

February 12, 2019

The Mina Town Board met on the above date for the regular meeting. Supervisor Brumagin called the meeting to order at 5:00 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: Melissa Gibbons (FLVFD Board Member), Jack Hamilton (FLVFD Chief), Dave Himelein (Chautauqua County Legislator) (5:12 pm), Pete Howard (FLVFD Board Chairman), Terry Phelps (FLVFD)

**Minutes:** Motion was made by Councilman Luce and seconded by Councilman Wilcox to accept the minutes of the January 10, 2019 meeting as presented. Motion carried.

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

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

**Reports:**

- Findley Lake Volunteer Fire Department – Jack Hamilton reported that the FLVFD has been working with the FL Watershed Foundation on relocating the dry hydrant on the Watershed Foundation’s property downtown. He requested the support of the town board, if needed. The NYS DEC (Department of Environmental Conservation) permit has been secured and the contractor has been hired but the hydrant has not been worked on because the area around the hydrant must be dry as DEC does not allow working in the water. There is water around the hydrant because of the recent rain/snow. Pete Howard handed out the 2018 annual report from the fire department board. He reported that they are looking for a board member to replace Howard Raven, who passed away. Pete asked Terry Phelps to give an EMS report on 2018 activity which Terry handed out to the town board. Supervisor Brumagin asked if the fire department would bring the ambulance with the new auto/loader and power stretcher to a town board meeting and give a demonstration to the town board. Fire department representatives agreed to do that possibly at the May town board meeting. The January 2019 financials for the fire department were also handed out.
- Dave Himelein reported that the Chautauqua County Legislature has approved the formation of a County Shared Services committee for a sewer district involving Findley Lake. He announced that the County Executive appointed him to the committee.

**Old Business:**

- Supervisor Brumagin reported that she contacted Bill Boria, Chautauqua County Health Department for an update on the Chautauqua County Shared Services committee and is awaiting a response.

**Correspondence:**

- NY Towns – Email informing the town that Governor Cuomo was willing to issue an extension on property taxes due to the extreme winter weather conditions if municipalities had to close their offices recently due to the weather.
- NYS Town Clerk’s Association – Information on the 37<sup>th</sup> Annual Conference.
- Chautauqua County Board of Elections – Information on new law consolidating the Primary date in New York State to the 4<sup>th</sup> Tuesday in June (June 25, 2019). Also included was a list of offices/individuals up for election this year.
- Chautauqua County Dept. of Health – Lab results of water test at the Community Center stating it was “Satisfactory for Human Consumption”.
- NYS Office for the Aging – Supervisor Brumagin’s letter of support to NYS Office for the Aging for Community Connections at Findley Lake’s grant application.
- Charter Communications – Upcoming changes for Spectrum TV Silver & TV Gold and an agreement with Tribune Broadcasting to provide digital multicast channel affiliate stations. The surcharge will change from \$9.95 to \$11.99 per month effective February 21, 2019.
- National Seminars Training – Information on upcoming seminars.

**Reports:**

- Recreation Committee – Supervisor Brumagin reported that the committee has decided to release bids on repairing the tennis/basketball courts in the spring as two separate bids. The first bid will be for asphalt repaving and the second bid will be for line painting and coating.
- Findley Lake Watershed Foundation – Supervisor Brumagin reported that the new weed harvester is on track for an early May delivery.
- Assessor – Heather Young-Deyell’s report was handed out for January 2019. She reported that a letter was sent out from Sherman Central School to all school district property owners over the age of 65, which was confusing and alarming to many. Even though Heather was not privy to its content, or asked to verify the data included, she was noted as the person to call. She will begin field inspections of new construction and demolition beginning around March 1, 2019 so she will be out in the field most afternoons.
- Town Justice – Supervisor Brumagin reported she completed the annual and monthly audits for the Town of Mina Justice Court.

Town of Mina  
Board Resolution #8-19  
Justice Audit  
Dated: February 12, 2019

At a regular meeting of the Mina Town Board held on Tuesday, February 12, 2019, Mina Town Supervisor Rebecca N. Brumagin, submitted a report of findings of the audits conducted on the justice records for the calendar year 2018. Her report included information on the process for reviewing records including monthly bank statements, bank reconciliations, accountability reports, the cash receipt journal, the cash disbursement journal, partial payments reports, NYS Justice Court reports, TSLE&D reports and a sampling of court docket files and cases. Findings for 2018 were as follows:

1. All financial records are complete and up-to-date.
2. During 2018, the bank reconciliation process was improved to include the final step reconciling the bank statement ending balance with the checking account ending balance.
3. Transactions are recorded properly.
4. Accountability is determined monthly and a bail list was printed monthly starting in 2018.
5. A computerized record of uncollected installment payments is not readily available through the current SEI software program. In 2019, the Town of Mina will work with the software company to resolve this issue.
6. Dockets for disposed cases appear to be complete and agree with amounts reported.

7. Required reports are made timely and accurately.
8. Three pending cases on the TSLE&D report have not been resolved through TSLE&D and have been pending for 7+ years.

A motion was made by Councilman Watrous and seconded by Councilman Wilcox to accept the findings of the 2018 Town of Mina Justice Court Audit. The vote was as follows:

Supervisor Brumagin – Aye  
Councilman Luce – Aye  
Councilman Roache – Aye  
Councilman Watrous – Aye  
Councilman Wilcox – Aye

The resolution passed unanimously.

- Supervisor Brumagin reported that the Chautauqua County Centralized Arraignment Program process has started.
- She also reported that the French Creek Town Justice is retiring soon and the Town of Mina was contacted to see if the Town of Mina would be willing to collaborate with French Creek on its town court. Councilman Luce made a motion seconded by Councilman Roache to support researching the possibility of the Town of Mina collaborating with the Town of French Creek. Supervisor Brumagin has spoken with Judge Cooper and he is willing to consider this proposal. The Town of French Creek will research the steps needed to work together. The motion carried unanimously.  
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0
- Supervisor Brumagin reported that the 2019 contract has been signed for court security with the Chautauqua County Sheriff's Department.
- Community Center – Supervisor Brumagin reported that wire mesh light guards for the gym that Dan Norcross built have all been installed.
- Town Clerk/Tax Collector – The Town Clerk's report was distributed reporting the collection of fees and sales of \$813.00 for the month of January 2019. She has paid the Supervisor \$702.51, NYS Ag and Markets for dogs, \$16.00, and NYS DEC \$94.49. The Town Clerk reported that tax collection was going well and as of today there were only 265 unpaid parcels left to collect out of 1622.
- CEO/Building Inspector – Melanie Eddy's report for January 2019 was distributed. She completed the 2018 Annual Report of Code Enforcement to New York State and the report was distributed to the town board.
- Supervisor – Supervisor Brumagin distributed and reviewed the January 2019 financial statements. She also reported that the town is on target for completing the gold certification for the retirement system with a state wide implementation date of May 9, 2019. Supervisor Brumagin also reported she met with town supervisors from Clymer, French Creek and Sherman regarding town policies. The Town of Mina has the required policies in place and she plans to reformat them into an updated town handbook. Additionally, she reported that the application is in process for the purchase of an AED (automated external defibrillator) for the Community Center.

#### **New Business:**

- Supervisor Brumagin reported that she completed the monthly and annual Town Clerk Audits. Councilman Luce made a motion, seconded by Councilman Wilcox to accept the audits as presented. Motion carried unanimously.  
Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
Nays – 0

- Supervisor Brumagin reported that she also completed the monthly and annual Tax Collector Audits. Councilman Watrous made a motion, seconded by Councilman Roache to accept the audits as presented. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Supervisor Brumagin distributed for review the 2018 Detailed Financial Statement Audit. Councilman Wilcox made a motion, seconded by Councilman Watrous to accept the report as presented. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Supervisor Brumagin reported on potential AIM (Aid and Incentives for Municipalities) NYS funding cuts on annual maintenance aid of \$6782.00 for the Town of Mina. In the event that Governor Cuomo does not reverse his decision on this, she will submit a letter to the Governor's office to reinstate AIM funding in his budget. Councilman Watrous made a motion, seconded by Councilman Wilcox for Supervisor Brumagin to write the letter of support. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Planning Board Vacancies – Supervisor Brumagin reported there are currently two planning board vacancies and recommended Patrick Cuneo with a term expiring 12/31/2022 and JoAnn Travis with a term expiring 12/31/2023. The planning board will begin working on updating the comprehensive plan and updating the zoning law. Councilman Luce made a motion seconded by Councilman Wilcox to appoint Patrick Cuneo and JoAnn Travis to the Planning Board. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Board of Assessment Review Alternate – Supervisor Brumagin made a motion seconded by Councilman Watrous to reappoint Kelly McDonald to the Board of Assessment Review as an alternate with a term expiring 09/30/2022. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Supervisor Brumagin reported that New York State informed the Town that a change is needed on the numbering of the updated snowmobile local law recently submitted as it was passed by the Town Board at the December 26, 2018 meeting but sent to the state in January 2019. Councilman Luce made a motion, seconded by Councilman Roache to change the numbering from Local Law #1-2018 to Local Law #1-2019 Regulating the Use and Operation of Snowmobiles on Public Highways, Sidewalks and Public Lands in the Town of Mina. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Boy Scout Charter Renewal – Supervisor Brumagin reported she signed the Boy Scout charter renewal for 2019.
- The Town of Mina was given a packet of information from NYS DEC regarding R. Chadwick Land Holdings seeking a SEQR for the gravel pit on Route 430 and Bailey Hill Road. The NYSDEC will be the lead agency on this. Discussion was held. Councilman Luce made a motion, seconded by Councilman Wilcox to inform the DEC that the Town of Mina is concerned with the integrity of the road on Bailey Hill where the gravel pit is extremely close to the road's edge. Motion carried unanimously.  
 Ayes – 5 Brumagin, Luce, Roache, Watrous, Wilcox  
 Nays – 0
- Supervisor Brumagin reported there have been a few incidents where the Community Center Common Space has not been cleaned up after use. Discussion was held. Councilman Watrous

made a motion, seconded by Councilman Luce to charge \$50.00 if the Common Space is not cleaned up after use. Motion carried unanimously.

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

Nays – 0

- Supervisor Brumagin distributed the proposed 2018 budget transfers and reviewed them in detail. Councilman Wilcox made a motion, seconded by Councilman Watrous to approve the 2018 budget transfers. Motion passed unanimously.

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

Nays – 0

- Supervisor Brumagin distributed an article from the Jamestown Post Journal that stated County Executive, George Borrello, plans to visit the governing bodies of each of the 41 municipalities in the county in the next several months. The town clerk has been in contact with his office about scheduling this visit at a future Town of Mina board meeting.
- Supervisor Brumagin reminded the town board of the next three town board monthly meeting dates that have been changed and are as follows; Tuesday, March 12, Tuesday, April 9 and Thursday, May 16; each of these meetings will be held at 7 pm.

#### **Payment of Monthly Claims/Transfers:**

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Luce moved, seconded by Councilman Roache, to pay the monthly claims. In the General Fund claim #31 through #60 in the amount of \$24,590.39 and in the Highway Fund claim #13H through #24H in the amount of \$33,957.87 was approved to pay. Motion carried unanimously.

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

Nays – 0

#### **Other Business/Actions:**

- Town Clerk Tanner, the Town Council and Town Supervisor expressed their appreciation to Dave and Dori Wilcox for providing hors d'oeuvres at tonight's board meeting.
- As there was no further business to come before the Board, Councilman Luce moved to adjourn the meeting at 6:32 p.m.

Respectfully submitted,

Sherrie R. Tanner  
Town Clerk