

**Town of Minerva
Town Board Minutes
December 11, 2025**

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 – Councilman – Present

Keith Dubay – Councilman – Excused

David LaBar – Councilman – Present

Scott Fish – Councilman – Present

Jonathan Fish - Highway Superintendent – Excused

Public in attendance: Teresa Brannon Strohmeier

Public Comment #1: none

#306 MOTION by LABAR and seconded by FISH to approve October 16, 2025 Town Board Meeting Minutes. Carried 4-0

The Town Board received 3 sealed bids for the Gym Concrete work. Bids opened and read aloud by the Town Clerk, then reviewed by the Town Board, as follow:

Northwoods Concrete total with additives for cold weather - \$53,520.00

Gallup Concrete LLC total - \$45,995.00

Palmer Property Services total - \$40,095.72

Correspondence:

Email of interest from Alyssa Straub regarding the open position on BAR.

Letter of interest from Jake Hitchcock regarding the open position on the BAR.

Barks and Recs Dog Control Contract and Fee Schedule for 2026.

New Business:

#307 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION to authorize the Town Supervisor to make inter departmental budget line transfers with the 2025 Town of Minerva budget prior to filing the Annual Financial Report with the State of New York. Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none

Carried 4-0

#308 MOTION by MCCALL and seconded by FISH to approve RESOLUTION to authorize the expenditure for walk in cooler repairs totaling in \$2,450.00 to be paid from the building equipment account 16202.01.

Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none

Carried 4-0

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#309 MOTION by LABAR and seconded by FISH to approve RESOLUTION to approve the invoice #1164 from Ready Scout LLC for Aquatic Plant Surveying in the amount of 3,300.00 to be paid from 80904.05 contracted in Resolution 157 in 2025.

Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none Carried 4-0

#310 MOTION by MCCALL and seconded by LaBar to approve RESOLUTION to sets the 2026 Season Rates for existing campsites with a basic rate schedule as noted below:

RESIDENT*		NON-RESIDENT	
Per night	\$18.00	Per night	\$25.00
1 Month	\$350.00	1 Month	\$500.00
Entire Season	\$500.00	Entire Season	\$1200.00

Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none Carried 4-0

#311 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION in to appoint Alyssa Straub to the Board of Assessment Review for the remainder of the term ending on September 30, 2026.

Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none Carried 4-0

Supervisor’s Report:

- Ice Rink should be open tomorrow.
- Move on concrete bid.

#312 MOTION by LABAR and seconded by MCCALL to approve RESOLUTION to accept the lowest bid from Palmer Land Services for the concert work on the Gym at the price of \$40,095.72

Vote was carried out by Roll Call.

Aye – McNally, McCall, LaBar, Fish. Nay – none Carried 4-0

Highway Superintendent’s Report: excused

Public Comment #2:

T.B. Strohmeier – Applied for a William Burn marker through the Pomeroy Historic Marker Grant, will apply for the Aiden Lair marker at a later date.

Councilman comments: None

#313 MOTION by MCCALL seconded by FISH to adjourn meeting at 7:15pm. Carried 4-0
Theresa Fish / Town Clerk