

September 9, 2021

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: Kris Gleason (Planning Board Chair), Bill Himelein (Highway Superintendent), Karen Matrozza, Mark Matrozza, Ed Mulkearn (Findley Lake Watershed Foundation), David Ott, Jeff Park (Findley Lake Volunteer Fire Dept.), Pat Rodman, Sherri Schenk, John Shifler (Planning Board), Jo-Ann Travis (Planning Board)

Minutes: Motion was made by Councilman Proctor and seconded by Councilman Watrous to accept the minutes of the August 12, 2021 meeting as presented. Motion carried.

Comments/Concerns from those present:

- Sherri Schenk asked if the Town had advertised for the motor equipment operator position that is now open since Craig Tenbuckel has retired. Superintendent Himelein stated that an ad was placed in the Jamestown Post Journal and was posted on the Town's website. She also wondered who had the key at the NYS DEC Fishing Access area bulletin board kiosk and Supervisor Brumagin suggested contacting the DEC as it is their kiosk.
- Mark Matrozza asked the highway superintendent if they still had a brush to clear sand and gravel off the roads in the spring. Mark said he has done it the past couple years but there seemed to be an excessive amount on Case and Division Streets. Superintendent Himelein stated the highway crew would try to get that done earlier next year. Mark also wondered if the pothole at the intersection of Lakeview Avenue and Division Street will be fixed. Superintendent Himelein stated he would look into it to see if it was on the town road or the state road. Mark stated that when the water level was low they understood why the gate was not locked but now that it's up to normal level he wondered why it wasn't locked at 9 pm on Fridays and opened back up at 3 pm on Sundays as was the practice in past years. Ed Mulkearn, President of the Findley Lake Watershed Foundation, stated that since it took as long as it did this year for the lake to come up to summer level, the FLWF board of directors decided to let people use what little time was left and enjoy the lake. Mark asked for a follow-up on the petition that was submitted to the Town regarding Case/Division Streets and Lakeview Ave. Supervisor Brumagin read a letter that was drafted to send to property owners regarding the survey.
- Ed Mulkearn asked if crosswalks were going to be painted in town. He noted that with the harvest fest that if crosswalks were in place, folks would possibly use them and make it a safer downtown area. Since Main Street is a state road, New York State will have to be contacted on the crosswalks.

Comments/Concerns from those not present: none

Supervisor Brumagin reported that Bill Boria was scheduled to present information on the County Department of Health's temporary policy on required septic system improvement for areas around Chautauqua Lake and Findley Lake but he is out of town. If anyone has questions for him they can contact him via telephone.

Novel Coronavirus (COVID-19) Pandemic:

- Supervisor Brumagin reported the following in regard to the COVID-19 Pandemic:
 - Federal:
 - Supervisor Brumagin reported that additional funds from the American Rescue Plan Act for the Town of Mina have been received.
 - New York State:
 - The State has extended the residential eviction moratorium until January 15, 2022.
 - Chautauqua County:
 - Statistics as of 9/9/21: 345 active cases, 24 hospitalized, 624 in quarantine, vaccine: 1st dose 68,010 (53.6% of eligible residents), fully vaccinated 62,116 (48.9% of residents). These numbers now include youth from age 12 and up. CDC Level of Community Transmission for Chautauqua County – High.

Marijuana Act:

- Supervisor Brumagin shared further information on what towns may or may not do as far as retail dispensaries and consumption sites are concerned. A public meeting/forum for input from the public on opting out or not will be held on October 14, 2021.

Old Business:

- Supervisor Brumagin shared that the Town of Mina's former Dog Control Officer, Sandy Kochanowski passed away on September 9, 2021.

Correspondence:

- Charter Communications – Upcoming changes.
- Parent Network of WNY – Sensory Processing Disorder Workshop information on how to register for workshop.
- NYSDEC – Information on submitting public comment about a proposal to address contamination at Brownfield site on W 3rd Street, Jamestown.
- FEMA – Information on webinars offered by FEMA to introduce the new flood insurance rating system known as Risk Rating 2.0, Equity in Action.
- Chautauqua County LandBank Corporation – Information on how to get help for the community and the potential future state of housing in the community.
- Senator George Borrello – Information on 2021 Technical Assistance Grants.
- Homes & Community Renewal – Information on NYS Community Development Block Grant Funding Materials.
- NYS Comptroller – Information on the NYS Pension Fund.
- Arbor Day Foundation – Arbor day Foundation is seeking tree planting project proposals.
- NYS Committee on Open Government – Information on a virtual open meetings law training program.
- Chautauqua County Dept. of Planning & Development – Information on new executive order allowing public meetings to be held remotely again.
- NYS Legislative Commission on Rural Resources – Summer 2021 issue.

Reports:

- Highway Superintendent – Superintendent Himelein reported that he contacted the state on the parking and fire lane on Main Street and he will contact them on the crosswalks. He reported that the hiring of a new motor equipment operator has become more of a challenge than expected. The drainage upgrade on School Street by the Park is 90% complete. The crew has started to prep for winter snow removal and CHIPS reimbursement is scheduled to be received by the end of September at approximately \$167,000.
- Recreation Committee – Supervisor Brumagin reported that the dedication for the School Street Park will be rescheduled in the spring of 2022.
- Assessor – Heather Young-Deyell’s report was handed out for September 2021. She reported that the sales analysis of CAP #4 is nearly complete and once it is finalized by ORPTS the analysis of useable sales will determine the areas with the greatest disparity in sale price vs. assessment. She will be able to report on the findings by the end of November. The 2021 NYS Assessors Association Annual Conference is being held October 3-6th in Niagara Falls.
- Town Justice – Supervisor Brumagin reported that the court clerk will apply for the JCAP grant for up to \$30,000 for the town court if approved by the town board. She also reported that she spoke with Justice Cooper, and depending on how busy court nights are, there might be an additional night the sheriff’s deputy will need to cover court security each month.
- Planning Board – Supervisor Brumagin reported that the planning board is working on the comprehensive plan and are also planning to report next month on a recommendation on solar panels/farms. She also reported that Don McCord who is the former Director of Planning for Chautauqua County is now a consultant with Small Town Planning Services and is willing to work with the Planning Board to guide the development of the comprehensive plan including facilitating various community focus groups.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$16,029.85 for the month of August 2021. She has paid the Supervisor \$2,829.16, NYS Ag and Markets for dogs \$27.00, NYS Health Dept. for marriage licenses \$180.00 and NYS DEC \$12,993.69. She reported hunting license sales seemed to be down a little this year. She also reported that in 2019 NYS passed a law to waive the state portion of the fee for a marriage license for active military and asked the town board to consider doing the same for the Town’s portion.
- Findley Lake Watershed Foundation – Ed Mulkearn reported that they are winding down on the weed harvesting but will keep the weed harvester functioning for a few more weeks. This winter they plan on a more permanent fix on a board that has been used on the gate to keep the lake at winter level and will make additional gate repairs as the seal on the frame is ripped.
- Code Enforcement – Melanie Eddy’s report for August 2021 was distributed. She reported that she will be out of the office September 17th to attend training that is being held September 15-17th.
- Supervisor – Supervisor Brumagin distributed the August 2021 financials. She discussed the 2022 budget process.

New Business:

- Supervisor Brumagin reported that a public meeting/forum on the marijuana options will be held on October 14, 2021.

- Supervisor Brumagin reported that a resolution needs to be passed to have the court clerk apply for the JCAP grant. Councilman Watrous made a motion, seconded by Councilman Proctor to approve the following resolution:

Town of Mina
Justice Court Assistance Program Grant
Resolution #18-21

Justice Court Assistance Program (JCAP) Grant – Councilman Watrous made a motion, seconded by Councilman Proctor for the Justice Clerk to apply for up to \$30,000 through the JCAP Grant that is due October 7, 2021. Motion carried unanimously.

Brumagin – Aye
Burmester – Aye
Proctor – Aye
Roache – Aye
Watrous – Aye

- Supervisor Brumagin informed the board that she received a survey from Chautauqua County that she will forward to town board members and would like their feedback called the “Chautauqua County Farm Friendliness Survey”.
- Supervisor Brumagin shared that she spoke with Don McCord from Small Town Planning Services and he can arrange to have the Town’s zoning maps professionally done and he will also add the subdivision maps.
- Supervisor Brumagin reported that she received a “Satisfaction Survey” from Univera Healthcare and she would like to speak with each employee that is using Univera before responding to the survey.
- Supervisor Brumagin stated that she will call NYS DEC to check on why the paving, the lines being painted in the parking area, and the tree planting did not get done in the DEC fishing access area that was planned for 2021.
- Supervisor Brumagin reported that a retirement breakfast was held on September 9, 2021 for Craig Tenbuckel, motor equipment operator and deputy highway superintendent, who worked for the Town of Mina for more than 43 years. The following proclamation recognizing him was prepared and given to him at the breakfast:

PROCLAMATION

In Recognition of Craig T. Tenbuckel

WHEREAS, the Town of Mina needs employees who are conscientious and committed to fulfilling their duties with pride and a cooperative spirit; and,

WHEREAS, Town of Mina taxpayers rely on employees to care for the Town’s assets in a prudent manner; and,

WHEREAS, the Town of Mina depends on the Highway Department to keep our roads maintained for safe passage of area residents and visitors; and,

WHEREAS, a high-level of skill by motor equipment operators is essential to the proper operation and maintenance of the Town of Mina’s large and expensive equipment; and,

FURTHERMORE WHEREAS, the Town of Mina needs volunteers who are devoted to serving our community; and,

WHEREAS, volunteers engage in civic service, not out of an expectation, but out of the goodness of their hearts and a generosity of spirit; and,

WHEREAS, nonprofit organizations are essential to the well-being of the Town of Mina and rely on the time and commitment of volunteers to fulfill their missions; and,

FURTHERMORE WHEREAS, Craig T. Tenbuckel has shown exemplary service to the Town of Mina as a motor equipment operator for over 43 years as well as serving in the capacity of deputy highway superintendent and is also a lifetime member of the Findley Lake Volunteer Fire Department devoting countless hours to ensuring the safety of our citizens and visitors;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the Town Board of the Town of Mina, I, Rebecca N. Brumagin, Mina Town Supervisor, present this Proclamation to Craig T. Tenbuckel upon his retirement in grateful appreciation for his commitment, dedication and conscientiousness as a Town of Mina employee for more than 43 years and for his many years of volunteer service to the Findley Lake Volunteer Fire Department.

- Supervisor Brumagin reported that the Findley Lake-Mina Historical Society is planning a Town of Mina Bicentennial in 2024 with the theme “Sentimental Journey”. Historical Society Board members will prepare a summary on the reconstruction of the log structure to present to town board.
- Councilman Burmaster reported that grant monies are available through the county for new septic systems around the lake and that not many applications have submitted so far.
- Upcoming Meetings – A special meeting will be held with Attorney Tad Wright on Tuesday, September 21 at 7 pm regarding real property issues. The next regular town board meeting will be held on Thursday, October 14, 2021; the budget work session will be held Thursday, October 28 at 7 pm; and, the public hearing on the budget will be held Thursday November 11 along with the regular town board meeting.

Other Business/Actions:

- Councilman Proctor asked about the mandated sexual harassment training and if it had to be in person. Supervisor Brumagin reported that currently it is only a requirement for state employees to have the training in person.
- Supervisor Brumagin asked Jeff Park to report on the Fire Department’s five year business plan. Jeff distributed the plan that the fire department board put together and touched on the current issues that local, county and state fire departments are having which include low membership numbers as recruitment is difficult. He then showed a draft floor plan that Ligo Architects prepared for a new fire station. The fire department board is requesting that the town board respond within 60 days with suggestions on how to improve the fire department’s critical situation.
- Pat Rodman asked if it would be possible to put a bike path around Findley Lake. Supervisor Brumagin stated that unless individuals are willing to give up road front property there really isn’t room along the edge of the road. He also asked about the petition that was signed in 2019 about the speed of vehicles on Sunnyside Road (NYS Route 426) and the possibility of Mann Road becoming a state road instead of a county

road. Supervisor Brumagin informed him that he would need to contact the county and the state regarding Mann Road.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers – The monthly claims were examined. Councilman Proctor moved, seconded by Councilman Watrous, to pay the monthly claims. In the General Fund claim #192 through #217 in the amount of \$24,966.14 and in the Highway Fund claim #116H through #126H in the amount of \$15,216.65 were approved to pay. Motion carried unanimously.
Approved: Ayes – 5 Brumagin, Burmaster, Proctor, Roache, Watrous
Nays – 0

Executive Session:

At 8:31 pm Councilman Watrous made a motion, seconded by Councilman Proctor, to adjourn to Executive Session to discuss contractual issues. Motion carried. At 9:01 pm Councilman Proctor moved, seconded by Councilman Roache, to return to regular session. Motion carried unanimously.

Other Business/Actions:

- As there was no further business to come before the Board, Councilman Burmaster moved to adjourn the meeting at 9:01 p.m.

Respectfully submitted,

Sherrie Tanner, Town Clerk