

July 10, 2014

The Mina Town Board met on the above date for the regular meeting. Supervisor Brumagin called the meeting to order at 7:00 p.m. by leading with the Pledge of Allegiance to the flag. The following members and guests were in attendance:

Present: Rebecca Brumagin.....Supervisor
Scott Bensink.....Councilman (7:04)
Dennis LuceCouncilman
Dick Watrous.....Councilman
Dave Wilcox.....Councilman

Attended by: Randy Hamilton, Ed Mulkearn, Paul Scarem, Sherri Schenk

Old Business: Ed Mulkearn requested that he give his report prior to conducting other business.

- Findley Lake Watershed Foundation:
 - The Annual Meeting is July 19, 2014 at the Mina-Findley Lake Community Center in the gymnasium at 6:30 pm.
 - Ed Mulkearn reported that McMahan & Mann is drilling into the ground, taking soil samples to be able to design the breakwall.

Minutes: Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of June 12, 2014 as presented. Motion carried unanimously.

Comments/Concerns from those present:

- Sherri Schenk reported that the Findley Lake Chamber was requesting signs be put on Sunnyside Road and Mann Road to make it easier to give directions. Superintendent Scarem said they are not town roads so the state and county would have to be contacted.

Comments/Concerns from those not present: none

Old Business:

- Sewer Workgroup:
 - Appalachian Regional Commission Grant Ranking ~ out of the 9 requests the Town of Mina was ranked #7 and only the top 2 or 3 are awarded.
 - USDA Submission ~ ready to go, waiting for information to come back from the federal government regarding the System for Award Management registration that was submitted by Rebecca Brumagin, Town Supervisor.
- Findley Lake Volunteer Fire Department ~ Councilman Wilcox made a motion and Councilman Luce seconded it to renew the lease on the tennis courts for 10 years at \$100.00 per year. Motion carried.
Ayes – 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays – 0
- Annual Review of Justice Records ~

Town of Mina
Board Resolution #7-14
Justice Audit
Dated: July 10, 2014

At a regular meeting of the Mina Town Board held on Thursday, July 10, 2014, Mina Town Supervisor Rebecca N. Brumagin, submitted a report of findings of the audits conducted on the justice records for the calendar year 2013. Her report included information on the process for reviewing records including monthly bank statements, bank reconciliations, accountability reports, the cash receipt journal, the cash disbursement journal, partial payments reports, NYS Justice Court reports, TSLE&D reports and a sampling of court docket files and cases. Findings for 2013 were as follows:

1. All financial records are complete and up-to-date.
2. Transactions are recorded properly.
3. Accountability is determined monthly.
4. Required reports are made timely and accurately.

A motion was made by Councilman Dennis Luce and seconded by Councilman David Wilcox to accept the findings of the 2013 Town of Mina Justice Court Audit. The vote was as follows:

Supervisor Brumagin – aye
Councilman Bensink – aye
Councilman Luce – aye
Councilman Watrous – aye
Councilman Wilcox – aye

The motion carried unanimously.

The above information accurately represents the discussion and the motion from the minutes of the Town Board meeting held on July 10, 2014.

- New York State Comptroller Report/Corrective Action Plan ~ Discussion held.
- Insurance Values – Update ~ talked with Brenda Jordon from Deuink Agency.
- Gym Floor – Councilman Wilcox reported that the dates of August 25, 2014 through September 12, 2014 will be blocked out to replace the gym floor. The recreation committee will bring bids on air monitoring to the August town board meeting.

Correspondence:

- Tom Becker, USDA re: Pre-application for Equipment Loan/Grant
- Shared Services meeting – County Executive Vince Horrigan
- Chautauqua County Department of Insurance – 2015 Workers Compensation Charge
- Time Warner Cable
- Fairpoint
- Nationalgrid – Planting the “right tree in the right place”
- Community Connections at Findley Lake – Newsletter
- NYS Dept. of Ag & Markets – Dog Control Officer Inspection Report
- NYS Dept. of Ag & Markets – Municipal Shelter Inspection Report

Reports:

- Highway/Cemetery Committee – Superintendent Scarem reported the work on Camp Road and West Mina Road is done. They completed six miles of sealing and three miles of fog sealing. Superintendent Scarem looking into a bump in the road on Shadyside extension that he was asked to look at.
- Recreation Committee – Councilman Wilcox reported that the summer recreation program is under way as well as the soccer program.

- Assessor – Brenda Stebbins turned in a letter of resignation as of July 6, 2014 due to health reasons.
- Community Center Facility - Dan Norcross is looking into prices to replace the front doors and windows. A new sweeper is needed.
- Town Clerk – The Town Clerk’s report was handed out reporting the collection of fees and sales of \$1,271.00 for the month of June 2014. She has paid the Supervisor \$390.64, NYS Health Department for Marriage Licenses \$90.00, Ag and Markets for dogs, \$24.00, and the DEC \$766.36.
- Findley Lake Area Chamber of Commerce – Sherri Schenk reported the Corn Hole Tournament had a good response as well as the Duck Race on the 4th of July. Next event coming up is the Classic Cruise-In on July 26, 2014.
- CEO/Building Inspector – Melanie Eddy’s report was handed out.
- Dog Control – Inspection Reports were gone over and both were rated “Satisfactory”.
- Supervisor – Supervisor Brumagin handed out financial statements through June 30, 2014.

New Business:

- The NYS Department of Labor Public Employee Safety & Health inspector visited the Town Offices. The Workplace Violence Prevention Policy needs updated and posted and we need to complete a Hazard Assessment Survey. Councilman Watrous made a motion seconded by Councilman Bensink to revise and post the Workplace Violence Prevention Policy. Motion passed.
Approved: Ayes – 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays – 0
- Chautauqua County Department of Health and Human Services contacted us about signs they have that are 12” x 18” to encourage no smoking on town playgrounds that read “Young Lungs at Play”.
- A letter of resignation from Brenda Stebbins was read. Councilman Luce made a motion seconded by Councilman Watrous to accept her resignation as of July 6, 2014. Motion passed. Supervisor Brumagin recently presented her with a gift of appreciation for her years of service with the Town.
Approved: Ayes – 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays – 0
- CAP recommendation for Certified Assessor replacement – discussion held.
- Findley Lake Watershed Foundation – Letter of support for USDA Grant has been taken care of.
- Regular Town Board Meeting for September will be moved to September 4, 2014 and clerk will post in the Jamestown Post Journal.
- The Building Inspector/Zoning Code Enforcement Officer has requested a new computer. Councilman Luce made a motion seconded by Councilman Bensink that a new computer be purchased. Motion carried.
Approved: Ayes – 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays – 0
- Supervisor Brumagin checking with the Chautauqua County Health Department to make sure they are testing the drinking water at the Community Center Building quarterly.
- The fireworks were a big success on the 4th of July. Crowd seemed larger than normal.

Payment of Monthly Claims/Transfers:

Payment of Monthly Claims/Transfers – The monthly claims were examined and Councilman Luce moved, seconded by Councilman Bensink, to pay the monthly claims. In the General Fund

claim #159 through #184 in the amount of \$33,273.46 and in the Highway Fund, claim #74H through #87H in the amount of \$116,621.33. Motion carried unanimously.

Approved: Ayes - 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays - 0

Executive Session: At 8:02 pm Councilman Wilcox made a motion seconded by Councilman Luce to adjourn to Executive Session for real estate, personnel and potential litigation matters. Motion carried. At 8:24 pm Councilman Luce moved seconded by Councilman Bensink to return to regular session. Motion carried unanimously.

Other Business:

- Supervisor Brumagin made a motion seconded by Councilman Luce to hire Heather Young-Deyell as the new Assessor with the CAP of Mina, French Creek, and Sherman. Her starting date will be August 4, 2014 with her salary being \$16,000.00 from the Town of Mina and a \$1,600.00 annual incentive from the Town of Mina if 100% equalization rate is maintained. She will work 30 hours per week with her days in Mina (also for French Creek and Sherman) being Monday, Wednesday and Friday as well as Tuesday or Thursday afternoon. Motion carried.

Approved: Ayes - 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays - 0

- Councilman Bensink made a motion seconded by Councilman Watrous that the Town of Mina have the Mina Cemetery boundaries surveyed. Motion carried.

Ayes - 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays - 0

As there was no further business to come before the Board, Councilman Wilcox moved to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Sherrie R. Tanner, Town Clerk