

Town of Mina
January 8, 2015
Organizational and Regular Monthly Meeting

The Mina Town Board met on the above date for the Annual Organizational and Regular Monthly Meeting. Supervisor Brumagin called the meeting to order at 7:00 p.m. by leading with the Pledge of Allegiance to the flag.

Present: Rebecca Brumagin.....Supervisor
 Scott Bensink..... Councilman (7:05)
 Dennis Luce.....Councilman
 Dick Watrous.....Councilman
 David WilcoxCouncilman

Attended by: Dennis Brumagin, Dave Himelein (Chautauqua County Legislator), Pete Howard

Minutes: Motion was made by Councilman Wilcox and seconded by Councilman Luce to accept the minutes of December 11, 2014, and December 20, 2014 as presented. Motion carried unanimously.

Comments/Concerns from those present: Pete Howard mentioned that Jehuu Caulcrick of Findley Lake will be inducted into the Chautauqua Sports Hall of Fame at the Lakewood Rod & Gun Club on February 16, 2015 and recommended that the Town Board acknowledge him for this honor.

Comments/Concerns from those not present: None

Reports:

- Findley Lake Watershed Foundation – Dennis Brumagin reported on the selection process for a project consultant for the NYS Community Development Block Grant the Town of Mina was awarded on behalf of the Findley Lake Watershed Foundation. Discussion held and Dennis informed the town board that the only proposal received was from Harry Sicherman of Sicherman & Associates and that this is the firm that assisted him with the grant application process. He was pleased with the work provided by the firm.

Organizational Meeting

Resolution #1-15

The following resolution presented on motions of Councilman Luce and seconded by Councilman Bensink was passed: BE IT RESOLVED THAT the Town Board of the Town of Mina hereby agrees to authorize the Findley Lake Volunteer Fire Department and the Stanley Hose Co. to conduct fund raising activities and will provide its assistance by encouraging the community to support these activities.

A motion was made by Councilman Bensink, seconded by Councilman Wilcox and passed to hold monthly board meetings on the second Thursday of the month at 7:00 P.M. at the Mina-Findley Lake Community Center.

Councilman Luce made a motion to authorize the use of Community Bank, N.A. as the depository for the town's funds, seconded by Councilman Watrous and passed.

Councilman Watrous moved, Councilman Luce seconded the motion and it passed to establish the Jamestown Post Journal as the official newspaper of the Town.

Councilman Luce made a motion, seconded by Councilman Wilcox to continue memberships in all the municipal, county and state associations. Passed.

Councilman Bensink moved, seconded by Councilman Luce that no constable be appointed at this time. Passed.

Councilman Watrous moved that the wages of the highway employees be set at \$17.406 per hour from January through December 2015. Motion seconded by Councilman Bensink and passed.

Part-time (temporary wages) for highway employees be paid at the rate of \$12.00 per hour and highway personnel during the introductory period be paid at the rate of \$12.00 per hour. Temporary help to be hired only when a full time highway employee is unable to work and then authorized only by the highway committee if the highway superintendent is unavailable for the authorizing. Motion made by Councilman Luce and seconded by Councilman Wilcox. Motion passed.

Councilman Bensink moved, seconded by Councilman Luce that part-time wages for general work and deputy town clerk level 1 increase to the New York State minimum wage of \$8.75 per hour. Motion passed.

Councilman Watrous moved that employees eligible for health insurance pay \$28.49 per biweekly pay for employee only health insurance; \$56.99 per biweekly pay for employee plus one coverage, \$48.44 per biweekly pay for employee plus child(ren), and \$81.20 per biweekly pay for family health insurance to offset the cost of the monthly insurance premium. The amounts will be deducted from wages pretax under Section 125 of the IRS Code unless the employee signs a waiver form. The motion was seconded by Councilman Luce and was passed unanimously.

Councilman Bensink moved and Councilman Wilcox seconded the motion to authorize the highway superintendent to advertise for bids for all necessary supplies for highway use in 2015. The motion passed.

Councilman Luce made a motion that the town officials' salaries be as adopted in the final 2015 budget. Seconded by Councilman Wilcox and motion passed.

Supervisor Brumagin made a motion to appoint Councilman Luce as Deputy Supervisor, seconded by Councilman Bensink and passed.

Motion was made by Supervisor Brumagin, seconded by Councilman Watrous that all town officials be paid \$.50 per mile for user of their cars while discharging official town duties including the assessor who is part of the Coordinated Assessment Program also be paid \$.50 per mile. The motion carried.

A motion was made by Councilman Luce and seconded by Councilman Bensink to appoint the law firm of Wright, Wright & Hampton as Town Attorney. Passed.

Motion made by Councilman Wilcox, seconded by Councilman Watrous to authorize the hiring of a legal stenographer at market rates, for any necessary hearings by town officials in the Town of Mina in 2015. Motion passed.

Supervisor Brumagin moved, motion seconded by Councilman Wilcox to reappoint June Wright as Town Historian. Motion passed.

Councilman Bensink made a motion, seconded by Councilman Wilcox to reappoint Sandy Kochanowski as Dog Control Officer at \$11.22 per hour. Motion passed.

The Supervisor made the following appointments for various committees:

Highway and Cemetery Committee:

Dick Watrous
Scott Bensink

Recreation Committee Liaison

David Wilcox

Insurance Committee:

Rebecca Brumagin
Scott Bensink
Dennis Luce
Dick Watrous
David Wilcox

Community Center Facilities Coordinator:

Rebecca Brumagin

Refuse Service Liaison

David Wilcox

Liaison to Fire Departments

Dick Watrous
Dave Wilcox

Sewer

Dave Wilcox
Rebecca Brumagin

Coordinated Assessment Program

Rebecca Brumagin
Scott Bensink

Councilman Luce made a motion to designate the Mina-Findley Lake Community Center as the official polling place for the Town of Mina for 2015, seconded by Councilman Bensink and passed.

Authorize Supervisor's Bookkeeper to pay the utility bills and insurance premium bills due rather than waiting for the monthly audit, thus eliminating late charges. Councilman Bensink moved to authorize payment, motion seconded by Councilman Luce and passed unanimously.

Councilman Luce moved, seconded by Councilman Watrous to authorize the Highway Superintendent to clear the snow from the following areas: Findley Lake Volunteer Fire Department, Mina-Findley Lake Community Center, New York State Fishing Access area, and Findley Lake Watershed Foundation area on Main Street. Motion passed.

Councilman Wilcox moved, seconded by Councilman Luce to authorize the Highway Superintendent to remove the accumulated snow on Main Street to accommodate the width of parking a car. Motion passed.

Councilman Luce moved, seconded by Councilman Bensink to authorize the Highway Superintendent to occasionally remove snow on Main Street that has been plowed to the side of the road when there is a significant accumulation of snow. This does not authorize the Highway Superintendent to clear snow from the sidewalks as that is the responsibility of the property owner. Motion passed.

A motion was made by Councilman Bensink and seconded by Councilman Watrous to fill the following positions with the following individuals:

Joan Himelein - Deputy Town Clerk level 2, Deputy Records Management Officer, Deputy Registrar of Vital Statistics, and Deputy Handicapped Parking Permit Agent, Motion carried.

Jodie D'Anthony - Justice Clerk, motion carried.

Jeanette Zook – Custodian at the Community Center, motion carried.

Jeff Messenger – Court Officer, motion carried.

Ann Gilbert – Zoning Clerk, motion carried.

Melanie Eddy - Building Inspector and Zoning Code Enforcement Officer, motion carried.

A motion was made by Councilman Wilcox and seconded by Councilman Luce to re-appoint Marshall Dixon to the Recreation Committee. Motion carried.

A motion was made by Councilman Luce and seconded by Councilman Wilcox to re-appoint Dan Christman to the Zoning Board of Appeals. Motion carried.

A motion was made by Councilman Bensink and seconded by Councilman Watrous to re-appoint Kristine Gleason to the Planning Board. Motion carried.

A motion was made by Councilman Wilcox and seconded by Councilman Watrous to re-appoint Bill Morrill to the Board of Assessment Review. Motion carried.

Resolution #2-15

Resolution #2-15 was presented eliminating winter maintenance of Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent Paul Scarem. Councilman Bensink made the motion seconded by Councilman Watrous and unanimously passed.

A motion was made by Councilman Wilcox and seconded by Councilman Bensink to designate the Town Supervisor, Rebecca Brumagin as the Town's Disaster Coordinator. Motion passed.

Resolution #3-15

On a motion of Councilman Luce seconded by Councilman Bensink, the following resolution was made. Resolved that meetings, schooling/educational classes for Elected and Appointed Officials, Code Enforcement Officer, and Dog Control Officer when school pertains to respective jobs is duly authorized. Motion carried.

Resolution #4-15

Resolution #4-15 was presented that the powers and duties necessary for day to day operations are delegated to the Town Supervisor. Councilman Bensink made the motion to adopt the resolution, seconded by Councilman Luce and unanimously passed.

Policies and Fee Schedules for 2015

The following Policies and Fee Schedules were discussed.

1. Building and Zoning Permit Fees & Fines Schedule – Councilman Luce made a motion, seconded by Councilman Bensink to approve, motion passed.
2. Town Clerk Fees Schedule – Councilman Watrous made a motion, seconded by Councilman Wilcox to approve, motion passed.
3. Investment Policy – Councilman Bensink made a motion, seconded by Councilman Watrous to approve, motion passed.
4. Full Time Highway Employee Benefit Schedule – Councilman Luce made a motion, seconded by Councilman Wilcox to approve, motion passed.
5. Procurement Policy – Councilman Wilcox made a motion, seconded by Councilman Watrous to approve, motion passed.
6. Workplace Violence Prevention Policy – Councilman Watrous made a motion seconded by Councilman Bensink to approve with the changing of the policy to read Town of Mina and not to be designated as solely a highway department policy. Motion passed.

The following draft policies were presented for review and discussion at a future meeting:

1. Ethics Policy
2. Credit/Charge Card Policy
3. Acceptable Use of Information Technology Resources Policy

Regular Meeting

Old Business:

- Sewer Workgroup – The Federal System for Award Management (S.A.M.) registration application has to be resubmitted.
- Property Tax Freeze – there have been issues since the first of the year with the comptroller website. Certification is due by January 21, 2015.
- Shared Services – discussion held
- Building Inspector/Zoning Fees & Salaries – analysis reviewed with information from four other local towns.

- Bus Garage Door – discussion held.

Correspondence:

- 2014 The Election Commissioners' Association Reporter – Newsletter
- Time Warner Cable – developments affecting subscribers
- Nationalgrid – reminder of the two parts of their bill
- Chautauqua County Dept. of Finance – statement of all monies paid to the Town Supervisor
- Association of Towns – delegate consideration
- Chautauqua County Board of Elections – Polling Site agreement
- Chautauqua County Emergency Services – regarding November storm damages

Reports:

- Highway/Cemetery Committee – New International dump truck has arrived and is in use. Parking along roadside in winter months was discussed.
- Recreation Committee – Councilman Wilcox reported that they will be setting up rules for gym use.
- Assessor – Heather Young-Deyell's report was handed out.
- Community Center – Supervisor Brumagin reported that the heater at the end of the building was not working and there were two volunteers working on getting it fixed.
- Town Clerk – The Town Clerk's monthly report along with the 2014 Town Clerk's Annual Report was handed out reporting the collection of fees and sales of \$6,060.00 for the month of December 2014. She has paid the Supervisor \$192.59, NYS Health Department for Marriage Licenses \$22.50, Ag and Markets for dogs, \$21.00, and the DEC \$5,823.91.
- CEO/Building Inspector – Melanie Eddy's report was handed out.
- Dog Control – The SPCA contract with the Chautauqua County Humane Society was executed.
- Supervisor – Rebecca Brumagin handed out the financial statements for December 2014. Discussion was held regarding the Historical Society access to the Historian Room. The president of the Findley Lake-Mina Historical Society will be given a key to the room.

New Business:

- Councilman Luce made a motion seconded by Councilman Wilcox to participate in the Historical Records Grant program. Motion passed.
- Supervisor Brumagin noted that Gilbert Locke passed away on 01/01/2015 and he had been a former Town Supervisor, Councilman and involved with the Findley Lake Fire Department.
- A pizza party for the boy scouts that volunteered their time on the gym floor is being planned.
- Councilman Watrous made a motion seconded by Councilman Wilcox to hire Harry Sicherman as the project consultant for the project on the dam. Motion carried.
Ayes – 5 Brumagin, Bensink, Luce, Watrous, Wilcox
Nays – 0
- Supervisor Brumagin distributed the Annual Report of Amounts Paid to Town Officials for 2014 and asked Board members to review and sign.
- Councilman Bensink made a motion seconded by Councilman Watrous to send a letter of appreciation with a gift to thank Kristine Gleason for her years of service as a librarian to the Alexander Findley Community Library. Motion passed.

- The review of the Town Clerk, Tax Collector and Justice Audits along with the Historian Annual Report for 2014 will be scheduled for the February meeting.

Payment of Monthly Claims/Transfers:

Payment of Monthly Claims/Transfers – The monthly claims were examined and Councilman Watrous moved, seconded by Councilman Bensink, to pay the monthly claims. In the General Fund claim #1 through #20 in the amount of \$32,224.96 and in the Highway Fund, claim #1H through #10H in the amount of \$5,365.80 were approved to pay. Motion carried unanimously.

Approved: Ayes - 5 Brumagin, Bensink, Luce, Watrous, Wilcox

Nays – 0

Executive Session: At 8:06 pm Councilman Watrous made a motion seconded by Councilman Luce to adjourn to Executive Session for personnel matters. Motion carried. At 8:15 pm Councilman Luce moved seconded by Councilman Bensink to return to regular session. Motion carried unanimously.

As there was no further business to come before the Board, Supervisor Brumagin moved to adjourn the meeting at 8:17 p.m.

Respectfully submitted,

Sherrie R. Tanner, Town Clerk