Mina Town Board
Organizational & Special Meeting
Agenda
Tuesday, January 6, 2026
9 a.m.

I. Call to Order
II. Oaths of Office
III. Legal Requirements
   a. Meeting Schedule for 2026
   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/Resolutions
   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 – Secondary Animal Holding Services
   e. Small Town Dog Shelter - Sherman
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. Expenditure of Highway Monies
   b. Highway Superintendent Authorized to Advertise for Bids
   c. Clearing of Snow Downtown
   d. Removal of Accumulated Snow
   e. Removal of Snow on Main Street
   f. Elimination of Winter Maintenance – Fox, Klondyke, Gas Well Hill Roads
   g. Highway Superintendent Post Weight Limits and Dates
VIII. 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 (3 years)
   e. Records Management Officer (3 years)
   f. Deputy Town Clerks
   g. Deputies Registrar of Vital Statistics
   h. Deputies Accessible Parking Permit Agent
   i. Deputies Records Management Officer
   j. Justice Clerk
   k. Cemetery Mower
   l. Community Center Maintenance Personnel
   m. Building Inspector/Zoning Code Enforcement Officer

IX. Town Board Board/Committee Appointments
   a. Zoning Board of Appeals Position
   b. Parks & Recreation Committee
   c. Findley Lake Vol. Fire Department Governing Board
   d. Disaster Coordinator

X. Town Supervisor Appointments
   a. Deputy Town Supervisor
   b. Supervisor's Bookkeeper/Administrative Assistant
   c. Highway & Cemetery Committee
   d. Parks & Recreation Committee Liaison
   e. Insurance Committee
   f. Community Center Facilities Coordinator
   g. Refuse Service Liaison
   h. Coordinated Assessment Program
   i. Fire Department Liaison

XI. Policies
   a. Utility, Insurance Premiums and Credit Card Prepayments
   b. Investment Policy
   c. Full-Time Motor Equipment Operator Benefit Schedule
   d. Health/Vision Insurance – Employee Contribution/Section 125 Pretax Deduction
   e. Mileage Reimbursement
   f. Cybersecurity
   g. Procurement
   h. Code of Ethics
   i. Credit Cards

XII. Fee Schedules

XIII. Adjournment of Organizational Meeting

XIV. Call to Order of Special Town Board Meeting

XV. Public Hearing – Local Law #1-2026 Regulating the Control of Livestock

XVI. Public Hearing – Local Law #2-2026 Revision to the Zoning Law for District R1 Pole Building/Pole Structures

XVII. B&L Architect Zach Comstock – Highway Building/Fire Station Renovation Costs

XVIII. Other Business
   a. End of Year Abstract
   b. Health Insurance Opt-Out Options Policy & Procedure and Percentage/Amount
   c. Action on Local Law #1-2026
   d. Action on Local Law #2-2026
   e. Proposed Local Law #3-2026 Prohibit Unreasonable Noise in the Town of Mina
   f. Proposed Local Law #4-2026 Local Government Code Enforcement Program
   g. Barton & Loguidice re: Engineering Contract for Buesink's Creek Project
   h. Resolution – Town Clerk Signator on Bank Account
   i. Tax Collector Audit
   j. Town Clerk Audit
   k. Justice Court Audit/Resolution
   l. Town Officials 2025 Expenditures
   m. Cybersecurity/Software Procurement

XIX. Next Meeting Date – Thursday, January 8, 2026 at 7 pm

XX. Executive Session – Personnel Matters & Potential Litigation

XXI. Adjournment