

January 12, 2017

The Mina Town Board met on the above date for the Annual Organizational Meeting and the regular monthly 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
Dennis Luce.....Councilman
Dick Watrous.....Councilman
Dave Wilcox.....Councilman

Attended by: Bill Boria (Chautauqua County Health Dept.), David Gribble (7:10), Bev Gribble (7:10), Bill Himelein (Highway Superintendent), Dave Himelein (Chautauqua County Legislator), Ed Mulkearn (FL Watershed Foundation)(7:45), Terry Phelps (FL Volunteer Fire Department), Ernie Roache, Tim Wells (Greenman-Pedersen, Inc.)

Supervisor Brumagin asked the Town Clerk to read the legal notice on the town board meeting.

Minutes: Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the December 10, 2016 meeting and the December 29, 2016 year end meeting as presented. Motion carried unanimously.

Comments/Concerns from those present:

- Terry Phelps reported that the FL Volunteer Fire Department has five members that will be taking EMT classes and they will each receive 7 college credits. He brought in one of the new portable radios to show the town board. He reported that Stanley Hose requested, and the FL fire department board approved, use of the Findley Lake ambulance for a week at the end of January while Sherman’s ambulance is being repaired. He also reported that a grant has been filed for the fire department. The dry hydrant has been placed back into the lake for the fire department’s use. He also reported that a senior paramedic is working on the fly car operation that the county is setting up.
- Supervisor Brumagin congratulated County Legislator Dave Himelein on being elected to the position of chairman of the Chautauqua County Legislature.

Comments/Concerns from those not present: none

At 7:11 pm Supervisor Brumagin moved to the organizational meeting portion of the agenda.

Resolution #1-17

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, Luce, Watrous, Wilcox

Nays - 0

A motion was made by Councilman Watrous, seconded by Councilman Wilcox 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.

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 Wilcox and passed unanimously.

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

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

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

Councilman Luce moved that the wages of the motor equipment operators be set at \$18.11 per hour from January through December 2017. Motion seconded by Councilman Wilcox and passed unanimously.

It was moved that part-time (temporary) highway employees be paid at the rate of \$12.00 per hour and highway motor equipment operators during the introductory period be paid at the rate of \$12.00 per hour. Temporary help is to be hired only when a full time highway employee is unable to work and then as authorized by the highway committee if the highway superintendent is unavailable for the authorizing. Motion made by Councilman Wilcox and seconded by Councilman Watrous. Motion passed unanimously.

Councilman Wilcox moved that employees eligible for health insurance pay 10% of the premium which equals \$60.85 per biweekly pay for two person coverage, 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 Watrous moved, Councilman Luce seconded the motion to authorize the highway superintendent to advertise for bids for all necessary supplies for highway use in 2017. Passed unanimously.

Councilman Luce made a motion that the town officials' salaries are to be as adopted in the final 2017 budget. Seconded by Councilman Wilcox and motion passed unanimously.

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

Motion was made by Councilman Wilcox, seconded by Councilman Watrous, 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 Luce, seconded by Councilman Wilcox 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 2017. Passed unanimously.

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

Councilman Watrous made a motion, seconded by Councilman Luce to reappoint Sandy Kochanowski as Dog Control Officer at \$11.673 per hour. Motion passed unanimously.

A Motion was made by Councilman Watrous, seconded by Councilman Luce to appoint Craig Tenbuckel as Deputy Highway Superintendent at a rate of \$18.31 per hour. Motion Passed unanimously.

The Supervisor made the following appointments for various committees:

Highway and Cemetery Committee:

Richard Watrous

Recreation Committee Liaison

David Wilcox

Insurance Committee:

Rebecca Brumagin

Dennis Luce

Richard Watrous

David Wilcox

Community Center Facilities Coordinator:

Rebecca Brumagin

Refuse Service Liaison

David Wilcox

Fire Departments Liaison

Richard Watrous

David Wilcox

Sewerage Workgroup

Rebecca Brumagin

David Wilcox

Coordinated Assessment Program Committee

Rebecca Brumagin

Councilman Luce made a motion to designate the Mina-Findley Lake Community Center as the official polling place for 2017, seconded by Councilman Wilcox 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. Upon motion by Councilman Wilcox and second by Councilman Watrous, the motion passed unanimously.

Councilman Watrous moved, seconded by Councilman Watrous 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 unanimously.

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

Councilman Wilcox moved, seconded by Councilman Watrous 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 Wilcox to fill the following positions with the following individuals:

Sherrie Tanner – Records Management Officer, Registrar of Vital Statistics and Accessible Parking Permit Agent.

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.

Audrey Sliker – Deputy Town Clerk Level 1 (\$9.70 per hour), Deputy Records Management Officer, Deputy Registrar of Vital Statistics, and Deputy Accessible Parking Permit Agent.

Jodie D'Anthony - Justice Clerk (\$13.107 per hour) to assist with Justice Court records and to take minutes of court hearings.

Jessica Ball – Custodian at the Community Center (\$10.20 per hour).

Melanie Eddy - Building Inspector (\$5,521.00 per year) and Zoning Code Enforcement Officer (\$5,521.00 per year).

Ellen Shifler – Zoning Clerk (\$10.40 per hour).

Motion carried unanimously.

Resolution #2-17

Resolution #2-17 was passed eliminating winter maintenance of Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent Bill Himelein. Councilman Luce made the motion to adopt the resolution, seconded by Councilman Wilcox and the motion passed unanimously.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

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

Resolution #3-17

On motion of Councilman Watrous and second by Councilman Luce the following resolution was presented

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.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

Resolution #4-17

Resolution #4-17 was passed that the powers and duties necessary for day to day operations are delegated to the Town Supervisor. Councilman Luce made the motion to adopt the resolution, seconded by Councilman Wilcox and passed unanimously.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

Resolution #5-17

Resolution #5-17, motion was made by Councilman Wilcox and seconded by Councilman Watrous for the Town of Mina to contract in 2017 with Chautauqua County Sheriff's department for court security services at a rate of \$28.47 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, Luce, Watrous, Wilcox

Nays – 0

Resolution #6-17

Resolution #6-17, motion was made by Councilman Luce and seconded by Councilman Wilcox to contract in 2017 with the Chautauqua County Humane Society for animal Holding Services at the same rate as 2016.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays - 0

Councilman Wilcox made a motion, seconded by Councilman Watrous to approve:

1. Building and Zoning Permit Fees & Fines Schedule with no changes from 2016.

Motion passed unanimously.

Councilman Watrous made a motion, seconded by Councilman Luce to approve:

2. Town Clerk Fees Schedule with no changes from 2016.

Motion passed unanimously.

At 7:24 pm Supervisor Brumagin completed the organizational meeting agenda and continued with the regular meeting.

Comments/Concerns from those present:

- Dave Gribble said he had some questions on the proposed sewer district formation including the location of the waste water treatment plant.

Executive Session: At 7:30 pm Councilman Luce made a motion, seconded by Councilman Watrous to adjourn to Executive Session for contractual matters. Motion carried. At 8:26 pm Councilman Luce moved seconded by Councilman Watrous to return to regular session. Motion carried unanimously.

Comments/Concerns from those present:

- Supervisor Brumagin gave Dave Gribble additional time to express concerns regarding the sewer district formation.

Old Business:

- Sewerage Project – Supervisor Brumagin reported that the Proposed Sewer Findley Lake District public hearing is scheduled for Saturday, January 21, 2017 at 11 am.
- Town Board Vacancy – Supervisor Brumagin stated that the town will be accepting applications for the vacancy on town board and she will include an article in the upcoming issue of the “Tapestry” newsletter.
- Cemetery Property – Councilman Watrous reported that the Assessor, Heather Young-Deyell, had called Rick Walker concerning the cemetery property and is waiting on a call back from him.

Correspondence:

- Charter Communications (formerly Time Warner Cable) – Upcoming changes and ongoing efforts keeping the town apprised of developments affecting Time Warner Cable.
- NYS Office of the Comptroller – Estimated cost thresholds for special district actions.
- FLVFD – December 2016 financials, minutes from December 20, 2016 and January 10, 2017 meetings.
- Chautauqua County Department of Finance – Statement of monies paid to the Supervisor for 2016.
- H. Sicherman & Co/Greg Merriam – Follow-up on NYS OCR grant funds.
- Findley Lake Watershed Foundation – Letter regarding NYS OCR grant draw.
- Chautauqua County Sheriff’s Office – E-mail regarding court security contract for 2017.
- Insurance Services Office, Inc. (ISO) – Letter to code officer regarding building code effectiveness grading schedule results.
- GPI Greenman-Pedersen, Inc. – Letter requesting the extension of their engineering services through 2017.
- Association of Towns – Information on 2017 Training School and Annual Meeting.
- Chautauqua County Health Dept. – Handout on Mandatory Inspection Program for Lakeshore Onsite Wastewater Treatment Systems.
- FairPoint Communications – Privacy notice and notification that Consolidated Communications has signed an agreement to acquire FairPoint by mid 2017.
- United Methodist Camp & Retreat Ministries – Asking for a year-end contribution.

Reports:

- Highway/Cemetery Committee – Councilman Watrous reported that Paul Scarem is still opening graves at the Mina Cemetery and Paul will let Councilman Watrous know if he plans to retire from providing this service. Also, Paul questioned the status of winter burials and if the town has decided to hold those burials until spring.
- Highway Superintendent – Bill Himelein reported there has been flooding on some of the town roads due to the recent rain and melting snow. He also reported there has been some pavement erosion and they have worked on patching the edge of the roads (Shadyside, Jude Rd., Bailey Hill Rd., Ball Diamond). The new truck is working great; the wing is wider than the previous truck. The insulation has arrived to place around the ventilation pipe in the gym which has a condensation issue and the highway crew is planning on assisting with the installation.
- Assessor - Heather Young-Deyell’s report for December 2016 was distributed. She reported exemption renewal applications have been mailed. She also reported she was voted as treasurer of the Chautauqua County Assessor’s Association.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$915.00 for the month of December 2016. She has paid the Supervisor \$665.20, NYS Ag and Markets for dogs, \$23.00, and NYS DEC \$226.80. She also reported that the collection of taxes has started.
- FL Watershed Foundation – Ed Mulkearn reported that there is no further construction planned on the dam breakwall project until spring. He said the lake is extremely high and they are working to make the temporary dry hydrant work until it can be permanently positioned.

- CEO/Building Inspector – Melanie Eddy’s report for December 2016 was handed out. The resulting Building Code Effectiveness Grading Classification is 4 (on a scale of 1-5 with 5 being the best rating) for 1 and 2 family residential property and 4 for commercial and industrial property.
- Supervisor - Rebecca Brumagin distributed financials for December 2016. She reported that the holiday decorations will be stored in the basement at the Community Center and Highway Superintendent Himelein said Asplundh who assisted with putting up the decorations will also help take them down.

New Business:

- Supervisor Brumagin reported Mary Chappell from Municipal Solutions is working on funding options, grants/loans and will confirm when a bond resolution is needed regarding the sewer project.
- Town Historian, Mary Norcross prepared an annual report for 2016 which was distributed to the town board.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Luce moved, seconded by Councilman Wilcox, to pay the monthly claims after the Findley Lake Watershed Foundation amount was corrected to \$7500.00. In the General Fund claim #1 through #24 in the amount of \$55,385.40 and in the Highway Fund claim #1H through #8H in the amount of \$17,906.99 was approved to pay. Motion carried unanimously.
Approved: Ayes – 4 Brumagin, Luce, Watrous, Wilcox
Nays – 0

As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 8:58 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk