

Town of Mina
January 7, 2016
Organizational Meeting

The Mina Town Board met on the above date for the Annual Organizational Meeting. Supervisor Brumagin called the meeting to order at 7:00 p.m. with the following members and guests in attendance:

Present: Rebecca Brumagin.....Supervisor
 William Himelein.....Councilman
 Dennis Luce Councilman
 Richard Watrous.....Councilman

Absent: David WilcoxCouncilman

Attended by: Dennis Brumagin (Findley Lake Watershed Foundation), Ed Mulkearn (7:10)
(Findley Lake Watershed Foundation)

Oath of Office: Supervisor Brumagin swore in the following newly elected official:
William Himelein – Town Councilman

Resolution #1-16

The following resolution presented by motion of Councilman Luce, seconded by Councilman Watrous was passed unanimously: BE IT RESOLVED THAT the Town Board of the Town of Mina hereby agrees to authorize the Findley Lake Volunteer Fire Department and the Sherman Fire Department (Stanley Hose Co.) to conduct fund raising activities and will provide its assistance by encouraging the community to support these activities.

Ayes - 4 Brumagin, Himelein, Luce, Watrous
Nays - 0

A motion was made by Councilman Watrous, seconded by Councilman Himelein and passed unanimously to hold monthly board meetings on the second Thursday of the month at 7:00 P.M. at the Mina-Findley Lake Community Center with the exception of February 2016 (February 18, 2016, third Thursday) and March 2016 (March 24, 2016 the fourth Thursday).

Councilman Luce made a motion to authorize the use of Community Bank, N.A. as the depository for the town's funds, seconded by Councilman Watrous and passed unanimously.

Councilman Luce moved, Councilman Watrous seconded the motion and it passed unanimously to establish the Jamestown Post Journal as the official newspaper of the Town Board.

Councilman Himelein made a motion, seconded by Councilman Watrous to continue in membership in all the municipal, county and state associations. Passed unanimously.

Councilman Watrous moved to appoint Sherrie Tanner Registrar of Vital Statistics. The motion was seconded by Councilman Himelein and passed unanimously.

Councilman Luce moved to appoint Sherrie Tanner as Accessible Parking Permit Officer. The motion was seconded by Councilman Watrous and passed unanimously.

Councilman Himelein motioned, seconded by Councilman Watrous that no constable be appointed at this time. Passed unanimously.

Councilman Luce moved that the wages of the highway employees be set at \$17.754 per hour from January through December 2016. Motion seconded by Councilman Watrous and passed unanimously.

Also, part-time (temporary wages) highway help be paid at the rate of \$12.00 per hour and highway personnel during the introductory period be paid at the rate of \$12.00 per hour. Temporary help to be hired only when a full time highway employee is unable to work and then authorized only by the highway committee if the highway superintendent is unavailable for the authorizing. Motion made by Councilman Watrous seconded by Councilman Luce. Motion passed unanimously.

Councilman Himelein moved that employees eligible for health insurance pay 10% of the premium which equals \$32.02 per biweekly pay for individual health insurance; \$64.04 per biweekly pay for 2 person coverage, and \$54.44 per biweekly pay for employee plus children, \$91.26 per biweekly pay for family health insurance to offset the cost of the monthly insurance premium. The amounts will be deducted from wages pretax under Section 125 of the IRS Code unless the employee signs a waiver form. This motion was seconded by Councilman Watrous and was passed unanimously.

Councilman Luce moved, Councilman Watrous seconded the motion to authorize the highway superintendent to advertise for bids for all necessary supplies for highway use in 2016. Passed unanimously.

Councilman Himelein made a motion that the town officials' salaries are to be as adopted in the final 2016 budget. Seconded by Councilman Watrous and motion passed unanimously.

Supervisor Brumagin made a motion to appoint Councilman Luce as Deputy Supervisor, seconded by Councilman Watrous and passed unanimously.

Motion was made by Councilman Himelein, seconded by Councilman Luce that all town officials be paid 50 cents per mile for use of their cars while discharging official town duties. Carried unanimously.

A motion was made by Councilman Watrous and seconded by Councilman Luce to appoint the law firm of Wright, Wright & Hampton as Town Attorney. Passed unanimously.

Motion made by Councilman Watrous, seconded by Councilman Himelein to authorize the hiring of a legal stenographer at legal rates (\$13.50 per hour), for any necessary hearings by town officials in the Town of Mina in 2010. Passed unanimously.

Councilman Himelein moved, motion seconded by Councilman Watrous to reappoint Mary Norcross as Town Historian. Motion passed unanimously.

Councilman Luce made a motion, seconded by Councilman Watrous to reappoint Sandy Kochanowski as Dog Control Officer at \$11.444 per hour. Motion passed unanimously.

The Supervisor made the following appointments for various committees:

Highway and Cemetery Committee:

Richard Watrous
William Himelein

Recreation Committee Liaison

David Wilcox

Insurance Committee:

Rebecca Brumagin
William Himelein
Dennis Luce
Richard Watrous
David Wilcox

Community Center Facilities Coordinator:

Rebecca Brumagin

Refuse Service Liaison

David Wilcox

Fire Departments

Richard Watrous
David Wilcox

Sewer

Rebecca Brumagin
David Wilcox

Coordinated Assessment Program Committee

Rebecca Brumagin
Dennis Luce

The Mina-Findley Lake Community Center is designated as the official polling place for the Town of Mina for 2016. Councilman Watrous made a motion to designate the Community Center as the official polling place, seconded by Councilman Himelein and passed unanimously.

The Supervisor's Bookkeeper was authorized to pay the utility bills, insurance premiums bills due rather than waiting for the monthly audit, thus eliminating late charges. Councilman Himelein moved to authorize payment, motion seconded by Councilman Watrous and passed unanimously.

Councilman Luce moved, seconded by Councilman Himelein to authorize the Highway Superintendent to clear the snow from the following areas: Findley Lake Volunteer Fire

Department, Mina-Findley Lake Community Center, New York State DEC Fishing Access area, and Findley Lake Watershed Foundation area on Main Street. Motion passed unanimously.

Councilman Watrous moved, seconded by Councilman Himelein to authorize the Highway Superintendent to remove the accumulated snow on Main Street to accommodate the width of parking a car. Motion unanimously.

Councilman Himelein moved, seconded by Councilman Luce to authorize the Highway Superintendent to occasionally remove snow on Main Street that has been plowed to the side of the road when there is a significant accumulation of snow. This does not authorize the highway superintendent to clear snow from the sidewalks as that is the responsibility of the property owner. Motion carried unanimously.

A motion was made by Councilman Luce and seconded by Councilman Watrous to fill the following positions with the following individuals:

 Sherrie Tanner – Records Management Officer;

 Joan Himelein - Deputy Town Clerk level 2 (\$12.00 per hour), Deputy Records Management Officer, Deputy Registrar of Vital Statistics, and Deputy Accessible Parking Permit Agent;

 Jodie D’Anthony - Justice Clerk (\$12.85 per hour) to assist with records and take minutes of court hearing;

 Jessica Ball – Custodian at the Community Center (\$10.00 per hour);

 Melanie Eddy - Building Inspector (\$5,413.00 per year) and Zoning Code Enforcement Officer (\$5,413.00 per year); and

 Ann Gilbert – Zoning Clerk (\$10.20 per hour). The motion carried unanimously.

A motion was made by Councilman Himelein and seconded by Councilman Luce to re-appoint Barbara Cooper to the Recreation Committee for a five year term. Motion carried unanimously.

A motion was made by Councilman Watrous and seconded by Councilman Luce to re-appoint John Shifler to the Zoning Board of Appeals Committee for a five year term. Motion carried unanimously.

Resolution #2-16

Resolution #2-16 was passed eliminating winter maintenance of Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent Paul Scarem. Councilman Watrous made the motion to adopt the resolution, seconded by Councilman Luce and unanimously passed.

 Ayes - 4 Brumagin, Himelein, Luce, Watrous

 Nays - 0

A motion was made by Councilman Watrous and seconded by Councilman Himelein to designate Rebecca Brumagin, Mina Town Supervisor as the Town’s Disaster Coordinator. This motion passed unanimously.

Resolution #3-16

On a motion of Councilman Himelein seconded by Councilman Luce, the following resolution was resolved that meetings, schooling/educational classes for Elected and Appointed Officials, Code Enforcement Officer, Assessor, and Dog Control Officer when school pertains to respective jobs is duly authorized. Motion carried unanimously.

Ayes – 4 Brumagin, Himelein, Luce, Watrous
Nays – 0

Resolution #4-16

Resolution #4-16 was passed that the powers and duties necessary for day to day operations are delegated to the Town Supervisor. Councilman Watrous made the motion to adopt the resolution, seconded by Councilman Himelein and passed unanimously.

Ayes – 4 Brumagin, Himelein, Luce, Watrous
Nays – 0

Resolution #5-16

Resolution #5-16, motion was made by Councilman Watrous and seconded by Councilman Luce for the Town of Mina to contract in 2016 with Chautauqua County Sheriff's department for court security services at a rate of \$27.64 per hour at a minimum of four hours per court date. This covers monthly court on the first Thursday of the month and additional court dates and trials as needed. The contract may not exceed a total of \$2,000.00 for the year. Motion carried unanimously.

Ayes – 4 Brumagin, Himelein, Luce, Watrous
Nays – 0

Resolution #6-16

Resolution #6-16, motion was made by Councilman Himelein and seconded by Councilman Watrous to contract in 2016 with the Chautauqua County Humane Society for Animal Holding Services at the same rate as 2015. Motion carried unanimously.

Ayes – 4 Brumagin, Himelein, Luce, Watrous
Nays – 0

Councilman Luce made a motion to approve the Building and Zoning Permit Fees & Fines Schedule with no changes from 2015 seconded by Councilman Watrous. Motion carried unanimously.

Councilman Luce made a motion to approve the Town Clerk Fees Schedule with no changes from 2015, seconded by Councilman Himelein. Motion carried unanimously.

Other Business:

- Supervisor Brumagin asked Dennis Brumagin and Ed Mulkearn of the Findley Lake Watershed Foundation to give an update on the Dam Repair Project. They reported that in the past couple of weeks that all permits were completed and the construction bids were received. The bids were significantly higher than anticipated due to a number of factors including a fiber optic line that runs through where they need to work. A meeting is scheduled at 4:00 Friday afternoon, January 7, 2016 with the engineers to review options. The representatives from Findley Lake Watershed Foundation will report back to the town board at the monthly meeting January 14, 2016.

Executive Session:

- At 7:35 pm Councilman Luce made a motion, seconded by Councilman Himelein to adjourn to Executive Session for potential litigation. Motion carried. At 7:44 pm Councilman Luce moved seconded by Councilman Watrous to return to regular session. Motion carried unanimously.

Other Business:

- Supervisor Brumagin reported there was a fireworks display by a private citizen on New Year's Eve around 10 pm. She wanted the town board to know that the individual applied for a permit, met all the requirements and was issued a permit.
- Regular Town Board Meeting will be held January 14, 2016 at 7:00 p.m.

The meeting was adjourned at 7:47 p.m. by motion of Councilman Himelein.

Respectfully submitted,

Sherrie R. Tanner, Town Clerk