

January 14, 2016

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
 Bill Himelein.....Councilman
 Dennis Luce.....Councilman
 Dick Watrous.....Councilman
 Dave Wilcox.....Councilman

Attended by: Dennis Brumagin (Findley Lake Watershed Foundation), MaryLou Keith (Findley Lake Fire Department), Ray Keith (Findley Lake Fire Department), Ed Mulkearn (Findley Lake Watershed Foundation)

Oath of Office: Supervisor Brumagin swore in the following re-elected official:
David Wilcox – Town Councilman

Minutes: Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the December 10, 2015 regular meeting and the December 30, 2015 year-end meeting and January 7, 2016 Organizational Meeting as presented. Motion carried unanimously.

Comments/Concerns from those present: Ray Keith from the Findley Lake Volunteer Fire Department said there was a class being offered in Brocton on February 10, 2016 and wondered if the text books could be covered as well as travel expense for the class.

Comments/Concerns from those not present: none

Old Business:

- Dennis Brumagin along with Ed Mulkearn gave an update from the Findley Lake Watershed Foundation on the Findley Lake Dam Breakwall project. They met with an engineer from Fairpoint as well as their attorney Joel Seachrist on Friday January 8, 2016 then came to Findley Lake to look at re-locating the cables. With the amount the bids for the project came in at (\$100,000 over budget), the work is being moved back to the fall of 2016 so that more grant money can be applied for and potential cost savings can be assessed.
- Sewerage Project – Supervisor Brumagin gave a report on the meeting that was held earlier today with Ed Mulkearn, Dave Wilcox, Clay Fails (Hill Engineering), Tim Wells (Hill Engineering), and Greg Yaw (attorney).
- Councilman Watrous reported he contacted Superintendent Scarem about the pedestrian crossing at Paradise Bay and as soon as the weather breaks in the spring the painting for the crossing can be done.
- Pole mounted holiday decorations for Downtown – Councilman Watrous reported there are two ways to handle it 1) the wires can be buried or 2) each pole can have a plug-in installed on it.
Councilman Himelein mentioned that the light is missing off the pole at the corner by the Hardware Store.
- Supervisor Brumagin stated that she spoke with the Chautauqua County Sheriff's Department about the 2016 contract with them and they said it takes a couple months for

the paperwork to go through their system. A Sheriff Deputy has begun providing court security the first Thursday of the month.

Correspondence:

- Chautauqua County Health Dept. – Two reports on water samples.
- NYS Homes & Community Renewal – Notification for approval for release of funds.
- Chautauqua County Dept. of Finance – Statement of monies paid to Town Supervisor.
- Community Connections at Findley Lake – Thank you for 2016 budget monies and an invitation for “food for thoughts” January 18, 2016.
- Association of Towns of the State of New York – Information on 2016 Training School and Annual Meeting.
- James B Schwab Co. – Information on contacting them, supplies and customer center.
- JCC – Brochures on Health & Wellness Courses and “All About “U” Series”.
- New York Planning Federation - Newsletter

Reports:

- Assessor – Heather Young-Deyell’s report for December 2015 was distributed. She reported that she has returned to her normal schedule as of January 11, 2016. She has mailed out exemption renewal applications and is completing the revaluation on the Town of Mina.
- Town Clerk – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$1,175.00 for the month of December 2015. She has paid the Supervisor \$581.81 NYS Ag and Markets for dogs, \$19.00, NYS Health Dept. \$45.00 and NYS DEC \$529.19. She also handed out the Town Clerk’s 2015 Annual Report and stated she started collecting taxes January 11, 2016.
- Supervisor - Rebecca Brumagin distributed the financial statements through December 31, 2015.

New Business:

- Supervisor Brumagin reported audits had been done for the Tax Collector, Town Clerk, Town Justice and Payments to Town Officials and passed out documentation for each for the Town Councilman to review and sign.

Town of Mina
Board Resolution #7-16
Justice Audit
Dated: January 14, 2016

At a regular meeting of the Mina Town Board held on Thursday, January 14, 2016, Mina Town Supervisor Rebecca N. Brumagin, submitted a report of findings of the audits conducted on the justice records for the calendar year 2015. 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 2015 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.
5. Three pending cases on the TSLE&D report require further research and resolution.

A motion was made by Councilman Dennis Luce and seconded by Councilman David Wilcox to accept the findings of the 2015 Town of Mina Justice Court Audit. The vote was as follows:

Supervisor Brumagin – Aye
Councilman Himelein – Aye
Councilman Luce – Aye
Councilman Watrous – Aye
Councilman Wilcox – Aye

The motion passed unanimously.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Watrous moved, seconded by Councilman Himelein, to pay the monthly claims. In the General Fund claim #1 through #25 in the amount of \$40,496.03 and in the Highway Fund, claim #1H through #7H in the amount of \$6,874.16 were approved to pay. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Himelein, Luce, Watrous, Wilcox
Nays – 0

Other Business:

- The next Town Board Meeting will be held Thursday, February 18, 2016 (third Thursday).
- March Town Board Meeting will be held Thursday, March 24, 2016 (fourth Thursday).

Executive Session: At 7:59 pm Councilman Wilcox made a motion, seconded by Councilman Luce to adjourn to Executive Session for potential litigation. Motion carried. At 8:05 pm Councilman Watrous moved seconded by Councilman Himelein to return to regular session. Motion carried unanimously.

New Business:

- Supervisor Brumagin said the Fire Department contracts with Findley Lake and Sherman will be looked at in February instead of the spring. Chautauqua County Humane Society contract will be looked at then also.
- Supervisor Brumagin said she would check into the discussion on what was decided for covering costs for travel and text books for required training and get back to the fire department.

As there was no further business to come before the Board, Councilman Watrous moved to adjourn the meeting at 8:09 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk