

Mina Town Board
Organizational and Regular Meeting
Agenda
Thursday, January 13, 2022
7 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Oaths of Office

Organizational Meeting

- IV. 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
- V. Affiliated Associations
 - a. Municipal
 - b. County
 - c. State
 - d. Educational Classes
- VI. Contracts
 - a. Fire Departments
 - b. Chautauqua County Sheriff's Department - Justice Court Security
 - c. Shared Services – Justice Court - Clymer, French Creek, Sherman
 - d. Chautauqua County Humane Society
- VII. Salaries & Wages
 - a. Town Officials' Salaries as Adopted in Budget
 - b. Full-Time Motor Equipment Operators
 - c. Part-Time/Substitute Motor Equipment Operators
- VIII. 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
- IX. Town Board Position Appointments with Salaries & Wages
 - a. Historian
 - b. Deputy Highway Superintendent
 - c. Registrar of Vital Statistics (2 years)
 - d. Agent for Accessibility Parking Permits (4 years)
 - e. Records Management Officer (4 years)
 - f. Deputy Town Clerk
 - g. Deputy Registrar of Vital Statistics
 - h. Deputy Accessible Parking Permit Agent
 - i. Deputy Records Management Officer
 - j. Justice Clerk
 - k. Cemetery Mower
 - l. Community Center Shoveler
 - m. Building Inspector/Zoning Code Enforcement Officer
 - n. Supervisor's Bookkeeper

- X. Town Board 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
- XI. 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
 - h. Fire Department
- XII. 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
- XIII. Fee Schedules

Regular Meeting

- XIV. Approval of Minutes (December 16, December 30)
- XV. Public Comment re: Agenda Items (Citizens Present & Citizens Not Present)
- XVI. Novel Coronavirus (COVID-19) Pandemic:
 - a. Federal – ARPA Reporting – NEUs April 30, 2022, Webinar 1/14/22
 - b. NY State – Governor Hochul through 1/15/22 Masks Required in All Indoor Public Places Unless Businesses or Venues Implement a Vaccine Requirement
 - c. Chautauqua Co. – Distribution of Test Kits and KN95 Masks; Statistics as of 1/8/22: 1384 Active Cases, 28 Hospitalized, % Not Fully Vaccinated in Local Hospitals 50%, 993 In Quarantine, Total Deaths 286, Vaccine: 1st dose 80,1867 (63.7%), Fully Vaccinated 72,009 (56.7%), CDC Level of Community Transmission – High
- XVII. Old Business
 - a. American Rescue Plan Act Funds – Projects List
 - b. Highway Garage and Fire Station Building Plans
 - c. Main Street Initiative Letter of Intent Grant Submission Status
 - d. Updated Fire Department Financial Analysis
 - e. Filing of Local Law #4 – Cannabis On-site Consumption Sites – Filed 12/20/21
 - f. Bridge NY Webinar - February
- XVIII. Correspondence
 - a. Community Connections re: Town Support
- XIX. Reports
 - a. Highway/Cemetery Committee – Dick Watrous
 - b. Highway Superintendent – Bill Himelein (National Grid Utility Pole #211, NYS Permit for Painting Parking Lines on Main St)
 - c. Recreation Committee – Ernest Roache
 - d. Assessor – Heather Young (Equalization Trending, 3-Year Reassessment Cycle, Senior & Low-Income Disability Exemption Renewal Resolution)

- e. Town Justice – Denis Cooper (JCAP Grant, Credit Cards, Shared Services Agreement, Annual Audit in February)
 - f. Planning Board – Comprehensive Plan Process, Zoning for Cannabis Retail Dispensaries, Commercial Solar Recommendations
 - g. Community Center – (Generator, Security Cameras, Keyless Entry, AED, Mats)
 - h. Town Clerk/Tax Collector – Sherrie Tanner (Tax Collection)
 - i. FL Watershed Foundation – Ed Mulkearn (Princeton Hydro Study)
 - j. FLVFD – Jeff Park (Governing Board Orientation, Proclamation: Recognition of Peter Howard, Financial Statements, 2022 Budget)
 - k. CEO/Building Inspector – Melanie Eddy (Enforcement Procedures)
 - l. Supervisor – Rebecca Brumagin (December Financials, Assoc. of Towns Annual Meeting Changed to Virtual, NYS Retirement System – change to require information on all employees, NYSLRS Gold Certification, STW Discount for Website Uploads)
- XX. New Business
- a. EFC Sewer Planning Grant Board Resolution(s)
 - 1. Authorized Representative Resolution
 - 2. Local Match Resolution
 - b. Planning Board Recommendation on Residential Solar Installations
 - c. Senior & Low Income Disability Exemption Renewal Resolution
 - d. Fire Station – Potential Funding from Chautauqua Co. for Marketing Consultant
 - e. 2021 Expenses by Town Officials
 - f. Town Clerk 2021 Audit
 - g. Tax Collector 2021 Audit
 - h. Historian Annual Report
 - i. Appointments to FL Volunteer Fire Department Governing Board
 - j. Stormwater Management Guidance
 - k. Resolution on Compensatory Time for Overtime Hours Worked
 - l. Budget Transfers
 - m. Pickup Truck Bids
- XXI. Payment of Monthly Claims
- XXII. Executive Session re: Contractual Matters
- XXIII. Other Business/Actions
- a. Sewer District Map, Plan & Report Engineering Firm Selection
 - b. Upcoming Meetings – Regular Meeting Thursday, February 10, 2022 at 7 pm
- XXIV. Public Comment (Citizens Present & Citizens Not Present)
- XXV. Adjournment