

August 14, 2018

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

Attended by: Bill Himelein (Mina Highway Superintendent), Ed Mulkearn (7:25)

**Legal Notices:** Town Clerk read two legal notices. The first legal notice was for the town board meeting date change (from Thursday, August 9, 2018 to Tuesday, August 14, 2018) and the second one was for the opening of timber bids on the town's former landfill property.

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the July 12, 2018 meeting as presented. Motion carried.

**Comments/Concerns from those present:** none

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

**Executive Session:** At 7:02 pm Supervisor Brumagin made a motion, seconded by Councilman Wilcox to adjourn to Executive Session for potential litigation and a personnel matter. Motion carried. At 7:24 pm Councilman Watrous moved, seconded by Councilman Roache, to return to regular session. Motion carried unanimously.

**Old Business:**

- Supervisor Brumagin reported Attorney Wright has not been able to get back to us yet on the transfer of the tennis/basketball courts property.
- County Executive, George Borrello was the guest speaker at the Findley Lake Watershed annual meeting in July and spoke about a possible Chautauqua County Shared Services project involving a potential sewer district formation in the Findley Lake area and the Village of Sherman. He met with representatives from Peek'n Peak regarding expansion and upgrading of the Peak's sewer system. The Peak is interested in assessing the feasibility of joining the Findley Lake/Sherman project. The Chautauqua County Legislature will vote on whether or not to add additional money to the engineering study to include Peek'n Peak.

**Reports:**

- Findley Lake Watershed Foundation – Ed Mulkearn reported that Alex Lictus has been taking samples from the lake including the blue/green algae as part of the ongoing CSLAP (Citizens Statewide Lake Assessment Program) project. At the end of the season, NYS Department of Environmental Conservation will provide the Watershed with the results from the samples. So far, Alex has taken two samples that had toxic blooms in them. This is a little earlier in the summer season than normal. Mulkearn reported that the Watershed Foundation is making progress on the various grants for the weed harvester. He also stated that the City of Dunkirk and one other party have expressed interest in purchasing the old harvester. A plaque honoring Harriet Molk (who

died March 9, 1988) for her years of service to Findley Lake Girl Scouting was recently replaced at the gazebo area.

### **Correspondence:**

- Chautauqua County Dept. of Health & Human Services – Reporting a water sample was collected by CCDH&HS on July 12, 2018 and the quality of water at the Community Center was deemed “Satisfactory for Human Consumption”.
- NYS Assoc. of Towns – Information on the 2019 conference.
- Charter Communications – Upcoming Changes effective August 15, 2018 Spectrum Deportes on TV EN Espanol will no longer be available.
- Southern Tier West/Sam Lewis – Information on when they hope to start on the Mina cemetery taking pictures of the headstones for GIS (geographic information system).
- Southern Tier West – Information on notary public training.
- Williamson Law – Informing the town there will be a 2% increase in the contract for 2019.
- US Postal Service – Customer Experience Survey
- Chautauqua County Health Dept. – Children’s Camp permit
- United States Dept of Agriculture – Civil Rights Compliance Review (Supervisor Brumagin completed the review).

### **Reports:**

- Highway Superintendent – Superintendent Himelein reported that the metal sign indicating the name of the cemetery and formation date at the Mina cemetery has been painted by volunteer Adam Roache. In September, Superintendent Himelein will be taking a class on herbicides as the town is required to have a trained person to spray herbicides along roadsides, signs and guardrails. The cost of the training is around \$1200 and has to be renewed every three years with a renewal cost of around \$200. Also, there have been several issues with drainage around the lake on the road shoulders. Superintendent Himelein said he would like to develop a permit application for his approval to ensure that property owners are pitching driveways away from the road. He handed out a printout of “Driveway or Access Road Standards”. Supervisor Brumagin requested that the highway committee meet with the Highway Superintendent, propose updates and define who’s responsible for what as far as replacing pipe etc. for new construction or replacement. Superintendent Himelein reported that the work on the tractor was completed and that the tractor is now functional. He has submitted to New York State the paperwork for the Extreme Winter Recovery money.
- Recreation Committee – Supervisor Brumagin reported they are currently obtaining information on tennis/basketball courts that were recently upgraded in other communities. She and Lex Brumagin, P.E. will be putting together a bid package for the Town of Mina.
- Assessor – Heather Young-Deyell’s report was handed out. She reported that she is conducting sales verifications for all sales in the past year. The final Equalization Rate letter from the Office of Real Property Tax Service has been received and confirmed the 100% equalization rate for 2018. She also requested that the air conditioner be replaced in the Assessor/Code Office/Town Board room.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$1,342.00 for the month of July 2018. She has paid the Supervisor \$585.24, NYS Ag and Markets for dogs, \$24.00, NYS Health Dept. for marriage licenses, \$67.50, and NYS DEC \$665.26. The Town Clerk reported that she

and the deputy town clerk took a webinar on the EDRS (electronic death registry system) that is to go live on August 23, 2018. Hunting licenses went on sale August 1, 2018 and sales are going well although the DEC program seems to be running a little slow. The Clerk also reported she checked with Southern Tier West on when they would be taking pictures of the headstones for a GPS system but they have not responded.

- CEO/Building Inspector – Melanie Eddy’s report for July 2018 was distributed. Supervisor Brumagin reported she has seen some signage around town and was going to check with the Code Officer on whether or not permits have been issued for those signs.
- Supervisor – Supervisor Brumagin distributed the July 2018 financial statements. She reported that the Bookkeeper had attempted to complete the silver certification on the NYS retirement system but the system had some complications. She will try again before the August 31<sup>st</sup> deadline. Supervisor Brumagin reported that the Alexander Findley family has been using the Community Center facility for their family reunions at no charge. This year when they used the facility, the gym and storage closet were left in disarray. The town board stated that they should be charged the same rent as all other patrons using the building.

### **New Business:**

- Timber Bids – Supervisor Brumagin reported that Superintendent Himelein took the forester to the former landfill property on Cemetery Road and marked trees in another area to be included in the bid. The bids are to be returned by August 20, 2018 and Highway Superintendent Himelein and the Highway Committee have the authorization to proceed with the bid. If a contract is awarded for timber, the town would like to lease property from Ben Burgess to access the additional timber. Councilman Luce made a motion seconded by Councilman Roache that, if needed, to lease the landfill property Ben Burgess currently leases for farming to him for 10 years at no cost in exchange for allowing the trees to come across his property that are being timbered. Motion carried unanimously.  
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0  
Motion was made by Councilman Watrous, seconded by Councilman Roache to post “No Hunting/No Trespassing” signs on the town’s landfill property on Cemetery Road.  
Motion passed.  
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0
- Budget Schedule – October 11, 2018 will be the regular monthly town board meeting and the budget work session. November 8, 2018 will be the regular monthly meeting and the Public Hearing for the 2019 budget and possibly the adoption of the 2019 budget. Adoption of the budget is required by November 15, 2018.
- Triathlon Request – The dates they would like to hold the event are August 1-4, 2019 at Camp Findley. Supervisor Brumagin has requested information on the routes to determine if any Town of Mina roads are being proposed.
- Community Connections – Completed phase one and have been asked to submit a final application for an ARC (Appalachian Regional Commission) Grant by Southern Tier West in the amount of \$75,000. It is a matching funds grant. The purpose of the planning grant is to enhance the community and help increase safety and sociability. Supervisor Brumagin plans to engage the Town Planning Board in the process and is looking for interested people to fill vacant positions on the planning board. The last comprehensive plan was completed in 2006.

- Assessor – Final Equalization Rate – 100% - Supervisor Brumagin reported that the town received a letter from the Office of Real Property Tax Services stating that the equalization rate for the Coordinated Assessment Program (CAP #4) which includes the Town of Mina is at 100%. She recommends paying the \$1,600 incentive bonus to the Assessor. Councilman Luce made a motion, seconded by Supervisor Brumagin to pay the Assessor the incentive bonus of \$1,600 for maintaining a 100% equalization rate. Motion carried unanimously.  
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0
- NYS Paid Family Leave Bill – Supervisor Brumagin reported she received notice that 12 weeks paid time off for bereavement under the New York Paid Family Leave Act has passed the NYS Assembly and the NYS Senate. If the governor signs the bill, the change will become effective on January 1, 2020 for administrative employees.

**Payment of Monthly Claims/Transfers:**

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Wilcox moved, seconded by Councilman Watrous, to pay the monthly claims. In the General Fund claim #187 through #217 in the amount of \$14,086.91 and in the Highway Fund claim #86H through #104H in the amount of \$20,270.99 were approved to pay. Motion carried unanimously.  
Approved: Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0

**Other Business/Actions:**

- Superintendent Himelein reported he is looking into changing the lights at the highway barn to LED lighting because there is grant money to help with the cost. Supervisor Brumagin asked that the Superintendent also include the Community Center when National Grid assesses the highway barn. Superintendent Himelein also reported he has had several individuals tell him since striping has been done on town roads that drivers are slowing down and they are also staying in their lanes.
- Supervisor Brumagin reminded board members that the next regular town board meeting will be held on Thursday, September 13, 2018 at 7 pm.
- As there was no further business to come before the Board, Supervisor Brumagin moved to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

Sherrie R. Tanner  
Town Clerk