

December 13, 2018

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
Dennis Luce.....Councilman
Ernie Roache.....Councilman
Dick Watrous.....Councilman
Dave Wilcox.....Councilman

Attended by: Bill Himelein (Highway Superintendent)

Minutes: Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the November 8, 2018 meeting as presented. Motion carried.

Comments/Concerns from those present: none

Comments/Concerns from those not present:

- Councilman Watrous reported that a resident in the Woodlawn Shores area expressed concern about damage to their yard from snow plowing. Superintendent Himelein stated he was looking into options.

Old Business:

- Chautauqua County Shared Services re: Sewer District Formation – Supervisor Brumagin reported there was a meeting scheduled for November 14, 2018 and the engineering firm Barton & Loguidice presented its preliminary engineering report at the meeting. Supervisor Brumagin handed out a summary prepared by the engineers and noted the following:

1. The proposed Findley Lake Collection System/Conveyance to Sherman is estimated to cost \$23,149,000 versus GPI (Greenman Pedersen, Inc.) MPR (map, plan and report) dated May 27, 2016 of \$14,058,000 with the following notable differences:
 - GPI's MPR did not include odor control provisions (\$375,000)
 - GPI's MPR was short piping or didn't include GP hook up (\$1,500,000)
 - Contingency @ 20% vs GPI's MPR @ 10%
 - Inflation at 8% vs GPI's MPR at 6%
 - Reduced EDUs
 - Barton & Loguidice plan changed boundaries by removing properties north of I-86 (this was done without consulting the Mina Town Board)
 - Reduced Paradise Bay EDUs (this was also done without consulting Mina Town Board)
 - Added 40 EDUs along the conveyance route to Sherman
2. Annual operating costs of \$227,300 (corrected amount) vs GPI's MPR's operating costs of \$220,000
3. Cost sharing options:

The 2016 GPI MPR annual cost per Town of Mina user with 0% grant (calculated) at \$1367.00 versus the following methods presented by Barton & Loguidice:

 - Method 1 – Entire District Shares O&M and Debt Service Charges Equally per EDU
Annual cost per Town of Mina user with 0% grant (calculated) at \$1559.66

- Method 2 – Mina and Sherman Equally Split Debt and O&M of LPS/Conveyance; All Split Debt and O&M of Waste Water Treatment Plant Equally (WWTP) per EDU Annual cost per Town of Mina user with 0% grant (calculated) at \$2041.83
 - Method 3 – Mina and Sherman Equally Split Debt and O&M of LPS/Conveyance; All Split O&M of WWTP Equally per EDU; Sherman pays 70% of WWTP Upgrade (about same cost if no joint project); Town of Mina and Sherman pay the difference in cost Annual cost per Town of Mina user with 0% grant (calculated) at \$1882.43
4. Next steps – As the proposed district would currently include two municipalities (the Village of Sherman and the Town of Mina), it is eligible to be considered a shared services project and would require the formation of an advisory committee on the county level to move forward on this as a revised project. The County Executive will present it to the Chautauqua County Legislature for that body to approve the formation of an advisory committee. The County Executive will also reach out to representatives from Peek ‘N Peak and the Town of French Creek regarding their interest in pursuing shared services with the Town of Mina for expansion of the current sewer system at the Peak or the development of a new system for commercial plans that would require a new sewer district outside of its current district. The date for the next meeting has not been set.

Correspondence:

- NYS Office of the Comptroller – Updating the State’s Justice files.
- Spectrum – Informing the town of the new monthly rate.
- NationalGrid – Informing that an appointment is needed to change a meter that is not working properly.
- The Jamestown Post Journal – Christmas Card from carrier
- GPI (Greenman-Pedersen, Inc.) – Holiday greetings
- Charter Communications – Upcoming changes by January 4, 2019.
- Consolidated Communications – Notice of compliance with FCC.
- NYS Legislative Commission on Rural Resources – Fall 2018 issue

Reports:

- Highway/Cemetery Committee – no report
- Highway Superintendent – Superintendent Himelein reported 48½” snow (currently at 20% of yearly average snowfall). He reported there was an accident on West Mina Road on November 14, 2018 where a guardrail was damaged and he has contacted the insurance company to start the claim. Superintendent Himelein reported that the grader, mini roller, broom and roadside mower have been moved to the empty bay in the bus garage for winter storage to prolong the life of the equipment. He reported they completed the box culvert on the west side of Tanner Road and will replace the culvert on the east side of the road in the summer of 2019. He reported they would like to get easements for two drains on Shadyside Road to prevent the water from flooding the road. He also reported he was looking into Williamson Law computer software for better record keeping on equipment, roads, signs and any other mandatory highway records. He plans on meeting with the highway committee soon to assess the features of the software program.
- Recreation Committee – Councilman Roache reported nothing new until after the first of the year when they plan to place a legal notice in the paper again for bids on the tennis/basketball courts.
- Assessor – Heather Young-Deyell’s report was handed out for November 2018. She reported that the Enhanced STAR and Agricultural renewal applications will be mailed out this week and there are some changes to the Enhanced STAR forms this year.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$5,543.00 for the month of November 2018. She has paid the Supervisor \$1,729.07, NYS Ag and Markets for dogs, \$25.00, NYS Health Dept. for marriage licenses, \$45.00, and NYS DEC \$3,743.93. The Town Clerk reported that she received an email from the

county stating the earliest the tax bills would be ready for pickup would be December 21st and the first day of collection is January 7, 2019.

- Findley Lake Watershed Foundation – Supervisor Brumagin reported that the FL Watershed Foundation signed a contract for a weed harvester and they chose a different company than the one whose facility they recently toured. The harvester ordered has some additional enhancements for approximately the same amount of money as the other one they were considering.
- Findley Lake Volunteer Fire Department – Supervisor Brumagin reminded the board that the fire department has ordered the new tanker pumper and they are continuing to pursue grant monies. She also reported that she spoke with Dennis Brooks at the County Insurance Department about the new cancer insurance requirements. The eligibility for fire fighters is limited and most likely no one from the FLVFD would have the training and internal structure fire experience to be eligible. It is a disability product not a workers compensation product as originally thought and the county will not be able to secure a policy to cover all of the fire departments in the county. Each fire company will have to purchase the policy independently. Also, the premium costs are nowhere near as high as originally anticipated.
- CEO/Building Inspector – Melanie Eddy’s report for November 2018 was distributed.
- Supervisor – Supervisor Brumagin distributed the November 2018 financial statements.

New Business:

- Supervisor Brumagin reported that the highway department is using the center bay in the bus garage to store equipment for the winter.
- Supervisor Brumagin reported that the Sexual Harassment Policy for the Town of Mina needs updated to be in compliance with the recently revised New York State Law and she presented a revised policy. It was noted that any issue of harassment will be reported to the Town Supervisor or, in his/her absence, to the Deputy Town Supervisor and, if unresolved, a grievance would come before the full town board during executive session. Councilman Watrous made a motion, seconded by Councilman Wilcox to accept the new Sexual Harassment Policy. Motion carried unanimously.
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0
- Supervisor Brumagin reported that during the annual insurance renewal meeting, it was determined that the Town of Mina snowmobile local law needs to be updated to be in compliance with revisions to New York State law. Councilman Luce made a motion, seconded by Councilman Wilcox to hold a public hearing and possible vote on updates to the local law regulating the use and operation of snowmobiles on public highways, sidewalks and public lands in the Town of Mina on December 26, 2018 at 4:00 pm. Motion carried unanimously.
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0
- Supervisor Brumagin reminded town board members that NYMIR has developed a webinar for town officials and employees on NYS’s new sexual harassment prevention policy. Additionally, the Town of Sherman has engaged Mike Fonti, Sexual Harassment trainer from Hamburg, to train its town employees on what is required under the updated policy. They invited the Town of Mina to participate and share the cost as well as Clymer, French Creek and the Village of Sherman. The date and times of the training are Monday, December 17, 2018 at 1:00 pm, 3:00 pm and 6:00 pm. There will also be other training options available for Town of Mina employees.
- Chautauqua County is requiring electronic vendor payments and the Town of Mina will enroll by the deadline of December 31, 2018.
- Councilman Watrous made a motion seconded by Councilman Luce to release \$20,000 from the contingency account to the Findley Lake Watershed Foundation to be used toward the purchase of the weed harvester. Motion carried unanimously.
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0

- Supervisor Brumagin reported that Terry Phelps from the FLVFD provided information on AED's (Automated External Defibrillator). The Town needs to install one at the Mina-Findley Lake Community Center. She will investigate the requirements for purchasing as well as training volunteers on its use.
- The Findley Lake Volunteer Fire Department requested a letter of support and a resolution for grants and funding for the pumper/tanker recently ordered. Councilman Luce made a motion, seconded by Councilman Roache for Supervisor Brumagin to write the letter of support and adopt the following resolution.

Town of Mina
Resolution #11-18

At a regularly scheduled meeting of the Town Board of the Town of Mina held on Thursday, December 13, 2018, the following resolution was adopted upon motion by Councilman Luce and second by Councilman Roache. The resolution was adopted by a vote of 5 to 0 with the following board members voting:

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

WHEREAS, the Town of Mina has duly established a fire protection district known as the Town of Mina Fire Protection District, embracing the entire Town of Mina, Chautauqua County, New York, and

WHEREAS, the Town of Mina, to protect its citizens in the Town of Mina Fire Protection District, has contracted with the Findley Lake Volunteer Firemen's Association since 1953 to furnish fire protection and emergency services in case of accidents, calamities, or other emergencies in connection with which the services of fire fighters would be required, and

WHEREAS, in consideration of furnishing said fire protection and emergency service, the Town relies upon the use of the Findley Lake Volunteer Firemen's Association's apparatus and aid, and

WHEREAS, the Findley Lake Volunteer Firemen's Association has a 32-year old fire truck that has exceeded its useful life, is beyond the economical point of maintaining it, and upon its next inspection will not meet New York State Department of Transportation inspection requirements, and

WHEREAS, the Findley Lake Volunteer Firemen's Association has ordered a new tanker pumper to replace the obsolete fire truck, that features a combination 3,000 gallon tank with a 1,500 gallon per minute pump at a cost of approximately \$285,000, and

WHEREAS, the Findley Lake Volunteer Firemen's Association needs to secure grants and loans to financially afford the purchase of the tanker pumper, and

WHEREAS, the Findley Lake Volunteer Firemen's Association's new tanker pumper will allow the association to provide needed fire protection services to the Town of Mina, and

WHEREAS, the acquisition of the new tanker pumper by the Findley Lake Volunteer Firemen's Association will not have an adverse impact on any other community facilities providing similar services, and

WHEREAS, the Findley Lake Volunteer Firemen's Association has made application to the United States Department of Agriculture (USDA) Rural Development Community Facilities loan/grant program for financial support, and

WHEREAS, the Findley Lake Volunteer Firemen's Association is eligible to apply for the USDA Rural Development community Facilities loan/grant program as the Town of Mina is deemed to be a rural area with a population of less than 20,000, the truck pumper will be used for fire protection services, and the Findley Lake Volunteer Firemen's Association is a non-profit 501 © 3 IRS designated corporation,

NOW, THEREFORE, BE IT RESOLVED THAT: To further the above objectives, the Town of Mina hereby supports the application for financial support from the Findley Lake Volunteer Firemen's Association to USDA Rural Development.

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 #296 through #328 in the amount of \$15,632.13 and in the Highway Fund claim #152H through #165H in the amount of \$16,986.94 were approved to pay. Motion carried unanimously.

Approved: Ayes – 4 Brumagin, Luce, Roache, Watrous
Nays – 0

Other Business/Actions:

- Supervisor Brumagin reminded board members that the date and time for the year end meeting is Wednesday December 26, 2017 at 4 p.m.
- The organizational and regular meeting is scheduled for January 10, 2019 at 7:00 p.m.
- As there was no further business to come before the Board, Supervisor Brumagin moved to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk