

January 9, 2020

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

Present: Rebecca Brumagin.....Supervisor
Steve Burmaster.....Councilman
Dennis Luce.....Councilman
Ernie Roache.....Councilman
Dick Watrous.....Councilman

Attended by: Bill Himelein (Highway Superintendent), Ed Mulkearn (FL Watershed Foundation)(7:02), Mary Norcross (Town Historian), Bill Ward (Chautauqua County Legislator District #18).

Oath of Office: Supervisor Brumagin swore in the following elected officials:
Ernest Roache – Town Councilman (re-elected)
Stephen Burmaster – Town Councilman (newly elected)

Minutes: Motion was made by Councilman Luce and seconded by Councilman Watrous to accept the minutes of the December 12, 2019 and December 27, 2019 meetings as presented. Motion carried.

Comments/Concerns from those present:

- Supervisor Brumagin welcomed County Legislator Bill Ward to the meeting and asked him to tell the town board about himself. He said that the legislature had just appointed him to the Planning and Economic Development Board at the last legislature meeting. He said he has been a musician for a long time and would like to work with the towns he represents toward each town’s vision. All his contact information is on his website at www.billwardmusic.com or wardwill@gmail.com.

Reports:

- Findley Lake Watershed Foundation – Ed Mulkearn reported that a torn rubber lip at the bottom of the dam gate needs to be repaired and the Watershed Foundation is looking for assistance from the town highway department to use its equipment to lift the gate so it can be repaired. Superintendent Himelein said he would talk to Ed about helping. Ed Mulkearn said the lake is at winter level and does not need to be lowered any further to fix the gate.

Comments/Concerns from those not present: none

At 7:08 p.m. Supervisor Brumagin moved into the organizational meeting as follows:

Resolution #1-20

The following resolution presented by motion of Councilman Luce, seconded by Councilman Roache 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 – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

A motion was made by Councilman Watrous, seconded by Councilman Burmaster and passed unanimously to hold monthly board meetings in 2020 on the second Thursday of the month at 7:00 P.M. at the Mina-Findley Lake Community Center.

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

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

Councilman Roache moved that the wages of the full-time motor equipment operators be set at \$19.40 per hour from January through December 2020. Motion seconded by Councilman Burmaster and passed unanimously.

Part-time (substitute wages) for highway motor equipment operator to be paid at 80% of the hourly rate of full-time motor equipment operator (\$15.52 per hour for 2020). Substitute motor equipment operator to be hired only when a full time highway employee is unable to work. Motion made by Councilman Watrous seconded by Councilman Luce. Motion passed unanimously.

Councilman Watrous made a motion seconded by Councilman Roache that any motor equipment operator hired full-time after 01/01/2020 be required to maintain a valid CDL medical card. Motion passed unanimously.

Councilman Luce moved that employees eligible for health and vision insurance pay 10% of the 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 2020. Passed unanimously.

Councilman Roache made a motion that the town officials' salaries be as adopted in the final 2020 budget. Seconded by Councilman Watrous and motion passed unanimously.

Motion was made by Councilman Watrous, seconded by Councilman Roache that all town officials be paid 50 cents per mile for use of their cars while discharging official town duties and that all mileage be documented in detail. Carried unanimously.

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

Motion made by Councilman Watrous, seconded by Councilman Luce to authorize the hiring of a legal stenographer at legal rates for any necessary hearings by town officials in the Town of Mina in 2020. Passed unanimously.

Supervisor Brumagin moved, motion seconded by Councilman Burmaster to reappoint Mary Norcross as Town Historian. Motion passed unanimously.

Motion was made by Councilman Watrous, seconded by Councilman Luce to appoint Craig Tenbuckel as Deputy Highway Superintendent at \$19.60 per hour for 2020. Motion Passed unanimously.

The Supervisor made the following appointments:

Deputy Town Supervisor:

Dennis Luce

Highway and Cemetery Committee:

Dick Watrous

Rebecca Brumagin

Recreation Committee Liaison:

Ernest Roache

Insurance Committee:

Rebecca Brumagin

Stephen Burmaster

Dennis Luce

Ernest Roache

Richard Watrous

Community Center Facilities Coordinator:

Rebecca Brumagin

Refuse Service Liaison:

Ernest Roache

Coordinated Assessment Program:

Rebecca Brumagin

Councilman Luce made a motion to designate the Mina-Findley Lake Community Center as the official polling place of the Town of Mina for 2020 seconded by Councilman Burmaster and passed unanimously.

The Supervisor is authorized to pay utility bills and insurance premium bills due rather than waiting for the monthly audit, thus eliminating late charges. Councilman Watrous moved to authorize payment, motion seconded by Councilman Roache and passed unanimously.

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

Councilman Luce moved, seconded by Councilman Roache 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 passed unanimously.

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

Audrey Sliker – Deputy Town Clerk level 2 (\$12.24 per hour), Deputy Records Management Officer, Deputy Registrar of Vital Statistics, and Deputy Accessible Parking Permit Agent, expiring December 31, 2020;

Jodie D’Anthony - Justice Clerk (\$13.91 per hour) to assist with records and take minutes of court hearing expiring December 31, 2020;

Jessica Ball – Cleaner at the Community Center (\$11.80 per hour) expiring December 31, 2020;

Bowie Brown – Cemetery mower (\$11.80 per hour) expiring December 31, 2020;

Virgil Brown - Community Center shoveler (\$11.80 per hour) expiring December 31, 2020;

Melanie Eddy - Building Inspector (\$5,859.00 per year) and Zoning Code Enforcement Officer (\$5,859.00 per year) expiring December 31, 2020;

Kristine Gleason reappoint to the Planning Board for a five year term ending December 31, 2024;

Chuck Carter reappoint to the Recreation Committee for a five year term ending December 31, 2024;

Dan Christman reappoint to the Zoning Board of Appeals for a five year term ending December 31, 2024.

The above motion carried.

Resolution #2-20

Resolution #2-20 was passed eliminating winter maintenance of Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent William Himelein. Councilman Watrous made the motion to adopt the resolution, seconded by Councilman Roache and unanimously passed.

Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

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

Resolution #3-20

On a motion of Councilman Luce and second by Councilman Roache, 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 – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

Resolution #4-20

Resolution #4-20 was presented 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 Roache and passed unanimously.

Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

Resolution #5-20

Resolution #5-20, motion was made by Councilman Roache and seconded by Councilman Watrous for the Town of Mina to contract in 2020 with Chautauqua County Sheriff's department for court security services at a rate of \$31.15 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 \$3,000.00 for the year. Motion carried unanimously.

Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

Resolution #6-20

Resolution #6-20, motion was made by Councilman Luce and seconded by Councilman Watrous to contract in 2020 with the Chautauqua County Humane Society for Animal Holding Services at the same rate as 2019.

Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

Approve:

1. Building and Zoning Permit Fees & Fines Schedule for 2020.
2. Town Clerk Fees Schedule for 2020.

Motion by Councilman Watrous second by Councilman Roache to approve the above fines and fee schedules for 2020 as presented. Motion carried unanimously.

Resolution #7-20

Resolution #7-20, motion was made by Councilman Roache and seconded by Councilman Watrous to post weight limits and dates on Town of Mina roads with weights and dates to be determined as deemed necessary by Town of Mina Highway Superintendent. Motion carried.

Investment Policy:

Motion by Councilman Roache and second by Councilman Watrous to approve the Town of Mina Investment Policy for 2020. Motion carried.

Other Business:

The organizational meeting was adjourned at 7:28 p.m. by motion of Supervisor Brumagin.

Old Business:

- Supervisor Brumagin reported that she and Highway Superintendent Himelein met with Tom Becker from the USDA on grant monies and funding for new highway department equipment. They anticipate that the three pieces of equipment that need to be replaced in the near future will cost approximately \$420,000. Tom Becker assisted in filling out the required forms to apply for the funding.
- Supervisor Brumagin reported that the French Creek & Mina resolution to combine town justices passed in both towns and the town attorney (who is the same for both towns) is working on the forms to submit to the state legislature.

Correspondence:

- NYS Unified Court System – Notifying the town that court records and dockets need to be audited in 2020.
- Community Connections at Findley Lake – Thank you note for the town's monetary yearly support.
- NYS Dept. of Financial Services – Notice on cybersecurity risk alert.
- NYS Dept. of Civil Service – Notice of change in Section 212 of the retirement and social security law.
- NYS Homeland Security & Emergency Services – Information on Disability Education & Awareness for Municipalities at the Amherst Police Department.
- The Association of Towns of the State of New York – Information on the 2020 Training School & Annual Meeting of the Association.
- Findley Lake & Mina Historical Society – Thank you note for donation in memory of Florence Boozel.
- Chaut. County Clerks Association – Notice that counterfeit \$100 bills are circulating.
- Chaut. County Dept. of Finance – Statement of all monies paid by the Director of Finance to the Town Supervisor for the year 2019.
- Southern Tier West – Information on training seminar for “Powers & Duties For Newly Elected And Incumbent Local Officials”.
- NYSDEC – Information on funding for small projects in small communities.
- Northwest – Information on VSP, vision insurance, for town employees.

Reports:

- Historian – Mary Norcross gave the 2019 annual report to the town board on what she accomplished as Town Historian over the past year. She reported that this is the 100th anniversary of the New York State law establishing the requirement that each town/village in New York State appoint a town historian. She thanked the town board for its support and said she loves doing the town historian job; she “lives & breathes town history”.
- Highway Superintendent – Superintendent Himelein reported that there has been 74” of snow so far this season. He reported they have been servicing the seasonal equipment and doing general repair to heavy equipment. They have also done some sign replacement and because of the light snowfall have been doing more brush trimming. Also, he has been using a substitute plow driver as one employee is out on medical leave.
- Recreation Committee – Councilman Roache reported that there is a meeting scheduled for this Saturday, January 11, 2020.
- Planning Board – Supervisor Brumagin reported that the Planning Board met on Wednesday night January 8, 2020. The next step is to work on developing an updated comprehensive plan. The board has met with Chautauqua County Planning Department and plans to hold community focus group sessions on either Saturday, June 13th or 20th, 2020.
- Assessor – Heather Young-Deyell’s report was handed out for December 2019. She reported that the 2020 Town wide reassessment is well underway. Assessment change notices will be mailed in early March with informal hearings to be held in April.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$1,895.00 for the month of December 2019. She has paid the Supervisor \$1,727.98, NYS Ag and Markets for dogs, \$30.00, and NYS DEC \$137.02. The Town Clerk reported that she mailed out the town/county taxes on January 3, 2020. She also printed off year end reports for the town board. The new copy machine is to be delivered January 16, 2020.
- Dog Control – Supervisor Brumagin reported that no applications have been received for the dog control officer position.
- Chautauqua County Shared Services Sewer Agency – Supervisor Brumagin reported that the engineering firm has drafted a report and is looking for feedback from agency members. The next meeting is to be held in late January or early February. The committee elected Rebecca Brumagin as vice-chair of the group and she will serve as interim chair.
- Supervisor – Supervisor Brumagin distributed and reviewed the financials for December 2019. She reported that the HRA (Health Reimbursement Arrangement) account has been set up with Community Bank. She also reported that Dan Norcross completed installing LED lights in every room and the exterior of the Community Center. Kayline will contact National Grid about applying for the incentive payment. The LED lights for the outdoor tennis courts will be installed in the spring.

New Business:

- Supervisor Brumagin reported that the NYS Office of the State Comptroller contacted her regarding the resolution that the town passed to override the 2020 tax cap. OSC stated that \$35,024 has to be placed into a reserve account to cover the amount in excess of the

tax cap. Councilman Watrous made a motion, seconded by Councilman Luce to transfer the money into a reserve account. Motion carried unanimously.

Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous

Nays – 0

- Supervisor Brumagin distributed the 2019 list of payments to elected officials for the town board to review and sign.
- Supervisor Brumagin reported that a meeting needs to be scheduled with employees who are on the town's health insurance plan to be given information on how to use the new HRA debit card.
- Supervisor Brumagin reported she is developing a job description to hire a parking ticket/sign permit official.
- Supervisor Brumagin reported on which town employees need to update their sexual harassment annual training in January 2020.
- A local group, the Main Street Advisory Committee, is requesting that the town board adopt a Complete Streets Policy. Supervisor Brumagin and Highway Superintendent will review the New York State law and present a recommendation at the next town board meeting.
- The next regular town board meeting will be held on Thursday, February 13, 2020 at 7:00 pm.

Executive Session: At 8:13 pm, Councilman Watrous made a motion, seconded by Councilman Luce to adjourn to Executive Session for real property matters. Motion carried. At 8:31 pm Councilman Luce moved, seconded by Councilman Watrous to return to regular session. Motion carried unanimously.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Luce moved, seconded by Councilman Roache, to pay the monthly claims. In the General Fund claim #1 through #26 in the amount of \$51,069.71 and in the Highway Fund claim #1H through #12H in the amount of \$7,849.85 were approved to pay. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous
Nays – 0

Other Business/Actions:

- As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 8:35 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk