

**Town of Minerva
Town Board & Public Hearing Minutes
November 20, 2025**

Public Hearing on Local Law 2 of 2025 opened at 6:30pm by McNally.

In attendance: D. Duffy, Ed Healy, Joy Healy

Joy Healy asked if income requirements were based on gross or adjusted gross income?

Supervisor McNally said he was advised that income requirements were based on gross income.

Public Hearing closed at 6:59pm by Keith Dubay

The Semi-monthly meeting of the Minerva Town Board held on Thursday; November 20, 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: D. Duffy, Ed Healy, Joy Healy

Public Comment #1: E. Healy - watched someone move the cones over the septic between the parking lots so they could drive their vehicle through, right after Steve had readjusted the cones.

#289 MOTION by DUBAY and seconded by FISH to approve the November 6, 2025 Town Board Meeting Minutes. Carried 4-0

Correspondence:

- Letter received from Kathleen DeGuilme resigning from the Board of Assess. Review.
- Correspondence from Association of Towns regarding annual dues.

Financial Reports:

#290 MOTION by DUBAY and seconded by LABAR to approve Abstract Audit of Vouchers 11-2025 on Nov. 20, 2025; starting with voucher number 2025-631 and ending with 2025-700:

		Unpaid	Paid	Total paid & unpaid
General Fund	01	\$102,241.41	\$36,105.86	\$138,347.27
Highway Fund	02	\$75,242.69	\$13,619.74	\$88,861.90
Parks District	05	\$5,254.69	\$1,157.80	\$6,412.49
Water District Fund	08	\$6,165.18	\$102.38	\$6,267.56
ROOST Economic Development	18	\$1,300.00	\$4,000.00	\$5,300.00
Trust & Agency Fund	99	-	\$1,151.44	\$1,151.44
Totals		\$190,203.44	\$56,137.22	\$246,340.66

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Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#291 MOTION by LABAR and seconded by DUBAY to approve the Operating Statements for Oct-2025.

Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#292 MOTION by DUBAY and seconded by FISH to approve the Cash Report Statement for Oct-2025.

Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

New Business:

#293 MOTION by DUBAY and seconded by LaBar to approve RESOLUTION to adopt Local Law #2 of 2025 a Local Law Amending Local Law 1 of 2025 Redefining Income for Persons 65 Years of Age or Older to Qualify for Partial Real Property Tax Exemption.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#294 MOTION by LABAR and seconded by DUBAY to approve RESOLUTION to hire Keith Iverson as temporary parks laborer at \$18.35/hr. to be paid from 16201.01 retroactive start date of November 10, 2025.

Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#295 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to authorize the purchase of Hoffman Radio Network LLC as a prepayment invoice #1017910 from 12204.01 in the amount of \$1,431.35.

Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#296 MOTION by DUBAY and seconded by LABAR to approve RESOLUTION to approve eligible health insurance buy outs to employees who have opted out of health insurance for 2025, paid from 90606.01 to Daniel Palmer in the amount of \$625.00 and Patrick Strohmeyer in the amount of \$2,375.00.

Vote was carried out by Roll Call.

Aye – McNally, Dubai, LaBar, Fish; Nay – none Carried 4-0

#297 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to approve budget line transfers; from Contingency/19904.01 to Town Clerk C/E/14104.01 in the amount of \$150.00, from Contingency/19904.01 to State Retirement/90108.01 in the amount of \$7,122.88, from Publicity C/E(64104.01) to Data Processing C/E(16804.01) in the amount of \$500.00, from Sidewalks C/E(54104.01) to Street Lighting C/E(51824.01) in the amount of \$2,000.00, from Medical Insurance(90608.01) to Social Security(90308.01) in the amount of \$400.00, from Medical Insurance(90608.01) to Life Insurance(90458.01) in the amount of \$300.00, from Parks

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Campground C/E(71104.05) to Special Rec. Facil. C/E(71804.05) in the amount of \$500.00, from Water Administration PS(83101.08) to Water Administration CE(83104.08) in the amount of \$1,337.00, and from Roost Fund Balance(909.18) to Roost C/E(69894.18) in the amount of \$10,671.70.

Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none Carried 4-0

Supervisor’s Report:

- Thanked Greg Wright for setting up the radios of Emer. Prep. Comm., have met 2 times, Betty LeMay and Kathy Halloran have been wonderful, had a great turnout.
- Discussed the difficulty with getting Fireworks for the coming year, Minerva day will fall on July 4th, it is the 250th anniversary. Price will increase to \$25K this year due to demand, ROOST funds can be used to make up the difference.
- Invited to go to a prep rally in North Creek with Dave and saw the new businesses that were coming in.

#298 MOTION by DUBAY and seconded by FISH to approve RESOLUTION to authorize the supervisor to contract with Santore’s World Famous Fireworks, LLC & Night Sky Productions for the Date of July 4th, 2026 with a rain date of 09/05/25.

Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none Carried 4-0

#299 MOTION by DUBAY and seconded by LABAR to approve RESOLUTION approve, Pending Grant Approval, the proposal under project title; Gym/Cabins at the total projected cost of \$300,000.00, and renaming the account Capital Project – New Warming Hut to Capital Project – Gym/Cabins, and the estimated appropriations:

Breakdown	Anticipated Cost
Gym Concrete	\$74,000
Gym Material	\$50,000
Gym Heat	\$12,000
Gym Insulation	\$12,000
Gym Equipment	\$65,000
Gym Labor	\$12,000
Incidentals	\$25,000
Contingency	\$50,000
TOTAL	\$300,000

Vote was carried out by Roll Call.

Aye – McNally, Dubay, LaBar, Fish; Nay – none Carried 4-0

Highway Superintendent Report:

- Working w/ Cummings to get dump truck fixed under warranty
- Fighting with snow squalls
- Drawing sand
- New motor for plow

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- Replaced tines on the York rake
- Guys are using vacation time up.

Department Reports:

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

#301 MOTION by LABAR and seconded by FISH to approve the Transfer Station Reports for OCTOBER 2025. Carried 4-0

#302 MOTION by DUBAY and seconded by FISH to approve the Food Panty Report for OCTOBER 2025. Carried 4-0

#303 MOTION by FISH and seconded by LABAR to approve the Building and Code Enforcement Report for OCTOBER 2025. Carried 4-0

#304 MOTION by DUBAY and seconded by FISH to approve Minerva Volunteer Fire & Rescue OCTOBER 2025. Carried 4-0

Public Comment #2:

T.B. Strohmeyer – Thanked the Board for the recent historian trip on historian expense, Irish Day & Teddy Roosevelt weekend fall on the same weekend which Newcomb & Johnsburg are combining celebrations, suggested scaling back Irish Day to allow Minerva to get involved.

D. Duffy – Questions on the grant and costs.

T.B. Strohmeyer – Cameron Dubay is looking for medical equipment in Johnsburg.

Councilmember comments:

LaBar – Talking back & forth with Glenn Sullivan.

#305 MOTION by DUBAY seconded by LABAR to adjourn meeting at 7:50 pm. Carried 4-0

Theresa Fish / Town Clerk