

May 14, 2020

The Mina Town Board met on the above date for the regular meeting. Supervisor Brumagin called the meeting to order at 7:02 pm by leading with the Pledge of Allegiance to the flag. The following members and guests were in attendance:

Present: Rebecca Brumagin.....Supervisor
 Steve Burmaster.....Councilman
 Dennis Luce.....Councilman (via video conference)
 Dick Watrous.....Councilman

Absent: Ernie Roache.....Councilman

Attended by: Leanne Becker, Sherri Schenk, Bill Ward (Chautauqua County Legislator)(via phone conference)

Minutes: Motion was made by Councilman Burmaster and seconded by Councilman Watrous to accept the minutes of the April 9, 2020 meeting as presented. Motion carried.

Comments/Concerns from those present:

- Sherri Schenk invited anyone interested to a celebratory vehicle parade for Pete Howard's 84th birthday on Sunday, May 17th. Those interested are to meet at the Our Own Candle Company parking lot at 3:30 pm.
- Leanne Becker would like to do some renovations on her building and wondered how to get ahold of someone to get that accomplished. Supervisor Brumagin directed her to Melanie Eddy, Building Inspector who is at the Community Center each Friday from 8 am to noon.
- Bill Ward, Chautauqua County Legislator #19 which includes the Town of Mina is in the process of setting up a virtual town hall meeting for Town of Mina residents. Any interested person may call in or email questions ahead if they choose. He would like to focus on two areas: the quality of Findley Lake and Economic Recovery from the pandemic. He asked Rebecca Brumagin, Town Supervisor, Ed Mulkearn, President of Findley Lake Watershed Foundation, and Larry Gross, President/CEO Our Own Candle Company to join him at the virtual town hall meeting. Bill plans on holding the virtual meeting within the next few weeks.

Comments/Concerns from those not present: none

Novel Coronavirus (COVID-19) Pandemic:

- Supervisor Brumagin reported the following in regard to the COVID-19 Pandemic:
 - Federal:
 - Centers for Disease Control & Prevention (CDC) established guidelines and will monitor for reopening.
 - Congress – funding assistance for States & Local Governments. The Association of Towns sent a sample resolution. Consensus of the town board is that Supervisor Brumagin should write a letter to the senators and congressmen that represent the citizens of the Town of Mina and ask them to support funding assistance legislation.

- FEMA Assistance – Supervisor Brumagin and Superintendent Himelein participated in an on-line conference call but the Town of Mina has not incurred the type of expenses that are eligible for reimbursement.
- New York State:
 - Governor Cuomo’s Executive Order #202 (New York on PAUSE) expires 05/15/2020 and a process has been developed for reopening by regions.
 - NY Forward;
 - Outlines requirements for reopening – each business must have a plan and sign an affidavit to protect employees and consumers.
 - Phase 1: Construction; Manufacturing; Wholesale Trade; Select Retail Curbside; Agriculture, Forestry, Fishing
 - Phase 2: Professional Services; Finance/Insurance; Retail; Administrative Support; Real Estate, Rental, and Leasing
 - Phase 3: Restaurants and Food Services
 - Phase 4: Arts, Entertainment, and Recreation; Education
 - Ten Established Economic Development Zones across NYS will manage the reopening process, Western NY zone, led by Lieutenant Governor Kathy Hochul, includes Chautauqua, Erie, Niagara, Cattaraugus and Allegheny Counties. Two of the members of the oversight group include Chautauqua County Executive PJ Wendel and City of Jamestown Mayor Eddie Sundquist. Each phase will have a minimum of two weeks in between and the phased-in openings will depend upon keeping the COVID-19 rate of transmission low.
 - Regional Metrics that must be met to Guide the Reopening Process are as follows with the status of Western New York metrics as of May 13th:
 - Decline in Total Hospitalizations – Not Met
 - Decline in Deaths – Not Met
 - Occurrence of new Hospitalizations – Met
 - Hospital Bed Capacity – Met
 - ICU Bed Capacity – Met
 - Diagnostic Testing Capacity – Met
 - Contact Tracing Capacity – Expected to be Met
- Chautauqua County:
 - COVID-19 Daily Updates – Chautauqua County Health & Human Services continues to publish daily updates.
 - Supervisors/Mayors briefings are held every Wednesday evening by County Executive PJ Wendel.
- Town of Mina:
 - Facilities/Property restrictions – no changes from the restrictions posted on April 5th.
 - Supervisor Brumagin updated the potential sales tax reduction analysis and reviewed it with the town board showing two scenarios:
 - Scenario 1 - an estimated reduction of \$111,198 (\$45,115 for general fund and \$66,083 for highway).
 - Scenario 2 - an estimated reduction of \$72,285 (\$29,327 for general fund and \$42,958 for highway).
 - There will also be a reduction in justice court revenue as the court has been closed since mid-March.

- Memorial Day Program/Parade has been cancelled as no events with more than 10 people may take place while NY Pause is in effect.
- Tentative Planning for 4th of July activities:
 - Supervisor Brumagin reported on the typical activities on July 4th and the individuals/groups that sponsor those activities. She has contacted most of the sponsors to discuss preliminary plans for the activities that include guidelines for social distancing and safety precautions.
 - Matt Hanby, organizer of the annual fireworks display, expressed concern about the downtown area and Shadyside being plugged and concern about how to require and enforce social distancing. He is working with others on developing a plan.
 - Pete Howard, President of the FLVFD, on the chicken barbeque. The fire department is planning on holding the barbeque at the Findley Lake United Methodist Church where it will be a drive-through/take-out event with no seating for customers.
 - Mary Ford, Co-President of the Alexander Findley Community Library, regarding flares around the lake. The library is going forward with ordering the flares and plans to sell them in advance of the day. Because they are placed on private property, social distancing is not as big of a challenge.
 - Nancy Sonney, Owner of Secret Cubby, regarding the duck race. She is still trying to determine if the duck race will be held as it will be a challenge to implement social distancing.
 - Supervisor Brumagin has not yet contacted Jen Mazur from Paradise Bay on the boat parade or Ed Mulkearn from the Findley Lake Watershed Foundation about the public restrooms being open that day.
- Supervisor Brumagin spoke with Nancy Roche from the Recreation Committee and she is talking with representatives from the Community Support Group of Southwestern New York about tentative planning for the joint Summer Recreation Program with the Town of Clymer.
- Supervisor Brumagin reported that the outdoor tennis/pickleball courts are now allowed to open across the state but basketball courts are closed. However, the courts are being resurfaced and are not yet ready to be opened to the public.

Old Business:

- Supervisor Brumagin reported that she and Highway Superintendent Himelein prepared the USDA Rural Development Application for highway equipment. The town's next step is to contact bond counsel firms for quotes on the legal work required to implement general bond obligations. By the end of May, a congratulatory letter is anticipated to be received from the USDA after which time the highway equipment can start to be ordered. Superintendent Himelein plans to start with ordering the dump truck first as it has an eight month lead time. The USDA loan is anticipated to close between January and March of 2021 and all three pieces of equipment must be received before the loan can close.
- Supervisor Brumagin reported that she forwarded the attorney's letter regarding DEC Article 75-A to the town board advising against the town passing a local law or resolution informing neighbors when a septic system is to be installed as it is the responsibility of the county health department. She then ascertained from town board members that they

were in agreement to follow the advice of the town attorney and not pursue any local action.

- Supervisor Brumagin reported that the Town of Mina building permits moratorium enacted last month will expire on May 15, 2020 and there isn't a need to renew as the Governor's Executive Order also expires on May 15.

Correspondence:

- Charter Communications – Upcoming changes.
- Chautauqua Hometown Heroes Veterans Memorial – Information on the newly constructed Hometown Heroes Veterans Memorial in Mayville and asking for information on any additional Mina Hometown Hero Veterans.
- County of Erie, PA Planning & Community Development – Notice announcing the completion of the Erie County Parks, Trails and Recreation Plan.
- Chautauqua County Department of Finance – Information on the Town of Mina's Workers Compensation exit liability.
- Charter Communications – COVID-19 Update: Charter's Commitment to customers, employees and the communities they serve.
- Display Sales – Information on flags.

Reports:

- Highway Superintendent – Superintendent Himelein's report stated that they have replaced a 36" crosspipe on Shadyside and moved back the shoulder on School Street where the NYS Dept. of Ag & Markets Soil & Water Conservation Committee will be hydroseeding. The crew has been sweeping roads preparing for chip sealing, have been ditch digging on Bailey Hill Rd. and working on removal of fallen trees on Miller Road. The crew has removed all plow equipment from the trucks and has replaced the driveway pipe at the Mina Cemetery. Also, the Town currently has one highway employee who has been on leave since 12/12/2019.
- Recreation Committee – Supervisor Brumagin reported that the outdoor tennis courts resurfacing project will continue now that the weather is warming up. The materials were purchased last year.
- Planning Board – The group is beginning to develop the process for updating the comprehensive plan. Starting Monday, May 18th, the planning board will be meeting approximately every other week for at least the next couple of months.
- Assessor – Heather Young-Deyell's report was handed out for April 2020. She has completed the full revaluation for the Towns of French Creek, Mina and Sherman. The Boards of Assessment Review (BAR) will hold their hearings for each town at the Mina-Findley Lake Community Center. In addition to showing up during BAR hours, people will be given the choice to schedule a specific time to review their concerns or they can call in to the board.
- Town Justice – Court is still closed due to the NYS Office of Court Administration's mandate in response to the COVID-19 pandemic.
- Code Enforcement – Melanie Eddy's reports for April 2020 were distributed. Building Inspector may issue building permits for non-essential construction again starting tomorrow.
- Dog Control – Position is currently open. A couple of applications have been received but the Town Supervisors have not started interviews yet. Last year only \$79.00 was spent by the Town of Mina for hourly wages for dog control.
- Chautauqua County Shared Services Sewer Agency – Supervisor Brumagin is the chair of the group and she reported that a meeting was held at 3:00 pm today. There have been

a lot of changes at Peek'n Peak with the COVID-19 situation and so she hasn't been able to connect with them. Isaac Gratto, newly hired Operations Director at Peek'n Peak, will talk with Scott Enterprises (the owners of Peek'n Peak) about their interest in pursuing a collaborative arrangement with the Town of Mina. Steve Abdella, the county attorney, has agreed to speak with Scott Enterprises representatives to discuss concerns/issues and look at options. June 4th at 3:00 pm is the next meeting and they are hoping to know if the Peek is interested. If not, the sewer agency will report its findings to the county legislature and its work may be done. If there is no shared services arrangement, the Mina Town Board will need to determine if it wants to move forward with the lengthy process required for a potential sewer district formation.

- Town Clerk/Tax Collector – The Town Clerk's report was distributed reporting the collection of fees and sales of \$1,091.00 for the month of April 2020. She has paid the Supervisor \$584.19, NYS Ag and Markets for dogs \$26.00, NYS Dept. of Health for marriage licenses \$22.50 and NYS DEC \$458.31.
- Supervisor – Supervisor Brumagin distributed and reviewed the financials for April 2020. She reported that she developed a new form for town employees to complete when turning in business related mileage for reimbursement by the town.

New Business:

- Supervisor Brumagin reported that the Town of Mina received a letter asking for the town to respond to a call to action for a federal funding to support state and local governments. Supervisor Brumagin reported she will send a letter.
- Supervisor Brumagin reported that Superintendent Himelein requested to hire an individual to mow the cemeteries. Michael Walker turned in an application and the Superintendent is recommending that the town hire him. Councilman Watrous made a motion, seconded by Councilman Burmaster to hire Michael Walker effective immediately at minimum wage. Motion carried unanimously.
Ayes – 4 Brumagin, Burmaster, Luce, Watrous
Nays – 0
- Supervisor Brumagin reported that 1st National Bank on State Street in Erie is remodeling its first floor and there is office furniture and partitions that they are willing to donate to the Town of Mina. She asked for volunteers to assist with disassembling the items and transporting them to the Community Center.
- The next regular town board meeting will be held on Thursday, June 11, 2020 at 7:00 pm.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Watrous moved, seconded by Councilman Burmaster, to pay the monthly claims. In the General Fund claim #93 through #110 in the amount of \$7,396.70 and in the Highway Fund claim #49H through #69H in the amount of \$58,357.50 were approved to pay. Motion carried unanimously.
Approved: Ayes – 4 Brumagin, Burmaster, Luce, Watrous
Nays – 0

Other Business/Actions:

- As there was no further business to come before the Board, Councilman Watrous moved to adjourn the meeting at 8:04 p.m.

Respectfully submitted,

Sherrie R. Tanner
Town Clerk