

June 11, 2020

The Mina Town Board met on the above date for 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 (via video conference 7:00-8:22 pm;  
in-person 8:37 pm to adjournment)  
Ernie Roache.....Councilman  
Dick Watrous.....Councilman

Attended by: Leanne Becker, Donna Beth Luce (8:37 pm), Sherri Schenk, Bill Himelein  
(Highway Superintendent)

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Burmaster to accept the minutes of the April 9, 2020 meeting as presented. Motion carried.

**Comments/Concerns from those present:**

- Sherri Schenk reported that she has heard many positive comments on the new docks at the NYS DEC Fishing Access Area. Not only does it make it easier for kayakers to access the lake but the dock for mooring of boats is also appreciated.

**Comments/Concerns from those not present:** none

**Novel Coronavirus (COVID-19) Pandemic:**

- Supervisor Brumagin reported the following in regard to the COVID-19 Pandemic:
  - Federal:
    - Centers for Disease Control & Prevention (CDC) guidelines have no changes.
  - New York State:
    - Governor Cuomo’s Executive Order #202 (New York on PAUSE) Disaster Emergency Declaration; currently there have been 40 updates.
    - NY Forward – Western NY Region –
      - Requirements for reopening – each business must have a plan and sign an affidavit to protect employees and consumers.
      - Phase 1: Opened 05/19/2020
      - Phase 2: Opened 06/02/2020
      - Phase 3: Expected to Open 06/16/2020
      - Phase 4: Scheduled to Open 06/30/2020 if metrics continue to be met
  - Chautauqua County:
    - COVID-19 Daily Updates – Chautauqua County Health & Human Services continues to publish daily updates.
    - Supervisors/Mayors briefings are held every other Wednesday evening by County Executive PJ Wendel.
    - County government offices scheduled to be fully staffed beginning June 26 with a possible one week delay for the Department of Motor Vehicles.
  - Town of Mina:
    - Community Center restricted access still in place, with the outside doors locked except when there are public meetings. Town offices returned to in-

- office work June 1, 2020 and the town clerk is conducting business utilizing the drop box by the front door. The playgrounds and pavilion are still closed.
- Activities in the Community Center – Each non-profit and for-profit that has returned to in-office activities has completed the NY Forward Plan and has been given a copy of the Town of Mina’s Safety Precautions Plan.
    - Town of Mina Court is following the NYS Court Administration requirements and can resume a limited number of in-person non-criminal cases. Regular directives are being sent to the local courts about what they are permitted to do.
    - Non-profit organizations are working in their offices but are currently only taking in-person by appointment visits.
    - The only for profit business re-opened on June 3<sup>rd</sup> with additional precautions.
  - Tentative Planning for 4<sup>th</sup> of July activities:
    - Matt Hanby, organizer of the annual fireworks display, is working with others in the community to develop a plan for social distancing and restricted parking. They are planning on no parking on Main Street and reduced parking on Shadyside Road. The Findley Lake Volunteer Fire Department will be helping with traffic control and the Chautauqua County Sheriff’s Department will provide additional assistance with enforcement.
    - Pete Howard, President of the FLVFD, shared with Supervisor Brumagin that the fire department is planning on holding the chicken barbeque at the Findley Lake United Methodist Church where it will be limited to a drive-through/take-out event with no seating for customers.
    - Mary Ford, Co-President of the Alexander Findley Community Library provided information to Supervisor Brumagin regarding flares around the lake. The flares have arrived and have been placed at businesses downtown. The flares will be lit at the normal time of 9:30 pm on July 4<sup>th</sup>.
    - Supervisor Brumagin spoke with Nancy Sonney, Owner of Secret Cubby, regarding the duck race and was informed that it is being canceled this year as they were not able to figure out a viable way to social distance and they felt that the event would not be as enjoyable for children.
    - Supervisor Brumagin reported she spoke with Todd Mazur from Paradise Bay and because of the required permitting by NY State and limited access during the pandemic to state offices, they had to cancel the boat parade this year as they weren’t able to meet the permitting deadline.
  - Summer Recreation that is held jointly with the Town of Clymer has been cancelled for this summer but they are still evaluating the soccer program and will update the community via Facebook. Also two children’s programs are still being planned for July at the Mina-Findley Lake Community Center.

**Old Business:**

- Supervisor Brumagin reported that the congratulatory letter from USDA Rural Development has not been received yet. She distributed information on the two bond counsel firms (of four solicited) that responded to the town's request for proposals.
- Supervisor Brumagin reported that the court merger between the Towns of French Creek and Mina has been approved by both the State Senate and Assembly and that the Governor has 10 days to sign off on the proposal once it is sent to his office. The Town of Mina will notify the board of elections so the merged justice of the peace position can be placed on the November 2020 ballot.
- In regard to County Legislator Bill Ward holding a virtual town hall meeting, Supervisor Brumagin reported that she has not been given a date for the meeting he is proposing to hold for the Town of Mina.

### **Correspondence:**

- Charter Communications – Upcoming changes.
- NYSDEC – Permit issued to Girts Sand & Gravel LLC for Beckerink gravel pit on Bailey Hill Road.
- South Ripley Solar Project – Information on deadline for submitting comments.
- Child Care Council – Information on the Summer Food Service Program sponsored by Chautauqua Opportunities.
- United States Bankruptcy Court – In regard to Windstream Holdings, Inc.
- Town of Mina Code Officer – Regarding a public hearing to consider an application for modifying the footprints of the house and garage and to add a wrap-around porch from William Matthews.
- Chautauqua County Board of Elections – Important phone numbers to contact regarding COVID-19.
- Chautauqua County Clerk's Association – Information regarding a resolution for the new records retention schedule.
- Bethany Collins – Information on her running for a seat on the Clymer Central School Board.
- Mike Einink – Information on him running for a seat on the Clymer Central School Board.
- Town Web Design – Information on how the firm can help design a website.
- USA Flag Company – Information on the flags it carries.
- Barbara Skaarup from NYS ORPTS – Informing the town that the assessor achieved a 100% equalization rate for CAP #4 (Towns of French Creek, Mina and Sherman).
- Univera Healthcare – Advising the Town of Mina that it has filed a request with NYS Dept. of Financial Services to approve an increase of 7% to group premium rates for 2021.
- NationalGrid – Informing the town of the program “10,000 Trees...and Growing!”

### **Reports:**

- Highway/Cemetery Committee – Councilman Watrous reported that the person hired to mow the cemeteries and School Street park has informed the highway superintendent that he is resigning.
- Highway Superintendent – Superintendent Himelein's report stated that the highway department will finish sweeping the roads before the chip sealing begins on June 15<sup>th</sup>. They have installed three monument bases at the Mina Cemetery and have finished hauling stone for the roads. They are erecting safety signs for loose stone along the roads. They have also greased and washed trucks for undercoating to help with rust prevention. He reported that CHIPS, Pave NY and WNY Extreme Recovery funding will

be approved by the state at a 20% reduction. Superintendent Himelein has agreed to change out the court lights to LED lighting at the School Street Park.

- Recreation Committee – Councilman Roache reported that the outdoor tennis courts resurfacing project is almost complete. The lines for tennis and pickleball still need to be completed but should be done shortly.
- Planning Board – Supervisor Brumagin reported that the group is reaching out to non-profit groups and to businesses to determine their needs as a step in developing a new comprehensive plan.
- Assessor – Heather Young-Deyell’s report was handed out for May 2020. She reported grievance day was held on Tuesday, May 26<sup>th</sup> and there were three complaints presented to the Mina Board of Assessment Review. The Assessment Roll is complete and notification was received that the Town of Mina (as part of CAP #4) has received a 100% equalization rate by NY State.
- Town Justice – Supervisor Brumagin reported that the justice clerk informed her that the Mina Court will be opening in-person non-criminal cases per NYS Court Administration directives.
- Code Enforcement – Melanie Eddy’s report for May 2020 was distributed.
- Dog Control – Position is currently open.
- Chautauqua County Shared Services Sewer Agency – Supervisor Brumagin reported that at the meeting held on June 4<sup>th</sup>, representatives from Peak’n Peek stated that they are not interested in a collaborative project with the Town of Mina at this time. Rebecca Brumagin, as chairperson of the agency, sent a letter to the County Legislature recommending that the sewer agency go to inactive status. If the Mina Town Board would like to consider the potential formation of a sewer district, it would need to be done as a town initiative and not as a county shared services initiative.
- Findley Lake Watershed Foundation – Supervisor Brumagin reported that the weed harvester has not been operating this season because the engine needs to be repaired. It is still under warranty and should be repaired in the next few days.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$665.00 for the month of May 2020. She has paid the Supervisor \$389.14, NYS Ag and Markets for dogs \$16.00, and NYS DEC \$259.86.
- Supervisor – Supervisor Brumagin distributed and reviewed the financials for May 2020. She also distributed a report on the Town of Mina Certificates of Deposit as well as an updated analysis on the impact of COVID-19 on sales tax projections.

### **New Business:**

- Councilman Watrous made a motion, seconded by Councilman Roache to approve the assessor’s bonus for maintaining the Town of Mina at 100% equalization. Motion carried unanimously.  
Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous  
Nays – 0
- Supervisor Brumagin reviewed the two bond counsel quotes in response to the Town’s RFP (Request For Proposal) which are needed for USDA financing.
- Superintendent Himelein requested a bond requirement per mile for town road repair be established. He provided information on the current cost of asphalt per ton. Councilman Roache made a motion, seconded by Councilman Burmaster to set a \$100,000 bond requirement per mile for town road repair for the year 2020. Motion passed unanimously.  
Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous  
Nays – 0

- Superintendent Himelein requested to hire Michael Watrous to mow the cemeteries at \$14.00 per hour which includes the use of his own equipment. Councilman Burmaster made a motion, seconded by Councilman Roache to hire Michael Watrous at \$14.00 per hour effective Friday, June 12<sup>th</sup>. Motion carried unanimously.  
Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous  
Nays – 0
- Supervisor Brumagin reported that Community Connections at Findley Lake will begin renting Room #11 (former Nature Center room) effective July 1, 2020.
- Councilman Roache reported that Jeff Richards contacted him about establishing a garbage drop-off on his Route 426 property that would be open seven days a week and was asking for the town board's approval. Supervisor Brumagin asked Councilman Roache to look further into this and report back to the town board at next month's meeting. Councilman Roache had spoken with Jim Parnell from 2-J's who has been contracting with the Town of Mina for garbage collection at the town barn since 2002. Jim expressed an interest in renewing his contract when it expires at the end of December 2020.
- NYS DEC fishing access area is not complete and Supervisor Brumagin is awaiting a response from DEC regarding plans to finish the project include paving the parking lot and painting lines for boat trailer and vehicle parking.
- Supervisor Brumagin reported that Larry Gross from Our Own Candle Company met with Superintendent Himelein and her requesting a letter of support from the town for closing Main Street during Harvest Festival on Saturday and Sunday of Labor Day weekend. Discussion was held. At this time the board would like Larry or his representative to attend the next town board meeting to discuss additional options for safety and parking.
- The next regular town board meeting will be held on Thursday, July 9, 2020 at 7:00 pm.

**Payment of Monthly Claims/Transfers:**

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Watrous moved, seconded by Councilman Burmaster, to pay the monthly claims. In the General Fund claim #111 through #134 in the amount of \$16,419.18 and in the Highway Fund claim #70H through #78H in the amount of \$10,130.84 were approved to pay. Motion carried unanimously.  
Approved: Ayes – 5 Brumagin, Burmaster, Luce, Roache, Watrous  
Nays – 0

**Recess:**

- Supervisor Brumagin called for a short recess at 8:22 pm and she resumed the meeting at 8:37 pm.

**Other Business/Actions:**

- Regarding the RFP Bond Counsel it was decided to wait until July's meeting to get more information from USDA on the requirements and additional information from the respondents.
- Supervisor Brumagin turned the floor over to Councilman Luce who discussed his 22 ½ years as a town councilman and then informed the Mina Town Board that he was resigning as of June 11, 2020. Supervisor Brumagin thanked him for his years of service and presented him with a Findley Lake keychain and a certificate for his years of service on the town board. She took a moment to reflect on his public service and to remember some of the important contributions he has made to the town as a board member. Supervisor Brumagin appointed him as Deputy Town Supervisor and he has served in

that capacity since 2002. When the town was in the process of acquiring the Community Center, he helped with upgrading and maintaining the facility. He oversaw the boiler replacement project, the window replacement project, and removal of asbestos. Dennis has been the go to person for investigating and following up on speed limit issues with NYS Dept. of Transportation. Dennis has also been the volunteer website manager for many years. He received a standing ovation from those in attendance.

Town of Mina  
Resolution #13-20

BE IT RESOLVED that the Town of Mina Board accepts with regret the formal resignation of Councilman Dennis Luce effective June 11, 2020.

Approved upon a motion by Supervisor Brumagin and second by Councilman Watrous.

Ayes – 4 Brumagin, Burmaster, Roache, Watrous

Nays – 0

Abstention – 1 Luce

- As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 8:47 p.m.

Respectfully submitted,

Sherrie R. Tanner  
Town Clerk