

Town of Minerva - Town Board Minutes March 19, 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; March 19, 2026. Supervisor McNally opened the Regular Board Meeting at 7:00 pm with the Pledge of Allegiance.

Roll Call taken by Town Clerk, Theresa Fish:

Present:

Town Supervisor: Stephen McNally
Councilmember: Douglas McCall
Councilmember: Keith Dubay
Councilmember: Scott Fish
Highway Superintendent: Jonathan Fish
Town Clerk: Theresa Fish

Not Present:

Councilmember: David LaBar

#96 Motion by MCCALL and seconded by DUBAY to approve the minutes for the March 12, 2026 Town Board Meeting.

Aye – McNally, Dubay, McCall, Fish; Nay – none

Carried 4-0

Correspondence:

- Kathleen O'Malley submitted a letter of interest in joining the Zoning Board of Appeals.
- Letter from Ronnie Silver requesting financial support from the town to print and pay for the mailing of the Backpack Program "ask letter".

Financial Reports:

#97 MOTION made by MCCALL and seconded by FISH to approve Abstract Audit of Vouchers 2-2026 on MARCH 19, 2026; starting with voucher number 2026-93 and ending with 2026-130:

| | | <u>Unpaid</u> | <u>Paid</u> | <u>Total paid & unpaid</u> |
|---------------------|----|---------------|--------------|--------------------------------|
| General Fund | 01 | \$19,169.50 | \$33,640.71 | \$52,810.21 |
| Highway Fund | 02 | \$14,985.45 | \$125,349.56 | \$140,335.01 |
| Parks District | 05 | \$5,390.70 | \$3,271.34 | \$8,662.04 |
| Water District Fund | 08 | \$407.74 | \$845.30 | \$1,253.04 |
| Trust & Agency Fund | 99 | - | \$613.21 | \$613.21 |
| <i>Totals</i> | | \$39,953.39 | 163,720.12 | \$203,673.51 |

Aye – McNally, Dubay, McCall, Fish; Nay – none

Carried 4-0

#98 MOTION made by MCCALL and seconded by DUBAY to approve the Operating Statements for Feb-2026.

Aye – McNally, Dubay, McCall, Fish; Nay – none

Carried 5-0

#99 MOTION made by DUBAY and seconded by FISH to approve the Cash Report Statement for Feb-2026.

Aye – McNally, Dubay, McCall, Fish; Nay – none

Carried 5-0

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New Business:

#100 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION to appoint Kathleen O'Malley beginning March 19, 2026 to the Town of Minerva Zoning Board of Appeals, finishing the 5-year term ending December 31, 2029.

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

#101 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION to authorize the payment of \$670.00 to TC Inspections for ansbestos survey before demolition of the garage section of the Town Hall and approves it as a pre-payment from Building C/E 1620.4.

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

Old Business:

#102 MOTION made by MCCALL and seconded by DUBAY to approve RESOLUTION to accept the highest offer from Robert Kohrman for \$464.00 with the agreement that the roofing will be paid and picked up in one week from notification of award:

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

Supervisor's Report:

- Waiting for spring.
- Kubota UTV needs a new motor, discussed cost.
- Clean up day is April 25th. Josana LaBar is interested in volunteering to head the organizing of Clean Up Day. Will have her reach out to Betty LeMay.
- Attended a training in Albany on State of Emergencies dos and don'ts.

#103 MOTION made by DUBAY and seconded by MCCALL to approve RESOLUTION to authorize the purchase of a new motor for the Kubota UTV for \$6,600.00 to be paid from account Parks & Playgrounds/7104.2.

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

No estimates provided.

Highway Superintendent's Report:

- Price of sand is going up 20%, been hauling while it is cheaper.
- Requesting a resolution to purchase tracks, Summit brand tracks
- Loader picked up today. Still need to get the forks, and extra wheel.
- Still sanding and salting roads

Department Reports:

#104 MOTION made by DUBAY and seconded by MCCALL to approve the Town Clerk Report for Feb. 2026.

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

#105 MOTION made by MCCALL and seconded by DUBAY to approve the Tax Collection Report for Feb. 2026.

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

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#106 MOTION made by MCCALL and seconded by FISH to approve the Transfer Station Report for Feb. 2026.

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

Carried 4-0

#107 MOTION made by MCCALL and seconded by DUBAY to approve the Food Panty Report for Feb. 2026.

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

Carried 4-0

Building and Code – No Permits issued in February

#108 MOTION made by FISH and seconded by MCCALL to approve Minerva Volunteer Fire & Rescue Feb. 2026.

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

Carried 4-0

#109 MOTION made by DUBAY and seconded by MCCALL to approve RESOLUTION to authorize printing and payment for the bulk mailing of the Minerva Backpack Program fundraising letter through the United States Postal Service and that this expense be paid from the Roost Economic Development account #69894.18.

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

Carried 4-0

Councilmember comments:

Dubay – Invited John Williams to speak.

John Williams requested permission to log town property connected to Edward Brannon, behind the Transfer Station. McNally states it would have to be put it out to bid.

No motion taken.

#110 MOTION by DUBAY seconded by FISH to adjourn the meeting at 7:18pm.

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

Carried 4-0

Theresa Fish, Town Clerk