

Town of Minerva
Town Board Meeting
August 28, 2025

The Semi-monthly meeting of the Minerva Town Board held on Thursday; August 28, 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: Ed Healy, Joy Healy, Teresa Brannon Strohmeier

Public Comment #1: none

LaBar noted a grammatical correction needed in the minutes.

#225 MOTION by DUBAY and seconded by FISH to approve the August 7, 2025 Town Board Meeting Minutes with correction. Carried 5-0

Correspondence:

- A thank you card was received from Nellie Halloran for the monetary assistance with Minerva Quest on Minerva Day

Financial Reports:

#226 MOTION by MCCALL and seconded by DUBAY to approve Audit of Vouchers 8-2025; starting with voucher number 2025-430 and ending with 2025-517.

Vote was carried out by Roll Call.

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

#227 MOTION by MCCALL and seconded by LABAR to approve Operating Statements for July-2025.

Vote was carried out by Roll Call.

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

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

Vote was carried out by Roll Call.

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

New Business:

#229 MOTION by DUBAY and seconded by LABAR to approve RESOLUTION to approve prepayment of invoice 2508008 for the 90% completion of the single audit of 2023 in the amount of \$26,550.00 from water fund balance.

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Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

#230 MOTION by MCCALL and seconded by FISH to approve RESOLUTION to approve the prepayment of invoices HW40752 & HW40795 for screen printed hoodies, sweatpants, towels, & Tank tops in the amount of \$1,196.00 from account #71804.05 to be paid to Hallwear.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

#231 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to authorize the allocation of Irish day fund not to exceed \$10,000.00 to be paid from ROOST/69894.18.

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

#232 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION to authorize the hire of additional lifeguards:

Title	Name	Wage	Account	Retroactive Date
Lifeguard	Darian Fonda	\$21.50/hour	A71801.05	8/23/25
Lifeguard	Claire Fish	\$21.50/hour	A71801.05	8/28/25

Claire is the daughter of Scott Fish

Vote was carried out by Roll Call.

Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

Supervisor’s Report:

- Spoke with Joe Connelly, Jodi Whitney regarding EMS and the possibility of using sales tax funds to subsidize EMS funding.
- Road abandonment is still being worked on.
- Vern’s last day is Friday; he is finishing the fence by the court entrance.
- Cell tower is expected to arrive the 1st week in November
- The Curtis house is coming up for tax auction, would like the board to consider giving it to the Land Bank.
- Discussed the Gym, plans, and material list.

233 MOTION by MCCALL and seconded by DUBAY the request to allow 1858 NYS Route 28N, Minerva, NY be removed from tax foreclosure auction list and donate it to the Essex County Land Bank for the purpose of rehabilitating the property into workforce housing in alignment with economic development goals.

Highway Superintendent Report:

- Ditching on Wamsley and Gouche, put in 3 culverts culvert, added top coats o
- Culvert and top coat on 14ths road,
- 3 days on the museum work, tar, drainage, top soil, grass seed
- Newcomb & Chestertown; paving, hauling out of Saratoga
- 3rd quarter water sampling
- Bill painting hydrants, raking, will be cutting brush.

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Department Reports:

#234 MOTION by DUBAY and seconded by LABAR to approve the Town Clerk Report for JULY 2025. Carried 5-0

#235 MOTION by MCCALL and seconded by DUBAY to approve Water Collection Report for JULY 2025. Carried 5-0

#236 MOTION by LABAR and seconded by DUBAY to approve the Transfer Station Reports for JULY 2025. Carried 5-0

#237 MOTION by DUBAY and seconded by FISH to approve the Food Panty Report for JULY 2025. Carried 5-0

#238 MOTION by MCCALL and seconded by LABAR to approve the Building and Code Enforcement Report for JULY 2025. Carried 5-0

#239 MOTION by DUBAY and seconded by LABAR to approve Minerva Volunteer Fire & Rescue JULY 2025. Carried 5-0

Public Comment #2:

T. B. Strohmeyer – mentioned the pot holes in the parking lot and with Vern leaving if more help needed for Irish Day is needed to let her know.

Councilmember comments:

LaBar – Brush didn't get cut at the dam spillway, asked if would be worth filling cracks at the tennis courts.

Dubay – Talked to a few people about the disc golf, and the would like to se tee boxes.

McCall – wanted it noted that the has requested the little league account that was from 10-12 years ago, from when he was involved. The account was being held in hopes that someone would want to start up the little league again. Would like the closing balance of about \$1,424, to go towards the Youth Commission.

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

Theresa Fish / Town Clerk