

Town of Minerva - Town Board Minutes – June 18, 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; June 18, 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: David LaBar
Highway Superintendent: Jonathan Fish
Town Clerk: Theresa Fish

Not Present:

Councilmember: Scott Fish

#172 Motion by MCCALL and seconded by MCNALLY to approve the minutes for the June 4, 2026 Town Board Meeting.

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

Carried 4-0

Financial Reports:

#173 MOTION made by MCCALL and seconded by DUBAY to approve Abstract Audit of Vouchers 6-2026 on June 18, 2026; voucher numbers 2026-256 through 2026-329:

<u>Account</u>		<u>Unpaid</u>	<u>PrePaid</u>	<u>Total Unpaid & PrePaid</u>
General Fund:	01	\$88,294.03	\$10,511.51	\$98,805.54
Highway Fund:	02	\$64,232.42	\$1,815.59	\$66,048.01
Parks District:	05	\$4,379.07	\$604.37	\$4,983.44
Fire Protection Fund:	06			\$0.00
Water District Fund:	08	\$15,521.02	\$97.70	\$15,618.72
Gym/Cabin Capital Fund:	11	\$857.71	\$31,295.72	\$32,153.43
ROOST Economic Development:	18	\$16,822.00		\$16,822.00
Trust & Agency Fund:	99		\$613.21	\$613.21
Totals:		\$190,106.25	\$44,938.10	\$235,044.35

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

Carried 4-0

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

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Fund	Bank Account	Prior Balance	Contribution	Interest Earned	Withdrawals	Balance
General	201.01	\$1,600,944.44		\$4,753.44	\$50,000.00	\$1,555,697.88
Highway	201.02	\$1,151,417.14		\$3,421.02	\$30,000.00	\$1,124,838.16
Parks	201.05	\$314,835.94		\$938.58		\$315,774.52
Fire Prot.	201.06	\$57,425.38		\$171.20		\$57,596.58
Water	201.08	\$140,765.32		\$419.64		\$141,184.96
Capital Park	201.11	\$70,016.30		\$204.89	\$10,000.00	\$60,221.19
Capital YP	201.16	\$32,164.56		\$95.90		\$32,260.46
ROOST	201.18	\$158,967.31	\$40,000.00	\$489.31		\$199,456.62
TOTAL:		\$3,526,536.39	\$40,000.00	\$10,493.98	\$90,000.00	\$3,487,030.37

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

Carried 4-0

#175 MOTION made by LABAR and seconded by DUBAY to approve the Supervisor’s Cash Report Statement for MAY-2026:

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Cash Balances, Disbursements, and Interest Earned

Multi Fund	Bank Account	Prior Balance	Deposits	Disbursements	Balance
General	201.01	\$100,349.55	\$147,717.55	\$169,321.65	\$78,745.45
Highway	201.02	\$66,568.46	\$74,199.25	\$81,679.14	\$59,088.57
Parks	201.05	\$19,128.99	\$5,586.74	\$2,930.18	\$21,785.55
Fire Prot.	201.06				\$0.00
Water	201.08	\$9,295.09	\$0.28	\$2,954.04	\$6,341.33
Capital GYM/PP	201.11	\$32,415.47	\$10,000.16	\$38,690.36	\$3,725.27
Capital YP	201.16				
Waterfont	201.17	\$3,426.83	\$0.00	\$0.00	\$3,426.83
ROOST	201.18	\$21,229.02	\$24,199.50	\$40,000.00	\$5,428.52
TOTAL:		\$252,413.41	\$261,703.48	\$335,575.37	\$178,541.52

Capital Project Account

	Bank Account	Prior Balance	Deposits	Disbursements	Balance
Water	200.04	\$0.00	\$0.00	\$0.00	\$0.00
Capital Proj.	200.03	\$0.00	\$0.00	\$0.00	\$0.00

Trust Funds

	Bank Account	Prior Balance	Deposits	Disbursements	Balance
Trust/PR	200.99	\$7,387.44	\$67,388.44	\$62,521.46	\$12,254.42
Pre Paid HRA	200.97	\$23,612.96	\$150.83	\$11,725.07	\$12,038.72
Total		\$31,000.40	\$67,539.27	\$74,246.53	\$24,293.14

Vote was carried out by Roll Call.

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

Carried 4-0

New Business:

#176 MOTION made by MCCALL and seconded by LABAR to approve:

RESOLUTION AWARDDING BID FOR PROCUREMENT AND DELIVERY OF A PREFABRICATED TWO-BAY GARAGE FOR THE TOWN OF MINERVA FOOD SCRAP COLLECTION AND COMPOSTING FACILITY

WHEREAS, the Town of Minerva solicited sealed bids for the Procurement and Delivery of a Prefabricated Two-Bay Garage for the Town of Minerva Food Scrap Collection and Composting Facility; and

WHEREAS, funding for this project shall be provided through the New York State Department of Environmental Conservation grant and any required Town matching funds.

WHEREAS, the following bids were received and opened by the Town Clerk on June 18, 2026:

Bidder	Bid Amount	Other notes
Mohawk Valley Sheds	\$18,299.00	Delivery, no set up or install

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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 for the Procurement and Delivery of a Prefabricated Two-Bay Garage for the Town of Minerva Food Scrap Collection and Composting Facility to Mohawk Valley Sheds in the amount of \$18,299.00, 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.

☐ ~~Rejects all bids received and authorizes the Town Supervisor and Town Clerk to take such actions as may be necessary to re-advertise for bids or otherwise proceed in the best interest of the Town.~~

Vote was carried out by Roll Call.

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

Carried 4-0

#177 MOTION made by DUBAY and seconded by MCCALL to approve:

RESOLUTION TO SET WAGES FOR PART-TIME/TEMPORARY SUMMER STAFF FOR THE 2026 MINERVA YOUTH PROGRAM, DONNELLY BEACH, AND CAMPGROUND

WHEREAS, the Town Board wishes to establish a wage standard for the 2026 for their Temporary Summer Staff; and

WHEREAS, the Town of Minerva operates a bathing beach, campground, and one of the longest-running municipal summer youth programs in New York State; and

WHEREAS, the Town of Minerva requires qualified staff to safely and effectively operate these programs and facilities; and

WHEREAS, certain positions require specialized certifications; Lifeguarding/CPR, First Aid, Wilderness First Aid, WSI Certifications, as a condition of employment; and

WHEREAS, a minimum number of Counselor staff are required to maintain current Lifeguarding/CPR and/or First Aid certifications to ensure compliance with safety standards, supervision requirements, and program operational needs; and employees who do not maintain the required certifications may no longer be eligible for certain positions, assignments, or scheduled work hours; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the following wages for Part-time/Temporary Summer MYP staff at a 5% increase over 2025 wages:

Title	2026 wage	Hours/day	Weeks	Paid From
Director	\$973.89/wk.	8	8	A7310.1
Health Director	\$ 25.00/hr.	TBD	6	A7310.1
Water Safety Instructor Swim Testing	\$ 25.00/hr.	-	1+	A7310.1
Assistant Director	\$ 21.50/hr.	6	6	A7310.1
Returning Counselor w. certification	\$ 19.26/hr.	6	6	A7310.1
Return Counselor w/o certification	\$ 16.80/hr.	6	6	A7310.1
1 st year Counselor	\$ 16.00/hr.	6	1-6	A7310.1
Counselor in Training	\$ 16.00/hr.	6	1-6	A7310.1
Bus Driver	\$ 55.05/trip	-	6	A7310.1

AND BE IT FURTHER RESOLVED, that the Town Board of the Town of Minerva authorizes the following wages for Part-time/Temporary Beach, Campground and other Summer Staff at a 5% increase over 2025 wages:

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Title	2026 Wage	Weeks	Paid from
Head Lifeguard	\$ 23.74/hr.	12	A71804.05
Lifeguard	\$ 22.58/hr.	12	A71804.05
Night Watchman	\$ 19.27/hr.	16	A71101.05
Summer Lunch Program Cooks	\$ 19.26/hr.	6 +/-	A61431.01

Vote was carried out by Roll Call.

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

Carried 4-0

#178 MOTION made by DUBAY and seconded by LABAR to approve:

RESOLUTION TO AMEND THE PURCHASE PRICE OF DISC GOLF BASKETS FOR MINERVA RECREATION AREA

WHEREAS, the Town of Minerva has previously approved funds available from the Essex County Youth Sports Funding for the purchase of four (4) disc golf baskets; and

WHEREAS, the Town of Minerva has ordered four (4) disc golf baskets; and

WHEREAS, the shipping costs came in \$155.33 higher than expected; and

BE IT RESOLVED, The Town Board of the Town of Minerva is amending resolution 150 originally in the amount of \$2,100. 00 to the amount of \$2,255.33 to cover the additional shipping costs, to be paid from the Youth Program C/E Sports 73104.1.003 and approve it as a pre-pay.

Vote was carried out by Roll Call.

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

Carried 4-0

#179 MOTION made by DUBAY and seconded by LABAR to approve:

RESOLUTION TO AUTHORIZE BUDGET AMENDMENT

WHEREAS, the Town of Minerva Town Board has a responsibility to keep each line item in the Annual budget whole; and

BE IT RESOLVED THAT, The Town Board of the Town of Minerva authorizes the following budget amendment:

Account From	Account to	Amount	Reason
Contingency 19904.01	Public Safety C/E 39894.01	\$2,578.00	Minerva Lake Culvert Plans
Playground & Rec. C/E 71404.05	Special Rec. Facil. Beach C/E 71804.05	\$5,000.00	Concession Stand Enhancements
Environmental Controls 80904.05	Culture & Recreation 79894.05	\$20,000.00	AFR Code Change Requirement
Parks Fund Balance 909.05	Culture & Recreation 79894.05	\$10,950.00	Milfoil Treatment
Water Fund Balance 909.08	Source Power Pump C/E 83204.08	\$3,000.00	Full Generator Service at Pump Station
Water Fund Balance 909.08	Transmission/Distribution E/Q 83402.08	\$14,000.00	New Water Line on Beach Rd.

Vote was carried out by Roll Call.

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

Carried 4-0

#180 MOTION made by DUBAY and seconded by MCCALL to approve:

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RESOLUTION TO AUTHORIZE THE AMENDED RESOLUTION # 103 KUBOTA UTV MOTOR

WHEREAS, the Town of Minerva has previously approved Resolution # 103 to purchase a new motor for the Kubota UTV not exceed \$6,600.00; and

WHEREAS, the Town of Minerva exceeded the quoted amount and purchased a Kubota UTV motor from Abele Tractor and Equipment in the amount of \$8,980; and

WHEREAS, the Town Supervisor also hired Chris Clark Welding mount the engine into the Kubota UTV at a cost of \$4,690.00; and

WHEREAS, there is a refund on the core of \$1,500.00; and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva approves the amended budgeted expense for the repairs to the Kubota UTV to the total \$12,170; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Minerva authorizes the following budget amendments to accommodate this change:

Account From	Account To	Amount
Campground E/Q 71102.05	Parks & Playgrounds E/Q 71402.05	\$1,000.00

BE IT FURTHER RESOLVED, that the Town Board of the Town of Minerva authorizes pre-payments to Abele Tractor & Equipment in the amount of \$7,480.00, with core charge refund adjustment, and to Chris Clark Welding in the amount of \$4,690.00 from account Parks & Playgrounds E/Q 71402.05.

Vote was carried out by Roll Call.

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

Carried 4-0

#181 MOTION made by MCCALL and seconded by LABAR to approve:

RESOLUTION TO APPROVE THE AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

WHEREAS, Section 284 of the Highway Law states that the Town Board and the Town Superintendent of Highways must enter into an agreement to spend Town Highway Funds which is attached hereto; and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva approves the Agreement to Spend Town Highway Funds for the year 2026.

Vote was carried out by Roll Call.

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

Carried 4-0

#182 MOTION made by LABAR and seconded by MCCALL to approve:

RESOLUTION AUTHORIZING HIGHWAY DEPARTMENT TO CONTRACT FOR ROAD RECLAMATION

WHEREAS, the Town Highway Superintendent has recommended roadway work on Northwoods Club Road; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to authorize the Highway Department to contract for said work; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the Town Highway Superintendent, Jon Fish, to enter into an agreement with Gorman Construction for Full Depth Reclamation and Jointa Lime Company for Paving Service and Binder.

Vote was carried out by Roll Call.

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

Carried 4-0

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#183 MOTION made by MCCALL and seconded by LABAR to approve:

RESOLUTION AUTHORIZING PURCHASE OF KUBOTA COMPACT TRACK LOADER AND ATTACHMENTS

WHEREAS, the Town Supervisor is requesting the purchase of equipment for the operation and maintenance of Town parks, facilities, and public property; and

WHEREAS, the Town Supervisor obtained a Sourcewell cooperative purchasing quote from Able Tractor & Equipment Co., Inc. for a Kubota SVL75-3HFWVRCC compact track loader with attachments and accessories; and

WHEREAS, the quoted purchase price, including dealer assembly, freight, pre-delivery, and attachments, as noted in the quote, is \$86,671.84; and

NOW, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the purchase of the Kubota SVL75-3HFWVRCC with snowblower, forks and all other associated equipment from Able Tractor & Equipment Co., Inc. at a total cost not to exceed \$86,671.84 with State Contract #151790

BE IT, FURTHER, RESOLVED, that Town Board acknowledges that the funds are to be appropriated from the Five Towns Grant Agreement through Department of Environmental Conservation when they become available.

BE IT, FURTHER, RESOLVED, that payment for this purchase shall be made from Account Highway Fund Balance, and that sufficient funds are available in said account.

BE IT, FURTHER, RESOLVED, that the Town Supervisor is authorized and directed to execute all purchase orders, contracts, and other documents necessary to complete this transaction and to issue payment upon receipt of proper documentation.

Vote was carried out by Roll Call.

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

Carried 4-0

#184 MOTION made by LABAR and seconded by MCCALL to approve:

RESOLUTION AUTHORIZING AGREEMENT AND PAYMENT TO READY SCOUT FOR MILFOIL TREATMENT

WHEREAS, the Town Board has reviewed the Ready Scout agreement for the survey, treatment, monitoring, and reporting associated with the control of Watermilfoil in Minerva Lake; and

WHEREAS, the treatment is approximately 32 acres of Minerva Lake and includes all permitting support, herbicide application, oversight, water sampling, and reporting to the New York State Department of Conservation (DEC); and

WHEREAS, the total cost of the proposal is \$26,650.00 for pre-treatment survey and application of ProcellaCOR, \$4,300.00 for Herbicide sampling and reporting to DEC totaling \$30,950.00; and NOW, BE IT RESOLVED, that the Town Board of the Town of Minerva approves the proposal submitted by Ready Scout, LLC for Watermilfoil treatment and services for Minerva Lake in the amount not to exceed \$30,950.00.

BE IT, FURTHER, RESOLVED, that Town Board authorizes the Town Supervisor to execute the agreement and related documents necessary to carry out the treatment.

BE IT, FURTHER, RESOLVED, that the cost shall be paid from Culture and Recreation 79894.05 in the amount of \$30,950.00.

Vote was carried out by Roll Call.

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

Carried 4-0

#185 MOTION made by MCCALL and seconded by DUBAY to approve:

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RESOLUTION TO HIRE SECOND SUMMER PROGRAM COOK

WHEREAS, the Town of Minerva has provided a Summer Food Program for the children in the Town of Minerva for several years; and

WHEREAS, this program is managed through the Essex County Youth Bureau and funded by the United States Department of Agriculture (USDA); and

WHEREAS, the Town of Minerva previously appointed Joanne Jenks as a Summer Program Cook by Resolution No. 168 on June 4, 2026; and

WHEREAS, the successful operation of the Summer Food Program requires the employment of two cooks to adequately serve participating children; and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva authorizes the hiring of the following individuals as Summer Program Cooks for the purpose of preparing and providing meals the Summer Food Program:

Title	Name	Weeks	Account
Summer Program Cook	Joanne Jenks (appointed by Res. 168 on June 4, 2026)	6+	A76431.01
Summer Program Cook	Loretta Galusha	6+	A76431.01

Vote was carried out by Roll Call.

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

Carried 4-0

#186 MOTION made by MCCALL and seconded by DUBAY to approve:

RESOLUTION TO AMEND AND UPDATE 2025 RESOLUTION 299

WHEREAS, funding has been allocated within the New York State Senate Executive Budget 2025-2026 for the allocation of \$300,00.00 through a limited grant opportunity to the 5 Towns of Minerva, Long Lake, Indian Lake, Newcomb and North Hudson; and

BE IT RESOLVED, the Town Board of the Town of Minerva approved, pending funding approval, the proposal, under the Project Title: Gym/Cabins, at the projected cost total of \$300,000.00 by Resolution 299 in 2025.

BE IT FURTHER RESOLVED, the Town Board approved the renaming of the Capital Project-New Warming Hut account to Capital Project-Gym/Cabins account by Resolution 299 in 2025.

AND, BE IT FURTHER RESOLVED, the Town Board of the Town of Minerva approves the accurate updated anticipated appropriated amounts to match what was approved within the application of requested funds:

Breakdown	Anticipated Cost
Skid Steer Loader	\$89,554.00
Cabins	\$60,000.00
Fitness Center – Building Materials	\$85,000.00
Fitness Center – Syracuse Fitness Equipment	\$65,398.62
Misc.	\$47.38
TOTAL	\$300,000.00

AND, BE IT FURTHER RESOLVED, the Town Board authorizes the Town Supervisor to execute and submit all necessary applications, agreement, certifications, and other related documents necessary to carry out the process.

Vote was carried out by Roll Call.

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

Carried 4-0

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Supervisor's Report:

\$60K in the grant for cabins, hopeful to get 4. Beach is looking great. Praised Jon and the hwy. department for their work on beach road, saved the town a lot of money by replacing the lines themselves.

Highway Superintendent's Report:

Boil water order lifted from 51 down, on Beach Rd, completed top-coat using millings and a roller provided by JR Pratt. Pallete Stone completed work afterwards, with costs coming lower than estimated. Stone and 1 culvert by McNally's camp. Prior to July 4th to will return with reclamation machine. including culvert work and related improvements. Additional work included cleaning and sweeping sand from sidewalks, and Trout Brook and other town roads.

Department Reports:

#187 MOTION made by LABAR and seconded by DUBAY to approve the Town Clerk Report for May 2026.

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

#188 MOTION made by MCCALL and seconded by LABAR to approve the Tax Collection Report for May 2026.

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

#189 MOTION made by MCCALL and seconded by DUBAY to approve the Water Collection Report for Apr & May 2026.

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

#190 MOTION made by LABAR and seconded by DUBAY to approve the Transfer Station Report for May 2026.

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

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

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

#192 MOTION made by DUBAY and seconded by LABAR to approve Building & Codes Report for May 2026.

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

#193 MOTION made by MCCALL and seconded by DUBAY to approve Minerva Volunteer Fire & Rescue May 2026.

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

#194 MOTION made by DUBAY and seconded by LABAR to approve Johnsbury Emergency Call Log and Report May 2026.

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

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Public Comment: J. Demers gave thanks for the hole being fixed going towards Pottersville. T.B. Strohmeier gave a report regarding Pomeroy Sign unveiling and requested the town bring back the sidewalk from Sullivan's to the Dam, mentioned adding an event to Minerva Day.

Councilmember comments:

LaBar: ProcellaCOR application next Wednesday, testing in 4-10 days, survey in Sept.

McCall: Concert was very good, wish weather was better for attendance.

#195 MOTION by DUBAY seconded by MCCALL to adjourn the meeting at 7:52 PM.

Aye – McNally, Dubay, McCall, LaBar; Nay – none; Excused – Fish Carried 4-0

Theresa Fish, Town Clerk