

Mina Town Board  
Organizational and Regular Meeting  
Agenda  
Saturday, January 7, 2023  
9 a.m.

- I. Call to Order
- II. Pledge of Allegiance

**Organizational Meeting**

- III. Legal Requirements
  - a. Meeting Schedule
  - b. Depository of Town's Funds
  - c. Official Newspaper
  - d. Town Attorney
  - e. Official Town Polling Place
  - f. Powers & Duties of Town Supervisor
- IV. Affiliated Associations
  - a. Municipal
  - b. County
  - c. State
  - d. Educational Classes
- V. Contracts
  - a. Fire Departments – Resolution #1-23
  - b. Chautauqua County Sheriff's Department - Justice Court Security – Resolution #2-23
  - c. Shared Services – Justice Court - Clymer, French Creek, Sherman – Resolution #3-23
  - d. Chautauqua County Humane Society – Resolution #4-23
  - e. Home Town Shelter – Resolution #5-23
  - f. Expenditure of Highway Monies – Resolution #6-23
- VI. Salaries & Wages
  - a. Town Officials' Salaries as Adopted in Budget
  - b. Full-Time Motor Equipment Operators
  - c. Part-Time/Substitute Motor Equipment Operators
- VII. Highway
  - a. Highway Superintendent Authorized to Advertise for Bids
  - b. Clearing of Snow Downtown
  - c. Removal of Accumulated Snow
  - d. Removal of Snow on Main Street
  - e. Elimination of Winter Maintenance – Fox, Klondyke, Gas Well Hill Roads
  - f. Highway Superintendent Post Weight Limits and Dates
- VIII. Town Board Position Appointments with Salaries & Wages
  - a. Historian
  - b. Deputy Highway Superintendent
  - c. Deputy Town Clerk
  - d. Registrar of Vital Statistics (not needed until January 2024)
  - e. Accessible Parking Permit Agent (not needed until January 2026)
  - f. Records Management Officer (not needed until January 2026)
  - g. Deputy Registrar of Vital Statistics
  - h. Deputy Accessible Parking Permit Agent
  - i. Deputy Records Management Officer
  - j. Justice Clerk

- k. Cemetery Mower
- l. Building Inspector/Zoning Code Enforcement Officer
- m. Regulations Enforcement Officer
- n. Community Center Maintenance
- o. Supervisor's Bookkeeper
- IX. Board/Committee Appointments
  - a. Planning Board
  - b. Board of Assessment Review
  - c. Zoning Board of Appeals
  - d. Recreation Committee
  - e. Findley Lake Vol. Fire Department Governing Board
  - f. Disaster Coordinator
- X. Town Supervisor Appointments
  - a. Deputy Town Supervisor
  - b. Highway & Cemetery Committee
  - c. Recreation Committee Liaison
  - d. Insurance Committee
  - e. Community Center Facilities Coordinator
  - f. Refuse Service Liaison
  - g. Coordinated Assessment Program Liaison
  - h. Fire Department Liaison
- XI. Policies
  - a. Investment
  - b. Full-Time Motor Equipment Operator Benefit Schedule
  - c. Health & Dental Insurance – Employee Contribution % and Section 125 Pretax Deduction
  - d. Mileage Reimbursement
- XII. 2023 Fee Schedules
  - a. Building & Zoning
  - b. Regulations
  - c. Town Clerk
  - d. Community Center Daily Rental

### **Regular Meeting**

- XIII. Approval of Minutes (December 8 & December 29)
- XIV. Public Comment re: Agenda Items (Citizens Present & Citizens Not Present)
- XV. Proposed Local Law #1-2023: New York State Building Code – Discussion with Melanie Eddy, Building Inspector/Code Enforcement Officer
- XVI. Old Business
  - a. Status of Highway Garage & Fire Station Building Plans
  - b. Proposed Sewer District –
    - 1. Follow-up with DEC & Chautauqua County
    - 2. Letter to Property Owners
  - c. Bridge NY Bailey Hill Road Culvert Replacement Project – Cash Flow Analysis
  - d. Proposed Solar Systems Regulations Law #2-2023 – Adoption of SEQR & Referral to County Planning
  - e. Status of Grant Application for In-Waterbody Controls for Nutrients
  - f. Status of Grant Application for Stormwater Retrofits
  - g. Status of Grant Application for Culvert Restoration
  - h. Status of Engaging Architect/Marketing Firm for Fire Station Marketing Grant
  - i. Status of Tanner Road Solar Project

- j. "First Amendment Audits" – Public Access and No Recording Policy
- k. Stewardship Stars Program – Public Hearing on Proposed Local Law #3-2023
- l. Boat Dock Rental Program – Public Hearing on Proposed Local Law #4-2023
- XVII. Correspondence
- XVIII. Reports
  - a. Highway/Cemetery Committee – Dick Watrous
  - b. Highway Superintendent – Bill Himelein
  - c. Parks & Recreation Committee – Ernest Roache
  - d. Assessor – Heather Young
  - e. Town Justice – Denis Cooper
  - f. Planning Board – (Cannabis Businesses Zoning Matrix)
  - g. Community Center – (Generator, Security System, Front Door, AED, Gym Roof Leak, Phone System, Young at Heart Room Tables & Laminate Floor)
  - h. Town Clerk/Tax Collector – Sherrie Tanner
  - i. CEO/Building Inspector – Melanie Eddy
  - j. Regulations Enforcement Officer – Tom McNinch
  - k. Supervisor – Rebecca Brumagin (December/Year End Financials)
  - l. Community Improvement Initiatives
    - 1. Lake Quality Workgroup
    - 2. Community/Small Business Development
  - m. Historian & Historical Society – Bicentennial Plans, Log Cabin Reconstruction
- XIX. Community Updates
  - a. FL Volunteer Fire Department – Jeff Park (Status of EMS Billing Agreement with County)
  - b. FL Watershed Foundation – Ed Mulkearn
  - c. FL Community Foundation – Rebecca Brumagin
  - d. Findley Lake Forward, Inc. – Rebecca Brumagin
- XX. New Business
  - a. Adoption of Local Law #1-2023 – NYS Building Code
  - b. Town Officials Payments in 2022
  - c. 2022 Audit of Justice - Resolution
  - d. 2022 Audit of Tax Collector
  - e. 2022 Audit of Town Clerk
  - f. 2022 Audit of Supervisor's Bookkeeper
  - g. 2022 Budget Transfers
  - h. Stewardship Stars – Public Hearing on Proposed Local Law #3-2023
  - i. Boat Dock Rental – Public Hearing Proposed Local Law #4-2023
  - j. Log Cabin Reconstruction – Resolution on Ownership & Acquisition of Property from Findley Lake Watershed Foundation
  - k. Speed Cameras & Research Grants from NYS
  - l. February Meeting –
    - 1. Presentation on Potential Food Distribution Center – Faith Kindig, Consultant, Second Harvest Food Bank, Erie
    - 2. Jessica Wuertle – Chautauqua County Health Department re: Septic/Sewer
- XXI. Executive Committee – Real Property Issues
- XXII. Payment of Monthly Claims
- XXIII. Other Business/Actions
  - a. Upcoming Meetings – Regular Meeting Thursday, February 16, 2023, 7 pm
- XXIV. Public Comment (Citizens Present & Citizens Not Present)
- XXV. Adjournment