

November 12, 2020

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
 Steve Burmaster.....Councilman
 Marty Proctor.....Councilman
 Ernie Roache.....Councilman
 Dick Watrous.....Councilman

Attended by: Alvin Kopta, Bill Himelein (Highway Superintendent), Ed Mulkearn (Findley Lake Watershed Foundation), Sherri Schenk, Wendy Shephard (Northwest Insurance Services), Art Tanner, Craig Tenbuckel, Phyllis Tenbuckel

Minutes: Motion was made by Councilman Watrous and seconded by Councilman Proctor to accept the minutes of the October 8, 2020 meeting and the October 22, 2020 meeting as presented. Motion carried.

Supervisor Brumagin asked the Town Clerk to read the published legal notice that stated the Preliminary Budget for the fiscal year beginning January 1, 2021 was completed and filed in the Town Clerk's Office and that the Town Board would meet and review the preliminary budget and hold a Public Hearing on November 12, 2020 at 7 pm to hear any interested person in favor of or against any items in the budget.

Supervisor Brumagin then reviewed the 2021 budget stating the reasons that the town board is recommending overriding the 1.56% tax cap. The tentative amount to be raised for the general and highway funds is \$445,229 (\$108,805 for general and \$336,424 for highway). The tax rate on the tentative budget is \$2.745 per \$1,000 of assessed value or a 2.0% increase in the General and Highway tax rate. She then opened it up for any comments or concerns. As there were none raised, she closed the Public Hearing at 7:04 pm and moved to the regular meeting.

Comments/Concerns from those present:

Sherri Schenk asked that the town put all legal notices on the town website. Supervisor Brumagin reported that the town's new website will be operational in the few weeks and that legal notices will be posted there as well as The Jamestown Post Journal. Sherri also noted that the lake was at an exceptionally low level and Findley Lake Marine had received calls complaining about the lake level and the impact on some water wells.

Comments/Concerns from those not present: none

Health Insurance Options:

Supervisor Brumagin turned the floor over to Wendy Shephard of Northwest Insurance Services to review insurance renewal options and answer questions. In addition to her position as Account Executive with Northwest, she is also an insurance navigator through the state. When asked about Fidelis Care, Wendy reported that it is based on household income and individuals can sign up for it but it is not a product available through employers.

Reports:

- Findley Lake Watershed Foundation – Ed Mulkearn reported that he has received a flurry of phone calls on the lake level and weeds. The Watershed Foundation has done nothing different this year when they lower the lake to winter level. He reported that the rain levels have been lower this year and, if it rains, the water level should go up to normal winter level. He also reported that they usually harvest 72-73 loads of weeds a year and this year they had 122 loads and there are still a lot of weeds out there.

Novel Coronavirus (COVID-19) Pandemic:

- Supervisor Brumagin reported the following in regard to the COVID-19 Pandemic:
 - Federal:
 - Congress has not agreed on funding assistance for State & Local Governments.
 - New York State:
 - Governor Cuomo's Executive Order #202 (New York on PAUSE) Disaster Emergency Declaration: currently there have been 73 updates/modifications.
 - Governor Cuomo's Executive Order #205 (Quarantine Restrictions on Travelers Arriving in New York, information on NYS DOH COVID-19 travel advisory): currently travelers from 35 states/territories must self-quarantine for 14 days.
 - Budget Office – 20% reduction in State Funding.
 - Chautauqua County:
 - 63 new cases this week
 - Rapid testing is available, however, it is not as accurate
 - Town of Mina:
 - No new updates

Old Business:

- Supervisor Brumagin reported that Attorney Wright is scheduled to attend the December regular Town Board Meeting to discuss real property issues.
- Councilman Burmaster reported that he spoke with the STR association and they will give Supervisor Brumagin a call when they are ready to set up a time to meet with her and a member of the Planning Board.
- Supervisor Brumagin reported that the meeting with Southern Tier West and Dennis Luce in regard to the town's website went well. Dennis will be posting the two October meetings after the November town board meeting and then it will be ready to convert over to Southern Tier West.
- Supervisor Brumagin reminded those who have not taken the sexual harassment training to get it completed.
- Supervisor Brumagin reported that the Town has a 1987 John Deere Snow Blower that hasn't been used for several years. Supervisor Brumagin asked Councilman Proctor to check with the Findley Lake United Methodist Church to see if they'd be interested in it.
- Supervisor Brumagin reported that the enforcement procedures are with the Town Attorney.

Correspondence:

- Charter Communications – Upcoming changes.
- State of New York Department of State – #2-2020 Town of Mina Local Law To Override The Tax Levy Limit, filed on October 29, 2020 with the state.

- NYS Local Retirement System – In regard to Heather Young-Deyell’s change from salary to hourly reporting and the need for consistent reporting from the three coordinated assessment program towns (French Creek, Mina, Sherman) .
- The Jamestown Post-Journal – In regard to signing up for email invoicing.
- National Grid – Information on Rights and Responsibilities of Non-Residential Customers.
- American Express – Information on membership.
- US Bankruptcy Court Southern District of NY – In regard to Boy Scouts of America and Delaware BSA, LLC.
- Town Web Design – Information on municipal websites.
- Fire Department Law & Management Resource Manual NYS Edition – Information on ordering the manual.

Reports:

- Town Justice – Supervisor Brumagin reported that Denis Cooper was elected in November for a four year term as Town Justice for the shared position for the Towns of Mina and French Creek beginning January 1, 2021.
- Town Council – Supervisor Brumagin congratulated Martin Proctor for his election to town council to fill the remainder of Dennis Luce’s term expiring December 31, 2021.
- Assessor – Heather Young-Deyell’s report was handed out for October 2020. She reported that she mailed the Exemption Renewal Applications and they are due back March 1, 2021. The assessment database is being prepared to send to the Chautauqua County Real Property Tax Office by November 16, 2020 to print the Town/County tax bills for 2021.
- Community Center – Supervisor Brumagin reported that she and Superintendent Himelein met with Builders Hardware to start the process of getting quotes on the front doors and window replacements for the main entrance of the Community Center. Steve Burmaster offered to assist with reviewing the quotes.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$2,694.00 for the month of October 2020. She has paid the Supervisor \$982.32, NYS Ag and Markets for dogs \$41.00, and NYS DEC \$1,670.68. She reported that the flooring for the entry area in her office was replaced and that it turned out very well. The dates for tax collection for Town/County has been set for January 6, 2021-February 4, 2021 no penalty; February 5, 2021-February 28, 2021 1% interest; and, March 1, 2021-April 1, 2021 2% interest. After April 1, 2021 taxes must go to Mayville to Chautauqua County for collection.
- Code Enforcement – Melanie Eddy’s report for October 2020 was distributed.
- Findley Lake Volunteer Fire Dept. – Supervisor Brumagin reported that she corresponded with Pete Howard on the tanker truck and the fire dept. will maintain liability insurance on it until the town purchases it and the title is transferred in the spring of 2021.
- Supervisor – Supervisor Brumagin distributed and reviewed the financials for October 2020. She also briefly discussed the 2021 budget requests.
- Highway Superintendent – Superintendent Himelein’s report was distributed. He reported that the Town of Mina had lost a 23 year member, Bob Weilacher, a motor equipment operator, who passed away on Saturday, November 7, 2020. Condolences and flowers were sent to the funeral home from the Town Board and the Highway Department. Superintendent Himelein reported the new 10-wheeler dump truck is due to arrive in March 2021 and he will be ordering the trailer next week so it should arrive in March of 2021 also. The highway crew has been working on preventative maintenance; the cemetery has been winterized; and, the last of the sand (anti-skid) has been stock

piled for winter. He reported that the beavers have been a problem again this fall. No new information on the utility pole on Pleasant Street has come in from National Grid. Councilman Watrous thanked Superintendent Himelein and the highway crew for putting up the holiday decorations on the utility poles and stated how nice they look.

New Business:

- Adoption of 2021 Budget – Councilman Watrous made a motion, seconded by Councilman Proctor to adopt the 2021 Preliminary Budget as the 2021 Adopted Budget. The motion carried unanimously.
Ayes – 5 Brumagin, Burmaster, Proctor, Roache, Watrous
Nays – 0
- Supervisor Brumagin reviewed a highway cash flow projection and it looks as though the highway fund will not need to temporarily borrow cash from the general fund until possibly January 2021.
- Highway Superintendent Himelein reported that a request has been made to close Klondyke Road to public travel. Superintendent Himelein reported he had informed the person that all four property owners need to sign a form requesting the town abandon the road. So far three of the four have signed and the town attorney is looking into this. Councilman Proctor wondered if any of the properties would then be landlocked and Superintendent Himelein stated it is possible and that he would like that put to the town attorney to determine what to do.
- The recreation committee recommended that the town board enter into an annual agreement with the snowmobile club to allow them to cross the town property at the School Street Park. Councilman Burmaster recommended making arrangements with Kelly Perry from the club.
- Supervisor Brumagin reported on the meeting she and Superintendent Himelein had with Builders Hardware regarding replacing the front doors and windows at the Community Center. Quotes will be submitted with keeping the frames and having openers as well as an option for a keyless entry.
- Melanie Eddy, Code Enforcement Officer/Zoning Officer, spoke with Supervisor Brumagin asking the town board to consider a moratorium on solar farms. Supervisor Brumagin will refer this to the Planning Board. It was reported that companies have been approaching farmers and getting them to sign quickly. Councilman Proctor made a motion, seconded by Councilman Roache to place a 90 day moratorium on solar farms to give the Planning Board time to research the matter and make a recommendation to the Town Board. The motion carried unanimously.
Ayes – 5 Brumagin, Burmaster, Proctor, Roache, Watrous
Nays – 0
- Supervisor Brumagin reported that town supervisors and village mayors are participating in a county wide shared services initiative. The county is looking at having a county court for code enforcement infractions and possibly consolidation of code officers. Another item under consideration would be to have an animal control officer as a shared service among several towns.
- The next regular town board meeting will be held on Thursday, December 10, 2020 at 7:00 pm. The year-end Town Board meeting will be held Monday, December 28, 2020 at 9:00 a.m. The Organizational Meeting and the January regular town board meeting will be held Thursday, January 14, 2021 at 7:00 pm.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined.

Councilman Roache moved, seconded by Councilman Burmaster, to pay the monthly claims. In the General Fund claim #244 through #267 in the amount of \$21,081.66 and in the Highway Fund claim #138H through #153H in the amount of \$36,068.65 were approved to pay. Motion carried unanimously.

Approved: Ayes – 5 Brumagin, Burmaster, Proctor, Roache, Watrous

Nays – 0

Other Business/Actions:

- As there was no further business to come before the Board, Councilman Roache moved to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Sherrie Tanner
Town Clerk