

Town of Mina
Town Board Packet
September 8, 2022 Meeting
#1 of 2

(Agenda and Minutes are Posted Separately)

MEMORANDUM

ASSESSOR'S OFFICE

TOWNS OF MINA, SHERMAN & FRENCH CREEK

2883 NORTH RD

P.O. BOX 86

FINDLEY LAKE, NY 14736

Ph: 716-769-7125; Fax: 716-769-7207

TO: Mina Town Supervisor and Town Board

FROM: Heather Young-Deyell, Assessor

DATE: September 7, 2022

SUBJECT: **September Assessor's Report**

- There were 11 transfers for the month of June.
- The 2023 Reassessment project has begun. The first step in this process is analyzing land sales to create a new land table for which a vacant land assessment will be derived from.
- There is nothing new to report on the Certiorari case with "Fit for Life Ministries."
- I will be away from the office on the 19th and the 21st of September for my annual training at the NYS Assessor's Association Annual Conference on Assessment Administration.

Thank you all for your continued support

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINA, NEW YORK

AUGUST, 2022

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255			
	<u>18</u>	DECALS	<u>1,058.20</u>
	<u>3</u>	MARRIAGE LICENSES NO. 22017 TO 22019	<u>52.50</u>
TOTAL TOWN CLERK FEES			1,110.70
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A2110			
	<u>3</u>	ZONING PERMITS	<u>150.00</u>
TOTAL A2110			150.00
<hr/>			
A2190			
	<u>1</u>	CEMETERY PLOTS	<u>300.00</u>
TOTAL A2190			300.00
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A2192			
	<u>1</u>	CEMETERY SERVICES	<u>50.00</u>
TOTAL A2192			50.00
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A2544			
	<u>19</u>	DOG LICENSES	<u>76.00</u>
TOTAL A2544			76.00
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A2590			
	<u>7</u>	BUILDING PERMITS	<u>693.00</u>
TOTAL A2590			693.00
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A2770			
	<u>2</u>	MISCELLANEOUS REVENUE	<u>150.00</u>
TOTAL A2770			150.00
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TOWN CLERK'S MONTHLY REPORT

AUGUST, 2022

page 2

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	2,529.70
PAID TO NYS DEC FOR DECALS	19,211.80
PAID TO AG & MARKETS FOR DOG LICENSES	19.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	67.50

TOTAL DISBURSEMENTS	21,828.00
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SEPTEMBER 1, 2022

_____, SUPERVISOR
REBECCA BRUMAGIN

STATE OF NEW YORK, COUNTY OF CHAUTAUQUA, TOWN OF MINA

I, SHERRIE R. TANNER, being duly sworn, says that I am the Clerk of the TOWN OF MINA that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

Town Clerk

_____ day of _____ 20____

Notary Public

TOWN OF MINA
CODE ENFORCEMENT
Melanie Eddy

Code Enforcement Report: August 2022

8- PERMITS-\$654,000

MIKE FITZGIBBONS-2315 SHADYSIDE-GARAGE
DAVE ELLISON-22511 SHADYSIDE-GARAGE
STEVE WOYAT-2492 SHADYSIDE-GARAGE
LUCINDA LEGTERS-2237 SUNNYSIDE-SHED
ANTHONY GIOGLIO-2412 SHADYSIDE-REMODEL
RICHARD HYDE-2524 SHADYSIDE-DEMO
MIKE CULLY-2661 SHADYSIDE-2ND STORY ADDITION
TED DESANTI-2627 MARKS-CABIN

MANDATORY CODE ENFORCEMENT TRAINING SEPTEMBER 7,8,9
OFFICE WILL BE CLOSED ON THE 9TH

3 SHORT TERM RENTALS

HOTEL INSPECTION WITH COUNTY HEALTH
REQUIRED IMPROVEMENTS AND SAFETY ISSUES ARE IN PROGRESS

Town of Mina
Balance Sheet
As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Cemetery - CD #1	13,000.00
General-Money Market	5,028.62
General - HRA	2,351.70
General Account CD	265,612.21
General/Light District Checking	167,117.96
Highway Account CD	180,225.14
Highway Checking	64,282.53
Payroll Trust	310.54
Petty Cash	225.00
Youth Program	738.95
Total Checking/Savings	698,892.65
Total Current Assets	698,892.65
Fixed Assets	
Buildings	976,200.00
Land	187,600.00
Machinery & Equipment	1,169,095.00
Other Capital Assets	429,378.00
Total Fixed Assets	2,762,273.00
TOTAL ASSETS	3,461,165.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PR Liabilities	310.30
Total Other Current Liabilities	310.30
Total Current Liabilities	310.30
Long Term Liabilities	
W626 Bonds Payable USDA	350,000.00
Total Long Term Liabilities	350,000.00
Total Liabilities	350,310.30
Equity	
Fund Balance - Fixed Assets	2,392,273.00
Fund Balance - General	332,879.97
Fund Balance - Highway	263,335.04
Fund Balance - Lighting Dist	15,886.21
Net Income	106,481.13
Total Equity	3,110,855.35
TOTAL LIABILITIES & EQUITY	3,461,165.65

Town of Mina
Profit & Loss by Class
 January through August 2022

	Fire District	General	Highway	Light District	TOTAL
Income					
A1001 Real Property Taxes	0.00	138,808.00	0.00	0.00	138,808.00
A1002 Unexpended Bal Prior Year	0.00	25,000.00	0.00	0.00	25,000.00
A1090 Interest/Penalties Taxes	0.00	3,031.39	0.00	0.00	3,031.39
A1120 Non Prop Tax Dist by Co	0.00	118,619.24	0.00	0.00	118,619.24
A1170 Franchises	0.00	4,360.58	0.00	0.00	4,360.58
A1255 Clerk Fees	0.00	899.13	0.00	0.00	899.13
A2110 Zoning Fees	0.00	800.00	0.00	0.00	800.00
A2190 Sale of Cemetery Lots	0.00	900.00	0.00	0.00	900.00
A2192 Chgs for Cemetery Service	0.00	400.00	0.00	0.00	400.00
A2210 Tax/Assess Fr Creek	0.00	908.12	0.00	0.00	908.12
A2210 Tax/Assess Other Gov CAP	0.00	200.60	0.00	0.00	200.60
A2210 Tax/Assess Sherman	0.00	907.13	0.00	0.00	907.13
A2300 Services Other Govts	0.00	5,300.00	0.00	0.00	5,300.00
A2401 Interest & Earnings	0.00	467.93	0.00	0.00	467.93
A2410 Rental of Real Property	0.00	13,973.00	0.00	0.00	13,973.00
A2544 Dog Licenses	0.00	789.00	0.00	0.00	789.00
A2590 Permits, Other	0.00	1,692.00	0.00	0.00	1,692.00
A2610 Fines & Forfeited Bail	0.00	7,963.50	0.00	0.00	7,963.50
A2770 Other Unclassified Revenue	0.00	69,633.13	0.00	0.00	69,633.13
A3005 Mortgage Tax	0.00	14,686.18	0.00	0.00	14,686.18
A3820 Youth Programs	0.00	1,555.00	0.00	0.00	1,555.00
DA1001 Real Property Taxes	0.00	0.00	353,425.00	0.00	353,425.00
DA1002 Unexpended Bal Prior Yr	0.00	0.00	10,000.00	0.00	10,000.00
DA1120 Co. Sales Tax Distributn	0.00	0.00	173,762.41	0.00	173,762.41
DA2300 Services Other Govts	0.00	0.00	2,000.00	0.00	2,000.00
DA2401 Interest & Earnings	0.00	0.00	680.97	0.00	680.97
FD3410.4 Fire District	75,000.00	0.00	0.00	0.00	75,000.00
LD5182.4 Lighting District	0.00	0.00	0.00	13,500.00	13,500.00
Total Income	75,000.00	410,893.93	539,868.38	13,500.00	1,039,262.31
Gross Profit	75,000.00	410,893.93	539,868.38	13,500.00	1,039,262.31
Expense					
A1010.1 Town Board - PS	0.00	3,200.00	0.00	0.00	3,200.00
A1010.4 Town Board Expense	0.00	210.89	0.00	0.00	210.89
A1110.1 Justice - PS	0.00	4,766.64	0.00	0.00	4,766.64
A1110.1 Justice Clerk - PS	0.00	4,080.00	0.00	0.00	4,080.00
A1110.4 Justice Expense	0.00	3,328.77	0.00	0.00	3,328.77
A1220.1 Supervisor - PS	0.00	4,666.64	0.00	0.00	4,666.64
A1220.1 Supervisor Bkkpr - PS	0.00	3,879.19	0.00	0.00	3,879.19
A1220.4 Supervisor Expense	0.00	3,037.71	0.00	0.00	3,037.71
A1355.1 Assessor - PS	0.00	9,905.56	0.00	0.00	9,905.56
A1355.4 Assessor Exp CAP	0.00	3,217.53	0.00	0.00	3,217.53
A1410.1 Town Clerk - PS	0.00	16,738.18	0.00	0.00	16,738.18
A1410.1 Town Clerk Deputy - PS	0.00	1,057.00	0.00	0.00	1,057.00
A1410.4 Town Clerk Expense	0.00	2,302.15	0.00	0.00	2,302.15
A1420.4 Attorney Expense	0.00	8,086.76	0.00	0.00	8,086.76
A1440.4 Engineer Contractual	0.00	24,000.00	0.00	0.00	24,000.00
A1620.1 Buildings - PS	0.00	1,927.50	0.00	0.00	1,927.50
A1620.4 Buildings Expense					
A1620.4 Bldg Electric	0.00	3,522.40	0.00	0.00	3,522.40
A1620.4 Bldg Gas	0.00	9,211.37	0.00	0.00	9,211.37
A1620.4 Bldg Supplies	0.00	4,055.64	0.00	0.00	4,055.64
A1620.4 Bldg Telephone	0.00	2,265.70	0.00	0.00	2,265.70
A1620.4 Buildings Expense - Other	0.00	1,751.95	0.00	0.00	1,751.95
Total A1620.4 Buildings Expense	0.00	20,807.06	0.00	0.00	20,807.06
A1910.4 Unallocated Insurance	0.00	26,320.04	0.00	0.00	26,320.04
A1920.2 Municipal Assoc Dues	0.00	909.00	0.00	0.00	909.00
A3620.1 Safety Inspection - PS	0.00	6,080.00	0.00	0.00	6,080.00
A3620.4 Safety Inspection	0.00	1,114.21	0.00	0.00	1,114.21
A5010.1 Sup't of Highways - PS	0.00	32,000.00	0.00	0.00	32,000.00
A5010.4 Sup't Highways Expense	0.00	1,060.45	0.00	0.00	1,060.45
A5132.4 Garage Expense					
A5132.4 Garage Electric	0.00	1,474.83	0.00	0.00	1,474.83
A5132.4 Garage Gas	0.00	4,799.65	0.00	0.00	4,799.65
A5132.4 Garage Telephone	0.00	1,842.66	0.00	0.00	1,842.66
Garage Supplies	0.00	387.83	0.00	0.00	387.83
A5132.4 Garage Expense - Other	0.00	53.45	0.00	0.00	53.45
Total A5132.4 Garage Expense	0.00	8,558.42	0.00	0.00	8,558.42

2:04 PM

09/06/22

Cash Basis

Town of Mina
Profit & Loss by Class
 January through August 2022

	Fire District	General	Highway	Light District	TOTAL
A5182.4 Street Lighting	0.00	1,795.77	0.00	0.00	1,795.77
A6410.4 Publicity	0.00	500.00	0.00	0.00	500.00
A6772.4 Programs for Aging	0.00	2,000.00	0.00	0.00	2,000.00
A7110.4 Parks Contractual Exp	0.00	2,400.00	0.00	0.00	2,400.00
A7140.4 Playgrounds/Rec Centers	0.00	910.30	0.00	0.00	910.30
A7310.1 Youth Program - PS	0.00	630.00	0.00	0.00	630.00
A7310.4 Youth Program Expense	0.00	1,403.50	0.00	0.00	1,403.50
A7410.4 Library	0.00	18,800.00	0.00	0.00	18,800.00
A7510.1 Historian - PS	0.00	350.00	0.00	0.00	350.00
A7510.4 Historian Expense	0.00	334.72	0.00	0.00	334.72
A7520.4 Historical Property	0.00	750.00	0.00	0.00	750.00
A7550.4 Celebrations	0.00	1,500.00	0.00	0.00	1,500.00
A8010.1 Zoning - PS	0.00	4,080.00	0.00	0.00	4,080.00
A8010.1 Zoning PS Clerk	0.00	1,039.52	0.00	0.00	1,039.52
A8010.4 Zoning Expense	0.00	8.64	0.00	0.00	8.64
A8020.1 Planning - PS	0.00	391.50	0.00	0.00	391.50
A8020.4 Planning Expense	0.00	866.22	0.00	0.00	866.22
A8160.4 Refuse/Garbage Expense	0.00	843.00	0.00	0.00	843.00
A8810.4 Cemeteries Expense	0.00	1,186.79	0.00	0.00	1,186.79
A9030.8 Social Security	0.00	7,154.87	0.00	0.00	7,154.87
A9040.8 Workers Comp	0.00	8,300.00	0.00	0.00	8,300.00
A9055.8 Disability Insurance	0.00	342.00	0.00	0.00	342.00
A9060.8 Medical Insurance	0.00	17,477.62	0.00	0.00	17,477.62
DA5110.1 General Repairs - PS	0.00	0.00	62,482.75	0.00	62,482.75
DA5110.4 Gen'l Repairs Cont Exp	0.00	0.00	167,947.24	0.00	167,947.24
DA5112.2 Improvement Cap Outlay	0.00	0.00	167,782.41	0.00	167,782.41
DA5120.4 Bridges - Cont Exp	0.00	0.00	3,308.83	0.00	3,308.83
DA5130.2 Machinery/Equipment	0.00	0.00	41,455.00	0.00	41,455.00
DA5130.4 Machinery	0.00	0.00	28,225.26	0.00	28,225.26
DA5142.1 Snow Removal- PS	0.00	0.00	33,298.64	0.00	33,298.64
DA5142.4 Snow Removal Cont Exp	0.00	0.00	23,149.84	0.00	23,149.84
DA9030.8 Social Security	0.00	0.00	7,175.66	0.00	7,175.66
DA9040.8 Workers Comp	0.00	0.00	20,060.99	0.00	20,060.99
DA9055.8 Disability Insurance	0.00	0.00	76.20	0.00	76.20
DA9060.8 Medical Insurance	0.00	0.00	22,124.73	0.00	22,124.73
DA9089.8 Clothing	0.00	0.00	1,993.74	0.00	1,993.74
DA9785.7 Debt Interest Install	0.00	0.00	4,162.50	0.00	4,162.50
SF3410.4 Payments Fire Contract	75,000.00	0.00	0.00	0.00	75,000.00
SL5182.4 Light District	0.00	0.00	0.00	10,219.24	10,219.24
Total Expense	75,000.00	264,318.15	583,243.79	10,219.24	932,781.18
Net Income	0.00	146,575.78	-43,375.41	3,280.76	106,481.13

Town of Mina

Profit & Loss Budget vs. Actual

January through August 2022

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
Income				
A1001 Real Property Taxes	138,808.00	138,808.00	0.00	100.0%
A1002 Unexpended Bal Prior Year	25,000.00	25,000.00	0.00	100.0%
A1090 Interest/Penalties Taxes	3,031.39	3,000.00	31.39	101.0%
A1120 Non Prop Tax Dist by Co	118,619.24	140,000.00	-21,380.76	84.7%
A1170 Franchises	4,360.58	5,000.00	-639.42	87.2%
A1255 Clerk Fees	899.13	2,000.00	-1,100.87	45.0%
A1550 Dog Tax	0.00	0.00	0.00	0.0%
A1560 Safety Insp Fees	0.00	0.00	0.00	0.0%
A2001 Park and Recreation Char	0.00	6,000.00	-6,000.00	0.0%
A2025 Special Recreation Chgs	0.00	0.00	0.00	0.0%
A2110 Zoning Fees	800.00	2,000.00	-1,200.00	40.0%
A2130 Refuse/Garbage Services	0.00	0.00	0.00	0.0%
A2190 Sale of Cemetery Lots	900.00	1,200.00	-300.00	75.0%
A2192 Chgs for Cemetery Service	400.00	1,200.00	-800.00	33.3%
A2210 Tax/Assess Fr Creek	908.12			
A2210 Tax/Assess Other Gov CAP	200.60	3,500.00	-3,299.40	5.7%
A2210 Tax/Assess Sherman	907.13			
A2300 Services Other Govts	5,300.00	3,500.00	1,800.00	151.4%
A2401 Interest & Earnings	467.93	350.00	117.93	133.7%
A2410 Rental of Real Property	13,973.00	20,500.00	-6,527.00	68.2%
A2544 Dog Licenses	789.00	1,000.00	-211.00	78.9%
A2590 Permits, Other	1,692.00	4,000.00	-2,308.00	42.3%
A2610 Fines & Forfeited Bail	7,963.50	16,000.00	-8,036.50	49.8%
A2655 Minor Sales, Other	0.00	0.00	0.00	0.0%
A2680.1 Insurance Reimb	0.00	0.00	0.00	0.0%
A2705 Gifts and Donations	0.00	600.00	-600.00	0.0%
A2750 Aim-Related Payments	0.00	6,782.00	-6,782.00	0.0%
A2770 Other Unclassified Revenue	69,633.13	0.00	69,633.13	100.0%
A3001 State Aid Per Capita	0.00	0.00	0.00	0.0%
A3005 Mortgage Tax	14,686.18	30,000.00	-15,313.82	49.0%
A3040 St Aid-Real Prop Tax Adim	0.00	0.00	0.00	0.0%
A3820 Youth Programs	1,555.00	2,000.00	-445.00	77.8%
DA1001 Real Property Taxes	353,425.00	353,425.00	0.00	100.0%
DA1002 Unexpended Bal Prior Yr	10,000.00	10,000.00	0.00	100.0%
DA1120 Co. Sales Tax Distributn	173,762.41	200,000.00	-26,237.59	86.9%
DA2300 Services Other Govts	2,000.00	2,000.00	0.00	100.0%
DA2401 Interest & Earnings	680.97	240.00	440.97	283.7%
DA2416 Rental Equip Other Govts	0.00	0.00	0.00	0.0%
DA2650 Sales of Scrap & Misc	0.00	0.00	0.00	0.0%
DA2665 Equipment Sale	0.00	0.00	0.00	0.0%
DA2770 Other Unclassified Rev	0.00	0.00	0.00	0.0%
DA2770 Snow Relief	0.00	0.00	0.00	0.0%
DA3501 Consolid Highway CHIPS	0.00	79,198.00	-79,198.00	0.0%
DA4500 FEMA Aid	0.00	0.00	0.00	0.0%
DA5130.4 Machinery - Cont Exp	0.00	0.00	0.00	0.0%
DA5142 Reimbursement	0.00	0.00	0.00	0.0%
FD3410.4 Fire District	75,000.00	75,000.00	0.00	100.0%
General Transfer Unexpended Bal	0.00	0.00	0.00	0.0%
Highway Transfer Unexpended Bal	0.00	0.00	0.00	0.0%
Interfund Transfer	0.00	0.00	0.00	0.0%
LD5182.4 Lighting District	13,500.00	13,500.00	0.00	100.0%
Total Income	1,039,262.31	1,145,803.00	-106,540.69	90.7%
Gross Profit	1,039,262.31	1,145,803.00	-106,540.69	90.7%
Expense				
A1010.1 Town Board - PS	3,200.00	4,800.00	-1,600.00	66.7%
A1010.4 Town Board Expense	210.89	1,000.00	-789.11	21.1%
A1110.1 Justice - PS	4,766.64	7,150.00	-2,383.36	66.7%
A1110.1 Justice Clerk - PS	4,080.00	6,120.00	-2,040.00	66.7%
A1110.4 Justice Expense	3,328.77	5,400.00	-2,071.23	61.6%
A1220.1 Supervisor - PS	4,666.64	7,000.00	-2,333.36	66.7%
A1220.1 Supervisor Bkkpr - PS	3,879.19	6,630.00	-2,750.81	58.5%
A1220.4 Supervisor Expense	3,037.71	5,000.00	-1,962.29	60.8%
A1330.1 Tax Collection - PS	0.00	0.00	0.00	0.0%
A1330.4 Tax Collection Expense	0.00	0.00	0.00	0.0%
A1355.1 Assessor - PS	9,905.56	16,750.00	-6,844.44	59.1%
A1355.1 Assessor Clerk - PS	0.00	0.00	0.00	0.0%
A1355.1 Assessor PS Loan Repay	0.00	0.00	0.00	0.0%
A1355.4 Assessor Exp CAP	3,217.53	6,000.00	-2,782.47	53.6%
A1410.1 Town Clerk - PS	16,738.18	25,000.00	-8,261.82	67.0%
A1410.1 Town Clerk Deputy - PS	1,057.00	4,000.00	-2,943.00	26.4%
A1410.4 Town Clerk Expense	2,302.15	5,000.00	-2,697.85	46.0%
A1420.1 Attorney PS	0.00	0.00	0.00	0.0%
A1420.4 Attorney Expense	8,086.76	10,000.00	-1,913.24	80.9%
A1440.4 Engineer Contractual	24,000.00	0.00	24,000.00	100.0%
A1450.1 Elections - PS	0.00	0.00	0.00	0.0%
A1450.4 Elections Expense	0.00	0.00	0.00	0.0%
A1490.4 Public Works Admin	0.00	0.00	0.00	0.0%

Town of Mina
Profit & Loss Budget vs. Actual
January through August 2022

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
A162.2 Buildings Equipment	0.00	0.00	0.00	0.0%
A1620.1 Buildings - PS	1,927.50	5,000.00	-3,072.50	38.6%
A1620.4 Buildings Expense				
A1620.4 Bldg Electric	3,522.40			
A1620.4 Bldg Gas	9,211.37			
A1620.4 Bldg Supplies	4,055.64			
A1620.4 Bldg Telephone	2,265.70			
A1620.4 Buildings Expense - Other	1,751.95	32,000.00	-30,248.05	5.5%
Total A1620.4 Buildings Expense	20,807.06	32,000.00	-11,192.94	65.0%
A1670.4 Centralized Mailing	0.00	0.00	0.00	0.0%
A1680.4 Central Data Processing	0.00	0.00	0.00	0.0%
A1910.4 Unallocated Insurance	26,320.04	25,000.00	1,320.04	105.3%
A1920.2 Municipal Assoc Dues	909.00	750.00	159.00	121.2%
A1990.4 Contingent	0.00	20,000.00	-20,000.00	0.0%
A3010.4 Public Safety Expense	0.00	0.00	0.00	0.0%
A3310.4 Traffic Control	0.00	2,000.00	-2,000.00	0.0%
A3410.4 Contractual Expense	0.00	0.00	0.00	0.0%
A3510.1 Control of Dogs - PS	0.00	500.00	-500.00	0.0%
A3510.4 Control of Dogs Expense	0.00	500.00	-500.00	0.0%
A3620.1 Safety Inspection - PS	6,080.00	6,120.00	-40.00	99.3%
A3620.4 Safety Inspection	1,114.21	1,500.00	-385.79	74.3%
A5010.1 Sup't of Highways - PS	32,000.00	52,000.00	-20,000.00	61.5%
A5010.4 Sup't Highways Expense	1,060.45	1,800.00	-739.55	58.9%
A5132.4 Garage Expense				
A5132.4 Garage Electric	1,474.83			
A5132.4 Garage Gas	4,799.65			
A5132.4 Garage Telephone	1,842.66			
Garage Supplies	387.83			
A5132.4 Garage Expense - Other	53.45	15,000.00	-14,946.55	0.4%
Total A5132.4 Garage Expense	8,558.42	15,000.00	-6,441.58	57.1%
A5182.4 Street Lighting	1,795.77	2,500.00	-704.23	71.8%
A5650.1 Off Street Parking	0.00	0.00	0.00	0.0%
A6410.4 Publicity	500.00	600.00	-100.00	83.3%
A6772.4 Programs for Aging	2,000.00	2,000.00	0.00	100.0%
A7110.4 Parks Contractual Exp	2,400.00	0.00	2,400.00	100.0%
A7140.4 Playgrounds/Rec Centers	910.30	300.00	610.30	303.4%
A7150.4 Joint Rec Project	0.00	8,000.00	-8,000.00	0.0%
A7270.4 Band Concerts	0.00	0.00	0.00	0.0%
A7310.1 Youth Program - PS	630.00	500.00	130.00	126.0%
A7310.4 Youth Program Expense	1,403.50	9,800.00	-8,396.50	14.3%
A7410.4 Library	18,800.00	18,800.00	0.00	100.0%
A7510.1 Historian - PS	350.00	700.00	-350.00	50.0%
A7510.2 Historian Equipment	0.00	0.00	0.00	0.0%
A7510.4 Historian Expense	334.72	300.00	34.72	111.6%
A7520.4 Historical Property	750.00	750.00	0.00	100.0%
A7550.4 Celebrations	1,500.00	2,000.00	-500.00	75.0%
A7620.4 Adult Recreation	0.00	0.00	0.00	0.0%
A8010.1 Zoning - PS	4,080.00	6,120.00	-2,040.00	66.7%
A8010.1 Zoning PS Clerk	1,039.52	1,500.00	-460.48	69.3%
A8010.4 Zoning Expense	8.64	200.00	-191.36	4.3%
A8020.1 Planning - PS	391.50	1,000.00	-608.50	39.2%
A8020.4 Planning Expense	866.22	9,000.00	-8,133.78	9.6%
A8090.1 Environ Control PS	0.00	0.00	0.00	0.0%
A8090.4 Env Control Contrac Exp	0.00	7,850.00	-7,850.00	0.0%
A8160.1 Refuse/Garbage - PS	0.00	0.00	0.00	0.0%
A8160.4 Refuse/Garbage Expense	843.00	1,400.00	-557.00	60.2%
A8510.4 Community Beautificati	0.00	2,000.00	-2,000.00	0.0%
A8810.1 Cemeteries - PS	0.00	5,000.00	-5,000.00	0.0%
A8810.2 Cemeteries Equipment	0.00	0.00	0.00	0.0%
A8810.4 Cemeteries Expense	1,186.79	1,000.00	186.79	118.7%
A9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
A9030.8 Social Security	7,154.87	11,500.00	-4,345.13	62.2%
A9040.8 Workers Comp	8,300.00	8,500.00	-200.00	97.6%
A9050.8 Unemployment Insurance	0.00	0.00	0.00	0.0%
A9055.8 Disability Insurance	342.00	600.00	-258.00	57.0%
A9060.8 Medical Insurance	17,477.62	27,500.00	-10,022.38	63.6%
A9780.6 Principal Debt Payment	0.00	0.00	0.00	0.0%
A9780.7 Interest Debt Payment	0.00	0.00	0.00	0.0%
A9950.9 Capital Project Fund	0.00	0.00	0.00	0.0%
DA5110.1 General Repairs - PS	62,482.75	65,000.00	-2,517.25	96.1%
DA5110.4 Gen'l Repairs Cont Exp	167,947.24	155,000.00	12,947.24	108.4%
DA5112.2 Improvement Cap Outlay	167,782.41	79,198.00	88,584.41	211.9%
DA5120.4 Bridges - Cont Exp	3,308.83	0.00	3,308.83	100.0%
DA5130.2 Machinery/Equipment	41,455.00	55,000.00	-13,545.00	75.4%
DA5130.4 Machinery	28,225.26	50,000.00	-21,774.74	56.5%
DA5140.4 Misc - Cont Exp	0.00	1,000.00	-1,000.00	0.0%
DA5142.1 Snow Removal- PS	33,298.64	92,000.00	-58,701.36	36.2%
DA5142.4 Snow Removal Cont Exp	23,149.84	44,000.00	-20,850.16	52.6%

2:06 PM

09/06/22

Cash Basis

Town of Mina
Profit & Loss Budget vs. Actual
 January through August 2022

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
DA9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
DA9030.8 Social Security	7,175.66	12,000.00	-4,824.34	59.8%
DA9040.8 Workers Comp	20,060.99	20,360.00	-299.01	98.5%
DA9055.8 Disability Insurance	76.20	105.00	-28.80	72.6%
DA9060.8 Medical Insurance	22,124.73	29,000.00	-6,875.27	76.3%
DA9089.8 Clothing	1,993.74	3,200.00	-1,206.26	62.3%
DA9710.7 Serial Bonds	0.00	20,000.00	-20,000.00	0.0%
DA9785.7 Debt Interest Install	4,162.50	8,000.00	-3,837.50	52.0%
DA9950.9 Capital Project Fund	0.00	0.00	0.00	0.0%
Interfund Transfer CP	0.00	0.00	0.00	0.0%
SF3410.4 Payments Fire Contract	75,000.00	75,000.00	0.00	100.0%
SL5182.4 Light District	10,219.24	13,500.00	-3,280.76	75.7%
Total Expense	932,781.18	1,145,803.00	-213,021.82	81.4%
Net Income	106,481.13	0.00	106,481.13	100.0%

RESOLUTION NUMBER _____

RESOLUTION OF THE TOWN OF MINA REGARDING LANDS DESIGNATED
AS A PARK ON VARIOUS SUBDIVISION MAPS

WHEREAS, the following subdivision maps were filed in the Chautauqua County Clerk's Office:

- Lakeside Assembly Grounds – filed November 25, 1895, in Cabinet 1, Section D, Map 12;
- Shadyside – filed August 1, 1903, in Cabinet 1, Section D, Map 16;
- Little Corry Subdivision of L. Knowles Estate – filed December 5, 1922, in Cabinet 1, Section D, Map 20;
- Elmview on the Lake – filed July 1, 1924, in Cabinet 1, Section D, Map 24;
- Addition to Findley Lake Assembly Grounds – filed September 3, 1924, in Cabinet 1, Section D, Map 14;
- The Meadows – filed May 20, 1927, in Cabinet 2, Section E, Map 40;
- Carnahan Heights – filed May 27, 1927, in Cabinet 2, Section E, Map 42; and
- Woodland Shores – filed July 7, 1928, in Cabinet 2, Section E, Map 72; and

WHEREAS, the Town of Mina, by resolution dated July 18, 1966, accepted, for the benefit of the citizens of the Town of Mina, and for their use and enjoyment, all of the lands designated on the above subdivision maps as being a “park”; and

WHEREAS, by Resolution Number 9, on November 10, 1988, the Town Board of the Town of

Mina determined that, except for certain specified roadways, it had never developed, laid out, opened up or maintained any of the common ways, access areas, rights of way, streets, avenues and highways, on the subdivision maps, and abandoned any and all right, title, interest and claim to the common ways, access areas, rights of way, streets, avenues and highways; and

WHEREAS, the Town of Mina never sought legislative approval to abandon or otherwise alienate the areas designated “park” on the filed and accepted subdivision maps; and

WHEREAS, the Town Board of the Town of Mina clarifies Resolution Number 9 of 1988 by specifically stating that the Town Board of the Town of Mina did not intend to abandon the lands designated as “park”.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mina, acting by and through its Town Board, hereby clarifies that the lands designated as “park” on the above subdivision maps are parks owned by the Town of Mina for the benefit of its citizens and for their use and enjoyment.

Moved: _____

Seconded: _____

Dated: _____

Findley Lake & Mina Historical Society
Policy on Collaboration with Town of Mina Historian
Adopted: August 20, 2022

Role and Responsibilities of Town Historian:

New York is the only State that requires a public historian in every municipality. The New York State Historian's Law 57.07 was adopted by the State Legislature in 1919 and mandates that a historian be appointed for every municipality and defines the responsibilities of the public historian.

A public historian is an officer of the municipality who is appointed each year by the Supervisor or Mayor of the municipality. The Town Historian must sign an Oath of Office and is required to serve all constituents of the municipality without regard to partisan politics.

Under State law, the appointed historian is required to document, preserve, interpret, and share the history of their community. The four State-defined responsibilities of the Town Historian are as follows:

1. Research and Writing

The first, and primary, responsibility of the local government historian is interpretation of the past. This involves research and writing on aspects of the municipality for publishing in books, magazines and newspapers. From the law: "The best local historians have upheld high standards of gathering and evaluating evidence, making thoughtful and appropriate generalizations, writing well-organized and readable narratives, and sharing their work with others through the most appropriate mediums."

2. Teaching and Public Presentations

Historians may teach courses in local and regional history, serve as a resource to teachers in the fourth and seventh grade local history curriculum, serve as a content consultant, speak and lecture to community groups, and participate in radio and TV talk shows to disseminate local history.

3. Historic Preservation

Historians are advocates for historic preservation and a resource to the appointing authority on questions relating to history and preservation. The historian may be asked to prepare a cultural resource survey, identify historic structures and prepare nominations to the State and National

Register of Historic Places and to develop and manage historic marker programs.

4. Organization, Advocacy and Tourism Promotion

Historians are asked to organize and direct the commemoration of historical anniversaries and to participate in other civic or patriotic observations. The historian may be asked to act as a fund raiser or grant writer for historical programs. Appointing authorities may ask the public historian to support local tourism.

Additionally, each local government historian shall promote the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research; **encourage the coordinated collection and preservation of nongovernmental historical records by libraries, historical societies, and other repositories; and carry out and actively encourage research in such records in order to add to the knowledge, understanding and appreciation of the community's history.**

Local Town officials may provide the historian with sufficient space in a safe, vault or fire proof structure for the preservation of historical materials collected. Local authorities are authorized and empowered to raise by tax and expend monies for historical purposes within their jurisdiction, including historical edifices, the erection of historical markers and monuments, the collection of war mementos, and either alone or in cooperation with patriotic or historical organizations, the preparation and publication of local histories and records and the printing and issuing of other historical materials in aid of the work of the historian. **Such local authorities are authorized and empowered to contract with the trustees of an historical association for the support of all historic edifices situated within the boundaries of such municipality; or may share the cost of maintaining the same as agreed with other municipal bodies; or may contract with the trustees of such historical associations to maintain said historic edifices for public use under such terms and conditions as may be stated in such contract.**

Local authorities are authorized to establish and collect reasonable charges to defray the cost of searching for and reproducing copies of written or printed historical materials collected.

Findley Lake & Mina Historical Society Purposes:

The purposes of the society as stated in its Constitution Article II are as follows:

1. To promote and encourage original historical and genealogical research;
2. To disseminate and encourage a greater knowledge of the history of the State of New York and particularly Findley Lake and the Town of Mina;
3. To gather, preserve, display and make available for study artifacts, relics, books, manuscripts, papers, photographs, and other records and materials relating to the history of the State of New York and particularly of Findley Lake and the Town of Mina and the surrounding area;
4. To encourage the suitable marking of places of historic interest; and
5. To acquire by purchase, gift, devise, or otherwise the title to or the custody and control of historic sites and structures, and preserve and maintain such sites and structures.

Additionally, the Constitution Article VII addresses the Distribution of Assets Upon Dissolution of the Historical Society as stated below:

“In the event of dissolution, all of the remaining assets and property of the institution shall, after necessary expenses thereof, be distributed to the Town of Mina, if practicable.”

Collaboration Between the Town of Mina Historian and the Findley Lake & Mina Historical Society:

Given the common purpose of historic preservation and promotion of local history that exists for both the historian and the historical society, it is important that there to be a positive and collaborative working relationship between the two parties including sharing of research and regular communication about acquisitions by either of the parties.

Custody and Control of Assets/Collections:

The Town of Mina Historian (Town) and the Findley Lake & Mina Historical Society (Society) shall follow the guidelines outlined below when determining which organization shall assume ownership (custody and control) of assets or other items to be included in its collections:

1. In general, physical assets, memorabilia, artifacts and edifices shall be owned by the Society.
2. Research materials compiled by the Town Historian shall belong to the Town and shall be under the control of the Town Historian, however, copies of those materials may be shared with the Society.
3. Research materials compiled by staff or volunteers of the Society shall belong to the Society, however, copies of those materials may be shared with the Town Historian.
4. Any item purchased by the Town of Mina for the Town Historian shall be owned by the Town.
5. Any item purchased by the Findley Lake & Mina Historical Society shall be owned by the Society.
6. Any asset or item donated shall be considered owned by the organization (Town or Society) as formally designated by the donor on a gift form.
7. The Town will maintain a record of all its assets under the control and custody of the Town Historian.
8. The Society will maintain a record of all its assets.
9. Items owned by the Town may be on loan to the Society for storage or display and a loan agreement outlining the specific details of the loan shall be signed by both organizations and updated annually.
10. Items owned by the Society may be on loan to the Town for storage or display and a loan agreement outlining the specific details of the loan shall be signed by both organizations and updated annually.