

# Town of Minerva – Town Board Minutes

## February 5, 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; February 5, 2026 was called to order at 7:00 PM.

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

Roll Call taken by Town Clerk, Theresa Fish:

Present:

Councilmember - Doug McCall  
Councilmember - Keith Dubay  
Councilmember - David LaBar  
Highway Superintendent - Jonathan Fish  
Town Clerk - Theresa Fish

Not Present:

Town Supervisor - Stephen McNally  
Councilmember - Scott Fish

#66 Motion by LABAR and seconded by MCCALL to approve the minutes for the January 15, 2026 Town Board Meeting.

Aye – McCall, Dubay, LaBar; Nay – none

Carried 3-0

Correspondence: None

#67 Motion by MCCALL and seconded by LABAR to approve RESOLUTION to authorize the amended 2026 town meeting calendar, all meetings are at 7pm unless stated otherwise, meetings will be posted on the Town of Minerva Calendar on the website:

- Town Board Mtgs are to be held at the Town Hall on the 1<sup>st</sup> & 3<sup>rd</sup> Thurs. of each month.
- 2026 Budget Mtgs will be scheduled at a later date.
- Planning Board Mtgs held at the Town Hall on the 1<sup>st</sup> Wed. of each month.
- ZBA Mtgs held at the Town Hall on the 2<sup>nd</sup> Tues. of each month.
- Parks & Recs Mtgs held at the Town Hall on the 4<sup>th</sup> Wed. of each month, no Dec. Mtg.
- Youth Commission Mtgs held at the Town Hall on the 3<sup>rd</sup> Wed. of each month.
- Emergency Prep. Mtgs held at the Town Hall at 6:00pm on the 3<sup>rd</sup> Tues. of every other month.

Aye – McCall, Dubay, LaBar; Nay – none

Carried 3-0

#68 Motion by MCCALL and seconded by DUBAY to approve RESOLUTION to authorize water billing changes as detailed below for billing in 2027:

<p><b>ALL FINAL payments will be expected by May 1<sup>st</sup>.</b> Any outstanding payment will be applied to your Town &amp; County Property Taxes in January of the subsequent year with an unpaid penalty fee. This will eliminate a second mailing.</p>
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<p><b>Discontinuance of the 50/50 payment option.</b> Few customers use this option, generally leaving the second half unpaid/forgotten.</p>
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<p><b>Elimination of seasonal usage rates.</b> If you have water turned on at all during the billing year, you will be charged the full annual rate.</p>
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McCall, Dubay, LaBar; Nay – none

Carried 3-0

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#69 Motion by MCCALL and seconded by LABAR to approve RESOLUTION to authorize \$495.00 from account #69894.18/ROOST for the purpose of renting two Bounce Houses and authorize this as a Pre-pay to Bounce Around.

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

#70 Motion by DUBAY and seconded by LABAR to approve RESOLUTION to contract with and Pre-Pay the performers listed below, for providing musical entertainment at the listed fees and these payments will be paid out of account 64104.01.004:

<b>Performer</b>	<b>Music Type</b>	<b>Concert Date (Subject to adjustment)</b>	<b>Fee</b>
Off the Record Trio	1960's Rock and Roll	June 17, 2026	\$500.00
Finger Diddle		July 15, 2026	\$500.00
Power Siren	70s-80s Music	August 19, 2026	\$250.00

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

#71 Motion by LABAR and seconded by MCCALL to approve RESOLUTION to advertise for a concession stand operator on Facebook, town website, and local boards, with letters of interest and proposed menu due back to the Supervisors office by Friday, March 27, 2026.

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

#72 Motion by MCCALL and seconded by DUBAY to approve RESOLUTION to approve advertising on Facebook, town website, and local boards, for the following positions, by the noted deadline date:

<b>Position for hire</b>	<b># of staff required</b>	<b>Application deadline</b>
Youth Program Director	1	April 1 <sup>st</sup>
Youth Program Assistant Director	1	April 1 <sup>st</sup>
Water Safety Instructor	1	April 1 <sup>st</sup>
Health Director	1	April 1 <sup>st</sup>
Head Lifeguard	1	April 1 <sup>st</sup>
Lifeguards	5 +/-	April 15 <sup>th</sup>
Minerva Youth Program Counselors	6 +	April 15 <sup>th</sup>
Bus Driver	1	April 15 <sup>th</sup>
Night Watchman	1	April 15 <sup>th</sup>
Summer Food Program Staff	2	April 15 <sup>th</sup>

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

#73 Motion by DUBAY and seconded by LABAR to approve RESOLUTION to authorize Minerva Central School to use Brannon Field for its practices and games in 2026 with the understanding that Minerva Central School will assist with the mowing and maintenance of the field during the softball season and supply their own Port-a-potty. Minerva Central School is required to provide proof of the appropriate insurance for players and spectators for games and practices at Brannon Field during the Softball season, along with a Certificate of Liability listing the Town of Minerva as additionally insured. Minerva Central School is required to obtain the appropriate permits for food concessions served during games at Brannon Field.

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

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#74 Motion by MCCALL and seconded by DUBAY to approve RESOLUTION to authorize the Supervisor to sign and submit an Amended Agreement to the New York State Department of Transportation for the 2025/2026 season.

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

Supervisor Report: none

Highway Superintendent Report: none

Councilman Comments: none

#75 MOTION by MCCALL seconded by DUBAY to Adjourn the meeting at 7:09pm.

Aye – McCall, Dubai, LaBar; Nay – none

Carried 3-0

Town Clerk

Theresa Fish