

Town of Minerva – Town Board Minutes - May 7, 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; May 7, 2026 was called to order at 7:00 PM.

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

Public comments: Keith Iversen & Brett Darrow; request consideration of a noise ordinance. Town Historian Teresa Brannon Strohmeyer; scheduling unveiling of Pomeroy Sign on June 12th.

Roll Call taken by Town Clerk, Theresa Fish:

Present:

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

Not Present:

Councilmember - Scott Fish

#135 Motion by DUBAY and seconded by Fish to approve the minutes for the April 23, 2026 Town Board Meeting.

Aye: McNally, McCall, Dubay, LaBar; Nay: none

Carried 4-0

#136 Motion by MCCALL and seconded by DUBAY to approve:

RESOLUTION AUTHORIZING THE SURPLUS AND SALE OF A 2001 JOHN DEERE 544TC BUCKET LOADER BY PUBLIC AUCTION

WHEREAS, the Town Highway Superintendent has determined that the Town-owned 2001 John Deere 544TC Bucket Loader is no longer needed for municipal purposes and should be removed from service; and

WHEREAS, the Town Board finds it to be in the best interests of the Town to declare said equipment as surplus property and authorize its sale through Auction International; and

WHEREAS, said equipment was offered for sale through Auction International; and

WHEREAS, the highest bid received was in the amount of \$16,400.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby declares the 2001 John Deere 544TC Bucket Loader to be surplus property.

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes the sale of said equipment through Auction International.

BE IT FURTHER RESOLVED, that the Highway Superintendent has the right to reject any and all bids or offers if deemed not in the best interests of the Town and hereby Accepts/Rejects the highest responsible bid in the amount of \$16,400.00.

BE IT FURTHER RESOLVED, that upon completion of the sale, the appropriate Town officials are authorized to execute any documents necessary to transfer title and complete the transaction, and that proceeds from such sale shall be deposited into the appropriate Town account.

Vote was carried out by Roll Call.

Aye: McNally, McCall, Dubay, LaBar; Nay: none

Carried 4-0

#137 Motion by MCCALL and seconded by LABAR to approve:

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RESOLUTION TO HIRE SUMMER STAFF FOR THE 2026 MINERVA YOUTH PROGRAM, DONNELLY BEACH, AND CAMPGROUND - UPDATE

WHEREAS, the Town of Minerva has a campground, bathing beach and has successfully operated one of the longest running municipal summer youth programs in New York State; and
 WHEREAS, the Campground is open May 15 to October 12, the beach is open June to September, and the Minerva Youth Program is expected to run from July 8 to August 14, 2026; and
 WHEREAS, the Town of Minerva requires qualified staff to successfully operate the campground, bathing beach and Minerva Youth Program; and

NOW BE IT RESOLVED, the Town Board of the Town of Minerva authorizes the hire the following employees with successful completion of First Aid, CPR/AED and Lifesaving classes with the exemption for the position of Bus Driver, to be paid from Youth Program Personal Services:

Title	Name	Wage	Hire status	Weeks	Account
Director	Ashley Christian	\$927.51/wk	4/23/26 R#121	8	A73101.01
Health Director	<i>no applicants</i>	\$ 20.64/hr		6	A73101.01
Water Safety Instructor	<i>no applicants</i>	\$ 22.85/hr		6	A73101.01
Assistant Director	Rebecca Pless	\$ 18.92/hr	4/23/26 R#121	6	A73101.01
Bus Driver	Keith Iversen	\$ 52.42/trip	4/23/26 R#121	6	A73101.01

AND BE IT FURTHER RESOLVED, the Town Board the Town of Minerva authorizes the hire of the following with successful completion of first aid, CPR/AED and lifesaving classes with exemption for the position of Night Watchman:

Title	Name	Wage	Hire status	Weeks	Account
Head Lifeguard	Nicole Williams	\$ 22.61/hr	4/23/26 R#121	12	A71801.05
<i>Night Watchman</i>	<i>Keith Iversen</i>	<i>\$ 18.35/hr</i>		<i>16</i>	<i>A71101.05</i>

Vote was carried out by Roll Call.

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

Carried 4-0

#138 Motion by LABAR and seconded by DUBAY to approve:

RESOLUTION AUTHORIZING GROUP CAMPSITE USE AGREEMENT

WHEREAS, the Town of Minerva operates a campground; and
 WHEREAS, the Town Board has established rules and regulations for campground use; and
 WHEREAS, group use of designated campsites requires additional conditions beyond standard individual use due to additional liability when allowing large groups at a site; and
 NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes a Group Campsite Use Agreement to be used in addition to existing campground rules as needed for groups larger than noted in the standard rule agreement; and

BE IT FURTHER RESOLVED, that all group users shall comply with both campground rules and the supplemental agreement; and

BE IT FURTHER RESOLVED, that the Agreement shall include, at a minimum:

The following guidelines regarding the use of Group Sites by authorized non-profit organizations, youth groups, or other approved entities;

- Usage: Approved groups may utilize the site differently than individual users, meaning that they will have access to expanded capacity limits tailored to accommodate larger gatherings and organizational activities.

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- Responsibility: The group organizer of such approved entities shall ensure the entire group complies with all applicable usage policies, local regulations, and is responsible for the entire group at all times.

- Liability: The group/group organizer assumes all responsibility for any injury, conduct, and/or damages of all participants and their belongings.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

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

Carried 4-0

TABLED Resolution to acknowledge, award/reject Gym Construction Bids. No bids received.

#139 Motion by MCCALL and seconded by LABAR to approve:

RESOLUTION AUTHORIZING RE-ADVERTISEMENT FOR BID FOR CONSTRUCTION OF GYM

WHEREAS, the Town of Minerva Supervisor has made a request to obtaining bids for the construction of a Fitness Building (Gym) as part of a pending New York State Department of Environmental Conservation (DEC) funding; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Town Clerk to re-advertise for sealed bids, in the Town’s official newspaper, 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.

BE IT FURTHER RESOLVED, that plans shall be available at the Town Hall during regular business hours.

BE IT FURTHER RESOLVED, all materials for the project will be supplied by the Town at the time of the project start.

BE IT FURTHER RESOLVED, that 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 Construction Labor” by the deadline; Thursday, May 23, 2026 by 3:00 pm and publicly opened and read aloud at the Minerva Town Hall on May 23, 2026, at 7:00 PM.

BE IT FURTHER RESOLVED, that construction shall commence only upon approval of the New York State Department of Environmental Conservation (DEC) funding for said project.

BE IT FURTHER RESOLVED, that the Town Board reserves the right to reject any and all bids. Vote was carried out by Roll Call.

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

Carried 4-0

#140 Motion by MCCALL and seconded by LABAR to approve:

RESOLUTION TO AUTHORIZE PAYMENT FOR TRUSSES FOR THE NEW GYM PROJECT

WHEREAS, the Town of Minerva is in the process of constructing a new gym and

WHEREAS, the Town of Minerva has purchased trusses for the new building; and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva authorizes the payment below to Curtis Lumber for the materials ordered.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Minerva will approve the following bill as a Pre-Pay in order to facilitate timely payment:

Contractor	Account	Amount to Pay
Curtis Lumber	Capital Project - 71802.11	\$6,490.77

Vote was carried out by Roll Call.

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

Carried 4-0

#141 Motion by LABAR and seconded by DUBAY to approve:

RESOLUTION TO AUTHORIZE THE AMENDED CONTRACT AGREEMENT BETWEEN TOWN OF MINERVA AND JOHNSBURG EMERGENCY SERVICES (JES)

WHEREAS, the Town of Minerva has a contract with Johnsbury Emergency Services to provide emergency services for the residents of Minerva at the contractual cost of \$106,337; and

WHEREAS, the Town of Minerva has received revenue in the amount of \$78,168.50 from Essex County for the support of the operation of local public health programs (ES-26-029); and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva approves the amended contractual expense for Johnsbury Emergency Services to \$184,505.50; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the following budget amendments to accommodate this change and authorizes prepayments to Johnsbury Emergency Services.

Budget Line	Account	Increase
3401.01	State Aid Public Health <i>(revenue from aid for support of the operation of local public health programs)</i>	\$78,168.50
40504.01	Public Health – Ambulance C/E	\$78,168.50

BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor to sign the amended contract with Johnsbury Emergency Services and approve prepayments in accordance with the terms of the agreement and applicable law.

Vote was carried out by Roll Call.

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

Carried 4-0

Supervisor Report:

Clarified information regarding the “grant” for the Gym. Discussed funds being distributed to Rescue Squad from Essex County. In need of 16–70-year-old “kids” willing to work on the Youth Program and Food Program. Concrete forms are planned for next weekend.

Joe Connelly spoke on JES contract amendment, & JES quarterly report.

Highway Superintendent Report:

Sold the loader via auction. Completed water line work at Town Hall. Explained plans to put in 720ft 2” line on Beach Rd before having it paved. Come down to Sigler Camp, and meet up with all the taps, all the way to the Snack Stand. Blacktop scheduled for the 20th. Sweeping and hauling sand, Main St O’ville, and Church St. Chips funds for binder on NW Club Rd. Discussed prices on blacktop and binder. Got a bid from Gorman; \$49K. Last mile of NW Club Rd, calling the State to see if CHIPS can be used. State Budget is still pending.

Councilman Comments:

LaBar –Hydrant removed from Town Hall. APA addressing ProcellaCOR treatment next week.

Dubay – Asked about the status of Road abandonments.

#142 MOTION by DUBAY seconded by MCCALL to Adjourn the meeting at 7:42 pm.

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

Carried 4-0

Town Clerk - Theresa Fish