

**Town of Minerva**  
**Town Board Meeting**  
**June 19, 2025**

The Semi-monthly meeting of the Minerva Town Board held on Thursday; June 19, 2025 was called to order at 7:00 PM.

Pledge of Allegiance

~Upon Roll Call~

Stephen McNally – Supervisor - Present

Douglas McCall – Councilmember - Present

Keith Dubay – Councilmember – Present

David LaBar – Councilmember – Present

Scott Fish – Councilmember – Present

Jonathan Fish - Highway Superintendent - Present

Public in attendance: Darlene Duffy, Calvin Fish, Claire Fish, James Fish, Teresa Brannon Strohmeier

Public Comment #1: none

#197 MOTION by MCCALL and seconded by DUBAY to approve the July 3, 2025 Town Board Meeting Minutes. Carried 5-0

Correspondence:

A letter was received from David Bridegroom requesting a new water tap at 44 Federal Flats Rd.

Financial Reports:

#198 MOTION by DUBAY and seconded by LABAR to approve Audit of Vouchers 6-2025; starting with voucher number 2025-356 and ending with 2025-429.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#199 MOTION by LABAR and seconded by FISH to approve Operating Statements for June-2025.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#200 MOTION by MCCALL and seconded by DUBAY to approve Cash Report Statement for June-2025.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

New Business:

HOLD on Resolution to adopt Hazard mitigation plan 2025 update.

#201 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION to authorize Supervisor McNally to execute documents for the LWRP grant

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

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#202 MOTION by MCCALL and seconded by FISH to approve RESOLUTION to hire additional beach staff for the summer of 2025; Lilly Houghton as a lifeguard at 21.50/hr., to be paid from A71801.05 effective July 1, 2025.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#203 MOTION by LABAR and seconded by FISH to approve RESOLUTION to amend Resolution 195, for purchase of disc golf cages previously approved for \$2,000.00 to be approved for, not to exceed, \$2,700.00 paid from ROOST/69894.18.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#204 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION to authorize budget line transfers:

Account From	Account to	Amount
Contingency - 19904.01	Garage C/E - 51324.01	\$5,000.00
Parks E/Q - 71102.05	Special Rec. Facil. - C/E 71804.05	\$5,000.00

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

**Old Business:**

Reviewed additional options from Seeley for the Code/Assessor Copier and will discuss it at the next meeting.

**Supervisor's Report:**

- Minerva Day was a success.
- Concerts are going well
- Concrete work has been done on the monument and looks good
- Bandstand is done
- Shingles are being put on the gazebo.
- Panting everything that needs to be painted.
- Concert this weekend, if anyone can make it would be great.
- North Hudson has some sand that they can't use, was told it would be great for the beach, we can take as much as we want.

**Highway Superintendent Report:**

- Keith Dubay found a line boring machine that is available, used. Discussed details.
- Fixing roads, was asked to fix Mallon Rd, 6 loads of fill, 14<sup>th</sup> Rd well, Culvert, Beach Rd work, helped paving in Crown Point, replaced drive shaft in truck in white truck, Keith got it back to the shop, hauling sand, hauling materials, shouldering done on Donnelly and Hardscrabble.

**Department Reports:**

#205 MOTION by MCCALL and seconded by DUBAY to approve the Town Clerk Report for JUNE 2025. Carried 5-0

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#206 MOTION by LABAR and seconded by FISH to approve Water Collection Report for JUNE 2025. Carried 5-0

#207 MOTION by MCCALL and seconded by LABAR to approve the Transfer Station Reports for JUNE 2025. Carried 5-0

#208 MOTION by MCCALL and seconded by LABAR to approve the Food Panty Report for JUNE 2025. Carried 5-0

#209 MOTION by MCCALL and seconded by DUBAY to approve the Building and Code Enforcement Report for JUNE 2025. Carried 5-0

#210 MOTION by DUBAY and seconded by MCCALL to approve Minerva Volunteer Fire & Rescue JUNE 2025. Carried 5-0

Public Comment #2:

T. B. Strohmeyer – asked about the composter grant

D. Duffy – When Essex County drew the compactor, they left a steam down Irishtown Rd, smells awful, Irishtown rescue called to Irishtown and it took 32 minutes to get an ambulance.

Councilmember comments:

D. LaBar – several compliments on the fireworks, milfoil, discussed disc golf; Drew Deshetski interested in giving a hand.

Jon Fish requested an executive session to discuss personnel.

# 211 MOTION by DUBAY and seconded by LABAR to enter executive session to discuss personnel at 8:31pm. Carried 5-0

# 212 MOTION by DUBAY and seconded by MCCALL to Exit executive session to discuss personnel at 8:40pm. Carried 5-0

#213 MOTION by DUBAY and seconded by FISH to hire William Richotte as a Laborer temporary part-time on the highway department, at the rate of \$23.30/hr.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#214 MOTION by DUBAY seconded by LABAR to adjourn meeting at 7:42 pm. Carried 5-0

Theresa Fish / Town Clerk