



### **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 October 15<sup>th</sup>, 2020*

Roll Call  
Pledge of Allegiance  
Public Comment  
Approval of September 30<sup>th</sup>, Board meeting minutes

Guest  
Jager & Flynn Liability Insurance

Correspondence  
Law Office of Jaime B. Thomas, PLLC  
Town of Minerva – Planning Board  
Town of Minerva – Zoning Board of Appeals

#### Financial Reports

Audit of Vouchers  
Operating Statement  
Cash reports

#### Old Business

National Grid - invoice LED Streetlight Conversion

#### New Business

Resolutions to Affirm Standard work day  
Resolution to hold public 2021 Preliminary Budget hearing  
Resolution to authorize loan from General Fund

#### Supervisor's Report

#### Highway Superintendent's Report

#### Department Reports

Town Clerk - September

#### Public Comment

#### Councilman Comments

#### Adjournment

Town of Minerva  
Town Board Meeting  
September 30, 2020

The Semi-monthly October Meeting of the Minerva Town Board held on Thursday September 30, 2020 due to budget timeline 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

- #208 Motion by McCall seconded by Fish to accept the minutes of the minutes of the September 17, 2020 regular semi monthly meeting. Carried 5-0
- #209 Motion by Dubay seconded by LaBar to go into Executive Session at 7:01 PM for personnel matter. Carried 5-0
- #210 Motion by Dubay seconded by LaBar to come out of Executive Session and return to regular session at 7:12 PM . Carried 5-0  
Correspondence was received from Gore Mountain about running the winter ski program with Covid-19 restrictions.
- #211 Motion by LaBar seconded by Fish to approve RESOLUTION to authorize budget amendment. Roll Call Vote YES~Dubay, McCall, LaBar, Fish, McNally.  
NO~none Carried 5-0
- #212 Motion by McCall seconded Unanimously to approve RESOLUTION of Appreciation for service of John Brown on the Minerva Planning Board. Carried 5-0
- #213 Motion by LaBar seconded by Fish to approve RESOLUTION to report the standard work day for elected and appointed officials for Town Supervisor Stephen McNally. Carried 5-0
- #214 Motion by Dubay seconded by McCall to approve RESOLUTION to approve adjustment to NYS DOT Snow & Ice Agreement for 2020-2021. Carried 5-0

236

Town of Minerva  
Town Board Meeting  
September 30, 2020

#215 Motion by Dubay seconded by LaBar to approve RESOLUTION to authorize payment to Earnest Clark Logging for firewood. Carried 5-0

Supervisor Report-he reported that the CDBG is now finishing up.

Highway Superintendent--working on the ice rink/pavilion.

#216 Motion by McCall seconded by Fish to accept the Food Pantry report dated 9/2020. Carried 5-0

Public Comment #2-Phil Johnson asked when the web site will be fully operational.

#217 Motion by Dubay seconded by Fish to hire William Colin Mangan as Code Enforcement at \$9,000 per year. Roll Call Vote YES~Dubay, McCall, LaBar, Fish. NO~McNally. Carried 4-1

Councilman comments:

Fish-none

LaBar-working on Fire Department contract, they asked if Town Insurance covers work on Fire Department equipment.

Dubay-none

McCall- updated the board on work on the pavilion, will send out email to Youth Commission members to restart holding meetings.

McNally-announced dated for budget workshops.

The 2021 Tentative Budget was delivered to the Town Clerk.

#218 Motion by Dubay seconded by LaBar to adjourn at 7:50 PM.

Diana Mason

Town Clerk

LAW OFFICE OF JAIME B. THOMAS, PLLC  
36 BRITISH AMERICAN BOULEVARD, Suite 101  
LATHAM, NEW YORK 12110  
518-749-1015

September 26, 2020  
Via Certified Mail

Town of Minerva  
P.O. Box 937  
Minerva, New York 12851  
Attn: Supervisor

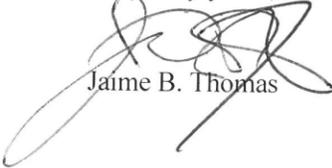
Re: David Beale  
Sportys Iron Duke Saloon  
1723 State Route 28N, Minerva, New York  
License Serial # 2187283

Dear Sir or Madam:

I represent the above referenced license holder. I am writing to notify you that my client is filing its renewal application for liquor license for Sporty's Iron Duke Saloon, License #2187283. This notice is being provided to the Town in accordance with New York State law.

Thank you.

Very truly yours,

  
Jaime B. Thomas

JBT/kp

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

## Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice was Sent:  1a. Delivered by:

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:  
 New Application  Renewal  Alteration  Corporate Change  Removal  Class Change  Method of Operation Change

For **New** applicants, answer each question below using all information known to date  
 For **Renewal** applicants, answer all questions  
 For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)  
 For **Corporate Change** applicants, attach a list of the current and proposed corporate principals  
 For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation  
 For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type  
 For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

**Please include all documents as noted above. Failure to do so may result in disapproval of the application.**

**This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:**

3. Name of Municipality or Community Board:

**Applicant/Licensee Information:**

4. Licensee Serial Number (if applicable):  Expiration Date (if applicable):

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village:  , NY Zip Code:

9. Business Telephone Number of Applicant/Licensee:

10. Business E-mail of Applicant/Licensee:

11. Type(s) of alcohol sold or to be sold:  Beer & Cider  Wine, Beer & Cider  Liquor, Wine, Beer & Cider

12. Extent of Food Service:  
 Full food menu; full kitchen run by a chef or cook  Menu meets legal minimum food availability requirements; food prep area at minimum

13. Type of Establishment:

14. Method of Operation: (check all that apply)

<input type="checkbox"/> Seasonal Establishment	<input checked="" type="checkbox"/> Juke Box	<input type="checkbox"/> Disc Jockey	<input type="checkbox"/> Recorded Music	<input type="checkbox"/> Karaoke
<input type="checkbox"/> Live Music (give details i.e., rock bands, acoustic, jazz, etc.): <input type="text"/>				
<input type="checkbox"/> Patron Dancing	<input type="checkbox"/> Employee Dancing	<input type="checkbox"/> Exotic Dancing	<input type="checkbox"/> Topless Entertainment	
<input type="checkbox"/> Video/Arcade Games	<input type="checkbox"/> Third Party Promoters	<input type="checkbox"/> Security Personnel		
<input type="checkbox"/> Other (specify): <input type="text"/>				

15. Licensed Outdoor Area: (check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Patio or Deck	<input type="checkbox"/> Rooftop	<input type="checkbox"/> Garden/Grounds	<input checked="" type="checkbox"/> Freestanding Covered Structure
<input type="checkbox"/> Sidewalk Cafe <input type="checkbox"/> Other (specify): <input type="text"/>				

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on:

17. List the room number(s) the establishment is located in within the building, if appropriate:

18. Is the premises located within 500 feet of three or more on-premises liquor establishments?  Yes  No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation?  Yes  No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:  
 Name  Serial Number

21. Does the applicant or licensee own the building in which the establishment is located?  Yes (if YES, SKIP 23-26)  No

**Owner of the Building in Which the Licensed Establishment is Located**

22. Building Owner's Full Name:

23. Building Owner's Street Address:

24. City, Town or Village:  State:  Zip Code:

25. Business Telephone Number of Building Owner:

**Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice**

26. Representative/Attorney's Full Name:

27. Representative/Attorney's Street Address:

28. City, Town or Village:  State:  Zip Code:

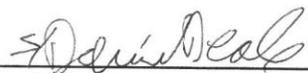
29. Business Telephone Number of Representative/Attorney:

30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name:  Title:

Principal Signature: 

Town of Minerva – Planning Board  
P.O. Box 937  
5 Morse Memorial HWY  
Minerva, NY 12851

Wednesday, October 14, 2020

Dear Town Board,

At the October 2020 Meeting of the Planning Board, it was noted that there is not currently a Subdivision Application Fee. After review and discussion, the Planning Board recommends that the Town Board establish a Subdivision Application Fee of \$50 per lot being created. For example, one lot into two would cost \$50 and one lot into three would cost \$100.

On another note, the Planning Board would like to remind the Town Board of two vacant seats and ask the Town Board to put a notice out to the Community.

Thank you!



---

Zachary Boucher, Secretary  
Planning Board

Town of Minerva – Zoning Board of Appeals  
P.O. Box 937  
5 Morse Memorial HWY  
Minerva, NY 12851

Wednesday, October 14, 2020

Dear Town Board,

At the October 2020 Meeting of the Zoning Board of Appeals, the Board discussed and would like to remind the Town Board of one vacant seat on the ZBA and ask the Town Board to put a notice out to the Community.

Thank you!



---

Zachary Boucher, Secretary  
Zoning Board of Appeals

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

Abstract of Audited Vouchers 10-2020 – on October 15, 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 2020-579 and ending with 2020-645. The following constitutes the total fund amounts for this abstract:

		<u>Unpaid</u>	<u>Prepaid</u>
<b>General Fund:</b>	<b>01</b>	<b>\$34,274.62</b>	<b>\$6458.47</b>
<b>Highway Fund:</b>	<b>02</b>	<b>\$24,137.55</b>	<b>\$832.46</b>
<b>Trust &amp; Agency Fund:</b>	<b>04</b>	<b>\$0.00</b>	<b>676.24</b>
<b>Parks District:</b>	<b>05</b>	<b>\$1,036.13</b>	<b>\$71.94</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>\$6030.64</b>	<b>\$0.00</b>
<b>Water District Fund:</b>	<b>08</b>	<b>\$2240.67</b>	<b>\$55.00</b>
<b>LWRP Fund</b>	<b>17</b>	<b>\$21580.94</b>	<b>\$67.32</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>\$25,652.22</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>\$114952.77</b>	<b>\$8161.43</b>
<b>GRAND TOTAL</b>		<b>\$123,114.20</b>	

**AUTHORIZED OFFICIALS**

**TITLE:**

**SIGNATURE:**

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	\$1,008,208.56	\$0.00	\$37.63	\$100,000.00	\$908,246.19
Highway	201.02	\$777,060.63	\$0.00	\$28.59	\$150,000.00	\$627,089.22
Parks	201.05	\$153,460.18	\$0.00	\$5.37	\$20,000.00	\$133,465.55
Fire Prot.	201.06	\$25,033.51	\$0.00	\$0.96	\$0.00	\$25,034.47
Water	201.08	\$86,431.64	\$0.00	\$3.35	\$10,000.00	\$76,434.99
Ice Rink	201.11	\$60,003.78	\$0.00	\$2.33		\$60,006.11
Capital YP	201.16	\$22,294.28	\$0.00	\$0.87	\$0.00	\$22,295.15
		\$0.00				
<b>TOTAL</b>		<b>\$2,132,492.58</b>	<b>\$0.00</b>	<b>\$79.10</b>	<b>\$280,000.00</b>	<b>\$1,852,571.68</b>


Totals

TOWN OF MINERVA  
SUPERVISOR'S REPORT

September 2020

10/12/2020

Cash Balances, Disbursements, and Interest Earned						
Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance	Interest Earned
General	200.01	\$75,713.95	\$103,863.78	\$92,022.17	\$87,555.56	\$0.00
Highway	200.02	\$27,156.53	\$193,899.51	\$126,000.92	\$95,055.12	****0
Parks	200.05	\$19,053.83	\$20,012.63	\$6,858.85	\$32,207.61	\$0.00
Fire Prot.	200.06	\$0.52			\$0.52	
Capital PP	200.07	\$34,426.22	\$2.80	\$1,169.28	\$33,259.74	\$0.00
Water	200.08	\$9,626.24	\$12,508.24	\$14,032.02	\$8,102.46	\$0.00
Ice Rink/Pavilion	200.11	\$6,846.94	\$0.00	\$5,569.81	\$1,277.13	
ML Dam repair	200.13	\$5,840.98	\$0.00		\$5,840.98	\$0.00
Capital YP	200.16	\$28.11		\$0.00	\$28.11	
Waterfront	200.17	-\$9,316.08			-\$9,316.08	\$0.00
<b>TOTAL</b>		<b>\$169,377.24</b>	<b>\$330,286.96</b>	<b>\$245,653.05</b>	<b>\$254,011.15</b>	
9/30/2020 int	posted					<u>\$7.47</u>
Fund		Prior Balance	Deposits	Disbursements	Balance	Interest Earned
Trust/PR	200.99	\$24,129.67	\$ 78,232.23	\$ 74,001.77	\$28,360.13	\$ 1.17
Pre Paid HRA	200.97	\$81,097.99	\$ 3.24	\$ 3,790.84	\$77,310.39	\$ 3.24
<b>TOTAL</b>		<b>\$105,227.66</b>	<b>\$ 78,235.47</b>	<b>\$ 77,792.61</b>	<b>\$105,670.52</b>	



**INVOICE**  
 National Grid  
 Non-Utility Billing  
 300 Erie Blvd. West  
 Syracuse NY 13202  
 (315) 428-3110

Invoice Number: 500094585  
 Invoice Date: 10/12/2020  
 Customer Number: 200131215  
 Due Date: 01/10/2021  
 Work Order: 10030096997

TOWN OF MINERVA  
 5 Morse Memorial Highway  
 Po Box 937  
 Minerva NY 12851

Line	Description	Quantity UOM	Unit Amt	Net Amount
Please make this payment promptly to ensure your job progresses in a timely manner.				
Charges to convert Streetlights to LED				
If paying by wire: Wire Payment: JPMorgan Chase, Bank Routing Number (ABA): 021000021, Credit: National Grid USA, Bank Acct. Number: 777149642. Please include invoice(s) with payment.				
If you have any questions about this invoice, please contact JOSEPH PALLONE at (518) 433-3379				
10	LED Streetlight Conversion	1.000 EA	12,395.72	\$12,395.72
	Sub Total :			12,395.72
	Total Taxes :			0.00
	<b>TOTAL AMOUNT DUE:</b>			<b>\$12,395.72</b>

Prices are subject to change after 90 days  
 Please be sure to remit your payment to the address provided on the remittance stub below.  
 Do not send payments to the company representative who quoted you the value for the work to be performed.  
 For payments up to \$5000, you can pay these charges with a Credit Card- Debit Card-ACH for a fee through Western Union Speedpay web site

**PLEASE DETACH AND RETURN THIS STUB WITH PAYMENT**

Writing your invoice number on your check will help ensure your payment is properly applied.  
 Make checks payable to National Grid. PO Box does not accept overnight delivery.

National Grid  
 P.O.Box 29805  
 New York, NY 10087-29805

**AMOUNT DUE: \$12,395.72**

Invoice Number: 500094585  
 Invoice Date: 10/12/2020  
 Customer Number: 200131215  
 Due Date: 01/10/2021  
 Company Code: 5210

**Resolution to Report the Standard Work Day for Elected and Appointed Officials**

The following resolution was offered by \_\_\_\_\_ who moved its adoption:  
Be it resolved that the Town Board of the Town of Minerva hereby reaffirms the following standard work days for these titles and will report the officials to the New York State and Local retirement System based on their record of activities:

Title	Std. Work Day	Name	SSN last 4 digits	Registration Number	Tier 1	Current Term Begin & End Dates	Record of Activities Result	Not Sub.
<b>Appointed</b>								
Councilman	8	Keith Dubai	----	3999253-2		1/1/18 - 12/31/21	2.22 days per month	
Councilman	8	David LaBar	----	41817628		1/1/20 - 12/31/24	3.62 days per month	
Councilman	8	Douglas McCall	----	4028044-8		1/1/18 - 12/31/21	6.91 days per month	

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

**Resolution to Report the Standard Work Day for Elected and Appointed Officials**

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

Be it resolved that the Town Board of the Town of Minerva hereby affirms the following for these titles/officials and will report such to the New York State and Local retirement System based on their record of activities:

Title	Std. Work Day	Name	SSN last 4 digits	Registration Number	Tier 1	Current Term Begin & End Dates	Record of Activities Result	Not Sub.
<b>Appointed</b>								
Councilman	6	Scott Fish	----	72254501		1/1/20-12/31/24	n/a	X
Historian / Health Officer	6	Teresa Haley	----	50313386		1/1/20-12/31/20	n/a	X
Assessor	6	Jeremy Hitchcock	----	61385423		1/1/20-12/31/24	n/a	X
Animal Control Officer	6	Robert Kohrman	----	3998346-5		1/1/20-12/31/20	n/a	

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

October 15, 2020

*Regular Board Meeting*

**Resolution to Hold Public Hearing on 2021 Preliminary Budget**

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

Whereas the Town Board of the Town of Minerva has approved a 2021 Preliminary Budget,

Now be it resolved that the Public 2021 Preliminary Budget Meeting for the Town of Minerva shall be held on Thursday, November 5<sup>th</sup>, 2020 at 6:30 pm followed by the regular semi-monthly meeting of the Town Board of the Town of Minerva at 7 pm.

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 to Authorize Loan**

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

Whereas the Town of Minerva has a capital improvement project to construct an Ice Skating Rink which requires additional funding,

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

Account From	Account to	Amount
General Fund Balance		\$200,000.00
	Ice Rink Capital Fund 85102.11.002	\$200,000.00

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

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINERVA, NEW YORK  
TO THE SUPERVISOR:

DATE: September, 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>30.12</u>
_____ 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	1 DOG LICENSE - SPAYED AND NEUTERED _____	_____	<u>4.00</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 _____	_____	_____

H20 9/17 512 9/18 176 9/30 1698 }  
 TOTAL TOWN REVENUES TO SUPERVISOR ..... CR 1189 ..... \$ 2418.12

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	<u>AUTO</u>	<u>515.88</u>
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 Unpaid/Unneutered Dogs	<u>CK #1488</u>	<u>1-</u>
Amount paid to NEW YORK STATE for Sales Tax on Sale of Dogs	_____	_____

\*Received Payment of these amounts: \_\_\_\_\_ TOTAL DISBURSED..... \$ 2935-  
 \_\_\_\_\_ 20 \_\_\_\_\_ Supervisor

STATE OF NEW YORK, COUNTY OF ESSEX, TOWN OF Minerva  
Diana Mason, being duly sworn, says that I am the Clerk

of the Town of Minerva 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.

**LORI DEMARS**  
 NOTARY PUBLIC-STATE OF NEW YORK  
 No. 01DE6109723  
 Qualified in Essex County  
 My Commission Expires 05-17-2024

Subscribed and Sworn to before me this 13<sup>th</sup> day of October 2020 }  
Diana Mason Town Clerk  
Lori Demars Notary Public

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