

Town of Minerva - Town Board Minutes January 15, 2026

The Semi-monthly meeting of the Minerva Town Board held in the Upper Level of the Minerva Town Hall, 5 Morse Memorial Highway, Minerva, NY 12851 on Thursday; January 15, 2026 was called to order at 7:00 PM.

Supervisor McNally opened the Regular Town Board Meeting with the Pledge of Allegiance.

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

#48 MOTION made by DUBAY and seconded by LABAR to approve the January 2, 2026 Organizational & Town Board Meeting Minutes, with correction.

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

Correspondence:

- Notice from the Town Justice; Court hours have changed from every Wed. at 7:00 pm to every Wed. at 5:00 pm., District Attorney Night is the 4th Wed. of the month at 5:00pm.
- Minerva Fire Department submitted a letter and documents requesting the Town of Minerva to match the grant amount that they have applied for and received, as outlined in their contract.
- Notice to water users from the water billing department; proposed notice of change to the water billing in 2027, the notice would be mailed with 2026 bills, pending board approval.

Financial Reports:

#49 MOTION made by DUBAY and seconded by LABAR to approve Abstract Audit of Vouchers 1-2026 on JANUARY 15, 2026; starting with voucher number 2025-743 and ending with 2025-764 and 2026-1 and ending with 2026-41:

		<u>Unpaid</u>	<u>Paid</u>	<u>Total paid & unpaid</u>
General Fund	01	\$153,676.16	\$36,313.02	\$189,989.18
Highway Fund	02	\$124,758.58	\$13,905.50	\$138,664.08
Parks District	05	\$1,862.90	-	\$1,862.90
Fire Protection Fund	06	\$71,392.75	-	\$71,392.75
Water District Fund	08	\$24,802.17	\$399.00	\$25,201.17
LWRP FUND	17	\$6,198.19	-	\$6,198.18
ROOST Economic Development	18	-	\$3,000.00	\$3,000.00
Trust & Agency Fund	99	-	\$613.21	\$613.21
<i>Totals</i>		\$382,690.75	\$54,230.73	\$436,921.48

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

Town of Minerva - Town Board Minutes
January 15, 2026

#50 MOTION made by DUBAY and seconded by FISH to approve the Operating Statements for Dec-2025.

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

Carried 4-0

#51 MOTION made by FISH and seconded by DUBAY to approve the Cash Report Statement for Dec-2025.

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

Carried 4-0

Highway Superintendent’s Report:

- Chasing Storms, using a lot of salt.
- No major accidents on the roads.
- Problems with control panel at Minerva Water House; working on it.
- Requested new hires for the highway department.

#52 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION to hire William Richotte as a Fulltime Highway Laborer at the rate of \$23.30/hour.

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

Carried 4-0

#53 MOTION made by FISH and seconded by LABAR to approve RESOLUTION to hire Brent Crowningshield as an experienced Highway Motor Equipment Operator at the starting rate \$24.50/hour.

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

Carried 4-0

Highway Superintendent, Jon Fish, excused at 7:15pm

New Business:

#54 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION Condemns Antisemitism, affirms the Townships commitment to cultivate an inclusive, safe and just society that values diversity, urging residents to join in the commitment to unlawful discrimination.

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

Carried 4-0

#55 MOTION made by LABAR and seconded by DUBAY to approve RESOLUTION to amend the personnel policy, Section 4.14 travel expenses, to reimburse meals at the current federal rate each year.

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

Carried 4-0

#56 MOTION made by LABAR and seconded by FISH to approve RESOLUTION to authorize the following budget amendment; From Account 97307.08/Serial Bond Interest to Account/Bond Anticipation Interest in the amount of \$44,887.00.

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

Carried 4-0

#57 MOTION made by DUBAY and seconded by LABAR to approve RESOLUTION to approve the request to enact a Special Law ratifying for the passage of a bill, and amending the executive law, to add Falls Brook, Jones Brook, Kelso Brook, Minerva Stream and Trout Brook to the definition of inland waterways for the purpose of waterfront revitalization.

Town of Minerva - Town Board Minutes
January 15, 2026

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

#58 MOTION made by FISH and seconded by LABAR to approve RESOLUTION to authorize pre-payment to the Minerva Fire Department from account 34104.06, in the amount of \$2,500.00 and authorizes a budget line amendment with a contractual line increase of \$2,500.00 on budget line 34104.06 from the Fire Fund Balance.

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

#59 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION to authorize a Loan from the General Fund Balance/909.01 to Waterfront/200.17 in the amount of \$2,552.50 for the purpose Local Waterfront Revitalization Planning.

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

Supervisor’s Report: nothing.

Department Reports:

#60 MOTION made by LABAR and seconded by DUBAY to approve the Town Clerk Report for Dec. 2025.

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

#61 MOTION made by DUBAY and seconded by LABAR to approve the Transfer Station Reports for Dec. 2025.

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

#62 MOTION made by DUBAY and seconded by LABAR to approve the Food Panty Report for Dec. 2025.

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

#63 MOTION made by LABAR and seconded by FISH to approve Minerva Building & Codes Dec. 2025.

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

#64 MOTION made by DUBAY and seconded by FISH to approve Minerva Volunteer Fire & Rescue Dec. 2025.

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

Councilmember comments: none

#65 MOTION made by LABAR seconded by FISH to adjourn meeting at 7:31 pm.

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