

**Town of Minerva  
Town Board Meeting  
September 25, 2025**

The Semi-monthly meeting of the Minerva Town Board held on Thursday; September 25, 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 - Excused

Public in attendance: Darlene Duffy, Ed Healy, Joy Healy, Teresa B. Strohmeier

Public Comment #1: none

The Tentative Budget was presented to the Town Board by the Town Clerk.

#246 MOTION by LABAR and seconded by FISH to approve the August 7, 2025 Town Board Meeting Minutes Carried 5-0

Correspondence:

- An email was received from Ashley Christian Requesting a water tap at 1278 CR 29.

Financial Reports:

#247 MOTION by DUBAY and seconded by MCCALL to approve Audit of Vouchers 9-2025; starting with voucher number 2025-518 and ending with 2025-580.

Vote was carried out by Roll Call.

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

#248 MOTION by LABAR and seconded by FISH to approve Operating Statements for Aug-2025.

Vote was carried out by Roll Call.

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

#249 MOTION by DUBAY and seconded by LABAR to approve Cash Report Statement for Aug-2025.

Vote was carried out by Roll Call.

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

New Business:

#250 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to approve prepayment of invoice 2509018 for the 10% remaining balance of the single audit of 2023 in the amount of 2,950.00 from Water Fund Balance to Drescher & Melecki LLP.

Vote was carried out by Roll Call.

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

Carried 5-0

#251 MOTION by MCCALL and seconded by DUBAY to approve RESOLUTION to approve the appointment of sole assessor Letitia Williams for a 6 yr term beginning October 1, 2025 and terminating September 30, 2031.

Vote was carried out by Roll Call.

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

Carried 5-0

#252 MOTION by MCCALL and seconded by DUBAY to approve RESOLUTION to authorize Budget line transfers:

Account From	Account to	Amount
Contingency 19904.01	Supervisor/Admin Assis 12304.01	\$200.00
Medical Insurance 90608.01	Social Security 90308.01	\$5,000.00
Medical Insurance 90608.02	Life Insurance 90458.02	\$800.00
Parks Campground C/E 71104.05	Parks Campground P/S 71101.05	\$405.00
Playgrounds Rec. E/Q 71402.05	Playgrounds Rec. P/S 71401.05	\$275.00
Playgrounds Rec. E/Q 71402.05	Special Rec. Facil. Beach P/S 71801.05	\$200.00

Vote was carried out by Roll Call.

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

Carried 5-0

#253 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to authorize the hire Chris LaBar as temporary parks staff at the rate of \$19.76 starting September 22, 2025, until January 31, 2025, to be paid from 16201.01. Noted: Chris is the brother of councilmembers.

David LaBar.

Vote was carried out by Roll Call.

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

Carried 5-0

**Supervisor's Report:**

- Busy at the county doing budget.
- Reviewed cash report, Capital Rink \$43,751.00, would like to get concrete done on building.
- Composter grant paper should be done by Wednesday, and ready to spend money on well and composter. Grant for skid steer money should be ready soon.
- Been traveling for the county budget.
- Emergency Preparedness Meeting on Oct 14<sup>th</sup>, for anyone who would like to attend.

Highway Superintendent Report: excused for highway conference.

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Department Reports:

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

#255 MOTION by DUBAY and seconded by LABAR to approve Water Collection Report for AUGUST 2025. Carried 5-0

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

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

#258 MOTION by DUBAY and seconded by FISH to approve the Building and Code Enforcement Report for AUGUST 2025. Carried 5-0

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

Public Comment #2:

T. B. Strohmeyer – commented on the ROOST line in the operating statement; expressed concern that Irish Day costs looked higher due to the carpet being listed under the same line.

Councilmember comments:

#260 MOTION by DUBAY seconded by FISH to adjourn meeting at 7:14 pm. Carried 5-0

Theresa Fish / Town Clerk