921.30	\$0.00	\$65,921.30	\$0.00	\$0.00
Ice Rink/Pavilion	200.11	\$66,846.94	\$0.00	\$60,000.00	\$6,846.94	
ML Dam repair	200.13	\$5,840.98	\$0.00		\$5,840.98	\$0.00
Justice Ct Cap	200.14	\$0.00			\$0.00	
Capital YP	200.16	\$28.11		\$0.00	\$28.11	
Waterfront	200.17	\$8,140.75		\$17,456.83	-\$9,316.08	\$0.00
<b>TOTAL</b>		<b>\$305,913.70</b>	<b>\$283,004.83</b>	<b>\$419,541.29</b>	<b>\$169,377.24</b>	
to date interest						<b>\$62.68</b>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust	200.99	\$20,025.73	\$ 62,350.21	\$ 58,246.27	\$21,129.67	
Pre Paid Ded	200.97	\$39,604.92	\$ 50,002.83	\$ 5,165.31	\$84,442.44	
<b>TOTAL</b>		<b>\$59,630.65</b>	<b>\$ 112,353.04</b>	<b>\$ 63,411.58</b>	<b>\$105,572.11</b>	

Resolution No. \_\_\_\_\_ TOWN OF MINERVA September 17, 2020  
Regular Board Meeting

**Resolution to Appoint Code Officer**

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

Whereas the Town of Minerva, is seeking to fill a vacancy for code officer.

Whereas the Town of Minerva, authorizes and approves the appointment of a part-time code officer without benefits at the proposed wage below,

Now be it resolved that the Town Board of the Town of Minerva authorizes the hiring of the following:

Name	Title	Wage
	Code Officer	\$750.00/month

And be it further resolved that the wages to be paid to this staff member shall be paid from account # 36201.01

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



**Resolution to Change Regular Board Meeting Date**

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

Whereas the Town of Minerva has the responsibility to apprise the Public of changes in the Town Board Meeting schedule,

Now be it resolved that the Regular Town Board Meeting of the Town of Minerva originally scheduled for Thursday, October 1 will be held on Wednesday, September 30 at 7pm on the upper level of Town Hall.

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

Resolution No. \_\_\_\_

TOWN OF MINERVA  
Regular Board Meeting

September 17, 2020

**Resolution to Accept proposal from Northwoods Concrete for sidewalk construction and replacement and approve as a Pre-Pay**

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

WHEREAS, the Town of Minerva has received a proposal from Northwoods Concrete for sidewalk construction and replacement.

THEREFORE, BE IT RESOLVED, The Town Board of The Town of Minerva authorizes and approves payment to Northwoods Concrete for job# 4358 as a pre-pay

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.

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

Town Seal



P.O. Box 436 Chestertown, NY 12817

Residential - Commercial

PROPOSAL - ACCEPTANCE

Submitted To:	Doug McCall	Date:	14-Sep-20
Address:		Job Name:	Town of Minerva
		Job #:	4358
Office Phone:	518-744-1495	Location:	Minerva, NY
Email:	<a href="mailto:mccall.k@frontiernet.net">mccall.k@frontiernet.net</a>	County:	Essex
Job Description:	5' x 100' Sidewalk		

We hereby submit specifications and estimates for Labor & Materials to Form & Pour:

Sidewalk: 500 sf x 4"

Price Includes: Concrete  
Wiremesh  
Silencure A

Price Excludes: Excavation  
Dewatering of Excavation  
Forming & pouring on Ledgerrock  
Winter Conditions  
Winter Admixtures  
Tenting & Heating of Concrete  
Concrete Testing  
Joint Sealers  
Prevailing Wage Rates

**Proposal Includes:**

1. Contractor will furnish labor & materials to complete the job.
2. Customer will supply on-site location to dispose of excess waste concrete material.
3. Contractor will supply the necessary equipment, tools and experienced workmanship to do a professional job.
4. Contractor has Contractor Liability Insurance and Workmens Compensation.
5. Construction to be completed in a substantial and workmanlike manner within \_\_\_ days once underway with the exception of an extension due to unavoidable materials, weather conditions, and any other cause beyond contractors control.
6. Please note that Northwoods Concrete will not be responsible for Property Line setbacks. Client must provide a minimum of 2 reference points for layout.

**Terms:** In complete accordance with above specifications for the sum of:  
**Five Thousand DOLLARS: (\$5,000.00)**

**Payment as follows:** Fifty (50) Percent down, Balance due upon completion.

Authorized Signature: \_\_\_\_\_

Acceptance of Proposal: \_\_\_\_\_

Date: \_\_\_\_\_

Estimating : (518) 494-0191  
PH: (518) 494-0138 FAX: (518) 494-5147  
[northwoodsconcrete@frontiernet.net](mailto:northwoodsconcrete@frontiernet.net)

**Resolution to Authorize Budget Line Transfer**

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

Whereas the Town of Minerva has an International Installment account for highway truck and

Whereas the Town of Minerva has too much money allotted for installment and a deficit in the interest account

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

Account From	Account to	Amount
International Installment Account 97856.02		\$2437.00
	International Interest Account 97857.02	\$2437.00

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

# A/P Invoice Voucher

**Town Of Minerva**  
**OFFICE OF SUPERVISOR**  
 PO Box 937  
 MINERVA, NY 12851 USA  
(518) 251-2860 Fax: (518) 251-5126

Department \_\_\_\_\_  
 Voucher **2020-555**

<b>Ordered From</b>
KANSAS STATE BANK GOVERNMENT FINANCE DEPT P.O. BOX 69 MANHATTAN, Kansas 66505

Abstract No. 9-2020  
 Invoice Date: 9/16/2020  
 Invoice #: 2020  
 PO #:

Fund - Appropriation	Amount
instalment# <u>6169</u>	
<b>Check #</b>	
<b>Total</b>	

Terms \_\_\_\_\_

Ref #	Description	Debit G/L #	Credit G/L #	Amount
11/2020	2020 international instalment payment	097856.02.000.00	000600.02.000.00	\$47,943.82
11/2020	2020 international interest payment	097857.02.000.00	000600.02.000.00	\$4,629.01

*Needs Budget Line  
 transfer of  
 \$ 2437  
 From 97856.02  
 TO 97857.02*

I \_\_\_\_\_ certify that the above account in the amount of \$52,572.83 Invoice Total: \$52,572.83 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt, are not included; and that the amount claimed is actually due.

Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Departmental Approval

Approval for Payment

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_ Authorized Official \_\_\_\_\_

# Minerva Vol. Fire Dept. & Rescue Squad, Inc.

P.O. Box 924, Minerva NY 12851 - 518-251-3333 ~ Fax 518-251-3322

## Membership Meeting - 8/10/2020

Meeting called to order at 7:26pm with 12 members present and 6 excused.

Secretary's Report - Motion to accept made by Ron 2<sup>nd</sup> by Jamie. (none opposed, carried)

Treasurers Report - Workers Compensation reimburse from the town. Discussion on tax exempt. Fee for tax lawyer to assist is \$3500.00. Also working with Brenda to complete all back taxes. \$1032.59 closing balance on NBT account. \$300 in donations. Motion to accept made by Jamie 2<sup>nd</sup> by Ron (none opposed, carried)

### Board of Directors:

- Discussion on the cell phone and modem bill for the lifepak the ambulance. We are currently still paying the bill. Johnsbury thought these were included in the lease fee. Discussion on the fuel key for the ambulance. The key number will be separated from the rest of our bill. Discussion on bringing the clam bake back possibly next summer.
  - Purchase orders - Deck gun for 494, not to exceed \$2000.00 - \$100 gift card - Lake City Fire Equipment \$1930.00
  - Request for Payments - Hannaford \$55.01 - Braley & Noxon \$9.99 - Lynn Green \$35.00 - Larry Paltowitz \$3500.00 - Price Chopper \$65.78 - Price Chopper \$65.54Motion to approve made by Ron 2<sup>nd</sup> by Dakota (none opposed, carried)

### Chiefs Report

- 4 calls, 31 YTD - County starting BEFO with covid restrictions - Radio Check 9/7 - Drills this month first one with North Creek Fire 2<sup>nd</sup> will be bailout training. - Be cautious when responding to call, seat belts must be worn on apparatus at all times. - Hyrdo testing completed - New log book for bottles, still waiting on compressor to be connected.

### Committees

- Membership - Lynn Green, Chair, Mike Corey, Dakota Millington
- Building - James Gonyo, Chair, Ron Sanalitra, Dakota Millington
- By-Laws - Karen Wright, Chair, Eathen Galusha, Karissa Wright
- Fund Raising - Brandon Dunbar, Chair, Dakota Millington
- Banquet - Eathen Galusha, Chair, Karen Wright, Karissa Wright
- Clam Bake - Brandon Dunbar, Chair, Eathen Galusha, Karissa Wright, Lynn Green, Tom Dunbar, Cameron Dubay.

### Unfinished Business

- Motion to accept bylaw amendments made by Karissa 2<sup>nd</sup> by Ron (1 opposed. Carried)
- Motion made by Jame 2<sup>nd</sup> by Dakota to add class 4 to Mike Corey, Lynn Green and Cameron Dubay. (none opposed, carried)

### New Business

- President appointed Cameron Dubay as the organizations official historian .

Motion to adjourn made by Jamie 2<sup>nd</sup> by Lynn 8:25

**Minerva Vol Fire Department & Rescue Squad Inc.**

**Financial Report August 1, 2020 - August 31, 2020**

<u>Date</u>	<u>Line</u>	<u>Transaction</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
8/1				Opening Month Balance			31,681.41
8/3	11	Debit Card	Price Chopper		79.33		31,602.08
8/3	5	Debit Card	Home Depot	Paint	46.12		31,555.96
8/3	11	Debit Card	Price Chopper	Safety Meeting	65.54		31,490.42
8/3	5	Debit Card	Go Keyess	Door Handle	317.06		31,173.36
8/4	8	Debit Card	HP	Ink	21.59		31,151.77
8/5	13	Debit Card	VI Enterprise	Supplies	32.12		31,119.65
8/5	7	Debit Card	Haun	Bottle Hydrotest	511.92		30,607.73
8/6	7	Debit Card	Brigham IND	SCBA Service	3,191.60		27,416.13
8/7	4	Debit Card	National Grid	Station 2	41.71		27,374.42
8/7	4	Debit Card	National Grid	Station 1	126.93		27,247.49
8/11	11	Debit Card	Hannaford	Meeting Food	55.01		27,192.48
8/12	8	Debit Card	Verizon	Cell Phone	23.61		27,168.87
8/17	1	Debit Card	O Reilly	Seatbelt Exteder	15.40		27,153.47
8/17	5	Debit Card	WB Mason	Cleaning Supplies	37.27		27,116.20
8/18	4	Debit Card	Mountain Petroleum	Station 1	150.00		26,966.20
8/18	4	Debit Card	Mountain Petroleum	Station 2	815.00		26,151.20
8/19	8	Debit Card	WB Mason	Office Supplies	54.47		26,096.73
8/20	13	Debit Card	Feld Fire		42.90		26,053.83
8/20	5	Debit Card	Braley Noxon	Paint Station 1	73.38		25,980.45
8/20	4	Debit Card	SLIC	Internet/ Phone	220.83		25,759.62
8/26	13	Debit Card	TC Murphy	Hardware	56.39		25,703.23
8/28	6	Debit Card	Walmart	Thermometer	43.17		25,660.06
8/31	3	Deposit	TOWN OF MINERVA	Workmans Comp		9,597.00	

<b>TOTAL</b>	<b>6,021.35</b>	<b>9,597.00</b>	<b>25,660.06</b>
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Total Check	0.00
Total Debit Card	6,021.35
Total Deposit	9,597.00

<b>Ending Balance August 31, 2020</b>	<b>35,257.06</b>
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Created 8/10/2019

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:

DATE: August, 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:

Conservation Licenses - DECALS		Commission	\$ <u>11.98</u>
Marriage Licenses No. _____ to <u>one</u>		@ _____	<u>7.50</u>
Marriage Certificates		@ _____	
Marriage Transcripts		@ _____	
<u>1</u> Registrar Fees		@ <u>10</u>	<u>10.00</u>
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 <u>10</u>	DOG LICENSE - SPAYED AND NEUTERED @ <u>4</u>	<u>40-</u>
	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 _____	

Water 2154.00 2490.00  
336.00

TOTAL TOWN REVENUES TO SUPERVISOR..... CK # 1187 \$ 2559.48

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 CR# 1186 205.02  
 Amount paid to NEW YORK STATE AGRICULTURE & MARKETS for ~~Unspayed / Unneutered~~ Dogs CR# 1185 22.50  
 Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs 10.00

\*Received Payment of these amounts: TOTAL DISBURSED..... \$ 2797-

\_\_\_\_\_ 20 \_\_\_\_\_ Supervisor

STATE OF NEW YORK, COUNTY OF Essex, TOWN OF MINERVA

of the Town of Minerva Diana Mason, 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.

CINDY K MORSE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01M06122941  
Qualified in Warren County  
My Commission Expires 02-28-2021

Diana Mason Town Clerk  
Cindy Morse Notary Public

Subscribed and Sworn to before me this 16th day of September 2020

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