

December 8, 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
Dennis Luce.....Councilman
Dick Watrous.....Councilman
Dave Wilcox.....Councilman

Attended by: Bill Himelein (Highway Superintendent), Dave Himelein (Chautauqua County Legislator), Ed Mulkearn (FLWF)(8:11), Dave Calvert (8:18)

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

Comments/Concerns from those present:

- Dave Himelein reported that the county legislators are meeting on Wednesday the 14th of December to approve the contract to build a new shop facility for the County Department of Public Works in Sherman. Construction is planned to begin in April 2017 and will be located near the Sherman School bus garage.

Comments/Concerns from those not present:

- Councilman Watrous reported that at the Chamber of Commerce Christmas party everyone was commenting that they were impressed with the holiday lights that were put up and they would like to see them left up through the month of February. He thanked Superintendent Himelein and his crew for installing the decorations on the poles. Supervisor Brumagin said when National Grid did the hook up they had to order some parts which delayed the installation but all were completed by Monday, the 5th of December.

Old Business:

- Sewerage Project – Supervisor Brumagin reported that the sewerage project is ready for a public hearing on the district formation. A date and time need to be established at least 30 days from the town board’s vote. Councilman Luce made a motion seconded by Councilman Watrous to hold a public hearing on the sewerage project Saturday, January 21, 2017 at 11:00 am at the Community Center.
Supervisor Brumagin – aye
Councilman Luce – aye
Councilman Watrous – aye
Councilman Wilcox – aye
Motion carried unanimously.
- Highway Superintendent Himelein reported that the current generator is not able to be used in the winter as the tractor has been equipped for snow removal and it is time consuming to convert it back to power the generator.
- Disability Insurance Coverage – Supervisor Brumagin will check with other towns and with Deuink Agency (our current carrier) on other options for the town board to consider.

Correspondence:

- Charter Communications (formerly Time Warner Cable) – Upcoming changes and ongoing efforts keeping us apprised of developments affecting Time Warner Cable.
- NYS GFOA - 38th Annual conference information
- HalfMoon Education Inc. – Continuing Education credits information
- CHRIC – Annual report
- Jamestown Roofing, Inc. – Proposal for installing insulation around a roof drain above the gym
- NYS Office of the Comptroller – Updating Justice files
- FLVFD – Copy of letter thanking Andy Travis for submitting FEMA grant application
- FLVFD – November 2016 financials
- Agreement between the Town of Mina and H. Sichertman & Co., Inc.
- Wright, Wright & Hampton – Copy of letter regarding Cockburn case
- Homes & Community Renewal – Reminder regarding recipients of NYS CDBG funding that an annual performance report is required to be submitted
- Time Warner Cable – Supporting documentation regarding franchise fee
- NYS Dept. of Public Service – Information on available publications related to the upcoming winter season

Reports:

- Highway/Cemetery Committee – Councilman Watrous reported that the 2003 dump truck is back from being worked on at Jack’s Repair Shop and after negotiating the charges, it will cost \$25,000 to repair. The highway crew has approximately 20 hours of additional work to put into it before it will be road worthy. The new 2016 dump truck is scheduled to be delivered on Monday, December 12, 2016. The highway garage roof has been repaired with a cost of \$190.00 in materials plus 20 hours of labor. Rick Walker spoke with Superintendent Himelein (thought he was still on town council) and said he would like to revisit discussions on trading some of his property for the town to use for the cemetery. He has not cashed the checks the town wrote in regard to the county not filing the deed on his property correctly. Councilman Watrous will follow up with the Walker’s.
- Highway Superintendent – Bill Himelein stated there has been a learning curve in becoming the highway superintendent. He has taken the class and obtained a permit for his CDL and will schedule his road test in February. The Town of Sherman has loaned Mina a truck to use for plowing until the new truck arrives. The Highway Christmas party was at the Town of Mina highway barn and it included a retirement party for Paul Scarem. Bill also wanted to thank Aspen tree service for their help in getting the holiday lights installed on the utility poles.
- Assessor - Heather Young-Deyell’s report for November 2016 was distributed. She reported exemption renewal applications will be mailed in early December. Supervisor Brumagin reported she would respond to the request by the assessor to identify any town owned property that is being leased to a business or individual.
- Community Center – Supervisor Brumagin reported that the town received a quote from Jamestown Roofing on insulating the roof drain in the gym ceiling. Discussion held. Superintendent Himelein said he would pick up the materials and he and the highway crew will insulate the drain.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$4,021.00 for the month of November 2016. She has paid

the Supervisor \$827.57, NYS Ag and Markets for dogs, \$9.00, NYS Department of Health for marriage licenses \$22.50 and NYS DEC \$3,161.93. She reported the cemetery records have been counted and Southern Tier West will be submitting for the grant in January to have those records digitized.

- FL Watershed Foundation – Ed Mulkearn reported they have finished with phase one of the dam breakwall repair project and felt the contractors did an outstanding job. The dry fire hydrant will be placed back in the lake before they leave. In the spring there are two items to complete the project, they will strip the top soil from the water wheel building to the fishing pier and install stones. On the lake side, they will replace the old railing with aluminum handrails and will pave the new sidewalk which will be three feet wider. Tim Cannon, engineer from USDA, will be checking for completion and will sign off on the construction invoices. It is anticipated that there will be one invoice and that should be received around the 14th or 15th of December so it can be submitted for payment before the end of the year. Ed Mulkearn thanked the town board for their support.
- CEO/Building Inspector – Melanie Eddy’s report for November 2016 was handed out.
- Supervisor - Rebecca Brumagin handed out financials for November 2016 and noted the loss in the highway department for the year. Discussion was held on business insurance property values. It was suggested to raise the amount of contents of the highway garage to \$150,000.00 from \$43,333.00. She will review equipment and content values with Superintendent Himelein.

New Business:

- Supervisor Brumagin reported she met with a representative from Southern Tier West as the NYSERDA (New York State Energy Research and Development Authority) Clean Energy Communities Program. He informed her that by completing four of the ten high-impact actions the town may be eligible for grant monies; the monies are available on a first come first serve basis. Discussion held.
- Supervisor Brumagin mentioned the process for appointing a town board member to fill the vacancy and Legislator Himelein recommended contacting Norm Green or Brian Abram from the Chautauqua County Board of Elections about what is required.
- End of Year Meeting – The date for the end of year meeting will be Thursday, December 29, 2016 at 9:00 am.
- Town Clerk Tanner mentioned that Highway Superintendent Himelein had not been given the Oath of Office since he was appointed. Supervisor Brumagin stated that could be done Friday morning in the Town Clerk’s office.
- Organizational Meeting Date – The date for the Organizational Meeting and the Regular Town Board Meeting was set for Thursday, January 12, 2017 at 7:00 pm.
- Dave Calvert said “kudos to the lights”. Everyone at the Chamber of Commerce party thought they looked great.

Executive Session: At 8:32 pm Councilman Watrous made a motion, seconded by Councilman Wilcox to adjourn to Executive Session for personnel matters. Motion carried. At 8:39 pm Councilman Watrous moved seconded by Councilman Wilcox 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 Watrous, to pay the monthly claims. In the General Fund claim #307 through #330 in the amount of \$10,406.10 which included the envelopes that needed to be added for the sewerage mailing and in the Highway Fund claim #144H through #162H in the amount of \$23,196.65 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 8:41 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk