

**Town of Mina**

**Town Board Packet**

**March 10, 2022 Meeting**

**(Agenda and Minutes are Posted Separately)**

## **LOCAL LAW NUMBER 01 OF 2022**

### **Town of Mina**

**A local law pursuant to Section 10 of the New York State Municipal Home Rule Law prohibiting the parking of vehicles on Woodland Shores Drive and Woodland Shores Extension.**

#### **Section 1. Legislative Intent.**

It is the intent of this local law to prohibit the parking or abandonment of vehicles on Woodland Shores Drive and Woodland Shores Extension in the Town of Mina.

#### **Section 2. Authority.**

This local law is adopted pursuant to Section 10 of the New York State Municipal Home Rule Law, which expressly authorizes towns to manage the use of its highways, roads, streets and avenues within the town's boundaries including the authority to regulate parking thereon.

#### **Section 3. Prohibition of Parking, Woodland Shores Drive and Woodland Shores Extension.**

The parking of vehicles on Woodland Shores Drive and Woodland Shores Extension present several ongoing issues because of their narrow width including, but not limited to, maintenance of the roads, snow plowing and removal of snow, and emergency vehicle access to residences and properties on the roads. Accordingly, the Town Board of the Town of Mina hereby prohibits the parking or abandonment of vehicles, whether attended or unattended, on Woodland Shores Drive and Woodland Shores Extension.

#### **Section 4. Violation of this Law.**

The owner of a vehicle in violation of this law shall be subject to a civil penalty of not less than fifty dollars (\$50.00) nor more than one-hundred dollars (\$100.00) per day. In addition, the Town, its employees, or agents, and the police are authorized to provide for the removal of such vehicle and storage thereof at the owner's expense, payable in full before the vehicle is released.

#### **Section 5. Supersession of Prior Law and/or Ordinance.**

It is the intent of the Town Board to supersede the provisions of the Ordinance #1 of 1979, relating to the parking or abandonment of vehicles on highways in the Town of Mina with respect to Woodland Shores Drive and Woodland Shores Extension.

#### **Section 6. Effective Date.**

This local law shall take effect immediately upon filing in the Office of the New York State Secretary of State.

## **LOCAL LAW NUMBER 02 OF 2022**

### **Town of Mina**

**A local law adopted pursuant to Section 10 of the New York State Municipal Home Rule Law regulating parking on highways within the Town of Mina.**

#### **Section 1. Legislative Intent.**

It is the intent of this local law to regulate parking in the Town of Mina on highways, roads, streets and avenues other than Woodland Shores Drive and Woodland Shores Extension, within the Town of Mina boundaries during the months of November, December, January, February, and March to facilitate snow plowing and removal of snow.

#### **Section 2. Authority.**

This local law is adopted pursuant to Section 10 of the New York State Municipal Home Rule Law.

#### **Section 3. Regulation of Parking.**

The Town Board in and for the Town of Mina, County of Chautauqua, hereby prohibits the parking, whether the vehicle is attended or unattended, or the abandonment of vehicles on all highways, roads, streets, and avenues within the boundaries of the Town of Mina from 12:00 a.m. on November 1 of each year through and including March 31 at 11:59 p.m. of the succeeding year.

#### **Section 4. Violation of this Law.**

The owner of a vehicle in violation of this law shall be subject to a civil penalty of not less than fifty dollars (\$50.00) nor more than one-hundred dollars (\$100.00) per day. In addition, the Town, its employees, or agents, and the police are authorized to provide for the removal of such vehicle and storage thereof at the owner's expense, payable in full before the vehicle is released.

#### **Section 5. Supersession of Prior Law and/or Ordinance.**

It is the intent of the Town Board to supersede the provisions of Ordinance #1 of 1979, relating to the parking or abandonment of vehicles on highways in the Town of Mina.

#### **Section 6. Effective Date.**

This local law shall take effect immediately upon filing in the Office of the New York State Secretary of State.

Town of Mina and Findley Lake Volunteer Fire Department  
Study of Town Highway Garage and Fire Department Fire Station  
March 9, 2022

The purpose of entering into a collaborative study between the Town Board of the Town of Mina and the Governing Board of the Findley Lake Volunteer Fire Department is to research the facility needs of both entities and to recommend a course of action for each entity that will improve access, safety and operational efficiencies.

I. Goal - Highway Garage: Determine a fiscally prudent course of action to better meet the needs of the highway department by either upgrading the existing highway garage or by building a new facility.

1. Assess the structural condition and functionality of the existing highway building,
2. Identify current as well as foreseeable facility needs of the Town Highway Department including:
  - a. Safety issues (fuel pumps attached to garage, equipment entrance & egress),
  - b. Size to adequately house all equipment (depth, width, height),
  - c. Space needed for indoor maintenance of equipment,
  - d. Needs not currently available (equipment wash bay, personal shower bay), and
  - e. Improved operational efficiencies (task lighting).
3. Research other municipal highway facilities to determine layouts and features that promote operational efficiencies,
4. Prepare a report that includes findings of the research conducted as well as a summary of pros and cons of options considered including potential funding streams for either renovating the existing highway building or constructing a new highway building, along with a recommended course of action, and
5. Present the report and findings to the Mina Town Board and the Findley Lake Volunteer Fire Department Governing Board.

II. Goal - Fire Station: Given the number of safety issues identified by the fire department at the current location of the fire station, determine a fiscally prudent course of action for either relocating the fire station to the existing highway garage or to another site/building that can adequately meet the needs of the fire department.

1. Assess the structural condition and functionality of the existing fire station,
2. Identify current as well as foreseeable facility needs of the Findley Lake Volunteer Fire Department including:
  - a. Safety issues (equipment entrance & egress),
  - b. Size to adequately house all equipment (depth, width, height),
  - c. Space needed for indoor maintenance of equipment,
  - d. Needs not currently available (equipment wash bay, personal shower bay, future on-site quarters to house volunteers or employees, and
  - e. Improved operational efficiencies.
3. Research other emergency/fire department facilities to determine layouts and features that promote operational efficiencies,
4. Prepare a report that includes findings of the research conducted as well as a summary of pros and cons of options considered including potential funding streams for either renovating the existing highway building to meet the needs of the fire department or constructing a new fire station, along with a recommended course of action, and
5. Present the report and findings to the Mina Town Board and the Findley Lake Volunteer Fire Department Governing Board.

Town of Mina  
and  
Findley Lake & Mina Historical Society (Bicentennial Committee)  
and  
Findley Lake Watershed Foundation

Collaborative Study to Determine the Feasibility of Constructing a Log Cabin in Downtown  
Findley Lake

March 10, 2022

The purpose of entering into a collaborative study among the Town Board of the Town of Mina, the Board of Trustees of the Findley Lake & Mina Historical Society (Bicentennial Committee), and the Board of Directors of the Findley Lake Watershed Foundation is to determine the feasibility of erecting a log structure downtown on property that is currently owned by the Findley Lake Watershed Foundation. In 1902, the Lakeside Assembly published in its program/brochure that the log cabin was the oldest and most historic building at the lake. The Findley Lake & Mina Historical Society rescued the building from being demolished and has stored the logs offsite with plans to reconstruct the building to serve as an asset to the community. The Findley Lake & Mina Historical Society's Bicentennial Committee plans to find a suitable location for the log structure and to erect it as a centerpiece of the Town of Mina's upcoming bicentennial celebration in 2024 as well as a facility that can be showcased and used in the future by the Findley Lake & Mina Historical Society. Additionally, the President of the Findley Lake Watershed Foundation approached the Town Board to express the interest of the Watershed Foundation and members of the business community in constructing the log structure on property owned by the Watershed Foundation on Pleasant Street.

The overall goal of the collaborative study is to assess the suitability of erecting the log structure downtown Findley Lake on the east side of Pleasant Street to the north of the gazebo. The study needs to include:

1. Determining the space requirements for the construction and operation of the building.
2. Securing an approval from NYS Department of Environmental Conservations that the area is outside its designated wetlands and that DEC has no issues with a building being constructed at that site.
3. Assessing ownership and maintenance options including separating out the parcel of land and either donating it to the Town of Mina or entering into a long-term lease.
4. Preparing a construction plan that meets building codes.
5. Securing any needed variances required under the Town of Mina's Zoning Law.
6. Preparing a SEQR (State Environmental Quality Review) that coordinates with other pertinent governmental agencies and addresses any environmental concerns on that parcel of property.
7. Preparing a report that includes findings of the research conducted as well as a summary of pros and cons of options under consideration along with a recommended course of action, and
8. Presenting the report and findings to the Mina Town Board and the Findley Lake & Mina Historical Society Board of Trustees and the Findley Lake Watershed Foundation Board of Directors.

## Stanley Hose Company Fire Department

122 Park St. Sherman, NY 14781-0574

Phone 716-761-6700 TDD-771

Fax 716-761-6767

3/8/22

To Whom It May Concern:

I am writing this letter of support of the Town of Mina's attempts to relieve the traffic congestion that is often an issue at Woodland Shores. There have been problems in the past in which our ambulance did not have direct access to a residence during an emergency because of vehicles parked along the roadway. I would hate to think of the possible consequences of a structure fire on Woodland Shores in which our fire trucks and emergency vehicles could not access the fire scene because of vehicles parked along the narrow roadway. I hope a solution to this potentially dangerous issue can be agreed on.

Matt Oehlbeck



Chief-Stanley Hose Company Fire Department

716-224-2459

[stanleyhoseco@gmail.com](mailto:stanleyhoseco@gmail.com)

**This is an equal opportunity provider.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).**

## HIGHWAY REPORT MARCH 2022

- 140" SNOW FALL TO DATE
- WE HAVE HAD 3 TREES ON PARSONAGE ROAD FALL AND TAKE THE POWER LINES OUT. THE MAJORITY OF THE LARGE DEBRIS HAS BEEN REMOVED. ONCE THE SNOW HAS MELTED WE WILL FINISH ROUGH CLEAN UP.
- FUEL PUMP SYSTEM HAS BEEN ORDERED.
- WE HAVE STARTED FIRST PASS OF SWEEPING ANTI-SKID TO THE SHOULDER OF THE ROADS. OF WHICH HAS BEEN THE PRACTICE FOR 20 YEARS.
- WE HAVE CONSULTED WITH CLYMER, FINDLEY LAKE AND SHERMAN FIRE DEPT. ABOUT PARKING ISSUES ON HIGHWAYS IN FINDLEY LAKE & FRENCH CREEK.
- AS SOON AS THE WEATHER BREAKS WE WILL CONTINUE WITH DRAINAGE ON SHADYSIDE BETWEEN BALL DIAMOND & PARSONAGE.
- THE BRIDGE NY GRANT FOR \$998,000- IS MOVING FORWARD FOR BAILEY HILL
- PAVING & CHIP SEALING PROJECTS TBD LATER BASED ON RISING FUEL COSTS.

# 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

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TO: Mina Town Supervisor and Town Board

FROM: Heather Young-Deyell, Assessor

DATE: March 4, 2022

SUBJECT: **March Assessor's Report**

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- There were 8 deeds recorded in December 2021.
- The exemption renewal deadline passed on March 1, 2022.
- Inspections of all new construction and demolition will begin in March and continue through April as needed.
- Assessment change notices will be mailed around May 1, to all property owner's that have an assessment change for the 2022 assessment roll.

Thank you.



# TOWN CLERK'S MONTHLY REPORT

TOWN OF MINA, NEW YORK

FEBRUARY, 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:

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**A1255**

<u>2</u>	DECALS	<u>4.13</u>	
<u>7</u>	CERTIFIED COPIES	<u>70.00</u>	
<b>TOTAL TOWN CLERK FEES</b>			<b>74.13</b>

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**A2110**

<u>1</u>	ZONING PERMITS	<u>50.00</u>	
<b>TOTAL A2110</b>			<b>50.00</b>

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**A2544**

<u>21</u>	DOG LICENSES	<u>148.00</u>	
<b>TOTAL A2544</b>			<b>148.00</b>

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# TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2022

page 2

## DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	272.13
PAID TO NYS DEC FOR DECALS	70.87
PAID TO AG & MARKETS FOR DOG LICENSES	37.00
<b>TOTAL DISBURSEMENTS</b>	<b>380.00</b>

MARCH 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**

**Detail of Decals Transactions**

For the period 02/01/2022 through 02/28/2022

03/01/2022

10:51:56

<b>Date</b>	<b>Gross Sales</b>	<b>Commission</b>	<b>Net Sales</b>
02/01/2022	50.00	2.75	47.25
02/04/2022	25.00	1.38	23.62
<b>Grand Total:</b>	<b>75.00</b>	<b>4.13</b>	<b>70.87</b>

Month Reported: FEBRUARY, 2022

County: CHAUTAUQUA

Code: 06

TOWN OF MINA

Code: 17

Prepared by: SHERRIE R. TANNER, TOWN CLERK

Date Prepared: MARCH 1, 2022

## Dog License Monthly Report

Original ID Dog Licenses sold	<u>10</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>11</u>
Purebred License Renewals sold	<u>0</u>
<b>Total sold</b>	<u><b>21</b></u>

### **LICENSE TYPES AND FEES COLLECTED**

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>13</u>	\$4.00 ea <u>52.00</u>	\$1.00 ea <u>13.00</u>
Unspayed and Unneutered Dogs	<u>8</u>	\$12.00 ea <u>96.00</u>	\$3.00 ea <u>24.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$100.00 <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>21</u>	<u>148.00</u>	<u>37.00</u>

### **REPLACEMENT AND PUREBRED TAG ORDERS**

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>0</u>	<u>0.00</u>

### **DISBURSEMENTS**

Paid to Supervisor	<u>\$148.00</u>
Paid to NYS Animal Population Control Program	<u>\$37.00</u>

NYS Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975  
Albany, NY 12201-0975

Month of Submission: FEBRUARY, 2022  
County: CHAUTAUQUA Town of Mina  
TCV Code: 0617 Chautauqua Mina  
Prepared by: Sherrie R. Tanner, Town Clerk  
Date Prepared: MARCH 1, 2022

State of New York  
Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975, Albany, NY 12201-0975

**ANIMAL POPULATION CONTROL PROGRAM SUBMISSION**

Submit by the 5th of the month covering activities  
of the preceding month.

<b>LICENSE TYPES AND FEES COLLECTED</b>	<b>Unspayed/Unneutered - Four months of age or older</b>
Spayed and Neutered Dogs	\$1.00 ea = \$13.00
Unspayed and Unneutered Dogs	\$3.00 ea = \$24.00
<b>TOTAL AMOUNT REMITTED</b>	<b>\$37.00</b>
<b>Check Number:</b>	

# Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of	
<u>FEBRUARY</u>	<u>2022</u>
City or Town of	<u>MINA</u>
County of	<u>CHAUTAUQUA</u>

DEP. NO.	_____
\$	_____
CHECK #	_____

DO NOT WRITE IN ABOVE SPACE

Pursuant to the provisions of Section 15 of the Domestic Relations Law, as last amended by Chapter 62 of the Laws of 2003, I herewith transmit to the State Commissioner of Health a fee of twenty-two dollars and fifty cents for each marriage license issued by me during the month covered by this report.

Licenses were numbered from NONE to \_\_\_\_\_ inclusive. (Total Active Military: 0 )  
(if ONE license was issued place number in first space only!) (if NO licenses were issued write "NONE" in above space)

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health  DO NOT SEND CASH  Amount of remittance with this report  \$ <u>0.00</u>	Name of City or Town Clerk (Please Print) <u>SHERRIE R. TANNER</u>	
	Signature of City or Town Clerk _____	Date <u>03/01/2022</u>
	Mailing Address <u>2883 NORTH RD PO BOX 38</u> <u>FINDLEY LAKE NY</u> Zip <u>14736</u>	
	E-mail Address <u>minatownclerk@findleylakeny.us</u> Phone <u>(716) 769-7204</u>	

## INSTRUCTIONS

THIS MONTHLY REPORT OF MARRIAGE LICENSES ISSUED MUST BE TRANSMITTED TO THE STATE DEPARTMENT OF HEALTH AT THE ABOVE ADDRESS FOR EACH MONTH regardless of whether or not any licenses were issued. If no licenses were issued, indicate NONE in the space provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 regardless of whether or not the marriage ceremony is ever performed.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, must be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law Section 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting or filing requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

2586

TOWN OF MINA  
TOWN CLERK FUNDDATE March 10, 2022 50-755-213PAY TO THE ORDER OF NYS Dept. of Ag & Markets\$ 37.00Thirty-seven and  $\frac{xx}{100}$ 

DOLLARS

Community  
Bank N.A.  
Sherman, New York 14781 98FOR February 2022 reportSherrie R. Tanner

Details on back

Security Features

2585

TOWN OF MINA  
TOWN CLERK FUNDDATE March 10, 2022 50-755-213PAY TO THE ORDER OF Town of Mina Supervisor\$ 272.13Two hundred seventy-two and  $\frac{13}{100}$ 

DOLLARS

Community  
Bank N.A.  
Sherman, New York 14781 98FOR February 2022 reportSherrie R. Tanner

Details on back

Security Features

*TOWN OF MINA  
CODE ENFORCEMENT  
Melanie Eddy*

*Code Enforcement Report: February 2022*

*0 PERMITS*



**Town of Mina**  
**Balance Sheet**  
As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cemetery - CD #1	13,000.00
General-Money Market	5,028.09
General - HRA	1,861.84
General Account CD	496,782.51
General/Light District Checking	15,536.61
Highway Account CD	630,051.24
Highway Checking	6,838.56
Payroll Trust	0.24
Petty Cash	225.00
Youth Program	738.95
Total Checking/Savings	1,170,063.04
Total Current Assets	1,170,063.04
Fixed Assets	
Buildings	976,200.00
Land	187,600.00
Machinery & Equipment	799,095.00
Other Capital Assets	429,378.00
Total Fixed Assets	2,392,273.00
<b>TOTAL ASSETS</b>	<b>3,562,336.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Long Term Liabilities	
USDA Loan	370,000.00
Total Long Term Liabilities	370,000.00
Total Liabilities	370,000.00
Equity	
Fund Balance - Fixed Assets	2,392,273.00
Fund Balance - General	332,879.97
Fund Balance - Highway	-106,664.96
Fund Balance - Lighting Dist	15,886.21
Net Income	557,961.82
Total Equity	3,192,336.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,562,336.04</b>

6:22 PM

03/07/22

Cash Basis

**Town of Mina**  
**Profit & Loss by Class**  
 January through February 2022

	General	Highway	Light District	TOTAL
<b>Income</b>				
A1001 Real Property Taxes	138,808.00	0.00	13,500.00	152,308.00
A1002 Unexpended Bal Prior Year	25,000.00	0.00	0.00	25,000.00
A1120 Non Prop Tax Dist by Co	96,058.78	0.00	0.00	96,058.78
A1170 Franchises	1,114.78	0.00	0.00	1,114.78
A1255 Clerk Fees	139.09	0.00	0.00	139.09
A2110 Zoning Fees	150.00	0.00	0.00	150.00
A2210 Tax/Assess Fr Creek	138.26	0.00	0.00	138.26
A2210 Tax/Assess Other Gov CAP	200.60	0.00	0.00	200.60
A2210 Tax/Assess Sherman	138.25	0.00	0.00	138.25
A2300 Services Other Govts	3,000.00	0.00	0.00	3,000.00
A2401 Interest & Earnings	14.04	0.00	0.00	14.04
A2410 Rental of Real Property	5,625.00	0.00	0.00	5,625.00
A2544 Dog Licenses	217.00	0.00	0.00	217.00
A2590 Permits, Other	90.00	0.00	0.00	90.00
A2610 Fines & Forfeited Bail	4,373.00	0.00	0.00	4,373.00
A2770 Other Unclassified Revenue	292.00	0.00	0.00	292.00
DA1001 Real Property Taxes	0.00	353,425.00	0.00	353,425.00
DA1002 Unexpended Bal Prior Yr	0.00	10,000.00	0.00	10,000.00
DA2401 Interest & Earnings	0.00	24.08	0.00	24.08
FD3410.4 Fire District	0.00	75,000.00	0.00	75,000.00
<b>Total Income</b>	<b>275,358.80</b>	<b>438,449.08</b>	<b>13,500.00</b>	<b>727,307.88</b>
<b>Gross Profit</b>	<b>275,358.80</b>	<b>438,449.08</b>	<b>13,500.00</b>	<b>727,307.88</b>
<b>Expense</b>				
A1010.1 Town Board - PS	800.00	0.00	0.00	800.00
A1010.4 Town Board Expense	15.84	0.00	0.00	15.84
A1110.1 Justice - PS	1,191.66	0.00	0.00	1,191.66
A1110.1 Justice Clerk - PS	1,020.00	0.00	0.00	1,020.00
A1110.4 Justice Expense	558.31	0.00	0.00	558.31
A1220.1 Supervisor - PS	1,166.66	0.00	0.00	1,166.66
A1220.1 Supervisor Bkkpr - PS	1,108.34	0.00	0.00	1,108.34
A1220.4 Supervisor Expense	479.86	0.00	0.00	479.86
A1355.1 Assessor - PS	2,330.72	0.00	0.00	2,330.72
A1355.4 Assessor Exp CAP	268.70	0.00	0.00	268.70
A1410.1 Town Clerk - PS	4,465.66	0.00	0.00	4,465.66
A1410.1 Town Clerk Deputy - PS	336.00	0.00	0.00	336.00
A1410.4 Town Clerk Expense	378.37	0.00	0.00	378.37
A1620.1 Buildings - PS	765.00	0.00	0.00	765.00
A1620.4 Buildings Expense				
A1620.4 Bldg Electric	858.97	0.00	0.00	858.97
A1620.4 Bldg Gas	3,917.50	0.00	0.00	3,917.50
A1620.4 Bldg Supplies	807.66	0.00	0.00	807.66
A1620.4 Bldg Telephone	685.49	0.00	0.00	685.49
A1620.4 Buildings Expense - Other	43.23	0.00	0.00	43.23
<b>Total A1620.4 Buildings Expense</b>	<b>6,312.85</b>	<b>0.00</b>	<b>0.00</b>	<b>6,312.85</b>
A1910.4 Unallocated Insurance	25,300.04	0.00	0.00	25,300.04
A1920.2 Municipal Assoc Dues	909.00	0.00	0.00	909.00
A3620.1 Safety Inspection - PS	1,020.00	0.00	0.00	1,020.00
A3620.4 Safety Inspection	154.62	0.00	0.00	154.62
A5010.1 Sup't of Highways - PS	8,000.00	0.00	0.00	8,000.00
A5010.4 Sup't Highways Expense	663.51	0.00	0.00	663.51
A5132.4 Garage Expense				
A5132.4 Garage Electric	445.06	0.00	0.00	445.06
A5132.4 Garage Gas	2,303.92	0.00	0.00	2,303.92
A5132.4 Garage Telephone	445.11	0.00	0.00	445.11
Garage Supplies	28.99	0.00	0.00	28.99
A5132.4 Garage Expense - Other	51.64	0.00	0.00	51.64
<b>Total A5132.4 Garage Expense</b>	<b>3,274.72</b>	<b>0.00</b>	<b>0.00</b>	<b>3,274.72</b>

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**Town of Mina**  
**Profit & Loss by Class**  
**January through February 2022**

	General	Highway	Light District	TOTAL
A5182.4 Street Lighting	534.07	0.00	0.00	534.07
A6772.4 Programs for Aging	2,000.00	0.00	0.00	2,000.00
A7110.4 Parks Contractual Exp	1,800.00	0.00	0.00	1,800.00
A7140.4 Playgrounds/Rec Centers	44.15	0.00	0.00	44.15
A7410.4 Library	18,800.00	0.00	0.00	18,800.00
A7520.4 Historical Property	750.00	0.00	0.00	750.00
A8010.1 Zoning - PS	1,020.00	0.00	0.00	1,020.00
A8010.1 Zoning PS Clerk	114.75	0.00	0.00	114.75
A8020.1 Planning - PS	57.38	0.00	0.00	57.38
A8020.4 Planning Expense	9.00	0.00	0.00	9.00
A8160.4 Refuse/Garbage Expense	162.00	0.00	0.00	162.00
A9030.8 Social Security	1,757.10	0.00	0.00	1,757.10
A9040.8 Workers Comp	8,300.00	0.00	0.00	8,300.00
A9055.8 Disability Insurance	342.00	0.00	0.00	342.00
A9060.8 Medical Insurance	6,581.39	0.00	0.00	6,581.39
DA5110.4 Gen'l Repairs Cont Exp	0.00	975.00	0.00	975.00
DA5130.4 Machinery	0.00	5,206.26	0.00	5,206.26
DA5142.1 Snow Removal- PS	0.00	21,494.50	0.00	21,494.50
DA5142.4 Snow Removal Cont Exp	0.00	6,193.35	0.00	6,193.35
DA9030.8 Social Security	0.00	1,608.64	0.00	1,608.64
DA9040.8 Workers Comp	0.00	20,060.99	0.00	20,060.99
DA9055.8 Disability Insurance	0.00	76.20	0.00	76.20
DA9060.8 Medical Insurance	0.00	7,485.83	0.00	7,485.83
DA9089.8 Clothing	0.00	534.51	0.00	534.51
SL5182.4 Light District	0.00	0.00	2,919.08	2,919.08
<b>Total Expense</b>	<b>102,791.70</b>	<b>63,635.28</b>	<b>2,919.08</b>	<b>169,346.06</b>
<b>Net Income</b>	<b>172,567.10</b>	<b>374,813.80</b>	<b>10,580.92</b>	<b>557,961.82</b>

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

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
A1001 Real Property Taxes	152,308.00	138,808.00	13,500.00	109.7%
A1002 Unexpended Bal Prior Year	25,000.00	25,000.00	0.00	100.0%
A1090 Interest/Penalties Taxes	0.00	3,000.00	-3,000.00	0.0%
A1120 Non Prop Tax Dist by Co	96,058.78	140,000.00	-43,941.22	68.6%
A1170 Franchises	1,114.78	5,000.00	-3,885.22	22.3%
A1255 Clerk Fees	139.09	2,000.00	-1,860.91	7.0%
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	150.00	2,000.00	-1,850.00	7.5%
A2130 Refuse/Garbage Services	0.00	0.00	0.00	0.0%
A2190 Sale of Cemetery Lots	0.00	1,200.00	-1,200.00	0.0%
A2192 Chgs for Cemetery Service	0.00	1,200.00	-1,200.00	0.0%
A2210 Tax/Assess Fr Creek	138.26			
A2210 Tax/Assess Other Gov CAP	200.60	3,500.00	-3,299.40	5.7%
A2210 Tax/Assess Sherman	138.25			
A2300 Services Other Govts	3,000.00	3,500.00	-500.00	85.7%
A2401 Interest & Earnings	14.04	350.00	-335.96	4.0%
A2410 Rental of Real Property	5,625.00	20,500.00	-14,875.00	27.4%
A2544 Dog Licenses	217.00	1,000.00	-783.00	21.7%
A2590 Permits, Other	90.00	4,000.00	-3,910.00	2.3%
A2610 Fines & Forfeited Bail	4,373.00	16,000.00	-11,627.00	27.3%
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	292.00	0.00	292.00	100.0%
A3001 State Aid Per Capita	0.00	0.00	0.00	0.0%
A3005 Mortgage Tax	0.00	30,000.00	-30,000.00	0.0%
A3040 St Aid-Real Prop Tax Adim	0.00	0.00	0.00	0.0%
A3820 Youth Programs	0.00	2,000.00	-2,000.00	0.0%
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	0.00	200,000.00	-200,000.00	0.0%
DA2300 Services Other Govts	0.00	2,000.00	-2,000.00	0.0%
DA2401 Interest & Earnings	24.08	240.00	-215.92	10.0%
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	0.00	13,500.00	-13,500.00	0.0%
<b>Total Income</b>	<b>727,307.88</b>	<b>1,145,803.00</b>	<b>-418,495.12</b>	<b>63.5%</b>
<b>Gross Profit</b>	<b>727,307.88</b>	<b>1,145,803.00</b>	<b>-418,495.12</b>	<b>63.5%</b>
<b>Expense</b>				
A1010.1 Town Board - PS	800.00	4,800.00	-4,000.00	16.7%
A1010.4 Town Board Expense	15.84	1,000.00	-984.16	1.6%
A1110.1 Justice - PS	1,191.66	7,150.00	-5,958.34	16.7%
A1110.1 Justice Clerk - PS	1,020.00	6,120.00	-5,100.00	16.7%
A1110.4 Justice Expense	558.31	5,400.00	-4,841.69	10.3%
A1220.1 Supervisor - PS	1,166.66	7,000.00	-5,833.34	16.7%
A1220.1 Supervisor Bkkpr - PS	1,108.34	6,630.00	-5,521.66	16.7%
A1220.4 Supervisor Expense	479.86	5,000.00	-4,520.14	9.6%
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	2,330.72	16,750.00	-14,419.28	13.9%
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	268.70	6,000.00	-5,731.30	4.5%
A1410.1 Town Clerk - PS	4,465.66	25,000.00	-20,534.34	17.9%
A1410.1 Town Clerk Deputy - PS	336.00	4,000.00	-3,664.00	8.4%
A1410.4 Town Clerk Expense	378.37	5,000.00	-4,621.63	7.6%
A1420.1 Attorney PS	0.00	0.00	0.00	0.0%
A1420.4 Attorney Expense	0.00	0.00	0.00	0.0%
A1440.4 Engineer Contractual	0.00	10,000.00	-10,000.00	0.0%
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 February 2022**

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
A162.2 Buildings Equipment	0.00	0.00	0.00	0.0%
A1620.1 Buildings - PS	765.00	5,000.00	-4,235.00	15.3%
A1620.4 Buildings Expense				
A1620.4 Bldg Electric	858.97			
A1620.4 Bldg Gas	3,917.50			
A1620.4 Bldg Supplies	807.66			
A1620.4 Bldg Telephone	685.49			
A1620.4 Buildings Expense - Other	43.23	32,000.00	-31,956.77	0.1%
<b>Total A1620.4 Buildings Expense</b>	<b>6,312.85</b>	<b>32,000.00</b>	<b>-25,687.15</b>	<b>19.7%</b>
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	25,300.04	25,000.00	300.04	101.2%
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	1,020.00	6,120.00	-5,100.00	16.7%
A3620.4 Safety Inspection	154.62	1,500.00	-1,345.38	10.3%
A5010.1 Sup't of Highways - PS	8,000.00	52,000.00	-44,000.00	15.4%
A5010.4 Sup't Highways Expense	663.51	1,800.00	-1,136.49	36.9%
A5132.4 Garage Expense				
A5132.4 Garage Electric	445.06			
A5132.4 Garage Gas	2,303.92			
A5132.4 Garage Telephone	445.11			
Garage Supplies	28.99			
A5132.4 Garage Expense - Other	51.64	15,000.00	-14,948.36	0.3%
<b>Total A5132.4 Garage Expense</b>	<b>3,274.72</b>	<b>15,000.00</b>	<b>-11,725.28</b>	<b>21.8%</b>
A5182.4 Street Lighting	534.07	2,500.00	-1,965.93	21.4%
A5650.1 Off Street Parking	0.00	0.00	0.00	0.0%
A6410.4 Publicity	0.00	600.00	-600.00	0.0%
A6772.4 Programs for Aging	2,000.00	2,000.00	0.00	100.0%
A7110.4 Parks Contractual Exp	1,800.00	0.00	1,800.00	100.0%
A7140.4 Playgrounds/Rec Centers	44.15	300.00	-255.85	14.7%
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	0.00	500.00	-500.00	0.0%
A7310.4 Youth Program Expense	0.00	9,800.00	-9,800.00	0.0%
A7410.4 Library	18,800.00	18,800.00	0.00	100.0%
A7510.1 Historian - PS	0.00	700.00	-700.00	0.0%
A7510.2 Historian Equipment	0.00	0.00	0.00	0.0%
A7510.4 Historian Expense	0.00	300.00	-300.00	0.0%
A7520.4 Historical Property	750.00	750.00	0.00	100.0%
A7550.4 Celebrations	0.00	2,000.00	-2,000.00	0.0%
A7620.4 Adult Recreation	0.00	0.00	0.00	0.0%
A8010.1 Zoning - PS	1,020.00	6,120.00	-5,100.00	16.7%
A8010.1 Zoning PS Clerk	114.75	1,500.00	-1,385.25	7.7%
A8010.4 Zoning Expense	0.00	200.00	-200.00	0.0%
A8020.1 Planning - PS	57.38	1,000.00	-942.62	5.7%
A8020.4 Planning Expense	9.00	9,000.00	-8,991.00	0.1%
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	162.00	1,400.00	-1,238.00	11.6%
A8510.4 Community Beautifuicati	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	0.00	1,000.00	-1,000.00	0.0%
A9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
A9030.8 Social Security	1,757.10	11,500.00	-9,742.90	15.3%
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	6,581.39	27,500.00	-20,918.61	23.9%
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	0.00	65,000.00	-65,000.00	0.0%
DA5110.4 Gen'l Repairs Cont Exp	975.00	155,000.00	-154,025.00	0.6%
DA5112.2 Improvement Cap Outlay	0.00	79,198.00	-79,198.00	0.0%
DA5120.4 Bridges - Cont Exp	0.00	0.00	0.00	0.0%
DA5130.2 Machinery/Equipment	0.00	55,000.00	-55,000.00	0.0%
DA5130.4 Machinery	5,206.26	50,000.00	-44,793.74	10.4%
DA5140.4 Misc - Cont Exp	0.00	1,000.00	-1,000.00	0.0%
DA5142.1 Snow Removal- PS	21,494.50	92,000.00	-70,505.50	23.4%
DA5142.4 Snow Removal Cont Exp	6,193.35	44,000.00	-37,806.65	14.1%

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Cash Basis

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

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
DA9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
DA9030.8 Social Security	1,608.64	12,000.00	-10,391.36	13.4%
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	7,485.83	29,000.00	-21,514.17	25.8%
DA9089.8 Clothing	534.51	3,200.00	-2,665.49	16.7%
DA9710.7 Serial Bonds	0.00	20,000.00	-20,000.00	0.0%
DA9785.7 Debt Interest Install	0.00	8,000.00	-8,000.00	0.0%
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	0.00	75,000.00	-75,000.00	0.0%
SL5182.4 Light District	2,919.08	13,500.00	-10,580.92	21.6%
<b>Total Expense</b>	<b>169,346.06</b>	<b>1,145,803.00</b>	<b>-976,456.94</b>	<b>14.8%</b>
<b>Net Income</b>	<b>557,961.82</b>	<b>0.00</b>	<b>557,961.82</b>	<b>100.0%</b>



Town of Mina  
Board Resolution #13-22  
Bridge NY Engineering Consulting Services  
Agreement between Owner and Engineer for Professional Services  
Dated: March 10, 2022

**WHEREAS**, the Town of Mina issued a request for proposals from 15 engineering firms for the purpose of assisting the Town with applying for a Bridge NY grant for three culvert replacement projects including Bailey Hill Road, School Street and West Mina Road, and;

**WHEREAS**, four engineering firms responded to the request for proposals and the Town of Mina Highway Superintendent reviewed the proposals with the Senior Bridge Engineer for Chautauqua County and the City of Jamestown Highway Superintendent, and;

**WHEREAS**, the consensus was to engage the engineering firm of Greenman-Pedersen (GPI) to assist the Town on the above identified projects, and;

**WHEREAS**, the Town Board of the Town of Mina at its April 8, 2021 regular meeting approved the engagement of Greenman-Pedersen (GPI) as GPI has experience with several Bridge NY projects in Chautauqua County, and;

**WHEREAS**, Bridge NY funding was approved for the Bailey Hill Road culvert replacement project, and;

**WHEREAS**, pursuant to procurement laws, the Town of Mina vetted the four engineering firms for the grant submission and may, at its discretion without further solicitation of bids, hire Greenman-Pedersen (GPI) to design and oversee all aspects of the Bailey Hill Road culvert replacement project, and;

**WHEREAS**, the Town of Mina Highway Superintendent is recommending that the Town of Mina enter into an engineering agreement with Greenman-Pedersen (GPI), and;

**WHEREAS**, the Bailey Hill Road culvert replacement project will include the following engineering services as well as any other Bridge NY project requirements:

- Design I-IV
- Design V-VI
- Right of Way Incidentals
- Right of Way Acquisition
- Construction
- Construction Inspection

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Mina hereby authorizes the Mina Town Supervisor to enter into an agreement with Greenman-Pedersen (GPI) engineering firm to oversee all aspects of the Bailey Hill Road culvert replacement project in accordance with Bridge NY requirements at an amount not to exceed New York State's funding of \$998,050.