Mina Town Board
Regular Meeting
Agenda
Thursday, November 12, 2026
7:00 pm

I. Call to Order
II. Pledge of Allegiance
III. Approval of Minutes (October 6, October 8)
IV. Public Comment re: Agenda Items (Citizens Present & Citizens Not Present)
V. Legal Notice – Public Hearing for 2027 Budget
VI. Public Hearing – 2027 Preliminary Budget
VII. Sewer Project Update – Matt Zarbo/Andrew Meyerhofer Square Engineering
    a. Results of Bid Opening/Process for Selecting Contractor
    b. Draft Sewer Use Law – Review at Special Town Board Meeting
    c. DEC Permits/Actionable Items
    d. EFC Steps for Requesting Reimbursement
    e. Well Location/Testing
VIII. Proposed Actions:
    a. Adoption of 2027 Budget with any Proposed Changes
    b. Resolution – Accounting Firm Selection Process
    c. Resolution – Waive Building Permit Fee on Town Projects
    d. Motion – Wright Calimeri representation in Court for Violation of Animal Control Law
    e. Motion – NYMIR Cyber Liability & Breach Response Coverage Quote
    f. Resolution – Submit Grant to Ralph Wilson Foundation for Trails/Paths – Due Nov. 30
    g. Resolution – B&L Green Resiliency Grant Buesink's Creek Retention Pond – Due Jan. 29
    h. Resolution – Capital Projects Fund for Construction of the Findley Lake Sewer System
    i. Resolution – Capital Projects Fund for the Bailey Hill over French Creek Culvert Replacement
    j. Resolution – Capital Projects Fund for West Mina Rd over Darrow Creek Culvert Replacement
    k. Resolution – Capital Projects Fund for the Buesink's Creek Stream Restoration Project
    l. Resolution – Capital Projects Fund for Enclosing the Front Entrance at Community Center
    m. Resolution – Capital Projects Fund for Construction of New Highway Facility on Mann Road
    n. Resolution – Credit Card Payment Acceptance Policy
    o. Resolution – Update Buildings & Grounds Use Rules
    p. Motion – Bid to Purchase New ¾ Ton Pickup Truck
    q. Request for Qualifications for Architectural Firm for Highway Building & Fire Station
    r. Request for Qualifications for Architectural Firm for Reconstructing Log Structure
    s. Motion – Engage B&L to Format NY Forward/DRI Grant Application/Request County Support
IX. Grants Report
    a. NY Forward/DRI Application Due Jan. 8, 2027, Status Update on Projects
    b. Status of CFA – B&L - Shadyside Culvert
    c. Safe Salt NY – County Soil & Water Grant Application to Cover 75% of Cost of Snowplow Carbide Blades (Approx $6,000 each)
X. Old Business
    a. Zoning Law – Additional Changes
    b. NYS STR Law – County Registry – Update from Public Hearing July, 2026
    c. Insurance Vehicle Replacement Cost – NYMIR/Carriers Contact Kevin Goree
    d. Correction of Cannabis Payment from County
    e. Status of Room for Records Storage – Close off Gym Doors, Inside the Office Door
    f. Building Inspector – Reciprocal Agreement (Clymer, French Creek, Mina, Sherman)
    g. Community Center Building Roof Replacement Design Plans for Bidding
    h. Makey Breakwall Project Completed

i. Shared Services MOU – Dog Kennel – Ripley, Clymer, French Creek / Dog Control Officer
j. Maplevale Farms PILOT Agreement Extension
k. Senior Exemption $30,000 to $32,000 – Status Chautauqua County Action
l. Full Disability Veterans 100% Exemption – Status Chautauqua County Proposed Action
m. Resolution – NYS Retirement Work Day – Denis Cooper, Alvin Kopta, Tom McNinch
n. Highway Department – Vacation Accrual Policy/OT Policy
o. Policy on Personal Use of Town Vehicles

XI. Correspondence
a. Estate of Sharon Utegg

XII. Reports
a. Highway/Cemetery Committee – Dick Watrous (Rules/Cremation Guidelines)
b. Highway Superintendent – Alvin Kopta (Site Prep for New Highway Building, Mower, High Lift Training, Purchase of ¾ Ton Pickup, NYMIR HelixIntel CMSS Highway Software, Updated Equipment Useful Life Schedule, Motor Equip Operators Record Time & Equipment Use on Capital Projects)
c. Parks & Recreation Committee – Nancy Roche (Gym Rules)
d. Assessor – Heather Young-Deyell
e. Town Justice – Denis Cooper – JCAP Grant
f. Community Center – (Front Entrance Temporary Car Port for Winter, Cafeteria Air Conditioner, Generator, Replace Floor Tiles in Community Connections Rooms)
g. Town Clerk/Tax Collector – Marcy Park (DocuPet, Credit Card Machine, Cemetery Software)
h. CEO/Building Inspector – Tom McNinch (Fine Letters for Delinquent STR Properties)
i. Dog Control Officer – Kelly Thornton – (Dog Control Officer – Clymer, French Creek, Mina)
j. Economic Development Leadership Team – Priorities/Public Input
k. Supervisor – Rebecca Brumagin (October Financials/Investments, Project Coordinator and Building & Grounds Positions, 10/22 County Officials re: Town of Mina Projects, Health Insurance Options Wendy Shephard attend Dec.10th Meeting)
l. Southern Tier Graphics IT/Cybersecurity – (Training Report)

XIII. Community Updates
a. FL Volunteer Fire Dep't – Jeff Park (MOU for Renovation/New Construction of Fire Station on Mann Road, Big Red Fire Truck on MuniciBid)
b. FL Watershed Foundation – Ed Mulkearn (Driveway Improvements Town Park Property)
c. Climate Smart Communities – Kelly McDonald, Coordinator
d. Maplevale Farms Construction – Green Energy/NEA Cross, Completion Planned March 2027
e. National Grid – Removal of 3 Willow Trees on Pleasant Street, Project Completion Feb. 2027
f. NYS DOT – Blinking Light Upgrade at Route 426/430 & Mann Road
g. Veterans' Dinner – Sunday, Nov. 15th, Organized by FL Nature Trails Network
h. School Merger Vote (Clymer, Sherman, Panama) – December 15th at Respective Districts
i. FL Community Fund – Forum with Local Nonprofits – Saturday, Dec. 5th

XIV. New Business
a. New York State Changes in SEQRA Requirements
b. Grants Management Software
c. Schedule Public Engagement Session for NY Forward/DRI Proposed Projects

XV. Payment of Monthly Claims

XVI. Executive Session re: Proposed Acquisition, Sale or Lease of Real Property

XVII. Other Business/Actions
a. Upcoming Meetings – Special Meeting to Review Sewer Project Bids/Draft Law Schedule Date, Regular Board Meeting Thursday, December 10, End of Year Meeting Schedule Date, Organizational Meeting in January Schedule Date)

XVIII. Public Comment (Citizens Present & Citizens Not Present)

XIX. Adjournment