

**Town of Minerva  
Town Board Minutes  
December 18, 2025**

The Semi-monthly meeting of the Minerva Town Board held on Thursday; December 18, 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 – Excused

Jonathan Fish - Highway Superintendent - present

Public in attendance: D. Duffy, Ed Healy, Joy Healy, Teresa B Strohmeyer

Public Comment #1:

E. Healy – Asked about the status of the cell tower.

TB Strohmeyer- Requested a correction to her public comment in the minutes for Dec. 11, 2025.

#314 MOTION by DUBAY and seconded by LABAR to approve the December 11, 2025 Town Board Meeting Minutes, with correction. Carried 4-0

Correspondence:

- North Country SPCA contract for services in compliance with NYS Agriculture in Markets provisions for animal control, with no upfront costs, fees will only be required when services are needed.

#315 MOTION by MCCALL and seconded by LABAR to allow the supervisor to contract with the North Country SPCA for services in compliance with NYS Agriculture in Markets provisions for animal control, as noted in the contract; no upfront costs, fees are only required when services are needed. Carried 4-0

Financial Reports:

#316 MOTION by MCCALL and seconded by DUBAY to approve Abstract Audit of Vouchers 12-2025 on Dec. 18, 2025; starting with voucher number 2025-631 and ending with 2025-700:

		<u>Unpaid</u>	<u>Paid</u>	<u>Total paid &amp; unpaid</u>
General Fund	01	\$14,001.52	\$6,757.61	\$20,759.13
Highway Fund	02	\$28,170.45	\$-	\$28,170.45
Parks District	05	\$8,043.47	\$279.12	\$8,322.59
Water District Fund	08	\$1,034.81	\$-	\$1,034.81
Capital Project Fund	11	\$75.01	\$-	\$75.01
LWRP FUND	17	\$2,600.00	\$-	\$2,600.00
Trust & Agency Fund	99	\$-	\$613.21	\$613.21
<i>Totals</i>		\$53,925.26	\$7,649.94	\$61,575.20

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Vote was carried out by Roll Call.

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

Carried 4-0

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

Carried 4-0

#318 MOTION by DUBAY and seconded by MCCALL to approve the Cash Report Statement for Nov-2025.

Carried 4-0

New Business:

#319 MOTION by LABAR and seconded by DUBAY to approve RESOLUTION to Authorize Pre-Pay to Northwoods Engineering for services on Minerva Lake Rd Stormwater drainage and mapping in the amount of \$2,745.25, paid from account 39894.01.

Vote was carried out by Roll Call.

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

Carried 4-0

Supervisor's Report:

- The parks crew has been working on cleaning out the storage building.
- Have to get heat installed before concrete can be poured, provided and estimate from Adirondack. P&M.

#320 MOTION by MCCALL and seconded by LABAR to approve RESOLUTION to approve estimate from Adirondack P&M to supply and install all labor and materials to complete the in slab hydronic radiant heating system for the Fitness Center (Gym) from the existing boiler system prior to the concrete slab being poured.

Vote was carried out by Roll Call.

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

Carried 4-0

Highway Superintendent Report:

- Water inspection for whole system all good. No recommendation, except to get an emergency plan in place, will be getting help with that.
- Last payment on tandem in March, no hurry to buy a new one, except that they are 24 months out, suggest putting on order as soon as it is paid off.
- No issues getting salt this year.

Department Reports:

#321 MOTION by DUBAY and seconded by MCCALL to approve the Town Clerk Report for NOVEMBER 2025.

Carried 4-0

#322 MOTION by LABAR and seconded by MCCALL to approve the Transfer Station Reports for NOVEMBER 2025.

Carried 4-0

#323 MOTION by LABAR and seconded by DUBAY to approve the Food Panty Report for NOVEMBER 2025.

Carried 4-0

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#324 MOTION by MCCALL and seconded by DUBAY to approve Minerva Volunteer Fire & Rescue NOVEMBER 2025. Carried 4-0

Public Comment #2: none

Councilmember comments:

McCall – will not be available for Jan. 15<sup>th</sup> meeting.

#325 MOTION by DUBAY and seconded by MCCALL to approve RESOLUTION to authorize the scheduling of Friday, January 2, 2026 at 7:00pm for the annual Organizational and 1<sup>st</sup> Town Board meeting of 2026. Carried 4-0

#326 MOTION by LABAR seconded by DUBAY to adjourn meeting at 7:18 pm. Carried 4-0

Theresa Fish / Town Clerk