

October 11, 2018

The Mina Town Board met on the above date for the regular meeting and 2019 budget work session. 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  
Dennis Luce.....Councilman  
Ernie Roache.....Councilman (7:40 pm)  
Dick Watrous.....Councilman

Absent: Dave Wilcox.....Councilman

Attended by: Melissa Gibbons (FL Fire Dept. Board), Ron Giles, Jack Hamilton (FL Fire Chief), Randy Hamilton (FL Fire Dept.), Bill Himelein (Highway Superintendent), Peter Howard (FL Fire Dept. Board President), Jeff Park (FL Fire Dept. Board), Sherri Schenk

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Watrous to accept the minutes of the September 13, 2018 meeting as presented. Motion carried.

**Comments/Concerns from those present:**

- Peter Howard and Jack Hamilton reported that the fire department membership voted on October 9, 2018 to purchase a new pumper/tanker at a cost of \$285,000. They presented an analysis of funds to support the purchase including \$34,000 from the capital account. Per the contractual agreement with the town, the fire department must request approval to use funds from the capital account. The current balance in the capital account is \$54,219. The fire department is downsizing its fleet to three vehicles. Discussion held. Councilman Watrous made a motion seconded by Councilman Luce to approve \$34,000 be used from the fire department’s capital account for the purchase of the new pumper/tanker. Motion carried.  
Ayes – 3 Brumagin, Luce, Watrous  
Nays – 0
- Supervisor Brumagin recommended that the fire department contact USDA Rural Development regarding the possibility of grant funds to support the new pumper/tanker project. Pete also reported that Randy Hamilton has been working on grants and because of Randy’s efforts, the fire company was recently awarded, from the Gary Sinise Foundation, \$46,000 to go toward purchasing new SCBA (self-contained breathing apparatus) air packs.

**Comments/Concerns from those not present:**

- Superintendent Himelein reported that two men asked him if they could have permission to hunt on the town’s landfill property that was recently posted with “no trespassing” signs. They did remove the tree stands that they placed on town property years ago. The town board did not approve the request.

**Old Business:**

- Supervisor Brumagin reported that the deed transfer for the tennis/basketball courts property from the Findley Lake Volunteer Fire Department to the town was officially filed in the County Clerk’s office on October 4<sup>th</sup>.
- Chautauqua County Shared Services re: Sewer District Formation – Dave McCoy from the county informed Supervisor Brumagin that it would be late October 2018 before the

engineering report will be completed and a meeting of county, town and village officials will be held after the report is finished.

- Senger vs. Town of Mina – The lawsuit from a 2015 motorcycle accident has been settled. The former Highway Superintendent and current town employees did not have to provide depositions.
- Cemetery GIS (geographic information system) for headstones – The town clerk contacted Southern Tier West as they are overseeing this program and they reported that the Town of Mina is first on their list to start in the spring of 2019.

### **Correspondence:**

- Charter Communications – Upcoming Changes effective November 1, 2018 pricing adjustments on the following residential video service: Broadcast TV surcharge, Spectrum Receivers, Digital Transport Adapters and Latino View. Charter’s testimony before the senate commerce committee on online privacy protections.
- Southern Tier West/Sarah Phearsdorf – Information on a grant for digitizing cemetery records and shelving units for storing records.
- NYSLRS(New York State & Local Retirement System) – Congratulations to the Town of Mina on completing the silver certification for the retirement system. Also information on webinars to help prepare for use of the retirement online reporting. The Update (semiannual newsletter) for members of the employees’ retirement system.
- Town of Mina Code Officer – Information on a ZBA meeting scheduled for October 17, 2018.
- United States Senate, Charles Schumer – Information on the Farm to School Grant Program they are currently accepting applications for.
- The Association of Towns – Information on dues for budget formulation and information on 2019 Training School & Annual Meeting.
- Power-Gen – Information on whom they are, networking opportunities, new features, conference details and exhibit information.
- Rural Futures – NYS Legislative commission on rural resources summer 2018 issue.
- Governing the states & localities – October 2018 issue

### **Reports:**

- Highway Superintendent – Superintendent Himelein reported that the “no trespassing” signs have been posted on the landfill property. He also checked and the crew certification as well as liability insurance for the Sulpher Springs plowing contract with North East Township is up to date. He reported that it would be too expensive at this time to replace the bulbs on the holiday decorations with LED bulbs so he will pick up the regular bulbs. He also reported that the company that was going to quote on LED lighting at the highway barns determined it isn’t feasible at this time. Supervisor Brumagin stated she has a meeting scheduled on October 17<sup>th</sup> with Chad Johnson with Kayline to look at the possibility of a grant for LED lighting at the Community Center and that Superintendent Himelein is welcome to attend the meeting regarding LED lighting for the highway building.
- Assessor – Heather Young-Deyell’s report was handed out for September 2018. She reported that she attended the annual training in Binghamton from September 30<sup>th</sup>-October 3<sup>rd</sup>. She reported there are many changes to the NYS Real Property Tax Law and she was able to get clarification on the new laws.

- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$12,297.00 for the month of September 2018. She has paid the Supervisor \$1,375.19, NYS Ag and Markets for dogs, \$22.00, NYS Health Dept. for marriage licenses, \$67.50, and NYS DEC \$10,832.31. The Town Clerk reported that hunting licenses are slowing down as DMP’s (deer management permits) are done as of October 1<sup>st</sup>.
- CEO/Building Inspector – Melanie Eddy’s report for September 2018 was distributed.
- Supervisor – Supervisor Brumagin distributed the September 2018 financial statements. She reported that the silver certification for the NYS retirement system has been completed. She is also working on an IT plan with 3C Communications.

**New Business:**

- Supervisor Brumagin reported that the tennis/basketball courts deed was transferred from the FLVFD to the Town of Mina. The next step is to prepare the bid proposals and publish a legal notice in the Jamestown Post Journal for bids on the project. Councilman Roache made a motion seconded by Councilman Watrous to proceed with the bid packet. Motion carried unanimously.  
Ayes – 4 Brumagin, Luce, Roache, Watrous  
Nays – 0
- Budget Schedule – November 8, 2018 will be the regular monthly meeting and the Public Hearing for the 2019 preliminary budget and possibly the adoption of the 2019 budget. Adoption of the budget is required by November 15, 2018.
- Supervisor Brumagin met with Cyber Systems USA to look at security cameras for the Community Center along with getting a quote. Supervisor Brumagin reported she will check as to monies available from the justice court system and will secure additional quotes as well.
- Supervisor Brumagin reported that she and the bookkeeper will look into various payroll options to consider starting by January 1, 2019.

**Payment of Monthly Claims/Transfers:**

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Roache moved, seconded by Councilman Watrous, to pay the monthly claims. In the General Fund claim #246 through #270 in the amount of \$16,983.59 and in the Highway Fund claim #116H through #132H in the amount of \$23,877.24 were approved to pay. Motion carried unanimously.  
Approved: Ayes – 4 Brumagin, Luce, Roache, Watrous  
Nays – 0

**Budget Work Session:**

- Supervisor Brumagin reviewed the Tentative Budget for 2019. Discussion was held on the different budget requests that were submitted to the Supervisor. She reviewed each line item and explained any changes that were made from the previous year. The tentative budget increase is \$12,551 with \$11,058 to highway (4.1% increase), \$1,493 to fire district (3% increase) and zero increases to general and light district. The tentative budget is within the state comptroller’s tax cap.
- Councilman Luce made a motion, seconded by Councilman Watrous to adopt the Tentative Budget as the Preliminary Budget for 2019. Motion carried unanimously.  
Approved: Ayes – 4 Brumagin, Luce, Roache, Watrous  
Nays – 0

**Other Business/Actions:**

- Supervisor Brumagin reminded board members that the next regular town board meeting and public hearing on the 2019 budget will be held on Thursday, November 8, 2018 at 7 pm.
- As there was no further business to come before the Board, Councilman Watrous moved to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Sherrie R. Tanner  
Town Clerk