

Town of Minerva - Town Board Minutes – September 24, 2026

The Semi-monthly meeting of the Minerva Town Board was held in the upper level of the Minerva Town Hall, 5 Morse Memorial Highway, Minerva, NY 12851 on Thursday; September 24, 2026 was called to order at 7:00 PM.

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

Roll Call was taken by Town Clerk Theresa Fish:

Present:

Town Supervisor: Stephen McNally
Deputy Supervisor: Keith Dubay
Councilmember: Douglas McCall
Councilmember: David LaBar
Councilmember: Scott Fish
Town Clerk: Theresa Fish

Not Present:

#266 Motion by DUBAY and seconded by FISH to approve the September 3, 2026 Regular Town Board Meeting minutes.

All in favor; Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

Letter from Essex County Social Services notifying the public of a new referral process regarding adult protective services.

Town Clerk Theresa Fish opened and read aloud the bids that were received for Fitness Center/Gym insulation.

#267 MOTION made by MCCALL and seconded by FISH to approve:

RESOLUTION TO ACCEPT/REJECT GYM INSULATION 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 the Gym Insulation on September 3, 2026 by Res. No. 260; and

WHEREAS, the following sealed bids were received and publicly opened at the Regular Town Board Meeting on September 24, 2026, in accordance with the published bid notice:

Bidder	Bid Amount	Other notes
Liquid Green Spray Foam	\$20,958.00	*Disposal of debris extra cost.
Air-Tite Insulation Systems, Inc	\$22,000.00	

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 Air-Tite Insulation Systems, Inc for the insulation of the gym, for the amount of \$20,958.00, 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 – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

The Town Clerk Theresa Fish opened and read aloud the bids received for the Fitness Center/Gym Sheetrock.

#268 MOTION made by FISH and seconded by LABAR to approve:

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RESOLUTION TO ACCEPT/REJECT GYM SHEETROCK 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 the Gym sheetrock on September 3, 2026 by Res. No. 261; and

WHEREAS, the following sealed bids were received and publicly opened at the Regular Town Board Meeting on September 24, 2026, in accordance with the published bid notice:

Bidder	Bid Amount	Other notes
Gordon Drywall Inc	\$14,950.00	

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 Gordon Drywall Inc. for the sheetrock of the gym, for the amount of \$14,950.00, 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 – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

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

RESOLUTION TO AUTHORIZE SPEED LIMIT STUDY ON COUNTY ROUTE 30

WHEREAS, the Town of Minerva has received a petition requesting a speed limit change on County Route 30 (Morse Memorial Hwy/AP Morse Memorial Hwy); and

WHEREAS, the Town Board has reviewed the request and contacted the Essex County DPW regarding the request for the speed limit change for the portion of Morse Memorial Hwy from the Minerva Town Hall intersection at NYS Route 28N to the intersection of Irishtown Road; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby requests that a speed limit study be conducted to determine an appropriate maximum speed limit for County Route 30 (Morse Memorial Hwy/AP Morse Memorial Hwy), from the Minerva Town Hall intersection at NYS Route 28N to the intersection of Irishtown Road.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to submit the necessary request and supporting documentation to the New York State Department of Transportation and/or Essex County Department of Public Works, as appropriate, and take any necessary actions to carry out the intent of this resolution.

All in favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none

Carried 5-0

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

RESOLUTION TO REAPPOINT PAUL CAPUANO TO THE TOWN OF MINERVA ZONING BOARD OF APPEALS

WHEREAS, the Town Board of the Town of Minerva recognizes the importance of maintaining a full Zoning Board of Appeals; and

WHEREAS, the term of Zoning Board of Appeals member Paul Capuano expires on Dec.31, 2026; and

WHEREAS, Paul Capuano is willing to serve on the Zoning Board of Appeals for an additional term; and

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BE IT RESOLVED, that the Town Board of the Town of Minerva hereby reappoints Paul Capuano to the Town of Minerva Zoning Board of Appeals for a five-year term commencing on January 1, 2027, and ending on December 31, 2031.

All in favor; Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

#271 MOTION made by LABAR and seconded by FISH to approve:

RESOLUTION TO REAPPOINT CHARLES BARBER TO THE TOWN OF MINERVA PLANNING BOARD

WHEREAS, the Town Board of the Town of Minerva recognizes the importance of maintaining a full Planning Board; and

WHEREAS, the term of Planning Board member Charles Barber expires on Dec. 31, 2026; and

BE IT RESOLVED, that the Town Board of the Town of Minerva hereby reappoints Charles Barber to the Town of Minerva Planning Board for a five-year term commencing on January 1, 2027, and ending on December 31, 2031.

All in favor; Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

#272 MOTION made by MCCALL and seconded by FISH to approve:

RESOLUTION AUTHORIZING ADDITIONAL COSTS FOR GYM/CABIN PROJECT

WHEREAS, the Town of Minerva previously approved the contract with Longacre Construction, LLC for work associated with the Gym/Cabin Project; and

WHEREAS, the Town Board previously authorized a \$15,659.00 deposit to Longacre Construction, LLC to begin the framing work contracted, through Resolution No. 242, adopted on August 20, 2026; and

WHEREAS, Longacre Construction, LLC has submitted Invoice #1856 dated September 9, 2026, which includes additional costs incurred during construction; and

WHEREAS, an additional cost of \$1,420.35 was incurred to re-frame window openings for the windows provided did not match the window specifications shown on the plans; and

WHEREAS, an additional cost of \$1,634.48 was incurred for additional lumber that was purchased and delivered to the job site as necessary to keep the construction work moving; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby authorizes the additional costs totaling \$3,054.83, consisting of \$1,420.35 for re-framing the window openings and \$1,634.48 for additional lumber purchased and delivered to job site, with payment to be made from Parks Capital Projects 71802.11.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Minerva hereby authorizes payment of \$50,031.83, the adjusted balance due on Invoice #1856, to be paid from Parks Capital Projects 71802.11 to Longacre Construction, LLC.

Vote was carried out by Roll Call.

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

Carried 5-0

#273 MOTION made by MCCALL and seconded by FISH to approve:

RESOLUTION TO AUTHORIZE PRE-PAY TO CURTIS LUMBER FOR SIDING, SHINGLES, WINDOWS AND DOOR FOR THE FITNESS CENTER

WHEREAS, the Town of Minerva has awarded the contract for construction of the Fitness Center (Gym) framing to Long Acres Construction, LLC, pursuant to Resolution No. 229; and

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WHEREAS, the Town of Minerva has had the Siding, Shingles, Windows and Door required for the project delivered through Curtis Lumber; and

BE IT RESOLVED, The Town Board of the Town of Minerva hereby authorizes the payment of \$25,655.54 to Curtis Lumber for the purchase of materials for the fitness Center (Gym), with payment to be made from Park & Playground Capital account 71802.11.

Vote was carried out by Roll Call.

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

Carried 5-0

#274 MOTION made by LABAR and seconded by FISH 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	Social Security 90308.01	\$3,500.00	Keep Budget Whole
Roost Fund Balance 909.18	Parks Capital Projects 71802.11	\$50,000.00	New Gym

Vote was carried out by Roll Call.

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

Carried 5-0

The Town Board reviewed the following financial reports:

#275 MOTION made by MCCALL and seconded by DUBAY to approve the Abstract Audit of Vouchers 9-2026 dated September 24, 2026; voucher numbers 2026-465 through 2026-523:

<u>Account</u>		<u>Unpaid</u>	<u>PrePaid</u>	<u>Total Unpaid & PrePaid</u>
General Fund:	01	\$ 45,106.98	\$21,382.13	\$ 66,489.11
Highway Fund:	02	\$ 38,087.79	\$ 1,815.59	\$ 39,903.38
Parks District:	05	\$ 3,247.64	\$ -	\$ 3,247.64
Fire Protection Fund:	06	\$ -	\$ -	\$ -
Water District Fund:	08	\$ 1,613.56	\$ -	\$ 1,613.56
Gym/Cabin Capital Fund:	11	\$ 75,814.75	\$15,659.00	\$ 91,473.75
Minerva Lake Dam Repair Capital:	13	\$ -	\$ -	\$ -
LWRP Fund:	17	\$ -	\$ -	\$ -
ROOST Economic Development:	18	\$ 1,000.00	\$ -	\$ 1,000.00
Water District Improvement Capital:	03	\$ -	\$ -	\$ -
Water District Improv. CDBG Capital:	04	\$ -	\$ -	\$ -
Trust & Agency Fund:	99	\$ -	\$ 643.93	\$ 643.93
Totals:		\$164,870.72	\$39,500.65	\$ 204,371.37

Vote was carried out by Roll Call.

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

Carried 5-0

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#276 MOTION made by MCCALL and seconded by LABAR to approve the Operating Statements for AUG-2026:

Fund	Bank Acct	Prior Balance	Contribution	Int. Earned	Withdrawals	Balance
General	201.01	\$ 1,364,282.24	\$ -	\$ 3,934.96	\$135,000.00	\$1,233,217.20
Highway	201.02	\$ 955,973.29	\$ -	\$ 2,850.75	\$ 50,000.00	\$ 908,824.04
Parks	201.05	\$ 167,427.68	\$ -	\$ 487.97	\$ 25,000.00	\$ 142,915.65
Fire Prot.	201.06	\$ 57,938.31	\$ -	\$ 131.10	\$ 38,442.25	\$ 19,627.16
Water	201.08	\$ 36,826.11	\$ -	\$ 112.08	\$ -	\$ 36,938.19
Capital Park	201.11	\$ 35,541.77	\$ -	\$ 98.32	\$ 25,000.00	\$ 10,640.09
Capital YP	201.16	\$ 32,451.86	\$ 2,000.00	\$ 104.47	\$ -	\$ 34,556.33
ROOST	201.18	\$ 185,575.78	\$ -	\$ 534.85	\$ 45,000.00	\$ 141,110.63
TOTAL:		\$ 2,836,017.04	\$ 2,000.00	\$ 8,254.50	\$318,442.25	\$2,527,829.29

All in favor; Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

#277 MOTION made by MCCALL and seconded by FISH to approve the Supervisor's Cash Report Statement for AUG-2026:

Cash Balances, Disbursements, and Interest Earned					
Multi Fund	Bank Acct	Prior Balance	Deposits	Disbursements	Balance
General	201.01	\$ 41,518.61	\$151,706.75	\$ 149,779.93	\$ 43,445.43
Highway	201.02	\$ 68,216.38	\$ 55,216.29	\$ 67,933.76	\$ 55,498.91
Parks	201.05	\$ 10,536.31	\$ 25,814.88	\$ 23,333.64	\$ 13,017.55
Fire Prot.	201.06	\$ -	\$ 38,442.25	\$ 38,442.25	\$ -
Water	201.08	\$ 13,344.62	\$ 2,192.49	\$ 1,989.34	\$ 13,547.77
Capital GYM/PP	201.11	\$ 20,687.92	\$ 25,556.46	\$ 21,292.60	\$ 24,951.78
Capital YP	201.16	\$ 2,000.08	\$ -	\$ 2,000.00	\$ 0.08
Waterfont	201.17	\$ 7,137.45	\$ -	\$ 1,702.12	\$ 5,435.33
ROOST	201.18	\$ (3,417.13)	\$ 60,650.50	\$ 860.59	\$ 56,372.78
TOTAL:		\$ 160,024.24	\$359,579.62	\$ 307,334.23	\$ 212,269.63

Capital Project Account					
	Bank Acct	Prior Balance	Deposits	Disbursements	Balance
Water	200.04	\$ -	\$ -	\$ -	\$ -
Capital Proj.	200.03	\$ -	\$ -	\$ -	\$ -

Trust Funds					
	Bank Acct	Prior Balance	Deposits	Disbursements	Balance
Trust/PR	200.99	\$ 6,454.71	\$ 116,639.74	\$ 116,688.81	\$ 6,405.64
Pre Paid HRA	200.97	\$ 23,499.55	\$ 20,000.82	\$ 13,443.56	\$ 30,056.81
Total		\$ 29,954.26	\$ 136,640.56	\$ 130,132.37	\$ 36,462.45

Vote was carried out by Roll Call.

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

Carried 5-0

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The Town Board reviewed the following Department Reports:

#278 MOTION made by DUBAY and seconded by LABAR to approve the Town Clerk's Report for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#279 MOTION made by MCCALL and seconded by DUBAY to approve the Water Collection Report for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

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

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#281 MOTION made by MCCALL and seconded by FISH to approve the Food Pantry Report for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#282 MOTION made by DUBAY and seconded by LABAR to approve the Building & Codes Report for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#283 MOTION made by DUBAY and seconded by LABAR to approve the Minerva Volunteer Fire & Rescue Report for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#284 MOTION made by MCCALL and seconded by DUBAY to approve the Johnsbury Emergency Call Log for August 2026.

All in Favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

Supervisor's Report: Supervisor McNally reported an update regarding anticipated \$166K in funding for sidewalk improvement and Gym project.

Highway Superintendent's Report: Superintendent Fish reported on the need to hire an MEO driver and Mechanic; proposed advertising for the positions; shared services with the Towns of Crown Point and Schroon Lake; work completed at the Transfer Station for water and electric, required additional fill and associated costs; and work on Northwoods Club Road.

Councilman Dubai requested an executive session to discuss Contract negotiation.
Superintendent Fish was invited to attend the executive session.

#285 MOTION made by DUABY and seconded by LABAR to enter executive session at 7:20 PM. All in favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

#286 MOTION made by DUABY and seconded by MCCALL to exit executive session at 8:01 PM. All in favor; Aye – McNally, McCall, Dubai, LaBar, Fish; Nay – none Carried 5-0

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Public Comments:

Teresa Brannon Strohmeier suggested that the sidewalk be reestablished on Mill Hill.

Councilman comments:

LaBar questioned the cash payments in the Transfer Station report, asked about electrical wiring for the air-conditioning unit in the gym prior to spray foam installation.

#287 MOTION made by MCCALL and seconded by DUBAY to adjourn the meeting at 8:06 PM.

All in favor; Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none

Carried 5-0

Theresa Fish, Town Clerk