

June 8, 2017

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

Attended by: Bill Himelein (Highway Superintendent), Ed Mulkearn (FL Watershed Foundation) (7:15), Sherri Schenk

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the May 11, 2017 meeting as presented. Motion carried unanimously.

**Comments/Concerns from those present:**

- Sherri Schenk stated she was glad to see there aren't extra boats parked across from the Marina this year. Additionally, she and Jack Hamilton are trying to keep the Marina's boats from being parked alongside the road as much as possible.

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

**Old Business:**

- Sewer Project – Supervisor Brumagin expressed her appreciation to Town Clerk, Sherrie Tanner for the work she put in to the election on the proposed sewer district. The sewer district election fell under the jurisdiction of the town clerk and she was responsible to make sure that the election was conducted properly. Supervisor Brumagin also said she is writing letters of appreciation to members of the sewer workgroup and those who were involved in the process of preparing for the vote. She reported that she spoke with the Chautauqua County Board of Elections and the manual count of the ballots matched the voting machine records. Supervisor Brumagin also stated that she and the town clerk checked parcel information and deeds to verify that all eligible voters were properly identified so that there wouldn't be issues on voting day regarding who was eligible to vote. She also reported that the outcome of the special election was 414 votes, with 212 voting against the formation of a sewer district and 202 voting in favor.

County Health Department officials have informed Supervisor Brumagin that their next step will be to send letters by the end of June to all property owners within 250' of the lake with septic systems that are 30 years old or are not on file with the county. She asked if they would be willing to hold an informational meeting for the public on what to expect with the inspections. They said they would consider it. There have been property owners who have asked if there will be another vote with a different plan but Supervisor Brumagin has stated that the board will honor the decision of the voters and so there is not a plan to revisit the formation of a sewer district in the foreseeable future.

**Reports:**

- Findley Lake Watershed Foundation – Ed Mulkearn reported that the work should be completed next week on the dam breakwall repair project. He stated the dedication of the dam will be held on July 15, 2017 and that town, county and state officials will be invited to participate in the dedication. He also reported that the Watershed Foundation has been

harvesting a high volume of weeds so far this year. He said the board of the Findley Lake Watershed Foundation is disappointed that the proposed formation of the sewer district didn't pass and thanked the town board for its support in bringing the project forward to the public.

### **Old Business:**

- Highway Superintendent Himelein said he would speak with Mark Loveless on the NYMIR loss control recommendations when he sees him at the Highway School in Ithaca being held June 12-14, 2017. He also stated that when the crosswalk gets moved at Paradise Bay that a light should be installed on the utility pole.
- Supervisor Brumagin met with Kevin Goree from Great Lakes Insurance Services Group, LLC/Deuink Agency to review the insurance policy for 2017. Some additional changes will be made including adding the Findley Lake Cemetery and the Mina Cemetery properties to the policy.

### **Correspondence:**

- Association of Towns (NYS) – 2017 Planning and Zoning Schools
- Charter Communications – Keeping apprised of developments affecting Charter and franchise fee remittance for the period of 1/1/17-3/31/17
- Clymer Central School After Prom – Thank you note for support
- Chautauqua County Board of Elections – Statement of Canvass (votes cast at the Town of Mina Proposition of the Findley Lake Sewer District Election 5/26/2017)
- Chautauqua County Dept. of Health & Human Services – Information on CHQ 250 (they are establishing a goal of preventing 250 heart attacks & related deaths in Chautauqua County in the coming year)
- NYS Office of Real Property Tax Services – Tentative 2017 State equalization rate for the Chautauqua County C.A.P. #4 is 100%
- Chautauqua County Real Property Tax Services – Certificate of Satisfaction of the Tax Warrant issued to the Town of Mina
- NYS Homes & Community Renewal – Grant agreement completion notice for the dam breakwall repair project
- NYS Dept. of Public Service – Seeking public comments on Consolidated Communications Holdings, Inc. & FairPoint Communications, Inc. filing a joint petition seeking approval for FCI to transfer certain telephone, broadband and cable assets to CCH
- ShelterPoint Disability Insurance – Company address change
- Univera – Notice of proposed health insurance premium rate change (reduction of 9.1% for 2018)

### **Reports:**

- Highway/Cemetery Committee – Councilman Watrous reported that the survey has been completed on the Mina Cemetery.
- Highway Superintendent – Superintendent Himelein reported things are going well. June 12<sup>th</sup>-14<sup>th</sup>, he will be attending Highway Superintendent's school in Ithaca, NY. He recommended hiring Adam Roache as summer groundskeeper (taking care of the tennis court area as well as the Mina Cemetery & Findley Lake Cemetery). Discussion held. Councilman Watrous made a motion, seconded by Councilman Luce to hire Adam Roache for summer groundskeeper at \$9.70 per hour with a start date of June 9, 2017. Motion carried unanimously.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

Superintendent Himelein reported that four towns - Mina, Sherman, Clymer and French Creek are looking to purchase a used pavement roller together and enter into a shared services agreement. It is estimated that the used roller they are considering has 1,200 hours and the price listed is \$46,000. The four towns together would use it approximately 250 hours per year. Clymer has said they would purchase the used roller and the amount would be split evenly between the four towns. Discussion held.

Councilman Luce made a motion, seconded by Councilman Watrous to purchase, with the three towns of Clymer, French Creek and Sherman a used pavement roller at equal amounts per town with the amount for the Town of Mina not to exceed \$14,000, and that the town will stay within its overall 2017 highway budget because of additional winter road recovery money received. Motion carried unanimously.

Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

- Recreation Committee – The Findley Lake Community Foundation approved a grant award in the amount of \$5,300.00 to the recreation department for equipment for the tennis/basketball/pickleball courts on School Street. The Recreation Committee will be preparing bid packets for proposal's to resurface the courts. The Recreation Committee has had the summer workers fill out the sex offender forms required by NY State. The committee also submitted a recommendation pertaining to fencing along the baselines of the baseball field that would be both functional and a safety factor.
- Assessor – Heather Young-Deyell's report for May 2017 was distributed. She reported Grievance Day was held on May 23, 2017 from 4:00-8:00 with one complaint heard. The 2017 Final Assessment Roll will be filed by July 1, 2017 with the Chautauqua County Real Property Tax Department as well as the New York State Office of Real Property Tax Services. Notification was received that the State Aid request sent from the Assessor's Office for the Town of Mina 2016 reassessment was approved. The Standards have been met for quality assessment administration. The State Aid amount is \$4,216.80.
- Town Clerk/Tax Collector – The Town Clerk's report was distributed reporting the collection of fees and sales of \$1,572.00 for the month of April 2017. She has paid the Supervisor \$1,041.41, NYS Ag and Markets for dogs, \$15.00, NYS Health Dept. for marriage licenses, \$45.00, and NYS DEC \$470.59.
- FL Area Chamber of Commerce – Sherri Schenk reported that rubber ducks are on sale for the July 4<sup>th</sup> duck race. This year they have three types of ducks for different categories - boys, girls and adults.
- CEO/Building Inspector – Melanie Eddy's report for May 2017 was distributed.
- Supervisor – Supervisor Brumagin distributed financial statements for May 2017. She reported on the Senator Young grant status. She is awaiting forms and instructions from DASNY.

#### **New Business:**

- Emergency Operations Plan Meeting – Supervisor Brumagin convened a meeting with representatives from the Findley Lake Volunteer Fire Department and the Findley Lake United Methodist Church as well as the Highway Superintendent to update the town's Emergency Operations Plan (EOP) as well as review Red Cross Emergency Shelter Status for the Community Center, fire hall and church. The Town Supervisor will update the Red Cross Shelter Survey for the Community Center and the fire department will

update its shelter survey for the fire hall. The EOP will need to be reviewed and updated each year at the town's organizational meeting in January.

Emergency Operations Plan  
RESOLUTION #10-17

Councilman Watrous made a motion, seconded by Councilman Wilcox to adopt the updated Emergency Operations Plan for calendar year 2017. Resolution carried unanimously.

Rebecca Brumagin – aye

Dennis Luce – aye

Dick Watrous – aye

Dave Wilcox - aye

- Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan - Rebecca N. Brumagin, Town Supervisor updated the board on the request from Chautauqua County Emergency Services to update the Hazard Mitigation Plan. She reviewed the information on file with the County and is recommending a few updates.

Chautauqua County, New York  
Multi-Jurisdictional Hazard Mitigation Plan

Name of Jurisdiction: Town of Mina

Governing Body: Town Board

Address: 2883 North Road, PO Box 38, Findley Lake, NY 14736

RESOLUTION #11-17

WHEREAS, the Town of Mina, with the assistance from Ecology and Environment, Inc., has gathered information and prepared the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan has been prepared in accordance with the Disaster mitigation Act of 2000; and

WHEREAS, the Town of Mina has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Mina Town Board that the Town of Mina adopts the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan with the following updates:

Emergency Operations Plan for the Town of Mina dated June 8, 2017

Chautauqua County Hazard Mitigation Planning Team from the Town of Mina:

Rebecca Brumagin, Town Supervisor

Dennis Luce, Deputy Town Supervisor

William Himelein, Highway Superintendent

Melanie Eddy, Building Inspector/Code Enforcement Officer

Jack Hamilton, Fire Chief, Findley Lake Volunteer Fire Department

NOW THEREFORE, BE IT ALSO RESOLVED that the Mina Town Board resolves to execute the actions in the Plan.

ADOPTED this 8<sup>th</sup> day of June, 2017 at the regular meeting of the Town Board.

Councilman Wilcox made a motion, seconded by Councilman Luce to adopt Resolution #11-17. Motion carried unanimously.

Rebecca Brumagin – aye

Dennis Luce – aye

Dick Watrous – aye

Dave Wilcox – aye

- American Red Cross Shelter Facility – Supervisor Brumagin reported to the town board on the Red Cross Shelter status.
- Comprehensive Plan – The Town’s Comprehensive Plan has not been updated since 2006. Supervisor Brumagin will convene a meeting of the Planning Board in September to develop a process to update the town’s comprehensive plan and to identify potential updates to the zoning law.
- Supervisor Brumagin reported she attended the County-wide Shared Services Initiative Meeting on May 15, 2017. It was an informational meeting on a \$20 million grant that the county is pursuing.

**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 #135 through #161 in the amount of \$10,066.15 and in the Highway Fund claim #70H through #84H in the amount of \$37,974.31 was approved to pay. Motion carried unanimously.

Approved: Ayes – 4 Brumagin, Luce, Watrous, Wilcox

Nays – 0

**Executive Session:** At 8:28 pm Councilman Luce made a motion, seconded by Councilman Wilcox to adjourn to Executive Session for real property issues. Motion carried. At 8:57 pm Councilman Watrous moved seconded by Councilman Wilcox to return to regular session. Motion carried unanimously.

**Other Business/Actions:**

- Robert Coons offered to donate to the Town a parcel of property on Shadyside Road. Discussion held. Councilman Wilcox made a motion, seconded by Councilman Luce to not accept the parcel as the town does not have a specific purpose or foresee a purpose for the property to benefit the Town or the public. Motion carried unanimously.  
Ayes – 4 Brumagin, Luce, Watrous, Wilcox  
Nays – 0
- Cemetery Property – Supervisor Brumagin reported that the survey has been conducted on the cemetery property. Councilman Watrous will speak with the Walkers and report back to the town board.
- Supervisor Brumagin plans to develop a lease with the Findley Lake Watershed Foundation on the Shadyside Road property where the weedharvester and conveyor are docked and stored.

- Jim Caflisch, Chautauqua County Director of Real Property Services, sent an email to the Town Supervisor regarding the quit claiming of town properties. He will be preparing a list of those properties in the Town of Mina. Supervisor Brumagin shared with the board that, per Attorney Tad Wright, municipal property cannot be conveyed to an individual if a parcel of property has been quit claimed and so there is no change in ownership regardless of how many years ago it was quit claimed.
- Superintendent Himelein reported there may be timber on the landfill property on Cemetery Road. Supervisor Brumagin asked him to check into the feasibility of having the timber harvested.

As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 9:00 p.m.

Respectfully submitted,  
Sherrie R. Tanner  
Town Clerk