

Town of Minerva – Town Board Minutes – August 6, 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, August 6, 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:

Deputy Supervisor - Keith Dubay
Councilmember - Doug McCall
Councilmember - David LaBar
Councilmember - Scott Fish
Highway Superintendent - Jon Fish
Town Clerk - Theresa Fish

Not Present:

Town Supervisor - Stephen McNally

#226 Motion by LABAR and seconded by FISH to approve the minutes for the July 16, 2026 Regular Town Board Meeting.

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

Carried 4-0

Public Comment:

Emma Wildermuth requested that the board consider a change in her rate of pay.

Correspondence:

Letter from Jon Hausman at end of Minerva Lake Rd/59 Minerva Lake Rd, requesting a new water main to be installed with a Fire Hydrant; 1321 ft of 6-inch line.

Town Board requested a letter of response; considered – request is not a viable option, cost, problems are too high-risk in fire response efficiency, dry hydrant option may be possible, if a location can be offered and approved.

Letter from Emma Wildermuth requesting a change her rate of pay on the Minerva Youth program.

Deputy Supervisor Keith Dubay requested that the Town Board enter into Executive Session to discuss personnel issues.

#227 Motion by MCCALL and seconded by LABAR to enter executive session to discuss personnel issues at 7:10 pm.

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

Carried 4-0

Theresa Fish was briefly invited into executive session.

#228 Motion by MCCALL and seconded by LABAR to exit executive session at 7:35 pm.

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

Carried 4-0

Following Executive Session, Deputy Supervisor Keith Dubay reported regarding Emma Wildermuth's request for pay increase. The Board discussed the request and determined that no action would be taken, as the requirements for certification and the applicable pay rate had not

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been met. Communication concerns regarding the request were also discussed, including the importance of presenting requests to the full Board for consideration.

The Town Clerk opened and read aloud the bids for Gym Construction Labor bids:

Bidder	Bid Amount	Other notes
East Side Property Services	\$85,072.00	50% down, 50% upon completion
Longacres Construction, LLC	\$62,636.00	Deposit of \$15,659
Chris LaBar		Not opened due to employment w. town

#229 Motion by LABAR and seconded by FISH to approve:

RESOLUTION TO ACCEPT/REJECT GYM CONTRUCTION LABOR BID

WHEREAS, the Town of Minerva previously authorized the Gym/Cabins Capital Project by Resolution No. 299 (2025), and as amended by Resolution No. 186 (2026); and

WHEREAS, the Town Board authorized the Town Clerk to advertise for sealed bids for construction labor for the Gym Construction Labor on July 16, 2026 by Res. No. 216; and

WHEREAS, the following sealed bids were received and publicly opened at the Regular Town Board Meeting on August 6, 2026, in accordance with the published bid notice:

Bidder	Bid Amount	Other notes
East Side Property Services	\$85,072.00	50% down, 50% upon completion
Longacres Construction, LLC	\$62,636.00	Deposit of \$15,659
Chris LaBar		Not opened due to employment w. town

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby has reviewed the bids and determined that it is in the best interest of the Town to:

✓ Award the contract with Longacres Construction, LLC for the construction of the gym, for the amount of \$62,636.00, the Town Supervisor is hereby authorized to execute all contracts, agreements, and related documents necessary to complete this procurement, subject to review by the Town Attorney, if required.

Vote was carried out by Roll Call.

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

Carried 4-0

The Town Clerk opened and read aloud the Request for Proposal for Well Drilling Services at the Transfer Station for the Composter Project:

Proposer	Proposal Amount	Other notes
Sterling Well Drilling Inc	\$9,450.00	Up to 300ft. No well pump included. \$5000 min. regardless of final depth

#230 Motion by MCCALL and seconded by FISH to approve:

RESOLUTION TO ACCEPT/REJECT WELLING DRILLING SERVICES REQUEST FOR PROPOSAL FOR THE TOWN OF MINERVA FOOD SCRAP COLLECTION AND COMPOST FACILITY

WHEREAS, the Town of Minerva previously authorized the advertisement for Request for Proposals (RFPs)a for Well Drilling services for the Town of Minerva Food Scrap Collection and Compost Facility by Resolution No. 213 (2026); and

WHEREAS, proposals were received by were received by the Town Clerk and publicly opened at the Regular Town Board Meeting, on August 6, 2026, in accordance with the published Request for Proposal:

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Proposer	Proposal Amount	Other notes
Sterling Well Drilling Inc	\$9,450.00	Up to 300ft. No well pump included. \$5000 min. regardless of final depth

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby has reviewed the proposals received and determined that it is in the best interest of the Town to:

✓ Accept the Proposal submitted by Sterling Well Drilling, Inc for Well Drilling Services for the Town of Minerva Food Scrap Collection and Compost Facility in the amount of \$9,450.00. The Town Supervisor is hereby authorized to execute all contracts, agreements, and related documents necessary to complete this procurement, subject to review by the Town Attorney, if required.

Vote was carried out by Roll Call

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

Carried 4-0

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

RESOLUTION TO HIRE ADDITIONAL SUMMER STAFF FOR DONNELLY BEACH

WHEREAS, the Town of Minerva has a bathing beach; and

WHEREAS, the beach is open June to September; and

WHEREAS, the Town of Minerva requires qualified staff to successfully operate the bathing beach; and

NOW BE IT FURTHER RESOLVED, the Town Board the Town of Minerva authorizes the hiring of the following seasonal employees for the 2026 summer season, contingent upon meeting all required certification, paid from Account A71801.05 at the approved hourly wage:

Title	Name	Wage	Effective Date
Lifeguard	Claire Fish	\$22.58	Aug 6, 2026
Lifeguard	Hunter McNally	\$22.58	Aug 6, 2026

Vote was carried out by Roll Call.

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

Carried 4-0

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

A RESOLUTION AUTHORIZING THE ADOPTION OF A CYBERSECURITY AWARENESS TRAINING POLICY IN COMPLIANCE WITH NEW YORK STATE TECHNOLOGY LAW §103-F

WHEREAS, New York State Technology Law §103-f requires all local government entities to implement a cybersecurity awareness training program for all employees, elected officials, and relevant personnel; and

WHEREAS, the Town of Minerva recognizes the increasing risk of cybersecurity threats, including phishing, ransomware, and unauthorized access to sensitive information; and

WHEREAS, cybersecurity awareness training is a critical component in protecting the Town's information systems, data, and operations from such threats; and

WHEREAS, New York State requires that such training be conducted on an annual basis and include, at a minimum, guidance on detecting, preventing, and reporting cybersecurity incidents; and

WHEREAS, the Town of Minerva desires to adopt a formal Cybersecurity Awareness Training Policy to ensure compliance with State law and to promote best practices in information security; and

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THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby adopts the Cybersecurity Awareness Training Policy, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that all Town employees, elected officials, and any individuals with access to Town information systems shall complete cybersecurity awareness training upon hire and at least annually thereafter; and

BE IT FURTHER RESOLVED, that the Town Supervisor, or their designee, is authorized to implement and administer the training program, including selecting appropriate training platforms or providers; and

BE IT FURTHER RESOLVED, that records of training completion shall be maintained in accordance with applicable records retention requirements; and

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

Vote was carried out by Roll Call.

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

Carried 4-0

The Board took no action of remaining policy resolutions including Gender-Based Violence Policy, Sexual Harassment Policy, Workplace Violence Policy, until they could be reviewed further.

The Board took no action on the solicitation of bids pending further information could be provided.

Supervisor Report: Absent

Highway Superintendent Report: The truck cab and chassis have been delivered to Tenco; the body is still awaiting completion, approximately 13 months. The highway crew has been working on Northwoods Club Road, hauling sand and aggregates from Peckham's, raking, and catching up on work delayed earlier this year when they were helping at the Town Hall. The Jake brake on one truck is not working, and are being performed to determine the problem. Several trucks are planned to go to Crown Point for paving next week.

Deputy Supervisor Keith Dubay reported on follow-up from Executive Session. The board discussed the possibility of having Douglas McCall and Scott Fish meet with the Parks Department employees and other staff regarding workplace concerns and report back to the Board at the next meeting. No formal action was taken.

Public Comment: Emma Wildermuth expressed disappointment regarding her job with the Minerva Youth Program this year. Mr. Wildermuth, Emma's parent, spoke regarding the employment letter and communication with Supervisor McNally. He stated that communication regarding the pay rate change was lacking. T.B. Strohmeyer asked about cyber training. Rebecca Pless questioned certifications for all counselors.

Councilman Comments: none

#233 MOTION by MCCALL seconded by FISH to adjourn the meeting at 8:09 pm.

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

Carried 4-0

Town Clerk - Theresa Fish