

## Town of Minerva - Town Board Minutes April 23, 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; April 23, 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:

Not Present:

Town Supervisor: Stephen McNally

Councilmember: Douglas McCall

Councilmember: Keith Dubay

Councilmember: David LaBar

Councilmember: Scott Fish

Highway Superintendent: Jonathan Fish

Town Clerk: Theresa Fish

#117 Motion by DUBAY and seconded by LABAR to approve the minutes for the April 2, 2026 Town Board Meeting.

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

Carried 5-0

Correspondence:

- Letter from David Cron Music expressing interest in performing in Summer concerts.
- Letter from Lancaster Public Art offering to commission a Goddess Minerva Sculpture.
- Notice from Frontier Communications updating emergency contact information.

Financial Reports:

#118 MOTION made by DUBAY and seconded by MCCALL to approve Abstract Audit of Vouchers 3-2026 on APRIL 23, 2026; starting with voucher number 2026-131 and ending with 2026-195:

<u>Account</u>		<u>Unpaid</u>	<u>PrePaid</u>	<u>Total Unpaid &amp; PrePaid</u>
General Fund:	01	\$39,178.53	\$11,336.36	\$50,514.89
Highway Fund:	02	\$73,504.88	\$2,329.61	\$75,834.49
Parks District:	05	\$6,687.25		\$6,687.25
Fire Protection Fund:	06	\$5,869.00		\$5,869.00
Water District Fund:	08	\$1,854.43	\$312.00	\$2,166.43
Pavilion/Warming Hut Capital Fund:	11	\$511.85		\$511.85
ROOST Economic Development:	18		\$335.12	\$335.12
Trust & Agency Fund:	99		\$613.21	\$613.21
<i>Totals:</i>		\$127,605.94	\$14,926.30	\$142,532.24

Vote was carried out by Roll Call.

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

Carried 5-0

#119 MOTION made by MCCALL and seconded by FISH to approve the Operating Statements for Mar-2026.

Vote was carried out by Roll Call.

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

Carried 5-0

**Town of Minerva - Town Board Minutes**  
**April 23, 2026**

#120 MOTION made by LABAR and seconded by FISH to approve the Supervisor’s Cash Report Statement for Mar-2026.

Vote was carried out by Roll Call.

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

Carried 5-0

New Business:

#121 MOTION made by DUBAY and seconded by LABAR to approve RESOLUTION to authorize the hire the following employees with successful completion of First Aid, CPR/AED and Lifesaving classes a with the exemption for the position of Bus Driver and Night Watchman:

<b>Title</b>	<b>Name</b>	<b>2026 Wage</b>	<b>Weeks</b>	<b>Paid from</b>
Director	Ashley Christian	\$927.51 / week	8	A73101.01
Health Director	<i>No Applicants</i>	\$ 20.64 / hour	6	A73101.01
Water Safety Instructor	<i>No Applicants</i>	\$ 22.85 / hour	6	A73101.01
Assistant Director	Rebecca Pless	\$ 18.92 / hour	6	A73101.01
Bus Driver	Keith Iversen	\$ 52.42 / trip	6	A73101.01
Head Lifeguard	Nicole Williams	\$ 22.61 / hour	12	A71801.05
Night Watchman	<i>to be interviewed</i>	\$ 18.35 / hour	16	A71101.05

Vote was carried out by Roll Call.

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

Carried 5-0

#122 MOTION made by DUBAY and seconded by FISH to approve RESOLUTION to approve a prepayment of \$1,200.00 to Johnsbury Youth Athletics from account 73104.01 to facilitate timely payment for participation in the Johnsbury’s Youth T-Ball, Baseball and/or Softball.

Vote was carried out by Roll Call.

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

Carried 5-0

#123 MOTION made by MCCALL and seconded by FISH to approve RESOLUTION to authorize \$125.00 from account 69894.18, for the purpose of purchasing fishing derby prizes.

Vote was carried out by Roll Call.

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

Carried 5-0

#124 MOTION made by LABAR and seconded by DUBAY to approve RESOLUTION to authorize \$100.00 from account 69894.18 for the purpose of purchasing Minerva Quest prizes.

Vote was carried out by Roll Call.

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

Carried 5-0

Old Business:

#125 MOTION made by LABAR and seconded by MCCALL to approve RESOLUTION to authorize the Town Clerk to advertise for sealed bids for construction labor for a 30' x 40' building, including, but not limited to, construction from an existing concrete surface, framing, sheathing, vinyl siding and trim installation, installation of roof trusses, roof decking, a shingled roofing system, and installation of entry doors and windows. Plans shall be available at the Town Hall during regular business hours. All bids, along with proof of appropriate insurance, must be submitted to the Town Clerk in sealed envelopes clearly labeled “Town of Minerva Bid – Gym

**Town of Minerva - Town Board Minutes**  
**April 23, 2026**

Construction Labor” by the deadline; Thursday, May 7, 2026 by 3:00 pm. Materials for the project will be supplied by the Town at the time of the project start. Construction shall commence only upon approval of the New York State Department of Environmental Conservation (DEC) grant funding for said project. The Town Board reserves the right to reject any and all bid.

Aye – McNally, McCall, Dubay, Fish; Nay – none Carried 5-0  
*Vote recorded as accurate as possible; supervisor declined request for clarifying roll call.*

**Supervisor’s Report:**

- States he called DEC and got approval to remove the fuel tank at the town hall.
- Need help on getting applicants for youth program.
- Thanked Jon and his crew for their assistance in replacing the water line at the town hall.
- Minerva Clean up Day is on Saturday, April 25<sup>th</sup>.

**Highway Superintendent’s Report:**

- Working on the gym waterline. While digging hit the old galvanized water line which was in poor shape. Routing a new line from the fire hydrant, plastic, will last longer. Taking galvanized line out.
- Took the fuel tank out, it is at the transfer station.
- Got rid of 500+/- tires, price increase, suggested the town considering raising disposal rate, and look at other companies.
- Would like to put the 2001 loader/forks on International Auctions.
- Sweeping & hauling sand.

**Department Reports:**

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

Aye – McNally, Dubay, McCall, LaBar, Fish; Nay – none Carried 5-0

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

Aye – McNally, Dubay, McCall, LaBar, Fish; Nay – none Carried 5-0

#128 MOTION made by LABAR and seconded by DUBAY to approve the Water Collection Report for Mar. 2026.

Aye – McNally, Dubay, McCall, LaBar, Fish; Nay – none Carried 5-0

#129 MOTION made by DUBAY and seconded by MCCALL to approve the Transfer Station Report for Mar. 2026.

Aye – McNally, Dubay, McCall, LaBar, Fish; Nay – none Carried 5-0

#130 MOTION made by MCCALL and seconded by LABAR to approve the Food Panty Report for Mar. 2026.

Aye – McNally, Dubay, McCall, LaBar, Fish; Nay – none Carried 5-0

**Town of Minerva - Town Board Minutes**  
**April 23, 2026**

#131 MOTION made by MCCALL and seconded by LABAR to approve Building & Codes Report for Mar. 2026.

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

Carried 5-0

#132 MOTION made by DUBAY and seconded by FISH to approve Minerva Volunteer Fire & Rescue Mar. 2026.

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

Carried 5-0

The Board did not review the Johnsbury Emergency Service Reports.

Councilmember comments:

LaBar: update on herbicide application process, public comment period opened, on the 14<sup>th</sup> will be discussed at meeting.

Dubay: Asked if golf Frisbee baskets were out yet.

#134 MOTION by DUBAY seconded by FISH to adjourn the meeting at 7:42pm.

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

Carried 5-0

Theresa Fish, Town Clerk