Town of Minerva –Town Board Minutes – October 15, 2026

PUBLIC HEARING – PROPSOED LOCAL LAW NO. 1 of 2026

A public hearing of the Minerva Town Board was opened by Supervisor McNally at 6:30 p.m. on Thursday; October 15, 2026 in the upper level of the Minerva Town Hall, 5 Morse Memorial Highway, Minerva, NY 12851, to hear public comments regarding proposed Local Law No. 1 of 2026, entitled "A Local Law to Override the Tax Levy Limit Established in General Municipal Law § 3-C.

A copy of the proposed local law was available by request at the Town Hall during regular business hours.

Several members of the public were in attendance.

The Board discussed the proposed tax levy override with the public, including the rising cost of the highway operations, fuel, road salt, equipment, repairs, health insurance for employees and elected officials, the use of fund balance to offset budget expenses, and the effect of changes in assessed property values on tax rates and individual tax bills.

Questions and comments were brought up regarding the proposed tax levy increase; the use of fund balance, operating costs, anticipated cost of the Fitness Center (Gym), where the funding for projects comes from, and future operating costs.

The Public Hearing was closed at 6:59 p.m.

Theresa Fish – Town Clerk

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; October 15, 2026 was called to order at 7:00 p.m.

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

Roll Call was taken by Town Clerk Theresa Fish:

Present:	Not Present:
Town Supervisor: Stephen McNally	
Deputy Supervisor: Keith Dubay	
Councilmember: Douglas McCall	
Councilmember: David LaBar	
Councilmember: Scott Fish	
Town Clerk: Theresa Fish	
Highway Superintendent: Jon Fish	

Correspondence:
- Frank Lipowitz submitted a letter of interest in serving on the Board of Assessment Review.
- Center for Security provided a quote for lock system with key fobs for the Fitness Center (Gym).

- Jon Hausman submitted the meeting minutes for the Emergency Preparedness Committee, which noted concerns about limited committee.
- Ginger Record, a seasonal campground user, emailed the town regarding damage to ger camper. She reported that someone had backed into it while she was away and provided photographs.

#297 Motion by DUBAY and seconded by FISH to approve the September 24, 2026 Regular Town Board Meeting minutes.
All in favor; Carried 5-0

The Town Board reviewed proposed modifications to the 2027 Tentative Budget and agreed to move forward with the changes listed below for the 2027 Preliminary Budget:

Budget Line	Tentative Budget	Change + / (-)	Preliminary Budget
Safety Inspection P/S - 36201.01	$15,000.00	($1,812.00)	$13,188.00
Safety Inspection E/Q - 36202.01	$1,200.00	($1,200.00)	$0
Garage C/E - 51324.01	$23,927.00	$6,073.00	$30,000.00
Hospital & Medical Insurance - 90608.01	$440,638.00	($14,544.00)	$426,094.00
Insurance Recoveries - 2680.01	$65,482.00	($876.00)	$64,606.00
Fund Balance - 909.01	$130,000.00	$30,000.00	$160,000.00
Hospital & Medical Insurance - 90608.02	$294,609.00	($9,612.00)	$284,997.00
Transportation Services - 2320.02	$211,000.00	$11,000.00	$222,000.00
Sale of Equipment - 2665.02	$0	$7,500.00	$7,500.00
Fund Balance - 909.02	$155,000.00	$30,000.00	$185,000.00

#298 MOTION made by DUBAY and seconded by LABAR 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	Attorney 14204.01	$1,000.00	Keep Budget Whole
Contingency 19904.01	Garage C/E 51324.01	$1,000.00	Keep Budget Whole
Contingency 19904.01	Street Lighting C/E 51824.01	$2,500.00	Keep Budget Whole

Vote was carried out by Roll Call.
Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#299 MOTION made by MCCALL and seconded by DUBAY to approve:
RESOLUTION TO APPOINT BOARD OF ASSESSMENT REVIEW MEMBER
WHEREAS, the Town Board recognizes the importance of maintaining a full Board of Assessment Review (BAR), whose purpose is to ensure that property owners receive a fair and impartial decision on their property assessments; and
WHEREAS, the term of a member of the BAR expired on September 30, 2026; and
WHEREAS, Alyssa Straub completed the remainder of the previous term and is unable to continue to serve on the BAR; and

WHEREAS, the Town of Minerva has advertised for interested applicants and has received a letter of interest; and
NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Minerva hereby appoints Frank Lipowitz to the Board of Assessment Review for a five-year term commencing October 1, 2026 and ending September 30, 2031.
All in favor; Carried 5-0

#300 MOTION made by MCCALL and seconded by LABAR to approve:
RESOLUTION TO PAY DEPOSIT TO GORDON'S DRYWALL INC.
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 Minerva Town Board accepted the sealed bid from Gordon's Drywall Inc. in the amount of $14,950.00 Resolution No. 268; and
BE IT RESOLVED, the Minerva Town Board authorizes the deposit in the amount of $7,475.00 to be paid to Gordon's Drywall Inc. paid from Park & Playground Capital Projects account 71802.11.
Vote was carried out by Roll Call.
Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#301 MOTION made by DUBAY and seconded by FISH to approve:
RESOLUTION TO HOLD PUBLIC HEARING ON THE 2027 PRELIMINARY BUDGET
WHEREAS, the Town Board of the Town of Minerva will hold a public hearing on the 2027 Preliminary Budget; and
WHEREAS, this allows the public an opportunity to question or comment on the Preliminary Budget prior to its adoption; and
WHEREAS, in accordance with Town Law §108; the notice must be published in the town's official newspaper, on the town clerk's bulletin board, and should state the time, place, and purpose of the hearing, must include the proposed salary for each elected member of the town, and note that copies of the preliminary budget will be available for public inspection for anyone interested; and
BE IT RESOLVED, that the Public 2027 Preliminary Budget Meeting for the Town of Minerva shall be held on Thursday, November 5, 2026 at 6:30 pm followed by the regular semi-monthly meeting of the Town Board of the Town of Minerva at 7:00 pm.
All in favor; Carried 5-0

#302 MOTION made by LABAR and seconded by MCCALL to approve:
RESOLUTION INTRODUCING PROPOSED LOCAL LAW NUMBER 2 FOR 2026 ENTITLED "LOCAL LAW FOR FLOOD DAMAGE PREVENTION AS AUTHORIZED BY THE NEW YORK STATE CONSTITUTION, ARTICLE IX, SECTION 2, AND ENVIRONMENTAL CONSERVATION LAW, SECTION 36"
BE IT RESOLVED, that the Town of Minerva Town Board hereby introduces proposed Local Law No. 2 of 2026 entitled "Local Law for Flood Damage Prevention as Authorized by the New York State Constitution Article IX, Section 2, and Environmental Conservation Law, Article 36" and the complete text of the proposed law be made available for public inspection at the Town Hall Office during regular business hours.

BE IT FURTHER RESOLVED, that the Town of Minerva Town Board shall hold and conduct a public hearing on the foregoing proposed local law on the 5th day November, 2026 at 6:30 PM, to hear any and all persons concerning the same.
All in favor; Carried 5-0

#303 MOTION made by DUBAY and seconded by unanimously to approve:
RESOLUTION DECLARING THE TOWN OF MINERVA'S BOARD'S INTENT TO SERVE AS LEAD AGENCY FOR THE COORDINATED ENVIRONMENTAL REVIEW OF THE PROPOSED LOCAL LAW FOR FLOOD DAMAGE PREVENTION (TYPE I ACTION)
WHEREAS, the Town Board is considering the adoption of a proposed Local Law for Flood Damage Prevention applicable to all areas of special flood hazard within the Town of Minerva (the Proposed Action); and
WHEREAS, the adoption of a local law is an action subject to environmental review under the State Environmental Quality Review Act, Article 8 of the Environmental Conservation Law, and its implementing regulations at Title 6 of the New York Codes, Rules and Regulations, Part 617 (SEQRA); and
WHEREAS, the New York State Department of Environmental Conservation (DEC) has advised, and the Town Board concurs, that the Proposed Action constitutes a Type I action under 6 NYCRR 617.4; and
WHEREAS, a Type I action requires coordinated review among all involved agencies and the establishment of a single lead agency prior to any determination of significance, in accordance with 6 NYCRR 617.6; and
WHEREAS, the Town Board is the agency principally responsible for undertaking and approving the Proposed Action and desires to serve as lead agency for the coordinated environmental review of the Proposed Action; and
WHEREAS, Part 1 of a Full Environmental Assessment Form (Full EAF) has been prepared for the Proposed Action and is available for circulation to involved and interested agencies;
NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Minerva as follows:

1. Classification. The Town Board hereby determines, subject to completion of coordinated review, that the Proposed Action is a Type I action under 6 NYCRR 617.4.
2. Intent to Serve as Lead Agency. The Town Board hereby declares its intent to serve as lead agency for the coordinated environmental review of the Proposed Action under SEQRA.
3. Circulation of Notice. The Town Supervisor and/or Town Clerk is hereby authorized and directed to circulate a Notice of Intent to Serve as Lead Agency, together with a copy of Part 1 of the Full EAF and the text of the Proposed Action, to all involved and interested agencies, including without limitation the following:
    - New York State Department of Environmental Conservation, Region 5 Office;
    - New York State Health Department
    - Adirondack Park Agency
4. Thirty-Day Coordination Period. The Notice shall advise each involved agency that any objection to the Town Board serving as lead agency must be received by the Town Board within thirty (30) calendar days from the date the Notice and Full EAF Part 1 are transmitted, and that if no objection is received within that period, the Town Board shall be deemed to have been established as lead agency for the Proposed Action.
5. Resolution of Lead Agency Disputes. In the event any involved agency objects to the Town Board serving as lead agency, the Town Supervisor is authorized to seek agreement among

the involved agencies as to lead agency designation and, if agreement cannot be reached, to request that the Commissioner of the DEC designate the lead agency in accordance with 6 NYCRR Part 617.

6. Subsequent SEQRA Review. Upon its establishment as lead agency, the Town Board shall proceed to complete Parts 2 and 3 of the Full EAF, review the criteria set forth in 6 NYCRR 617.7(c), and make and issue a written determination of significance in accordance with 6 NYCRR 617.7, prior to taking any final action to adopt the Proposed Action.
7. Further Actions. The Town Supervisor and Town Clerk are authorized and directed to take such further actions and to execute and file such documents as may be necessary or appropriate to carry out the intent of this Resolution, including the filing, publication, and distribution of SEQRA documents in accordance with 6 NYCRR 617.12.
8. Effective Date. This Resolution shall take effect immediately.

All in favor; Carried 5-0

The Town Board reviewed the following financial reports:

#304 MOTION made by DUBAY and seconded by LABAR to approve the Abstract Audit of Vouchers 10-2026 dated October 15, 2026; voucher numbers 2026-524 through 2026-567:

Account		Unpaid	PrePaid	Total Unpaid & PrePaid
General Fund:	01	$ 32,884.39	$ 3,192.34	$ 36,076.73
Highway Fund:	02	$ 78,447.46	$ -	$ 78,447.46
Parks District:	05	$ 976.64	$ -	$ 976.64
Fire Protection Fund:	06	$ -	$ -	$ -
Water District Fund:	08	$ 278.15	$ -	$ 278.15
Gym/Cabin Capital Fund:	11	$ 20,424.61	$ -	$ 20,424.61
Minerva Lake Dam Repair Capital:	13	$ -	$ -	$ -
LWRP Fund:	17	$ -	$ -	$ -
ROOST Economic Development:	18	$ -	$ -	$ -
Water District Improvement Capital:	03	$ -	$ -	$ -
Water District Improv. CDBG Capital:	04	$ -	$ -	$ -
Trust & Agency Fund:	99	$ -	$ 613.21	$ 613.21
Totals:		$133,011.25	$ 3,805.55	$ 136,816.80

Vote was carried out by Roll Call.
Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#305 MOTION made by FISH and seconded by DUBAY to approve the Operating Statements for period ending September 30, 2026.
Vote was carried out by Roll Call.
Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

#306 MOTION made by MCCALL and seconded by LABAR to approve the Supervisor's Cash Report Statements for Sep-2026:

Cash balances, Disbursements, and Interest Earned

Fund	Bank Acct	Prior Balance	Contribution	Int. Earned	Withdrawls	Balance
General	201.01	$ 1,233,217.20	$ -	$ 3,632.03	$ 75,000.00	$ 1,161,849.23
Highway	201.02	$ 908,824.04	$ -	$ 2,660.63	$ 75,000.00	$ 836,484.67
Parks	201.05	$ 142,915.65	$ -	$ 419.85	$ 10,000.00	$ 133,335.50
Fire Prot.	201.06	$ 19,627.16	$ -	$ 58.78	$ -	$ 19,685.94
Water	201.08	$ 36,938.19	$ -	$ 110.63	$ -	$ 37,048.82
Capital Park	201.11	$ 10,640.09	$ -	$ 23.22	$ 10,662.23	$ 1.08
Capital YP	201.16	$ 32,556.33	$ -	$ 103.47	$ -	$ 32,659.80
ROOST	201.18	$ 141,110.63	$ -	$ 412.35	$ 50,000.00	$ 91,522.98
TOTAL:		$ 2,525,829.29	$ -	$ 7,420.96	$ 220,662.23	$ 2,312,588.02

Cash Balances, Disbursements, and Interest Earned

Multi Fund	Bank Acct	Prior Balance	Deposits	Disbursements	Balance
General	$ 200.01	$ 43,445.43	$ 113,486.18	$ 92,174.98	$ 64,756.63
Highway	$ 200.02	$ 55,498.91	$ 117,971.56	$ 65,715.02	$ 107,755.45
Parks	$ 200.05	$ 13,017.55	$ 11,940.34	$ 10,261.07	$ 14,696.82
Fire Prot.	$ 200.06	$ -	$ -	$ -	$ -
Water	$ 200.08	$ 13,547.77	$ 603.10	$ 3,225.94	$ 10,924.93
Capital GYM/PP	$ 200.11	$ 24,951.78	$ 100,663.29	$ 75,814.75	$ 49,800.32
Capital YP	$ 200.16	$ 0.08	$ -	$ -	$ 0.08
Waterftont	$ 200.17	$ 5,435.33	$ -	$ 5,000.00	$ 435.33
ROOST	$ 200.18	$ 56,372.78	$ 50,000.33	$ 91,000.00	$ 15,373.11
TOTAL:		$ 212,269.63	$ 394,664.80	$ 343,191.76	$ 263,742.67

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	$ 6,405.64	$ 73,694.54	$ 73,764.99	$ 6,335.19
Pre Paid HRA	200.97	$ 30,056.81	$ 0.67	$ 6,659.04	$ 23,398.44

Vote was carried out by Roll Call.
Aye – McNally, McCall, Dubay, LaBar, Fish; Nay – none Carried 5-0

The Town Board reviewed the following Department Reports:
#307 MOTION made by DUBAY and seconded by FISH to approve the Town Clerk's Report for September 2026.
All in Favor; Carried 5-0

#308 MOTION made by MCCALL and seconded by LABAR to approve the Water Collection Report for September 2026. All in Favor; Carried 5-0

#309 MOTION made by LABAR and seconded by FISH to approve the Transfer Station Report for September 2026. All in Favor; Carried 5-0

#310 MOTION made by DUBAY and seconded by MCCALL to approve the Food Pantry Report for September 2026. All in Favor; Carried 5-0

#311 MOTION made by LABAR and seconded by FISH to approve the Building & Codes Report for September 2026. All in Favor; Carried 5-0

#312 MOTION made by DUBAY and seconded by MCCALL to approve the Minerva Volunteer Fire & Rescue Report for September 2026. All in Favor; Carried 5-0

#313 MOTION made by MCCALL and seconded by LABAR to approve the Johnsburg Emergency Call Log for September 2026. All in Favor; Carried 5-0

Supervisor's Report:

Highway Superintendent's Report:
They have been preparing equipment for winter, coordinating employee vacation time ahead of the snow season, clearing the shoulders along Federal Flats and NW Club Road. No applications for the Mechanic positions, one application for Motor Equipment Operator position. Discussed the deteriorated condition of the sand screening equipment. Requested authorization to hire Jay Feiden to do contractual welding repairs before winter.

Public Comments:
Teresa Brannon Strohmeyer, reported attending conferences for historian and Court Clerk, where scanning records was encouraged as a way to conserve storage.

Councilman comments:
Dubay introduced Colin Mangan,
Colin Mangan Building Code Officer, requested an update on the required design criteria for the Fitness Center (Gym), he indicated it has been outstanding since March. Mangan also expressed the concern about construction progressing before the required information was available and was open to reviewing photos remotely, as NYS allows.

#314 MOTION made by MCCALL and seconded by LABAR to adjourn the meeting at 7:26 p.m. All in favor; Carried 5-0

Theresa Fish, Town Clerk