

**Town of Minerva
Town Board Meeting
April 17, 2025**

The Semi-monthly meeting of the Minerva Town Board held on Thursday, April 17, 2025 was called to order at 7:00 PM.

Pledge of Allegiance

~Upon Roll Call~

Stephen McNally – Supervisor - Present

Douglas McCall – Councilmember - Excused

Keith Dubay – Councilmember – Present

David LaBar – Councilmember – Present

Scott Fish – Councilmember – Present

Jonathan Fish - Highway Superintendent - Present

Public in attendance: Ed Healy, Joy Healy, Teresa B Strohmeyer

Public Comment #1: none

#115 MOTION by DUBAY and seconded by LABAR to approve the APRIL 03, 2025 Town Board Meeting Minutes. Carried 4-0

Correspondence:

Email from Victoria Holley requesting a refund for the seasonal campsite she paid for, and will no longer be able to utilize as expected.

#116 MOTION by DUBAY and seconded by LABAR to refund Victoria Holley the paid amount of \$450.00, minus processing fees the town is charged for credit/debit card transactions in the Campgrounds Square Processing system.

Financial Reports:

#117 MOTION by DUBAY and seconded by LABAR to approve Audit of Vouchers 4-2025; starting with voucher number 2025-155 and ending with 2025-211. Carried 4-0

#118 MOTION by LABAR and seconded by FISH to approve Operating Statements for MARCH 2025. Carried 4-0

#119 MOTION by DUBAY and seconded by FISH to approve Cash Report Statement for MARCH 2025. Carried 4-0

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New Business:

#120 MOTION by LABAR and seconded by DUBAY to approve RESOLUTION to hire initial summer staff for the Minerva Youth Program, Beach and Campground:

Title	Name	Wage	Weeks	Account
Director	Ashley Christian	\$927.51 / week	8	A73101.01
Health Director	Michael Corey	\$ 20.64 / hour	6	A73101.01
Water Safety Instructor	Darian Feiden	\$ 22.85 / hour	6	A73101.01
Assistant Director	Rebecca Pless	\$ 18.92 / hour	6	A73101.01
Bus Driver	Keith Iversen	\$ 52.42 / trip	6	A73101.01

and:

Title	Name	Wage	Weeks	Account
Head Lifeguard	Nicole Williams	\$ 22.61 / hour	12	A71801.05
Night Watchman	Keith Iversen	\$ 18.35 / hour	16	A71101.05

Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none

Carried 4-0

#121 MOTION by LABAR and seconded by FISH to approve RESOLUTION to authorize the following budget line transfers to keep each line item in the annual budget whole:

Account From	Account to	Amount
Contingency 19904.01	Town Board CE 10104.01	\$889.00
Unemployment Insurance 90508.01	Life Insurance 90458.01	\$3000.00
Installment Debt Interest 97857.02	Installment Debt Principal 97856.02	\$.08

Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none

Carried 4-0

#122 MOTION by DUBAY and seconded by LABAR to approve RESOLUTION to authorizes the budget amendment clay and playground chips, purchased through Hadeka Stone Corp, from funds received through an Essex County Youth sports funding grant;

Account From	Account to	Amount
State Aid Youth 3820.01	Youth Program C/E – Sports 73104.01.004.03	\$6,000.00

and, authorize a pre-pay to Hadeka Stone Corp for the amount of \$4860.00 from account Youth Program C/E – Sports 73104.01.004.03.

Carried 4-0

#123 MOTION by MCNALLY and seconded by UNANIMOUSLY approved RESOLUTION to honor Pat Cuzzacrea for 40 years of service at the Senior Meal Site.

Carried 4-0

Old Business:

Review of bids received; the following bids were received for the previously advertised items that are out of service at the highway garage: Ronnie Howe, Jr bid 101.51 on the York rake, Ronnie Howe, Jr bid 301.51 on the Ford Van, Ronnie Howe, Jr bid 401.51 on the White Ford Truck, Ronnie Howe, Jr bid 501.51 on the red Ford Truck, and Grace Collett bid 200.00 on the 3 Modine Heaters

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#124 MOTION by DUBAY and seconded by LABAR approved RESOLUTION to accept Ronnie Howe, Jr's offer of 101.51 on the York rake, Ronnie Howe, Jr's offer of 301.51 on the Ford Van, Ronnie Howe, Jr's offer of 401.51 on the White Ford Truck, Ronnie Howe, Jr's offer of 501.51 on the red Ford Truck, Grace Collett's offer of 200.00 on the 3 Modine Heaters
Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none

Carried 4-0

Supervisor's Report:

- Governor offered a grant for swimming expenses last year, but it was due in April 2024 before expenses were reported. The county secured a way to offer funding for some of last year's lifeguard expenses.
- Discussed where to reduce the beach hours, by cutting one hour in the morning or evening; will get advice from the head lifeguard.
- The Youth Commission led by Jess West, Nellie Halloran, Katy Smith and others, are doing a nice job organizing trip, and will assist in the interviewing the counselors. We have 10 applicants for 6 counselor positions and making lifeguard certification mandatory. We can split the new counselor applicants into shorter groups allowing them to work 3 weeks each.

Highway Superintendent Report:

- No word from CHIPS; they haven't passed the budget yet.
- Town work, swept school parking lot, while kids were on break, firming up dirt roads, York raked Cheney Pond Rd, Murphy Jones Road.
- Betty LeMay's Culvert adopted a beaver and unplugged it a few times. Steve got me a beaver permit, and I will have to take care of that.
- Hauling more sand.
- Changed culverts; one on Ramsey Road.
- Have been busy since weather is starting to break.
- Currently have a water leak past Sporty's, by John Monroe's place, Morse Coolidge from rural water coming Tuesday to see where it is.
- Back about 140 tons of salt, that we haven't received yet.
- Couple of larger issues with truck, John Deere loader blew a hydraulic hose.
- Hailed clay for 2 days and wood chips for 2 days.
- County doing ditching on Irishtown/Wilson Rds. and then some repairs.
- Need to have the County complete top coating on CR-30; repair road in front of Dan Palmer's.

Department Reports:

#125 MOTION by LABAR and seconded by DUBAY to approve the Town Clerk Report for MARCH 2025. Carried 4-0

#126 MOTION by DUBAY and seconded by FISH to approve Water Collection Report for MARCH 2025. Carried 4-0

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#127 MOTION by LABAR and seconded by DUBAY to approve the Food Panty Report for MARCH 2025. Carried 4-0

#128 MOTION by DUBAY and seconded by FISH to approve the Building and Code Enforcement Report for MARCH 2025. Carried 4-0

#129 MOTION by LABAR and seconded by FISH to approve Minerva Volunteer Fire & Rescue MARCH 2025. Carried 4-0

Public Comment #2: none

Councilmember comments: none

#130 MOTION by DUBAY seconded by LABAR to adjourn meeting at 7: 33pm. Carried 4-0

Theresa Fish / Town Clerk