

January 10, 2019

The Mina Town Board met on the above date for the organizational meeting and 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: Mary Norcross (Town Historian), Philip Persons (FL Watershed Foundation), Terry Phelps (FLVFD)

Minutes: Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the December 13, 2018 and December 26, 2018 meetings as presented. Motion carried.

At 7:02 p.m. Supervisor Brumagin moved into the organizational meeting as follows:

Resolution #1-19

The following resolution was presented by motion of Councilman Luce, seconded by Councilman Wilcox: BE IT RESOLVED THAT the Town Board of the Town of Mina hereby agrees to authorize the Findley Lake Volunteer Fire Department and the Sherman Fire Department (Stanley Hose Co.) to conduct fund raising activities and will provide its assistance by encouraging the community to support these activities. The resolution passed unanimously. Ayes – 5 - Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0

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

Councilman Wilcox 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 unanimously.

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

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

Councilman Wilcox moved that the wages of the motor equipment operators be set at \$19.02 per hour from January through December 2019. Motion seconded by Councilman Watrous and passed unanimously.

Part-time (temporary wages) to highway motor equipment operator to be paid at the rate of \$12.00 per hour and highway motor equipment operator during the introductory period be paid at the rate of \$12.00 per hour. Temporary motor equipment operator 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. The motion made by Councilman Luce and seconded by Councilman Watrous. Motion passed unanimously.

Councilman Wilcox moved that employees eligible for health insurance pay 10% of the premium which equals \$54.85 per biweekly pay for 2 person coverage, \$46.62 per biweekly pay for employee and children, and \$78.17 per biweekly pay for family 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. This motion was seconded by Councilman Roache and was passed unanimously.

Councilman Wilcox moved, Councilman Watrous seconded the motion to authorize the highway superintendent to advertise for bids for all necessary supplies for highway use in 2019. Motion passed unanimously.

Councilman Watrous made a motion that the town officials' salaries are to be as adopted in the final 2019 budget. Seconded by Councilman Wilcox and motion passed unanimously.

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

Motion was made by Councilman Wilcox, seconded by Councilman Roache that all town officials be paid 50 cents per mile for use of their cars while discharging official town duties. Carried unanimously.

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

Motion made by Councilman Watrous, seconded by Councilman Wilcox to authorize the hiring of a legal stenographer at legal rates for any necessary hearings by town officials in the Town of Mina in 2019. Passed unanimously.

Supervisor Brumagin moved, motion seconded by Councilman Wilcox to reappoint Mary Norcross as Town Historian. Motion passed unanimously.

Councilman Wilcox made a motion, seconded by Councilman Roache to reappoint Sandy Kochanowski as Dog Control Officer at \$12.15 per hour. Motion passed unanimously.

A Motion was made by Councilman Watrous, seconded by Councilman Wilcox to appoint Craig Tenbuckel as Deputy Highway Superintendent at \$19.22 per hour. Motion Passed unanimously.

The Supervisor made the following appointments for various committees:

Highway and Cemetery Committee:

Richard Watrous

David Wilcox

Recreation Committee Liaison

Ernest Roache

Insurance Committee:

Rebecca Brumagin

Dennis Luce

Ernest Roache

Richard Watrous

David Wilcox

Community Center Facilities Coordinator:

Rebecca Brumagin

Refuse Service Liaison

Ernest Roache

Coordinated Assessment Program Committee

Rebecca Brumagin

Councilman Wilcox made a motion to designate the Mina-Findley Lake Community Center as the official polling place of the Town of Mina for 2019 seconded by Councilman Watrous and passed unanimously.

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

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

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

Councilman Luce moved, seconded by Councilman Wilcox 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 unanimously.

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

Audrey Sliker – Deputy Town Clerk level 1 (\$11.10 per hour), Deputy Records Management Officer, Deputy Registrar of Vital Statistics, and Deputy Accessible Parking Permit Agent, expiring December 31, 2019;

Jodie D'Anthony – Justice Clerk (\$13.637 per hour) to assist with records and take minutes of court hearings expiring December 31, 2019;

Jessica Ball – Custodian at the Community Center (\$11.10 per hour) expiring December 31, 2019;

Adam Roache – Cemetery mower/Community Center shoveler (\$11.10 per hour) expiring December 31, 2019;

Melanie Eddy – Building Inspector (\$5,744.00 per year) and Zoning Code Enforcement Officer (\$5,744.00 per year) expiring December 31, 2019;

Robin Cuneo – Marriage Officer for a five year term ending June 30, 2023;

Bill Morrill reappoint to the Board of Assessment Review for a five year term ending September 30, 2023;

Marshall Dixon reappoint to the Recreation Committee for a five year term ending December 31, 2023.

The motion carried unanimously.

Fee Schedules:

1. Building and Zoning Permit Fees & Fines Schedule with no changes from 2018.
2. Town Clerk Fees Schedule with no changes from 2018.

A motion was made by Councilman Wilcox and second by Councilman Watrous; it passed unanimously.

Resolution #2-19

Resolution #2-19 was passed eliminating winter maintenance of Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent William Himelein. Councilman Roache made the motion to adopt the resolution, seconded by Councilman Wilcox and unanimously passed.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

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

Resolution #3-19

On a motion of Councilman Watrous and second by Councilman Wilcox, the following resolution was presented:

Resolved that meetings, schooling/educational classes for Elected and Appointed Officials, Code Enforcement Officer, Assessor, and Dog Control Officer when school pertains to respective jobs is duly authorized. Motion carried.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

Resolution #4-19

Resolution #4-19 was presented that the powers and duties necessary for day to day operations are delegated to the Town Supervisor. Councilman Luce made the motion to adopt the resolution, seconded by Councilman Wilcox and passed unanimously.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

Resolution #5-19

Resolution #5-19, motion was made by Councilman Luce and seconded by Councilman Wilcox for the Town of Mina to contract in 2019 with Chautauqua County Sheriff's department for court security services at a rate of \$30.10 per hour at a minimum of four hours per court date. This covers monthly court on the first Thursday of the month and additional court dates and trials as needed. The contract may not exceed a total of \$2,000 a year. Motion carried unanimously.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

Resolution #6-19

Resolution #6-19, motion was made by Councilman Watrous and seconded by Councilman Roache to contract in 2019 with the Chautauqua County Humane Society for animal holding services at the same rate as 2018. The resolution passed unanimously.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

Resolution #7-19

Resolution #7-19, motion was made by Councilman Wilcox and seconded by Councilman Watrous to post weight limits and dates on Town of Mina roads with weights and dates to be determined as deemed necessary by Town of Mina Highway Superintendent. Motion carried.

Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox

Nays – 0

Other Business:

The organizational meeting was adjourned at 7:15 p.m. by motion of Supervisor Brumagin.

Comments/Concerns from those present:

- Councilman Luce commented on the exceptional job the highway department is doing snow plowing this season.

Comments/Concerns from those not present: none

Old Business:

- Supervisor Brumagin reported that an application has been submitted to National Grid for a LED lighting rebate for the Town Highway Garage.

- Supervisor Brumagin reported that some of the individuals who participated in the sexual harassment prevention training have turned in the signed forms that were printed. There are officials and employees who still need to take the training & some employees who haven't turned in their training forms.

Correspondence:

- Town of Mina – Letter informing the town of a Zoning Board of Appeals public hearing regarding an area variance for the Daniel Kress property.
- State of NY Unified Court System – Letter asking for a copy of the audit for the local court's records.
- Southern Tier West – Asking for any topics for the 2019 Local Government Conference being held Thursday May 9, 2019 at Houghton College. Information on Powers & Duties for newly elected and incumbent local officials training.
- Chautauqua County Dept. of Health – Letter informing the town that the water sample tested at the Community Center is “Satisfactory for Human Consumption”.
- Office of the Chautauqua County Executive – Asking when the town board holds the regular board meetings.
- Consolidated Communications – Information regarding the use of “Customer Proprietary Network Information”.
- Association of Towns of the State of NY – 2019 Training School and annual meeting information.
- Community Connections at Findley Lake – Information on its annual “Food for Thoughts” on January 21, 2019.
- Chautauqua County Dept. of Finance – Statement of all monies paid to the Town Supervisor by the County Director of Finance.
- Charter Communications – Information regarding Tribune's channels expiring.
- The ECA (Election Commissioners' Association) Reporter – Issue Number 1

Reports:

- Historian – Mary Norcross gave the 2018 annual report to the town board on what she accomplished as Town Historian over the past year. She also reported that Pete Howard, President of the Findley Lake Volunteer Fire Department, has asked for her assistance documenting a history on George “Bus” Bradley (former Highway Superintendent and Fire Chief).
- Findley Lake Watershed Foundation – Phil Persons reported the foundation ordered the new weed harvester and shore conveyor on December 9, 2018 with a May 1, 2019 delivery date. The City of Dunkirk is going to purchase the Findley Lake Watershed Foundation's used weed harvester and used shore conveyor for \$40,000. The Watershed Foundation will purchase a new conveyor for \$28,000.
- Findley Lake Volunteer Fire Department – Terry Phelps reported that the department received a Gary Sinise grant that enabled the department to purchase six (6) new SCBA (self-contained breathing apparatus). He also reported they received \$9,200 toward the new tanker/pumper truck from NY Senator Cathy Young. The department has another new member, Bowie Brown, who joined the department and one of their newest members, Murphy Mulkearn, who is in the National Guard, is being deployed out of the country for several months. He reported that the fire department is sponsoring the “big dip” (cold water rescue training) and it will be based out of Camp Findley on February 9, 2019 at 9:00 am. Terry reported that the local fire department is going to sponsor the Chautauqua County Fire Chiefs' meeting and the presenter will be from the “Stop the

Bleed” program. He stated they are getting more publicity and he is presenting the “Stop the Bleed” to the staff at Clymer school, at Camp Findley to church groups, and to BOCES staff as well as to Fredonia State College staff. He stated they are still having issues with the dry hydrant at the north end of the lake and are working with the Findley Lake Watershed Foundation to secure the necessary permits from NYS Dept. of Environmental Conservation. The lake has been lowered to below winter level to resolve the dry hydrant issue.

- Highway/Cemetery Committee – Councilman Watrous reported that the town will contact Attorney Wright regarding a family’s dispute with their parents’ headstone in the Mina Cemetery. He will also try to meet with the Highway Superintendent and committee member Dave Wilcox regarding the Williamson Law software program for highway departments.
- Assessor – Heather Young-Deyell’s report was handed out for December 2018. She reported that the agriculture exemption renewals will be mailed out by the end of the week.
- Town Justice – Supervisor Brumagin reported she will be working on the monthly Justice audits and the annual Justice audit.
- Community Center – Supervisor Brumagin reported that the process has started for buying an AED (automated external defibrillator). She will be meeting with Dr. Michael Faulk, who will oversee the purchase and installation of the public defibrillator as well as training for individuals in the Community Center.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$310.00 for the month of December 2018. She has paid the Supervisor \$143.48, NYS Ag and Markets for dogs, \$7.00, NYS Health Dept. for marriage licenses, \$22.50, and NYS DEC \$137.02. The Town Clerk reported that she wasn’t able to pick up the tax roll and warrant until January 3, 2019. The taxes were mailed out that week as well and collection has started. She also printed off year end reports for the town board.
- CEO/Building Inspector – Melanie Eddy’s report for December 2018 was distributed.
- Supervisor – Supervisor Brumagin distributed and reviewed the December 2018 financial statements.

New Business:

- Supervisor Brumagin distributed the Audit of Town Officials Payments for 2018 for the councilmen to review. Councilman Luce made a motion, seconded by Councilman Wilcox to approve the audit for 2018. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0

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 #1 through #30 in the amount of \$65,827.32 and in the Highway Fund claim #1H through #12H in the amount of \$13,598.01 was approved to pay. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0

Other Business/Actions:

- Councilman Wilcox mentioned, due to his work schedule, that he will not be able to make the next four town board meetings on the second Thursday of the month. Discussion held regarding changing the dates of the meetings. Councilman Wilcox made a motion, seconded by Councilman Watrous, to change the meetings to the following dates and times: from Thursday, February 14, 2019 to Tuesday, February 12, 2019, from Thursday, March 14, 2019 to Tuesday, March 12, 2019, from Thursday, April 11, 2019 to Tuesday, April 9, 2019 and from Thursday, May 9, 2019 to Thursday May 16, 2019 with the February meeting being held at 5:00 pm and the remaining dates at 7:00 pm. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox
Nays – 0
- As there was no further business to come before the Board, Councilman Wilcox moved to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk