

August 11, 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  
                  Bill Himelein.....Councilman  
                  Dennis Luce.....Councilman  
                  Dave Wilcox.....Councilman

Absent:         Dick Watrous.....Councilman

Attended by: Randy Hamilton (FLVFD), Dave Himelein (Chautauqua County Legislator), Pete Howard (FLVFD Board), Brian Locke (FLVFD Board), Dan Norcross, Terry Phelps (FLVFD), Paul Scarem (Highway Superintendent), Sherri Schenk

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the July 14, 2016 regular meeting as presented. Motion carried unanimously.

**Comments/Concerns from those present:**

- Terry Phelps reported the antique fire truck is ready to bring over to the first bay in the bus garage. The Findley Lake Volunteer Fire Department is holding a benefit for MaryLou Keith on September 18, 2016 from 1:00-4:00. Terry also said Andrew Travis is planning on attending a grant writing seminar/training in Elmira, New York. The Fire Department has set up a committee to look into what they need to set up radios. Tuesday the 16<sup>th</sup> of August they are cleaning out the basement at the fire hall.
- Randy Hamilton said that they can't get the fire trucks in and out of the fire hall when there are vehicles parked across the street from the fire hall in the "no parking" area.
- Pete Howard reported there are seven members (FLVFD) that are taking the BEFO (Basic Exterior Firefighting & Operations) class on Saturday, August 13, 2016. Andy Travis is attending a Grant Writing seminar/training in Elmira, NY on August 16, 2016. Pete wanted to publicly thank the town's assessor for assisting them in getting a list of taxpayers for a fundraising mailing for the fire department. Pete reported that he, Rebecca Brumagin, Terry Phelps, Jeff Park, and Jack Hamilton all attended a meeting on the results of the study on emergency services that was conducted for Chautauqua County. Pete requested that the town board require members of the highway crew to be trained and available to drive the ambulance during their working hours.
- Dan Norcross went over the quotes that were presented to the town board for the water well repair at the Community Center. The water at the Community Center has not passed the bacteria test that the county performs and was dug in 1960 when the building was built. Dan also reported he spoke with Vidal Electric on a generator for the building. The logs for the log cabin were looked at and will need to be moved from the Brumagin barn to the first bay in the bus garage before the antique fire engine can be moved to the bus garage.

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

**Reports:**

- Highway Superintendent – Paul Scarem reported that the highway department is done with the fog seal on Bailey Hill Road and School Street. The frame on the 1981 dump truck has been

sand blasted and painted, the floor is being replaced, and the cab has been undercoated. They have tried out the new undercarriage washer and it worked out well. Paul reported that the machinery fund is drastically low. Supervisor Brumagin thanked Superintendent Scarem for trimming the trees at the corner of Pleasant Street and Route 430.

**Executive Session:** At 8:00 pm Councilman Luce made a motion, seconded by Councilman Wilcox to adjourn to Executive Session for contractual matters, personnel matters and litigation. Motion carried. At 8:58 pm Councilman Wilcox moved seconded by Councilman Himelein to return to regular session. Motion carried unanimously.

### **Old Business:**

- Sewerage Project – Supervisor Brumagin will speak with Attorney Greg Yaw on the process for the Public Hearing.
- Supervisor Brumagin contacted Vidal Electric about a backup generator and asked for additional information.
- Paradise Bay Pedestrian Crossing – Supervisor Brumagin spoke with Jennifer Mazur about possible options and will also speak further with the town attorney.
- Speed Limit on State Route 430/County Highway 78 – The town was notified the new signs should be going up any time.
- Holiday Decorations – Supervisor Brumagin reported the quote for the decoration is an annual fee per decoration divided by 12. National Grid needs each pole number and there is no additional installation fee.
- Mina Cemetery Property Boundaries – Supervisor Brumagin reported 1.5 acres of the Mina Cemetery had not been taken off the Walker property taxes by the county. Councilman Wilcox made a motion seconded by Councilman Luce to send Richard & Tammy Walker a check for \$50.00 for reimbursement of their town taxes paid on that acreage since 2007. Motion carried unanimously.
- The town was contacted about an organization putting up a sign for a fundraiser color run. The town board agreed to allow the sign to be placed in the triangle at the intersection of Routes 426/430 and Mann Road.
- No Parking signs – Additional signage will be added to the signs on School Street and Shadyside Road and the ones that are currently up placed at a different angle.

### **Correspondence:**

- Charter Communications – ongoing developments affecting subscribers
- NYS Dept. of Taxation & Finance Office of Real Property Tax Services – notification of final State equalization rate of 100% for the Town of Mina
- Rich Koerner – thank you note for gift card and letter of appreciation
- NYS District #10 Director Allison Dispense – letter to encourage membership in the State Association of Town Clerks
- NYSDOT – notice of order filed with the Secretary of State for change in speed limit on Route 430 between .2 miles west of Mann Road to the New York State line
- FLVFD – financials for month ending July 31, 2016
- Williamson Law Book Company – notification of increase of 2% for the 2017 budget for the software programs used by the town
- FLACC – Findley Lake Harvest Fest 2016 poster Sept. 2-4, 2016
- Chautauqua County 2016 History Fair – poster with information on fair
- NYMIR – 2015 Annual Report
- The Findley Lake Community Foundation – 2015 annual report

## Reports:

- Recreation Committee – Summer programs are done for the year.
- Assessor – Heather Young-Deyell's report for July 2016 was distributed. She reported the final equalization rate for the 2016 Assessment Roll has been determined to be 100%. In August she will begin the sales verification review process and she will begin reviewing and inspecting any property with an open permit. A CAP (Coordinated Assessment Program) meeting will be scheduled.
- Town Justice – Supervisor Brumagin reported there may be grant monies from the State that would help fund security cameras in the facility along with monies Judge Marillyn Gerace applied for when she was serving as interim town justice.
- CEO/Building Inspector – Melanie Eddy's report for July 2016 was handed out. She also suggested a solicitation policy be put in place which the town is currently working on.
- Town Clerk/Tax Collector – The Town Clerk's report was distributed reporting the collection of fees and sales of \$2,845.00 for the month of July 2016. She has paid the Supervisor \$1,943.28, NYS Ag and Markets for dogs, \$34.00, NYS Department of Health for marriage licenses \$90.00 and NYS DEC \$777.72. She reported that the grant for digitizing the town records was funded. She also would like to see a bad check fee added to the Town Office Fee schedule.
- Findley Lake Area Chamber of Commerce – Sherri Schenk reported the yard sales around the lake were a great success. This year's Harvest Fest will be held Friday, Saturday and Sunday September 2<sup>nd</sup>-4<sup>th</sup>.
- Supervisor - Rebecca Brumagin said she would e-mail the financials when the bookkeeper is back in town and has them completed.

## New Business:

- Bus Garage Rental – Bill Himelein reported he is still renting the middle bus garage bay.
- Road Obstacles – Councilman Luce will speak with the owners of Secret Cubby about merchandise at the curbside which is on the State Highway Right-of-way and is a hazard to pedestrians and motorists.
- 2017 Budget Process – Discussion held. Supervisor Brumagin requested departments to get their budgets to her during the month of September. The board scheduled October 13, 2016 for the regular town board meeting, work session October 27, 2016, November 3, 2016 Public Hearing with adoption by November 10, 2016 along with the regular November town board meeting.
- Councilman Luce made a motion seconded by Councilman Wilcox to approve payment of incentive for 100% for the final equalization rate to the Assessor. Motion carried unanimously.  
Ayes – 4 Brumagin, Himelein, Luce, Wilcox  
Nays – 0
- Water Well Repair Quotes – Councilman Luce made a motion seconded by Councilman Himelein to accept the quote from Jones Well Drilling in Randolph, NY for \$3,151.18. Motion carried unanimously.  
Ayes – 4 Brumagin, Himelein, Luce, Wilcox  
Nays – 0
- Sign for Shadyside Road/Woodland Shores - Discussion held. The highway committee will report back to the town board next month.
- NSF (non-sufficient funds) Check Fee – Councilman Wilcox made a motion seconded by Councilman Luce to charge a \$20.00 fee for any returned check for non-sufficient funds to the Town of Mina. Motion carried unanimously.  
Ayes – 4 Brumagin, Himelein, Luce, Wilcox  
Nays – 0

- Supervisor Brumagin thanked Chautauqua County Legislator Dave Himelein for his support for the allocation of monies from the County Bed Tax fund to be used for the Findley Lake Dam Breakwall Repair Project.

**Payment of Monthly Claims/Transfers:**

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Wilcox moved, seconded by Councilman Luce, to pay the monthly claims. In the General Fund claim #202 through #232 in the amount of \$10,987.93 and in the Highway Fund, claim #93H through #107H in the amount of \$84,879.60 were approved to pay. Motion carried unanimously.

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

Nays – 0

Next meeting will be held September 8, 2016.

As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 9:30 p.m.

Respectfully submitted,

Sherrie R. Tanner  
Town Clerk