

Town of Minerva – Town Board Minutes – September 3, 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, September 3, 2026 was called to order at 7:00 PM.

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

Roll Call was taken by Town Clerk Theresa Fish:

Present:

Town Supervisor - Stephen McNally
Councilmember - Keith Dubay
Councilmember - Doug McCall
Councilmember - David LaBar
Councilmember - Scott Fish
Town Clerk - Theresa Fish

Not Present:

#254 Motion by DUBAY and seconded by FISH to approve the minutes for the August 20, 2026, Regular Town Board Meeting.

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

Carried 5-0

Public Comment: Joy Healy requested additional funds for the Sleeping Giant Seniors.

Correspondence:

A letter from Teresa Brannon-Strohmeyer, Town Historian, disclosing her private business interest involving the sale of antiques and collectibles and outlining safeguards regarding her position as Town Historian.

A petition was provided by Michael Kelly requesting a uniform speed limit be placed on County Route 30/Morse Memorial Hwy.

#255 Motion by DUBAY and seconded by FISH to approve:

RESOLUTION TO SET 2027 BUDGET WORKSHOPS

WHEREAS, the Town Board of the Town of Minerva has the responsibility for preparing and adopting the Town's annual Budget; and

WHEREAS, the Town Board wishes to establish dates for the Budget Workshops in preparation for the 2027 Town Budget; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Minerva hereby established the following dates and time for the 2027 Budget Workshops to be held in the upper level of the Town Hall:

- Monday, October 5, 2026 at 6:30 to 8:30 p.m.
- Tuesday, October 6, 2026 at 6:30 to 8:30 p.m.
- Wednesday, October 7, 2026 at 6:30 to 8:30 p.m. (if needed)

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

Carried 5-0

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

RESOLUTION TO RESCIND REQUEST TO DONATE 1858 NYS ROUTE 28N, TO THE ESSEX COUNTY LAND BANK

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WHEREAS, by Resolution No. 233 (2025) adopted on August 28, 2025 the Town Board of the Town of Minerva approved the request to have Essex County remove the property located at 1858 NYS Route 28N, Tax Map No. 154.2-1-30.000, from the County Tax Foreclosure Auction and donate the property to the Essex County Land Bank for rehabilitation into workforce housing; and WHEREAS, pursuant to the Town's request the property was removed from the County Tax Foreclosure Auction and was intended to be transferred to the Essex County Land Bank; and WHEREAS, the Town Board subsequently learned that Essex County has requested that the Town of Minerva pay the outstanding back taxes and/or other amounts due on the property as a condition of completing the proposed transfer of the property to the Essex County Land Bank; and WHEREAS, the Town Board has determined that assuming responsibility for the outstanding taxes and any associated costs with the property is not in the best interest of the Town of Minerva; and WHEREAS, the proposed transfer of the property to the Essex County Land Bank has not been completed; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby rescinds and withdraws its prior request for the donation and transfer of 1858 NYS Route 28N, Tax Map No. 154.2-1-30.000, to Essex County Land Bank.

BE IT FURTHER RESOLVED, that the Town Board requests that Essex County return the property to the County's tax foreclosure process and place on the next available County Tax Foreclosure Auction, subject to the county's applicable procedures and requirements.

BE IT FURTHER RESOLVED, that the Town shall not assume responsibility for the payment of outstanding taxes, fees, or other costs associated with the property.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to take any necessary action and communicate with Essex County and Essex County Land Bank to carry out the intent of this resolution.

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

Carried 5-0

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

RESOLUTION TO AUTHORIZE BUDGET AMENDMENT

WHEREAS, the Town Board of the Town of Minerva is responsible for maintaining the integrity of the Town's adopted annual budget; and

BE IT RESOLVED THAT, the Town Board of the Town of Minerva hereby authorizes the following budget amendment/s:

Account From	Account to	Amount	Reason
Contingency 19904.01	Supervisor 12204.01	\$2,500.00	Keep Budget Whole
Contingency 19904.01	Social Security 90308.01	\$3,000.00	Keep Budget Whole
General Fund Balance 909.01	Refuse & Garbage E/Q 81602.01	\$20,000.00	Well & Supplies to be partially reimbursed from DEC Composter Grant
Capital Fund Balance 909.11	Parks Capital Projects 71802.11	\$103,429.11	Capital Fund Balance towards New Gym
Roost Economic Dev. 69894.18	Parks Capital Projects 71802.11	\$40,000.00	New Gym
Parks (Campground) C/E 71104.05	Spec. Rec. Facil. (Beach) P/S 71801.05	\$3,000.00	Lifeguards Salary
Playground/Recreation P/S 71401.05	Spec. Rec. Facil. (Beach) C/E 71804.05	\$5,000.00	Keep Budget Whole

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Administration P/S 83101.08	Administration C/E 83104.08	\$1,404.00	Water Billing Clerk
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Vote was taken by Roll Call.

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

Carried 5-0

#258 Motion by FISH and seconded by MCNALLY to approve:

RESOLUTION TO APPROVE ADOPTION GENDER-BASED VIOLENCE AND THE WORKPLACE POLICY FOR NYS BIDDERS

WHEREAS, New York established State Finance Law § 139-m, requiring entities bidding on state contracts to implement a Gender-Based Violence and the Workplace policy; and

WHEREAS, New York State Office for the Prevention of Domestic Violence has created model policies for employers to adopt;

THEREFORE, BE IT RESOLVED, The Town of Minerva Town Board approves the adoption of the Gender-Based Violence and the Workplace Policy for NYS Bidders

Vote was carried out by Roll Call

Aye: McNally, McCall, Fish; Nay: Dubay, LaBar

Carried 3-2

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

RESOLUTION TO CHANGE REGULAR BOARD MEETING DATE

WHEREAS, the Town Board of the Town of Minerva wishes to change the Scheduled Town Board meeting; and

NOW, THEREFORE, BE IT RESOLVED, that the Regular Town Board Meeting of the Town of Minerva originally scheduled for Thursday, September 17, 2026 at 7:00 p.m. will be held on Thursday, September 24, 2026 at 7:00 p.m. on the upper level of the Town Hall.

BE IT FURTHER RESOLVED, that the Town Supervisor and/or Town Clerk is authorized and directed to provide public notice of the change in meeting date in accordance with applicable requirements.

Vote was taken by Roll Call.

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

Carried 5-0

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

RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR SPRAY FOAM INSULATION FOR THE FITNESS CENTER (GYM)

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

WHEREAS, the Town of Minerva has accepted a bid from Longacre Construction, LLC for the framing of the fitness center pursuant to Resolution No. 229 (2026); and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to solicit sealed bids for spray foam insulation associated with the fitness center, following completion of the framing work; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the solicitation of sealed bids for Spray Foam Insulation for the Fitness Center, in accordance with the project plans and specifications.

BE IT FURTHER RESOLVED, that the Town shall advertise for sealed bids through the Town's official newspaper, website, and/or social media, with the bid deadline of Thursday, September

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24, 2026 at 4:00 p.m. and public opening date of Thursday September 24, 2026 during the regular Town Board meeting beginning at 7:00 p.m.

BE IT FURTHER RESOLVED, that plans and specifications shall be available for viewing at the Town of Minerva Town Hall, upon request, during regular business hours.

BE IT FURTHER RESOLVED, that all bids, together with proof of appropriate insurance and any other required documentation, shall be submitted to the Town Clerk in sealed envelopes clearly labeled "Town of Minerva Bid – Gym Insulation Labor" by Thursday, September 24, 2026, at 4:00 p.m.

BE IT FURTHER RESOLVED, that the Town Board reserves the right to reject any and all bids in the best interest of the Town.

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Clerk are authorized and directed to take all actions necessary to carry out the intent of this Resolution and to complete the bidding process in accordance with the specifications approved by the Town Board.

Vote was taken by Roll Call.

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

Carried 5-0

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

RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR SHEETROCK FOR THE FITNESS CENTER (GYM)

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

WHEREAS, the Town Board has determined that it is in the best interest of the Town to solicit sealed bids for Sheetrock with the fitness center, following completion of the framing work and insulation; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the solicitation of sealed bids for sheetrock for the Fitness Center, in accordance with the project plans and specifications.

BE IT FURTHER RESOLVED, that the Town shall advertise for sealed bids through the Town's official newspaper, website, and/or social media, with the bid deadline of Thursday, September 24, 2026 at 4:00 p.m. and public opening date of Thursday September 24, 2026 during the regular Town Board meeting beginning at 7:00 p.m.

BE IT FURTHER RESOLVED, that plans and specifications shall be available for viewing at the Town of Minerva Town Hall, upon request, during regular business hours.

BE IT FURTHER RESOLVED, that all bids, together with proof of appropriate insurance and any other required documentation, shall be submitted to the Town Clerk in sealed envelopes clearly labeled "Town of Minerva Bid – Gym Sheetrock Labor" by Thursday, September 24, 2026 at 4:00 p.m.

BE IT FURTHER RESOLVED, that the Town Board reserves the right to reject any and all bids in the best interest of the Town.

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Clerk are authorized and directed to take all actions necessary to carry out the intent of this Resolution and to complete the bidding process in accordance with the specifications approved by the Town Board.

Vote was taken by Roll Call.

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

Carried 5-0

No motion was made regarding the proposed resolution for a new Highway Department pickup.

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#262 Motion by MCNALLY and seconded by LABAR to approve:

RESOLUTION TO ALLOCATE FUNDS TO THE MINERVA SLEEPING GIANT SENIORS

WHEREAS, the Town of Minerva receives money from ROOST for the specific purpose of tourism and marketing; and

WHEREAS, the Minerva Sleeping Giant Seniors provide tourism trips for the seniors of Minerva and the surrounding areas; and

NOW BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes payment of \$1000.00 the Minerva Sleeping Giant Seniors from the ROOST Economic Development Account 69894.18.

Vote was taken by Roll Call.

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

Carried 5-0

#263 MOTION by DUBAY and seconded by LABAR to enter executive session to discuss contract negotiations at 7:15 p.m.

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

Carried 5-0

#264 MOTION by DUBAY and seconded by MCCALL to exit executive session at 7:40 p.m.

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

Carried 5-0

Supervisor Report: none

Highway Superintendent Report: excused

Public Comment: Teresa Brannon-Strohmeyer suggested that the lower portion of the vault be made available for Town records storage.

Councilman Comments: David LaBar reported a request had been made for additional shelving for books at the Community Center.

#265 MOTION by DUBAY seconded by LABAR to adjourn the meeting at 7:45 p.m.

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

Carried 5-0

Town Clerk - Theresa Fish