

April 21, 2022

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 (7:28 pm)
Brian Sullivan.....Councilman
Ernie Roache.....Councilman
Dick Watrous.....Councilman

Attended by: Christine Craffey, Bob Dawson, Mike Fitzgibbon, Bill Himelein (Highway Superintendent) (7:02 pm), Brian McCue, Tom Pakulski, Jeff Park (FLVFD Liaison), Nancy Roche, Sherri Schenk, Trevor Stohr (7:05 pm)

The Town Clerk read the published legal notice on the town board meeting date being changed from April 14, 2022 to April 21, 2022.

Minutes: Motion was made by Councilman Watrous and seconded by Councilman Sullivan to accept the minutes of the March 10, 2022 and the April 5, 2022 meetings as presented. Motion carried.

Public Comment re: Agenda Items (Citizens Present and not Present):

- Bob Dawson stated he understands the concern on the parking along Woodland Shores Road but thought parking on one side of the road would work. Mike Fitzgibbon stated he doesn't live on Woodland Shores Road but has deeded access to the lake at the bottom of that road and felt that parking on one side would work as well. Trevor Stohr stated he has lived there for 40 years and isn't aware of a situation where emergency vehicles had a problem getting through.

Old Business:

- Supervisor Brumagin reported that an attorney from Wright Calimeri, PLLC was not able to attend the April meeting to present a draft law on solar installations in the Town of Mina and that an attorney should be available to attend the May town board meeting.
- Supervisor Brumagin reported that Nate Aldrich from Chautauqua County is waiting for a quote from an engineering firm on a marketing plan for the Findley Lake Fire Station.
- Supervisor Brumagin reported that the IPP (Initial Project Proposal) for the Bridge NY Grant has been signed and submitted. Superintendent Himelein will work with the engineer from GPI to prepare and submit the Smart Growth Screening Tool and the Complete Streets Checklist.
- Supervisor Brumagin reported that the sewer workgroup met on April 19th to discuss boundaries, EDU's (Equivalent Dwelling Units) and collection systems. The town board will hold a special town board meeting with the engineer from Barton & Loguidice to review his recommendations.
- Supervisor Brumagin reported that the Town of Mina submitted a request for a \$2.5 million project to Congressman Tom Reed's office for Stormwater Management. The town should find out in a few months if Congressman Reed selects the project for submission to Congress for approval.

- Supervisor Brumagin opened up discussion and public input on Proposed Local Law #2-2022 in regard to no parking on town roads during winter months. She reported that the current law does not allow parking on all town roads from November 1st through March 31st from midnight to 7:00 a.m. Proposed Local Law #2-2022 would not allow parking on any town roads, streets and avenues 24 hours a day each year from November 1st through March 31st. No concerns were expressed by those in attendance.

Supervisor Brumagin addressed Proposed Local Law #1-2022 in regard to prohibiting the parking of vehicles year round on Woodland Shores Drive and Woodland Shores Extension because of safety issues. Brian McCue, on behalf of some of the Woodland Shores neighbors, submitted an email in advance of the meeting outlining three options they considered:

1. Parking on Woodland Shores Drive and Woodland Shores Extension on one side of the road, the side adjacent to the triangle property.
2. The possibility of the Town abandoning Woodland Shores Extension and leaving the care and maintenance of the road (including snow removal) up to the residents.
3. Parking inside the triangle property, however, they felt that this option does not seem viable unless a number of trees are removed.

A suggestion was made about making Woodland Shores Extension a one-way street and whether or not this would improve the safety factor for emergency vehicle access. A question was asked about available parking spots for other town roads during the winter months. The Town has not made an exception for the parking ban on other town roads. The Town Board and Highway Superintendent will continue to evaluate the safety issues on Woodland Shores Drive and Woodland Shores Extension and the matter will be brought back to the Town Board.

Reports:

- Recreation Committee – Supervisor Brumagin and Nancy Roche reported that the dedication for the School Street Park is being planned. Supervisor Brumagin also reported that the Clymer Central School Superintendent contacted her regarding students that are willing to volunteer with spring cleanup on the town's playground and on the nature trails. Nancy Roche also reported that, as long as they are able to secure enough volunteers, the committee plans to offer youth soccer and t-ball programs again this summer.

Correspondence:

- Charter Communications – Upcoming changes to its network.
- Chautauqua County Dept. of Planning & Development – Notice of County as lead agency on SEQR (State Environmental Quality Review) for Agricultural District Review.
- United States Bankruptcy Court – In regard to Chapter 11 for Boy Scouts of America.
- Chautauqua County Snowmobile Club – Invitation to an appreciation Chicken BBQ for landowners to be held on May 14th.
- John Schreiber – Asking for permission to use a metal detector on town property.
- Mina Town Court – Justice Denis Cooper on his ruling on the Town of Mina v. William Applebee case.
- Chautauqua County Workers' Memorial – Invitation to attend the 2022 Workers' Memorial service on Saturday, May 7, 2022 at 11:00 a.m.
- Chaut. County Dept. of Finance – In regard to Workers' Compensation Exit Liability of \$56,664.

- Brianne Fadale, principal at Clymer Central School – Information on her conducting “Fitness in the Parks” summer sessions for all ages in Findley Lake sponsored by Independent Health of WNY.
- Association of Towns – Pamphlet on 2022 Legislative Goals and Priorities.
- Office of the NYS Comptroller – Information on a “Fiscal Oversight Responsibilities for Town Board Members” webinar being held Wednesday, April 27, 2022 from 10 am-11am.
- Paul Kazmierczak, National Grid – Jurisdiction manager plan to convert to clean energy.
- Senator George Borrello – Propositions being considered on this year’s State Senate ballot.
- Matthew Bourke – Chautauqua County Dept. of Planning & Development – A copy of the plan for improvements to the Overland Trails.
- County Executive, P.J. Wendel – Asking how a temporary suspension of the county portion of the sales tax on gasoline would affect the town’s budget.
- Southern Tier West – Registration form and information on the 27th Annual Local Government Conference to be held June 9th at Houghton College.
- Gary McEnery – Letter asking the ZBA to respond to his request for an appeal of the decision to grant a variance on Shadyside Road.
- John Shifler, ZBA Chair – Response to Gary McEnery’s letter on the ZBA’s decision.
- Southern Tier West – Information on Western New York Regional Training to be held May 18-19, 2022 at Holiday Valley Resort, Ellicottville.
- New York State Economic Development Council – Information about nominating peers and projects for recognition.
- Paradigm – Tactical pipeline response training information.
- South Ripley Solar Project – Notice of submission of joint permit application, including water quality certification.
- Chaut. County Dept. of Health & Human Services – Notification that the water tested at the Community Center tested “Satisfactory for Human Consumption”.

Reports:

- Highway Superintendent – Superintendent Himelein reported there has been 165” of snow so far this season. He reported that a dry hydrant has been installed in the south end of the lake and should be operational by next week. It replaces a non-operating hydrant. Superintendent Himelein reported that the plows and sanders have been removed from the 10-wheelers. The highway crew has hauled in stone for chip sealing roads and Superintendent Himelein will notify the town board and post when they are doing the chip sealing. The highway crew has also swept all the town roads once and has performed spring maintenance and oil changes to the trucks. They will be starting cemetery spring clean-up next week. Moving utility pole #211, downtown by the gazebo, is not going to be a project that moves forward at this time due to lack of support from the utility companies. Superintendent Himelein reported that the new one-ton pick-up truck was scheduled to go into production last week.
- Assessor – The assessor’s report for March was included in the Town Board packet. Inspections of all new construction and demolition began in March and will continue through April as needed. Assessment change notices will be mailed around May 1 to all property owners that have an assessment change for the 2022 assessment roll. Property owners that failed to renew their exemptions will receive exemption removal letters in April. She requested a review of the current mileage reimbursement rate per mile as the federal mileage rate is currently 58.5 cents per mile.

- Town Justice – Supervisor Brumagin reported that the JCAP grant money was received and the items purchased have been delivered. They are now finalizing the use of a single credit card machine for the four different towns. Supervisor Brumagin reported that the court clerk, Jodie D’Anthony’s husband, Robert D’Anthony, recently passed away unexpectedly and town board members expressed their condolences. The Town will send a memorial donation.
- Planning Board – Supervisor Brumagin reported that the group is continuing to work on the comprehensive plan with the assistance of consultant Don McCord. The Planning Board plans to hold specific focus group meetings in May.
- Town Clerk/Tax Collector – The Town Clerk’s report was distributed reporting the collection of fees and sales of \$1,565.00 for the month of March 2022. She has paid the Supervisor \$1,336.51, NYS Ag and Markets for dogs \$17.00, NYS Dept. of Health \$22.50, and NYS DEC \$188.99. Tax collection by the Town ended on April 1st and she has turned the remaining 74 unpaid parcels into the county.
- Findley Lake Watershed Foundation – Christine Craffey reported that she will be attending the Federation of Lakes Association annual conference on April 28th & 29th. She also met with the person who is assisting with the model garden in downtown Findley Lake.
- Findley Lake Volunteer Fire Department – Jeff Park reported that one EMT is waiting to take her final test and that Bob Crane from Stanley Hose has been working with her. They have one person taking interior fire training and one person taking tech scene support and that several are taking the driving training in Clymer. He also reported that bridge washing is coming up and that the department gets reimbursed for washing which includes two bridges in the Town of Mina and four bridges in the Town of French Creek. He also reported that the fire department board has been making progress on developing a strategic plan.
- CEO/Building Inspector – Melanie Eddy’s report for the month of March 2022 was included in the Town Board packet. She reported she has completed the sexual harassment training.
- Supervisor – Supervisor Brumagin reviewed the March 2022 financials that were included in the town board packet. She reported that the deadline for submission of the first report for ARPA (American Rescue Plan Act) funds is April 30th. She plans to schedule a meeting with the tenants of the Community Center to inform them of upcoming projects and the development of a facility emergency plan.
- Historical Society/Bicentennial Committee – Supervisor Brumagin reported that they will be holding the next meeting on April 27th.

New Business:

- Supervisor Brumagin reported that letters were mailed to past participants of the upcoming Memorial Day Parade inviting them to participate again this year.
- Supervisor Brumagin asked the Town Board if they are willing to allow John Schreiber to use his metal detector on town property per his request that included information on the metal detectors code of ethics. The consensus of the town board was to allow him to metal detect on town property at this time.
- Supervisor Brumagin reported that Brianne Fadale, principal at Clymer Central School would like to host a “Fitness in the Parks” six week summer program for all ages.

Payment of Monthly Claims/Transfers:

- Payment of Monthly Claims/Transfers: The monthly claims were examined. Councilman Burmaster moved, seconded by Councilman Roache, to pay the monthly

claims. In the General Fund claim #68 through #99 in the amount of \$18,303.14 and in the Highway Fund claim #37H through #51H in the amount of \$10,925.01 were approved to pay. Motion carried unanimously.

Approved: Ayes – 5 Brumagin, Burmaster, Roache, Sullivan, Watrous
Nays – 0

Executive Session:

At 8:25 pm, Councilman Watrous made a motion, seconded by Councilman Sullivan, to adjourn to Executive Session to discuss real property matters. Motion carried. At 8:37 pm, Councilman Watrous moved, seconded by Councilman Burmaster, to return to regular session. Motion carried unanimously.

Other Business/Actions:

- Supervisor Brumagin reported that the Findley Lake Nature Center (dba Findley Lake Nature Trails Network) has approached the Town about donating the Little Island in the north end of Findley Lake to the Town of Mina. (The property description in the deed is as follows: “All that tract, piece or parcel of land, situated in the Town of Mina, County of Chautauqua and State of New York, being part of Lot No. 51, Range 15 of the Holland Land Company’s Survey and described as follows: “Being the Island in the north end of Findley Lake and known as the Little Island.”) Councilman Sullivan made a motion, seconded by Councilman Watrous, to accept the donation of the Little Island (also known as the Small Island). Motion carried unanimously.
Ayes – 5 Brumagin, Burmaster, Roache, Sullivan, Watrous
Nays – 0
- Upcoming Meetings – A special meeting with Engineer Matt Zarbo of Barton & Loguidice will be scheduled prior to the next regular meeting. The next regular Town Board meeting will be held on Thursday, May 12, 2022 at 7 pm.

Public Comment (Citizens Present and Citizens Not Present):

- Sherri Schenk asked if there is a town policy on posting information on the Town’s website. Supervisor Brumagin reported that New York State requires the Town to post legal notices in the Town’s official newspaper. When feasible, information is also posted on the Town’s website in accordance with New York State requirements.
- Christine Craffey wondered who checks on the STR renewals and Supervisor Brumagin informed her that the Code Enforcement Officer is responsible for those.
- Supervisor Brumagin reported that an individual had some concerns on refuse services and she referred the matter to Councilman Roache who is the liaison for refuse services. He has spoken with the person who has a complaint and it is being addressed.

Adjournment:

- As there was no further business to come before the Board, Councilman Watrous moved to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

Sherrie Tanner
Town Clerk