Town of Mina

Town Board Packet

March 12, 2026 Meeting

#1 of 3

(Agenda and Minutes Are Posted Separately)

Town of Mina Grants Report
Report Date: March 12, 2026

Status of Current Grants Awarded

Project	Awarded by	Total Project	Grant Amt	Town Match	Expended	Reimbursed	Notes
Culvert Replacement Bailey Hill Road	Bridge NY	$ 998,050	$ 998,050	$ -	$ 196,556	$ 193,926	Construction Spring 2026
Culvert Replacement West Mina Road	Bridge NY	$ 949,950	$ 949,950	$ -	$ 17,466	$ -	Awarded GPI
ARC READY Training/Capacity Building	Federal ARC	$ 50,000	$ 50,000	$ -	$ -	$ -	2nd Report Due 3/31/26
Buesink's Creek Stream Restoration WQIP	NYS DEC	$ 646,667	$ 485,000	$ 161,667	$ 1,877	$ -	B&L Agreement Signed
Architect Highway Bldg/Fire Hall Reno	FL Comm Found	$ 32,400	$ 16,000	$ 16,400	$ 25,833	$ 16,000	Feasibility Study 2/10/26
Total		$ 2,677,067	$ 2,483,000	$ 161,667	$ 215,899	$ 193,926	

Sewer Grants

Project - Sewer	Request to	Total Project	Amt Request	Town Match	Expended	Reimbursed	Notes
Sewer Bipartisan Infrastructure	Federal	$ 23,100,000	$ 13,050,000	$ -		$ -	Awarded
Sewer Water Infrastructure Improve	NYS EFC	"	$ 13,050,000	$ -	$ 1,353,055	$ -	Approx Requests #1-3
Sewer Water Quality Improve (WQIP)	NYS DEC	"	$ 10,000,000	$ -		$ -	Contract in for Approval
Revolving Loan Fund	NYS EFC	"	If Needed	$ -		$ -	0% Interest 30 Yr Term
TOTAL	NYS EFC	$ 36,100,000	$ 36,100,000	$ -	$ 1,353,055	$ -	

Grant Opportunities for Town

Project	Request to	Total Project	Grant Max	Town Match	Notes
NYS - NY Forward - Round 4	NYS REDC		$ 4,500,000	$ -	Awards for NY Forward or DRI Decision Spring 2026
NYS - DRI (Downtown Revitalization)	NYS REDC		$ 10,000,000	$ -	Awards for NY Forward or DRI Decision Spring 2026
Culvert Bailey Hill Additional	Bridge NY	$ 300,000	$ 300,000	$ -	Request Submitted for Potential Project Overage
Hiking & Biking Paths & Trails/Boardwalks	Ralph Wilson Found				Not Submitted
Community Center Hub Renovations	Ralph Wilson Found		$ 155,000	$ -	Grant Approved for $155,000 - Funds Received
Senator Charles Schumer	FY27 Congressional	$ 1,000,000			Due 3/22/26 - Fire Station Reno
Congressman Nick Langworthy	FY27 Congressional	$ 1,000,000			Submitted 3/7/26 - Fire Station Reno
USDA Rural Development			75%		Fire Station Reno - Schedule Meeting with USDA
Lake Oxygenation Planning Grant	County Lake Fund	$ 55,000	$ 55,000		County Approved $27,500, Request to FLCF $17,500
Shared Services for Dog Kennel	NYS Ag & Markets		$ 250,000	10%	Each Town - Ripley, Clymer, Mina

Grants - Other

Project	Request to	Total Project	Amt Request	Notes
Sewer Hookup for Individuals	CDBG CHRIC/FLCF	Per Person	Per Person	Eligible after Engineering Completed
FLMHS Roller Rink Historic Marker	Pomeroy Found	$ 2,000	$ 2,000	FL&MHS Plan to Submit for Legends & Lore Classification
FL Forward - Signage & Banners	County 3% Tourism	$ 18,478	$ 6,724	Approved - Working on Design of Sign and Banners
Arts & Community Centers - Log Cabin	USDA Rural Develop	$ 650,000	$ 487,500	Rotating Submission Date - Maximum 75%
County Applied for Pro-Housing Grant				Town of Mina Supported the Application

Highway Report - MARCH 2026

Enjoying the break in weather
Getting equipment ready for spring
patching pot holes
Working on #11 putting new box on

Attached is Asphalt Bids In going
with HH Rauth paving they are a little higher on
price but I believe they have a better product

	2026	TOTAL %	PRICE PER	HH RAUH
INDEX PRICE	$ 638.00	ASP +FUEL	TON F.O.B	DEDUCT/TON
	HH RAUH PAVING	ALLOWANCE	TRUCKS AT	OVER 500 TON
NYSDOT SPEC #	DESCRIPTION	FOR PRICE	BIDDER PLANT	COST
	VIRGIN ASPHALT (NO RAP)	ADJUSTMENT	P/T	
404.0382022	Miscellaneous Patching F2 Asphalt Mix	7.85%	$ 79.00	$ 1.00
404.068201	6.3 F2 POLYMER-MODIFIED HMA	7.70%	$ 81.62	$ 1.00
404.098201	9.5 F2 TOP COURSE HMA 80 SERIES COMPACTION	7.20%	$ 79.00	$ 1.00
404.128201	12.5 F2 TOP COURSE HMA 80 SERIES COMPACTION	6.50%	$ 80.40	$ 1.00
404.198901	19 F9 BINDER COURSE 80 SERIES COMPACTION	5.90%	$ 71.40	$ 1.00
404.258901	25 F9 BINDER COURSE 80 SERIES COMPACTION	5.50%	$ 73.00	$ 1.00
	LIMESTONE AGGREGATE (P/T)		$ 4.00	
	POLYMER MODIFICATION (P/T)		$ 4.00	
	RENTAL OF PAVER WITH OPERATOR		NC	
	RENTAL OF PAVER WITHOUT OPERATOR		NC	
	RENTAL OF ROLLER WITH OPERATOR		$ 1.00	
	RENTAL OF ROLLER WITHOUT OPERATOR		NC	

JMI
Jamestown Macadam, Inc.
www.jmi-corp.com

Corporate Office/Asphalt Division
74 Walden Ave.
Jamestown, NY 14701
PH: (716) 664-5108
Fax: (716) 484-0100

Mailing Address:
Jamestown Macadam
PO Box 518
Celoron, NY 14720

Jamestown Macadam, Inc.

Asphalt Facilty - Jamestown, NY

2026 PRICE LIST

ITEM SPEC NO. & DESCRIPTION	% ASPHALT PLUS FUEL ALLOWANCE	PRICE PER TON @ 638.00 F.O.B PLANT per ton
404.058901 SHIM COURSE F9	9.25	95.50
404.0382022 MISCELLANEOUS PATCH	7.90	76.50
404.068201 6.3 MM F2 TOP 80 SERIES	7.70	79.00
404.068301 6.3 MM F3 TOP 80 SERIES	7.70	79.00
404.098201 9.5 MM F2 TOP 80 SERIES	7.20	75.50
404.128201 12.5 MM F2 TOP 80 SERIES	6.50	73.50
404.198901 19.0 MM F9 BINDER 80 SERIES	5.90	69.00
404.258901 25.0 MM F9 BINDER 80 SERIES	5.50	68.00
404.378901 37.5 MM F9 BASE 80 SERIES	5.00	72.00
403.2030 MODIFIED COLD MIX PATCHING MATERIAL	7.00	138.00
PG 64V-22 POLY AC ADD / TON		4.50
LIMESTONE ADDITION ADD / TON		7.00
ARAMID FIBER ADDITION ADD / TON		8.00
SBR LATEX ADDITION ADD / TON 1%		10.00
PAVER WITH OPERATOR / 500 TON MINIMUM @ DAY		2.00
PAVER WITHOUT OPERATOR / DAY		NO CHARGE
PAVER WITH OPERATOR AND SCREED MAN / DAY		5000.00
VIBRATORY ROLLER WITH OPERATOR / DAY		2375.00
MOBILIZATION INCLUDED		
VIBRATORY ROLLER WITHOUT OPERATOR		1325.00
RAP WILL NOT BE USED <.3 ESAL		
$ 1.00 DISCOUNT FOR ORDERS OVER 500 TON		

Hauler Name	Haul Type	Price	PER	Delivery Location	Min
JMI	TRIAXLE / TRUCK / DAY	$ 140.00	HOUR	JOB TBD	
JMI	TRAILER / TRUCK / DAY	$ 180.00	HOUR	JOB TBD	
		$ -			
		$ -			

BITUMINOUS MATERIALS • AGGREGATES • PRECAST PRODUCTS • READYMIX CONCRETE • BUILDING SUPPLIES

Town of Mina

Conversion to In-House Payroll Processing and Accounting & Budget Preparation

Implementation Date: April 1, 2026

1. The Town has been using an outside payroll company for payroll processing for the past several years (ECCA).
2. The Town has been using QuickBooks (a basic off-the-shelf accounting program) for accounts payable, check writing, and financial statement preparation.
3. The Town prepares Excel spreadsheets from the QuickBooks program to allocate personal service costs to the appropriate budget line item.
4. The Town has been preparing budgets utilizing Excel spreadsheets.
5. The Town has been preparing Excel spreadsheets with details for each payroll with the employees' retirement amounts. This is information is then manually input into the NYS Retirement System.
6. The Town has been manually inputting monthly invoices from the Town Clerk's abstracts into QuickBooks.
7. The Town has been manually converting some of the financial information from QuickBooks to meet the filing requirements of the NYS Comptroller's Annual Report.
8. Payroll processing, budget preparation, bill paying, retirement reporting, and financial statement processing have been independent functions and none of them integrate with the other programs or with the NYS retirement reporting or the NYS annual report.
9. The Town has not had adequate cybersecurity measures in place to qualify for cybersecurity insurance coverage from the Town's commercial insurance carrier.
10. The Town secured a grant from the Appalachian Regional Commission for cloud-based software and cybersecurity programs including payroll and accounting/budget preparation.
11. After a soliciting Requests for Procurement, the Town chose to purchase payroll and accounting & budget preparation cloud-based software programs as well as on-going annual support from Williamson Law.
12. The decision to select Williamson Law included:
    a. Williamson has over 2,600 programs installed in municipalities across New York State.

b. Williamson's software products are developed exclusively for local New York State government
c. The Town of Mina currently uses Williamson software programs for Town Clerk, Tax Collector and Justice Court.
d. The Williamson Town Clerk, Tax Collector, and Payroll software programs integrate with its Accounting & Budget Preparation Software.
e. Information generated in the Accounting & Budget Preparation Software feeds directly into the NYS retirement reporting system and the NYS Comptroller's annual report without any need for conversion.
f. The software programs are cloud-based and automatically backup every day, thereby reducing the risk of loss of data
g. Williamson offers other software programs that the Town of Mina may consider purchasing at a later date including Building & Code Enforcement and Highway Superintendent (software for both were included in the Appalachian Regional Commission grant award)
h. Some features of the Williamson payroll software include:
    i. Created for New York State municipalities
    ii. Standard reports are included such as NY State and Federal quarterly filings
    iii. Software can be customized for municipality reporting needs
    iv. ACH banking available to complete on-line direct deposits
    v. Interfaces with Williamson's Accounting & Budget Preparation Software
i. Some features of the Williamson Accounting & Budget Preparation Software include:
    i. Chart of accounts set up in compliance with the NYS Uniform System of Accounts
    ii. Town Board approved abstracts can load from the Town Clerk program
    iii. Complete budget preparation including by various funds
    iv. Actual financial results compare to budget accounts monthly
    v. Payroll files integrate along with automated check reconciliation as part of the bank reconciliation process

MEMORANDUM

ASSESSOR'S OFFICE

TOWNS OF MINA, SHERMAN & FRENCH CREEK

2883 NORTH RD

P.O. BOX 86

FINDLEY LAKE, NY 14736

Ph: 716-769-7125: Fax: 716-769-7207

TO: **Mina Town Supervisor and Town Board**

FROM: **Heather Young-Deyell, Assessor**

DATE: **March 9, 2026**

SUBJECT: **March Assessor Report**

- There was 1 deed recorded in the month of January.
- The exemption renewal period has passed. Removal of exemptions and denial letters will be sent by the end of the month for those no longer qualified.

DISABILITY EXEMPTION FOR VETERANS WITH 100% DISABILITY RATING

UPDATE: Governor Hochul has signed a bill (S.01183 / A.00074) passed by the House and Assembly has made local option unavailable- IT IS NOW A MANDATED EXEMPTION of the disability exemption for Veterans with 100% disability rating.
However, the CRITERIA is not only to be 100% service connection disability but MUST meet the following:
Have a qualifying condition under the NYS Veterans' Services Law, defined as:

- Post-Traumatic Stress Disorder (PTSD), OR
- Traumatic Brain Injury (TBI), OR
- Military Sexual Trauma (MST), OR
- Be discharged LGBT Veteran with an other-than-dishonorable or bad conduct discharge; and
- Have a 100% disability rating with a PERMANENT AND TOTAL designation form the VA; and
- Have a TOTAL Disability based on Individual Unemployability (TDIU) designation from the VA; and
- Qualify for the VA's Specifically adapted housing grant.

The criteria make it extremely difficult for any 100% disabled Veteran to qualify for complete tax exemption.

REVALUATION

The 2026 Revaluation is complete and change notices will be mailed on or around March 20th. Property owners will have until April 24th to appeal their assessment. The informal hearing process and challenging preliminary assessments have been revised. Property owners can complete their appeal on-line through "Power Appeal." A website that allows property owners to type a narrative describing the nature of their challenge and upload any documents that they wish to be reviewed as well as documenting comparable sales to reinforce their claim that the assessment is excessive. We have also subscribed with GAR Appraisal with the creation of the PROS website. Within the site you can research property information, assessments and sales to help decide if your assessment is reasonable before committing to an appeal. Both "Power Appeal" and "PROS" will launch in the same time frame that notices are to be mailed.

SENIOR LOW-INCOME EXEMPTION

I presented an analysis of the monetary impact of the proposed exemption income limit increase for the Senior Low-Income Exemption at the Chautauqua County Legislature Audit and Control Committee on February 19, 2026. During that meeting we discussed how the proposed increase would affect not only the county but all towns that follow the county limit. I implored the committee members to reconsider the increase from 30,000 to 38,000 as it would adversely distribute a higher tax to all other property owners. In 2024, the income limit was increased from 22,000 to 30,000. This increase was to make up for the significant cost of living adjustment to Social Security payments which caused many low-income seniors to lose their exemption. Another increase of that magnitude is unfounded as we have had minimal inflation of COLA since then. Together we decided that an increase to 32,000 would be brought to the county legislature for vote. It was approved.

PILOT-MAPLEVALE

The PILOT agreement and application for tax exemption have been received for Maplevale Farms. No loss in value will occur. The exemption does not take effect until The Chautauqua IDA takes ownership by leasehold estate in the property and construction takes place. Value will be placed on the facility as of March 1 (Taxable Status Date) of each year.

Thank you all for your continued support.

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINA, NEW YORK — FEBRUARY, 2026

TO THE SUPERVISOR: — PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255				
	2	DECALS	11.17	
	1	CERTIFIED COPIES	10.00	
		TOTAL TOWN CLERK FEES		**21.17**
A2544				
	15	DOG LICENSES	100.00	
		TOTAL A2544		**100.00**
A2590				
	4	BUILDING PERMITS	372.00	
		TOTAL A2590		**372.00**

TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2026

DISBURSEMENTS	
PAID TO SUPERVISOR FOR GENERAL FUND	493.17
PAID TO NYS DEC FOR DECALS	803.83
PAID TO AG & MARKETS FOR DOG LICENSES	25.00
TOTAL DISBURSEMENTS	**1,322.00**

MARCH 2, 2026

_____ , SUPERVISOR
REBECCA BRUMAGIN

STATE OF NEW YORK, COUNTY OF CHAUTAUQUA, TOWN OF MINA

I, MARCELLANNE T. PARK , being duly sworn, says that I am the Clerk of the TOWN OF MINA that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

_____
Town Clerk

_____ day of _____ 20____

_____
Notary Public