

Town of Mina
Town Board Packet
December 8, 2022 Meeting

(Agenda and Minutes are Posted Separately)

Findley Lake Downtown Revitalization Proposal and Scope of Work Synopsis

-Who: The Town of Mina has applied for funding to the Chautauqua County Partnership for Economic Growth (CCPEG).

-What & Where: The Town of Mina has requested a \$28,000 grant toward the (preliminary) cost of \$31,320, with the Town of Mina proposed to fund the remaining \$3,320. The funding would be used by the Town to engage an architect to help create a conceptual vision for downtown Findley Lake that could be implemented over time as funding becomes available.

The proposed scope of work is as follows:

1-Conceptual renderings of the transitional “entry points” to Main Street from North Road, Sunnyside Road, Shadyside Road, and the Mann Road/Station Road/Main Street intersection.

2-Up to three conceptual street-level renderings of Main Street. Depending on sightlines on the ground, the renderings could be: (1) from Our Own Candle Company/North Street looking west to approximately Twin Docks; (2) from Twin Docks looking west to approximately Shadyside Road; (3) from Shadyside Road looking west to the Mann Road/Station Road intersection.

3-A conceptual rendering of Pleasant Street looking south toward Main Street showing recommended improvements.

4-A list of observable improvements, by property address, that could be made to Main Street properties that would enhance the project’s stated goals.

5-A map (site plan) identifying the location of streetscape elements contained within the renderings.

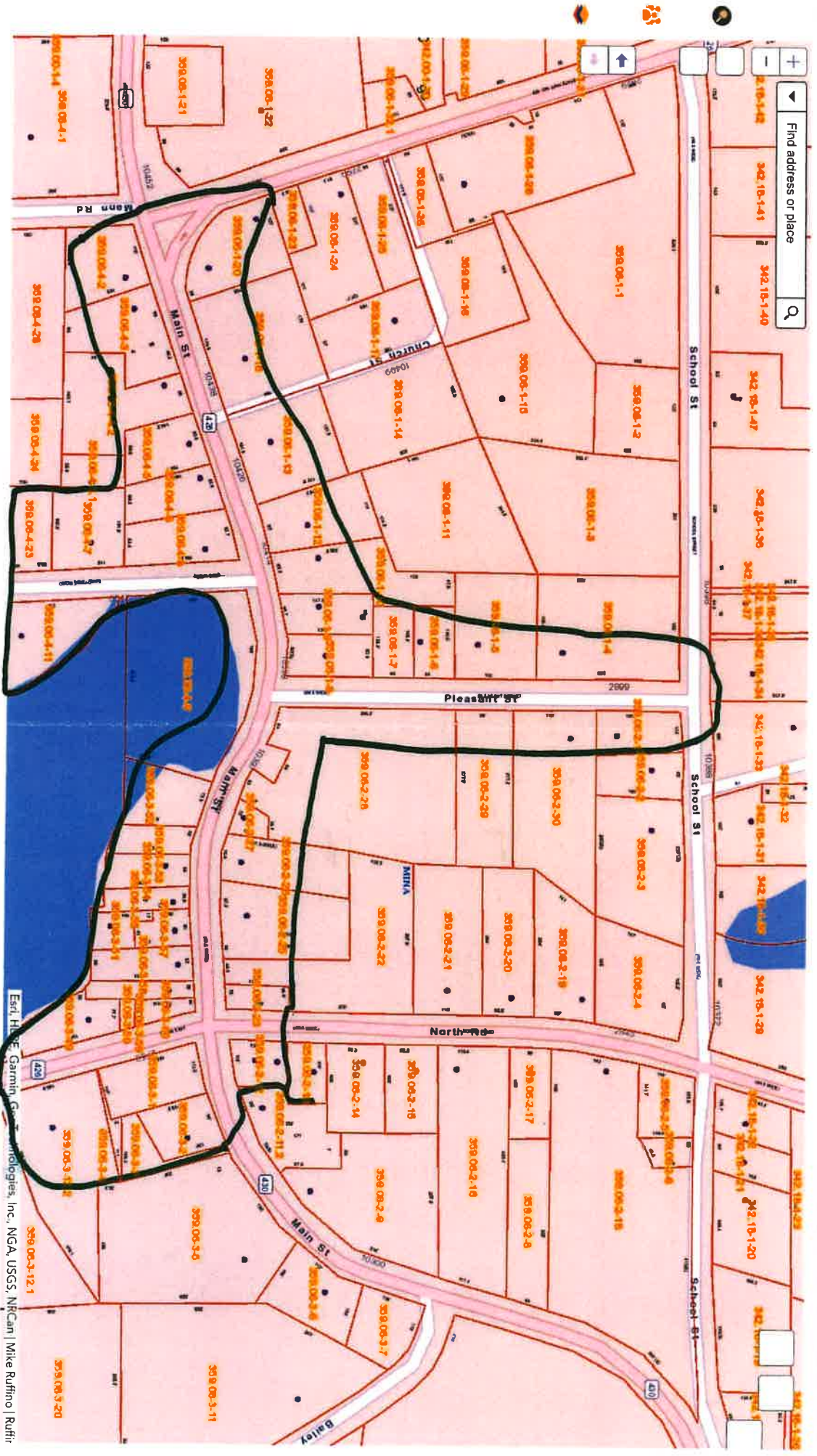
6-A list of the various streetscape elements contained within the renderings/recommendations ... i.e. number of streetlights ... number of trees ... approximate linear feet of sidewalk to be constructed, etc., that would assist in later assigning costs to these projects.

7-A proposed order of suggested project implementation (if any).

Why: To create an environment in which entrepreneurs believe they can be successful, to attract investment, increase tourism and business activity, and enhance the Historic Business District’s viability into the future.

How: An initial meeting will be held with the architect to confirm the project scope, followed by three public meetings ... (1) to introduce the project and elicit initial public input on project elements; (2) an interim public meeting to outline progress and elicit mid-project feedback; (3) a final meeting to unveil the project results. Incorporating feedback from 2018-19 Walkability Audit and current Comprehensive Plan update survey.

When: CCPEG will announce its grant decisions in March. The project, if funded, will take place over the summer of 2023 to engage both full-time and seasonal residents.



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warranted, nor is it a contract.

Est. H. E. Garmin, Geomatics, Inc. NGA, USGS, NRCan | Mike Ruffino | Ruffi-

LIGO ARCHITECTS, INC.
Brett W. Ligo, Architect, AIA
P.O. BOX 698 262 GROVE CITY ROAD
SLIPPERY ROCK, PENNSYLVANIA 16057
PHONE: 724-794-2380
EMAIL: ligoarchitects@zoominternet.net

November 28, 2022

Rebecca Brumagin
Town of Mina, N.Y.
2883 North Road
Findley Lake, NY 14736

Subject: Proposal A - Findley Lake Downtown Revitalization

Via: Email and U.S. Mail

Rebecca:

We appreciate the opportunity to submit a proposal to supply Architectural Services to create Conceptual Drawings for the proposed renovations for the Findley Lake Downtown Revitalization. Our proposal is based on the Walkability Audit, List of Projected Deliverables as listed below and Email concerning meetings that Steve Bishop has provided.

The following Proposal identifies the different phases of our services:

1. Initial Programming Interview with Committee Meeting (one meeting) \$ 975.00
2. Attendance of Public Input Meeting (one meeting) \$ 975.00
3. Following are the projected Deliverables:
 - a. Conceptual renderings of the transitional "entry points" to Main Street from North Road, Sunnyside Road, Shadyside Road, and the Mann Road/Station Road/Main Street intersection. \$ 6,960.00
 - b. Maximum (3) street-level renderings of Main Street. The renderings shall be:
 1. From Our Own Candle Company/North Street looking west to approximately Twin Docks.
 2. From Twin Docks looking west to approximately Shadyside Road.
 3. From Shadyside Road looking west to the Mann Road/Station Road intersection.
 - c. Pleasant Street looking south toward Main Street showing recommended improvements. \$ 2,800.00
 - d. List of Main Street observable improvements, that could be made to properties within the revitalization boundaries that would enhance the project's stated goals. \$ 3,500.00
 - e. A map (Site Plan) of the project area identifying the location of streetscape elements contained within the renderings. \$ 4,440.00
 - f. A list of the various streetscape elements contained within the renderings / recommendations ... i.e. number of streetlights ... number of trees ... approximate linear feet of sidewalk to be constructed, etc. \$ 3,500.00
4. Attendance of Final Design Drawing Meeting (one presentation meeting) \$ 975.00
5. Attendance of Final Public Meeting (one presentation meeting) \$ 975.00
 - Additional Meetings requested will be invoiced on an hourly basis.
 - Client and in Office Printing / Scanning of Drawings at \$5.50 each.
 - 30 X 42" Presentation Board at \$45.00 each, 11 X 17" Presentation Board at \$18.00 each.
 - Postage.

Following are our standard hourly rates if necessary and required by Owner for services not included in above proposal:

Principal Architects:	\$175.00 / hour
Architectural Apprentice:	\$135.00 / hour
Architectural Technician:	\$105.00 / hour

Please note all of our supporting staff salary costs: clerical, mileage, telephone, etc. are pro-rated across the hourly rate of Staff. Our only reimbursable expense is listed above; hence at first glance our hourly rates may appear to be high as compared to firms who bill reimbursables.

We invoice on a monthly basis and request payment within ten days. Therefore, it is possible to receive an invoice midway through our completing a phase as shown above. The invoice will reflect an appropriate portion of work completed on that phase. Invoices remaining unpaid after 30 days will accrue ten (10%) percent finance charge on unpaid balance. Our Firm maintains professional liability insurance. The policy coverage limits are \$2,000,000 aggregate / \$1,000,000 per claim and our professional liability exposure on this project will be limited to the amount of our fee. Higher limits are available but the Client will be billed for same.

Again, thank you for this opportunity. If you have any questions about the above fee schedule and proposal, please call our office to discuss. Awaiting your reply.

Sincerely,



Brett W. Ligo, AIA
Principal

Accepted by: _____

Date: _____

cc: Larry Gross (via email)
Steve Bishop (via email)

HIGHWAY REPORT DEC

- 28 1/2 INCHES OF SNOW
- LIGHT DECORATIONS ARE UP.
- SUMMER EQUIPMENT IS CLEANED & PUT AWAY FOR SEASON
- SEVERAL TREES & BRANCHES WERE REMOVED FROM THE ROAD FROM WIND STORMS.
- ROUTINE EQUIPMENT MAINTENANCE IS BEING PERFORMED ON EQUIPMENT IN SHOP.

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: December 7, 2022
SUBJECT: **December Assessor's Report**

- There were 6 transfers for the month of September and 2 in October.
- 2023 CAP 4 Reassessment update: Land valuation documents are complete: printed and being reviewed. Residential modeling and cost documents are being created.
- The database has been sent to Chautauqua County Real Property Tax for processing and creation of Town/County Bills.
- Legislation has passed at the county to increase the amount of Veterans exemptions. Once given the formal approval and new amounts from Chaut. Co RPT, I will implement those changes to our assessment roll.
- Field review of residential market documents will begin once they have been printed.

- Requests for information:
NONE TO REPORT

Thank you all for your continued support.

TOWN CLERK'S MONTHLY REPORT

TOWN OF MINA, NEW YORK

NOVEMBER, 2022

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

<u>13</u>	DECALS	<u>189.21</u>
<u>3</u>	CERTIFIED COPIES	<u>30.00</u>

TOTAL TOWN CLERK FEES **219.21**

A2110

<u>1</u>	ZONING PERMITS	<u>50.00</u>
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TOTAL A2110 **50.00**

A2544

<u>28</u>	DOG LICENSES	<u>228.00</u>
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TOTAL A2544 **228.00**

A2590

<u>2</u>	BUILDING PERMITS	<u>60.00</u>
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TOTAL A2590 **60.00**

A2770

<u>3</u>	MISCELLANEOUS REVENUE	<u>204.25</u>
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TOTAL A2770 **204.25**

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2022

page 2

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND

761.46

PAID TO NYS DEC FOR DECALS

3,249.79

PAID TO AG & MARKETS FOR DOG LICENSES

57.00

TOTAL DISBURSEMENTS

4,068.25

DECEMBER 1, 2022

_____, SUPERVISOR
REBECCA BRUMAGIN

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

I, SHERRIE R. TANNER, 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

TOWN OF MINA
CODE ENFORCEMENT
Melanie Eddy

Code Enforcement Report: November 2022

3- PERMITS-\$26,200

*RONALD MOORE-2811 RT 426-ADDITION
FINDLEY LAKE LAND CO-RT 430-DEMO
WENDY WRIGHT-10447 MAIN ST-PORCH*

WORKING ON SEVERAL PROJECTS

Town of Mina
Balance Sheet
 As of November 30, 2022

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Cemetery - CD #1	13,000.00
General-Money Market	5,029.88
General - HRA	1,867.46
General Account CD	265,750.11
General/Light District Checking	132,541.59
Highway Account CD	90,166.40
Highway Checking	73,000.43
Payroll Trust	0.24
Petty Cash	225.00
Youth Program	738.95
Total Checking/Savings	582,320.06
Total Current Assets	582,320.06
Fixed Assets	
Buildings	976,200.00
Land	187,600.00
Machinery & Equipment	799,095.00
Other Capital Assets	429,378.00
Total Fixed Assets	2,392,273.00
Other Assets	
W129 Non-Current Gov't Liab	350,000.00
Total Other Assets	350,000.00
TOTAL ASSETS	3,324,593.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A688 ARP Act Liability	11,878.17
Total Other Current Liabilities	11,878.17
Total Current Liabilities	11,878.17
Long Term Liabilities	
W626 Bonds Payable USDA	350,000.00
Total Long Term Liabilities	350,000.00
Total Liabilities	361,878.17
Equity	
Fund Balance - Fixed Assets	2,392,273.00
Fund Balance - General	332,879.97
Fund Balance - Highway	263,335.04
Fund Balance - Lighting Dist	15,886.21
Net Income	-41,659.33
Total Equity	2,962,714.89
TOTAL LIABILITIES & EQUITY	3,324,593.06

**Town of Mina
Profit & Loss by Class
January through November 2022**

	Fire District	General	Highway	Light District	TOTAL
Income					
A1001 Real Property Taxes	0.00	138,808.00	0.00	0.00	138,808.00
A1002 Unexpended Bal Prior Year	0.00	25,000.00	0.00	0.00	25,000.00
A1090 Interest/Penalties Taxes	0.00	3,031.39	0.00	0.00	3,031.39
A1120 Non Prop Tax Dist by Co	0.00	164,036.25	0.00	0.00	164,036.25
A1170 Franchises	0.00	6,075.62	0.00	0.00	6,075.62
A1255 Clerk Fees	0.00	3,278.08	0.00	0.00	3,278.08
A2110 Zoning Fees	0.00	1,200.00	0.00	0.00	1,200.00
A2190 Sale of Cemetery Lots	0.00	2,100.00	0.00	0.00	2,100.00
A2192 Chgs for Cemetery Service	0.00	1,150.00	0.00	0.00	1,150.00
A2210 Tax/Assess Other Gov CAP					
A2210 Tax/Assess Fr Creek	0.00	1,130.65	0.00	0.00	1,130.65
A2210 Tax/Assess Sherman	0.00	1,115.17	0.00	0.00	1,115.17
A2210 Tax/Assess Other Gov CAP - Other	0.00	441.25	0.00	0.00	441.25
Total A2210 Tax/Assess Other Gov CAP	0.00	2,687.07	0.00	0.00	2,687.07
A2300 Services Other Govts	0.00	3,500.00	0.00	0.00	3,500.00
A2401 Interest & Earnings	0.00	617.75	0.00	0.00	617.75
A2410 Rental of Real Property	0.00	20,448.00	0.00	0.00	20,448.00
A2544 Dog Licenses	0.00	1,177.00	0.00	0.00	1,177.00
A2590 Permits, Other	0.00	3,117.00	0.00	0.00	3,117.00
A2610 Fines & Forfeited Bail	0.00	10,058.50	0.00	0.00	10,058.50
A2750 Aim-Related Payments	0.00	6,782.00	0.00	0.00	6,782.00
A2770 Other Unclassified Revenue	0.00	1,861.93	0.00	0.00	1,861.93
A3005 Mortgage Tax	0.00	14,686.18	0.00	0.00	14,686.18
A3820 Youth Programs	0.00	1,555.00	0.00	0.00	1,555.00
A3990 State Aid, Sewer Cap Proj	0.00	15,000.00	0.00	0.00	15,000.00
A4089 Federal Aid, Other	0.00	41,455.00	0.00	0.00	41,455.00
DA1001 Real Property Taxes	0.00	0.00	353,425.00	0.00	353,425.00
DA1002 Unexpended Bal Prior Yr	0.00	0.00	10,000.00	0.00	10,000.00
DA1120 Co. Sales Tax Distributn	0.00	0.00	240,294.01	0.00	240,294.01
DA2300 Services Other Govts	0.00	0.00	2,000.00	0.00	2,000.00
DA2401 Interest & Earnings	0.00	0.00	756.73	0.00	756.73
DA2650 - Sale of Scrap Material	0.00	0.00	283.20	0.00	283.20
FD3410.4 Fire District	75,000.00	4,825.94	0.00	0.00	79,825.94
LD5182.4 Lighting District	0.00	0.00	0.00	13,500.00	13,500.00
Total Income	75,000.00	472,450.71	606,758.94	13,500.00	1,167,709.65
Gross Profit	75,000.00	472,450.71	606,758.94	13,500.00	1,167,709.65
Expense					
A1010.1 Town Board - PS	0.00	4,400.00	0.00	0.00	4,400.00
A1010.4 Town Board Expense	0.00	594.62	0.00	0.00	594.62
A1110.1 Justice - PS	0.00	6,554.13	0.00	0.00	6,554.13
A1110.1 Justice Clerk - PS	0.00	5,610.00	0.00	0.00	5,610.00
A1110.4 Justice Expense	0.00	4,142.88	0.00	0.00	4,142.88
A1220.1 Supervisor - PS	0.00	6,416.63	0.00	0.00	6,416.63
A1220.1 Supervisor Bkpr - PS	0.00	6,095.87	0.00	0.00	6,095.87
A1220.4 Supervisor Expense	0.00	3,153.69	0.00	0.00	3,153.69
A1355.1 Assessor - PS	0.00	15,184.32	0.00	0.00	15,184.32
A1355.4 Assessor Exp CAP	0.00	6,051.81	0.00	0.00	6,051.81
A1410.1 Town Clerk - PS	0.00	23,076.96	0.00	0.00	23,076.96
A1410.1 Town Clerk Deputy - PS	0.00	1,676.50	0.00	0.00	1,676.50
A1410.4 Town Clerk Expense	0.00	3,464.02	0.00	0.00	3,464.02
A1420.4 Attorney Expense	0.00	6,502.39	0.00	0.00	6,502.39
A1440.4 Engineer Contractual	0.00	30,400.00	0.00	0.00	30,400.00
A1620.1 Buildings - PS	0.00	2,437.50	0.00	0.00	2,437.50
A1620.4 Buildings Expense					
A1620.4 Bldg Electric	0.00	5,073.17	0.00	0.00	5,073.17
A1620.4 Bldg Gas	0.00	10,781.93	0.00	0.00	10,781.93
A1620.4 Bldg Supplies	0.00	6,395.29	0.00	0.00	6,395.29
A1620.4 Bldg Telephone	0.00	3,113.03	0.00	0.00	3,113.03
A1620.4 Buildings Expense - Other	0.00	2,624.13	0.00	0.00	2,624.13
Total A1620.4 Buildings Expense	0.00	27,987.55	0.00	0.00	27,987.55
A1910.4 Unallocated Insurance	0.00	26,320.04	0.00	0.00	26,320.04
A1920.2 Municipal Assoc Dues	0.00	909.00	0.00	0.00	909.00
A3510.4 Control of Dogs Expense	0.00	203.68	0.00	0.00	203.68
A3620.1 Safety Inspection - PS	0.00	5,610.00	0.00	0.00	5,610.00
A3620.4 Safety Inspection	0.00	1,470.25	0.00	0.00	1,470.25
A5010.1 Sup't of Highways - PS	0.00	48,000.00	0.00	0.00	48,000.00
A5010.4 Sup't Highways Expense	0.00	1,156.08	0.00	0.00	1,156.08
A5132.4 Garage Expense					
A5132.4 Garage Electric	0.00	2,093.19	0.00	0.00	2,093.19
A5132.4 Garage Gas	0.00	5,310.17	0.00	0.00	5,310.17
A5132.4 Garage Telephone	0.00	2,512.70	0.00	0.00	2,512.70
Garage Supplies	0.00	948.74	0.00	0.00	948.74
A5132.4 Garage Expense - Other	0.00	24.75	0.00	0.00	24.75
Total A5132.4 Garage Expense	0.00	10,889.55	0.00	0.00	10,889.55

**Town of Mina
Profit & Loss by Class
January through November 2022**

	Fire District	General	Highway	Light District	TOTAL
A5182.4 Street Lighting	0.00	2,512.01	0.00	0.00	2,512.01
A6410.4 Publicity	0.00	640.00	0.00	0.00	640.00
A6772.4 Programs for Aging	0.00	2,000.00	0.00	0.00	2,000.00
A7110.4 Parks Contractual Exp	0.00	2,400.00	0.00	0.00	2,400.00
A7140.4 Playgrounds/Rec Centers	0.00	715.05	0.00	0.00	715.05
A7150.4 Joint Rec Project	0.00	390.00	0.00	0.00	390.00
A7310.1 Youth Program - PS	0.00	630.00	0.00	0.00	630.00
A7310.4 Youth Program Expense	0.00	7,556.54	0.00	0.00	7,556.54
A7410.4 Library	0.00	18,800.00	0.00	0.00	18,800.00
A7510.1 Historian - PS	0.00	525.00	0.00	0.00	525.00
A7510.4 Historian Expense	0.00	384.72	0.00	0.00	384.72
A7520.4 Historical Property	0.00	750.00	0.00	0.00	750.00
A7550.4 Celebrations	0.00	1,500.00	0.00	0.00	1,500.00
A8010.1 Zoning - PS	0.00	5,610.00	0.00	0.00	5,610.00
A8010.1 Zoning PS Clerk	0.00	1,603.15	0.00	0.00	1,603.15
A8010.4 Zoning Expense	0.00	147.26	0.00	0.00	147.26
A8020.1 Planning - PS	0.00	486.00	0.00	0.00	486.00
A8020.4 Planning Expense	0.00	1,121.50	0.00	0.00	1,121.50
A8090.4 Env Control Contrac Exp	0.00	7,830.00	0.00	0.00	7,830.00
A8160.4 Refuse/Garbage Expense	0.00	1,173.00	0.00	0.00	1,173.00
A8510.4 Community Beautificati	0.00	2,000.00	0.00	0.00	2,000.00
A8810.1 Cemeteries - PS	0.00	5,000.00	0.00	0.00	5,000.00
A8810.4 Cemeteries Expense	0.00	1,536.79	0.00	0.00	1,536.79
A9010.8 State Retirement	0.00	9,950.00	0.00	0.00	9,950.00
A9030.8 Social Security	0.00	10,048.21	0.00	0.00	10,048.21
A9040.8 Workers Comp	0.00	8,300.00	0.00	0.00	8,300.00
A9055.8 Disability Insurance	0.00	342.00	0.00	0.00	342.00
A9060.8 Medical Insurance	0.00	26,539.83	0.00	0.00	26,539.83
A9950.9 Transfers, Other Funds	0.00	0.00	0.00	0.00	0.00
DA5110.1 General Repairs - PS	0.00	0.00	89,927.50	0.00	89,927.50
DA5110.4 Gen'l Repairs Cont Exp	0.00	0.00	166,114.72	0.00	166,114.72
DA5112.2 Improvement Cap Outlay	0.00	0.00	175,467.29	0.00	175,467.29
DA5120.4 Bridges - Cont Exp	0.00	0.00	48,345.10	0.00	48,345.10
DA5130.2 Machinery/Equipment	0.00	0.00	50,955.00	0.00	50,955.00
DA5130.4 Machinery	0.00	0.00	44,682.10	0.00	44,682.10
DA5140.4 Misc - Cont Exp	0.00	0.00	755.43	0.00	755.43
DA5142.1 Snow Removal- PS	0.00	0.00	42,943.64	0.00	42,943.64
DA5142.4 Snow Removal Cont Exp	0.00	0.00	29,860.60	0.00	29,860.60
DA9010.8 State Retirement	0.00	0.00	11,805.00	0.00	11,805.00
DA9030.8 Social Security	0.00	0.00	10,333.11	0.00	10,333.11
DA9040.8 Workers Comp	0.00	0.00	20,060.99	0.00	20,060.99
DA9055.8 Disability Insurance	0.00	0.00	76.20	0.00	76.20
DA9060.8 Medical Insurance	0.00	0.00	28,992.27	0.00	28,992.27
DA9089.8 Clothing	0.00	0.00	1,993.74	0.00	1,993.74
DA9710.6 Serial Bonds Principal	0.00	0.00	20,000.00	0.00	20,000.00
DA9710.7 Serial Bond Interest	0.00	0.00	4,162.50	0.00	4,162.50
SF3410.4 Payments Fire Contract	75,000.00	4,825.94	0.00	0.00	79,825.94
SL5182.4 Light District	0.00	0.00	0.00	14,269.32	14,269.32
Total Expense	75,000.00	373,624.47	746,475.19	14,269.32	1,209,368.98
Net Income	0.00	98,826.24	-139,716.25	-769.32	-41,659.33

Town of Mina Profit & Loss Budget vs. Actual January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
A1001 Real Property Taxes	138,808.00	138,808.00	0.00	100.0%
A1002 Unexpended Bal Prior Year	25,000.00	25,000.00	0.00	100.0%
A1090 Interest/Penalties Taxes	3,031.39	3,000.00	31.39	101.0%
A1120 Non Prop Tax Dist by Co	118,619.24	140,000.00	-21,380.76	84.7%
A1170 Franchises	4,360.58	5,000.00	-639.42	87.2%
A1255 Clerk Fees	2,009.83	2,000.00	9.83	100.5%
A1550 Dog Tax	0.00	0.00	0.00	0.0%
A1560 Safety Insp Fees	0.00	0.00	0.00	0.0%
A2001 Park and Recreation Char	0.00	6,000.00	-6,000.00	0.0%
A2025 Special Recreation Chgs	0.00	0.00	0.00	0.0%
A2110 Zoning Fees	950.00	2,000.00	-1,050.00	47.5%
A2130 Refuse/Garbage Services	0.00	0.00	0.00	0.0%
A2190 Sale of Cemetery Lots	1,200.00	1,200.00	0.00	100.0%
A2192 Chgs for Cemetery Service	450.00	1,200.00	-750.00	37.5%
A2210 Tax/Assess Other Gov CAP				
A2210 Tax/Assess Fr Creek	970.74			
A2210 Tax/Assess Sherman	969.75			
A2210 Tax/Assess Other Gov CAP - Other	441.25	3,500.00	-3,058.75	12.6%
Total A2210 Tax/Assess Other Gov CAP	2,381.74	3,500.00	-1,118.26	68.0%
A2300 Services Other Govts	3,500.00	3,500.00	0.00	100.0%
A2401 Interest & Earnings	543.23	350.00	193.23	155.2%
A2410 Rental of Real Property	17,223.00	20,500.00	-3,277.00	84.0%
A2544 Dog Licenses	865.00	1,000.00	-135.00	86.5%
A2590 Permits, Other	2,385.00	4,000.00	-1,615.00	59.6%
A2610 Fines & Forfeited Bail	9,831.50	16,000.00	-6,168.50	61.4%
A2655 Minor Sales, Other	0.00	0.00	0.00	0.0%
A2680.1 Insurance Reimb	0.00	0.00	0.00	0.0%
A2705 Gifts and Donations	0.00	600.00	-600.00	0.0%
A2750 Aim-Related Payments	6,782.00	6,782.00	0.00	100.0%
A2770 Other Unclassified Revenue	1,449.96	0.00	1,449.96	100.0%
A3001 State Aid Per Capita	0.00	0.00	0.00	0.0%
A3005 Mortgage Tax	14,686.18	30,000.00	-15,313.82	49.0%
A3040 St Aid-Real Prop Tax Adim	0.00	0.00	0.00	0.0%
A3820 Youth Programs	1,555.00	2,000.00	-445.00	77.8%
A3990 State Aid, Sewer Cap Proj	15,000.00			
A4089 Federal Aid, Other	41,455.00			
DA1001 Real Property Taxes	353,425.00	353,425.00	0.00	100.0%
DA1002 Unexpended Bal Prior Yr	10,000.00	10,000.00	0.00	100.0%
DA1120 Co. Sales Tax Distributn	173,762.41	200,000.00	-26,237.59	86.9%
DA2300 Services Other Govts	2,000.00	2,000.00	0.00	100.0%
DA2401 Interest & Earnings	690.73	240.00	450.73	287.8%
DA2416 Rental Equip Other Govts	0.00	0.00	0.00	0.0%
DA2650 Sales of Scrap & Misc	0.00	0.00	0.00	0.0%
DA2665 Equipment Sale	0.00	0.00	0.00	0.0%
DA2770 Other Unclassified Rev	0.00	0.00	0.00	0.0%
DA2770 Snow Relief	0.00	0.00	0.00	0.0%
DA3501 Consolid Highway CHIPS	0.00	79,198.00	-79,198.00	0.0%
DA4500 FEMA Aid	0.00	0.00	0.00	0.0%
DA5130.4 Machinery - Cont Exp	0.00	0.00	0.00	0.0%
DA5142 Reimbursement	0.00	0.00	0.00	0.0%
FD3410.4 Fire District	79,825.94	75,000.00	4,825.94	106.4%
General Transfer Unexpended Bal	0.00	0.00	0.00	0.0%
Highway Transfer Unexpended Bal	0.00	0.00	0.00	0.0%
Interfund Transfer	0.00	0.00	0.00	0.0%
LD5182.4 Lighting District	13,500.00	13,500.00	0.00	100.0%
Total Income	1,045,290.73	1,145,803.00	-100,512.27	91.2%
Gross Profit	1,045,290.73	1,145,803.00	-100,512.27	91.2%
Expense				
A1010.1 Town Board - PS	3,600.00	4,800.00	-1,200.00	75.0%
A1010.4 Town Board Expense	515.40	1,000.00	-484.60	51.5%
A1110.1 Justice - PS	5,362.47	7,150.00	-1,787.53	75.0%
A1110.1 Justice Clerk - PS	4,590.00	6,120.00	-1,530.00	75.0%
A1110.4 Justice Expense	3,423.85	5,400.00	-1,976.15	63.4%
A1220.1 Supervisor - PS	5,249.97	7,000.00	-1,750.03	75.0%
A1220.1 Supervisor Bkkpr - PS	4,987.53	6,630.00	-1,642.47	75.2%
A1220.4 Supervisor Expense	2,648.83	5,000.00	-2,351.17	53.0%
A1330.1 Tax Collection - PS	0.00	0.00	0.00	0.0%
A1330.4 Tax Collection Expense	0.00	0.00	0.00	0.0%
A1355.1 Assessor - PS	12,270.92	16,750.00	-4,479.08	73.3%
A1355.1 Assessor Clerk - PS	0.00	0.00	0.00	0.0%
A1355.1 Assessor PS Loan Repay	0.00	0.00	0.00	0.0%
A1355.4 Assessor Exp CAP	3,362.41	6,000.00	-2,637.59	56.0%
A1410.1 Town Clerk - PS	18,269.26	25,000.00	-6,730.74	73.1%
A1410.1 Town Clerk Deputy - PS	1,501.50	4,000.00	-2,498.50	37.5%
A1410.4 Town Clerk Expense	2,321.18	5,000.00	-2,678.82	46.4%
A1420.1 Attorney PS	0.00	0.00	0.00	0.0%

Town of Mina Profit & Loss Budget vs. Actual January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
A1420.4 Attorney Expense	5,784.45	10,000.00	-4,215.55	57.8%
A1440.4 Engineer Contractual	25,600.00	0.00	25,600.00	100.0%
A1450.1 Elections - PS	0.00	0.00	0.00	0.0%
A1450.4 Elections Expense	0.00	0.00	0.00	0.0%
A1490.4 Public Works Admin	0.00	0.00	0.00	0.0%
A162.2 Buildings Equipment	0.00	0.00	0.00	0.0%
A1620.1 Buildings - PS	2,047.50	5,000.00	-2,952.50	41.0%
A1620.4 Buildings Expense				
A1620.4 Bldg Electric	4,180.67			
A1620.4 Bldg Gas	9,387.08			
A1620.4 Bldg Supplies	4,779.49			
A1620.4 Bldg Telephone	2,415.57			
A1620.4 Buildings Expense - Other	2,624.13	32,000.00	-29,375.87	8.2%
Total A1620.4 Buildings Expense	23,386.94	32,000.00	-8,613.06	73.1%
A1670.4 Centralized Mailing	0.00	0.00	0.00	0.0%
A1680.4 Central Data Processing	0.00	0.00	0.00	0.0%
A1910.4 Unallocated Insurance	26,320.04	25,000.00	1,320.04	105.3%
A1920.2 Municipal Assoc Dues	909.00	750.00	159.00	121.2%
A1990.4 Contingent	0.00	20,000.00	-20,000.00	0.0%
A3010.4 Public Safety Expense	0.00	0.00	0.00	0.0%
A3310.4 Traffic Control	0.00	2,000.00	-2,000.00	0.0%
A3410.4 Contractual Expense	0.00	0.00	0.00	0.0%
A3510.1 Control of Dogs - PS	0.00	500.00	-500.00	0.0%
A3510.4 Control of Dogs Expense	0.00	500.00	-500.00	0.0%
A3620.1 Safety Inspection - PS	4,590.00	6,120.00	-1,530.00	75.0%
A3620.4 Safety Inspection	1,357.15	1,500.00	-142.85	90.5%
A5010.1 Sup't of Highways - PS	38,000.00	52,000.00	-14,000.00	73.1%
A5010.4 Sup't Highways Expense	1,060.45	1,800.00	-739.55	58.9%
A5132.4 Garage Expense				
A5132.4 Garage Electric	1,689.88			
A5132.4 Garage Gas	4,806.92			
A5132.4 Garage Telephone	2,085.67			
Garage Supplies	387.83			
A5132.4 Garage Expense - Other	24.75	15,000.00	-14,975.25	0.2%
Total A5132.4 Garage Expense	8,995.05	15,000.00	-6,004.95	60.0%
A5182.4 Street Lighting	2,008.87	2,500.00	-491.13	80.4%
A5650.1 Off Street Parking	0.00	0.00	0.00	0.0%
A6410.4 Publicity	500.00	600.00	-100.00	83.3%
A6772.4 Programs for Aging	2,000.00	2,000.00	0.00	100.0%
A7110.4 Parks Contractual Exp	2,400.00	0.00	2,400.00	100.0%
A7140.4 Playgrounds/Rec Centers	671.14	300.00	371.14	223.7%
A7150.4 Joint Rec Project	390.00	8,000.00	-7,610.00	4.9%
A7270.4 Band Concerts	0.00	0.00	0.00	0.0%
A7310.1 Youth Program - PS	630.00	500.00	130.00	126.0%
A7310.4 Youth Program Expense	7,556.54	9,800.00	-2,243.46	77.1%
A7410.4 Library	18,800.00	18,800.00	0.00	100.0%
A7510.1 Historian - PS	525.00	700.00	-175.00	75.0%
A7510.2 Historian Equipment	0.00	0.00	0.00	0.0%
A7510.4 Historian Expense	334.72	300.00	34.72	111.6%
A7520.4 Historical Property	750.00	750.00	0.00	100.0%
A7550.4 Celebrations	1,500.00	2,000.00	-500.00	75.0%
A7620.4 Adult Recreation	0.00	0.00	0.00	0.0%
A8010.1 Zoning - PS	4,590.00	6,120.00	-1,530.00	75.0%
A8010.1 Zoning PS Clerk	1,225.15	1,500.00	-274.85	81.7%
A8010.4 Zoning Expense	57.16	200.00	-142.84	28.6%
A8020.1 Planning - PS	421.87	1,000.00	-578.13	42.2%
A8020.4 Planning Expense	1,108.68	9,000.00	-7,891.32	12.3%
A8090.1 Environ Control PS	0.00	0.00	0.00	0.0%
A8090.4 Env Control Contrac Exp	0.00	7,850.00	-7,850.00	0.0%
A8160.1 Refuse/Garbage - PS	0.00	0.00	0.00	0.0%
A8160.4 Refuse/Garbage Expense	975.00	1,400.00	-425.00	69.6%
A8510.4 Community Beautificati	0.00	2,000.00	-2,000.00	0.0%
A8810.1 Cemeteries - PS	5,000.00	5,000.00	0.00	100.0%
A8810.2 Cemeteries Equipment	0.00	0.00	0.00	0.0%
A8810.4 Cemeteries Expense	1,186.79	1,000.00	186.79	118.7%
A9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
A9030.8 Social Security	8,095.92	11,500.00	-3,404.08	70.4%
A9040.8 Workers Comp	8,300.00	8,500.00	-200.00	97.6%
A9050.8 Unemployment Insurance	0.00	0.00	0.00	0.0%
A9055.8 Disability Insurance	342.00	600.00	-258.00	57.0%
A9060.8 Medical Insurance	21,883.47	27,500.00	-5,616.53	79.6%
A9780.6 Principal Debt Payment	0.00	0.00	0.00	0.0%
A9780.7 Interest Debt Payment	0.00	0.00	0.00	0.0%
A9950.9 Transfers, Other Funds	0.00	0.00	0.00	0.0%
DA5110.1 General Repairs - PS	68,724.50	65,000.00	3,724.50	105.7%
DA5110.4 Gen'l Repairs Cont Exp	155,027.43	155,000.00	27.43	100.0%
DA5112.2 Improvement Cap Outlay	175,467.29	79,198.00	96,269.29	221.6%
DA5120.4 Bridges - Cont Exp	26,470.10	0.00	26,470.10	100.0%

Town of Mina
Profit & Loss Budget vs. Actual
 January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
DA5130.2 Machinery/Equipment	50,955.00	55,000.00	-4,045.00	92.6%
DA5130.4 Machinery	33,461.60	50,000.00	-16,538.40	66.9%
DA5140.4 Misc - Cont Exp	0.00	1,000.00	-1,000.00	0.0%
DA5142.1 Snow Removal- PS	33,298.64	92,000.00	-58,701.36	36.2%
DA5142.4 Snow Removal Cont Exp	13,649.84	44,000.00	-30,350.16	31.0%
DA9010.8 State Retirement	0.00	11,000.00	-11,000.00	0.0%
DA9030.8 Social Security	8,017.83	12,000.00	-3,982.17	66.8%
DA9040.8 Workers Comp	20,060.99	20,360.00	-299.01	98.5%
DA9055.8 Disability Insurance	76.20	105.00	-28.80	72.6%
DA9060.8 Medical Insurance	24,416.89	29,000.00	-4,583.11	84.2%
DA9089.8 Clothing	1,993.74	3,200.00	-1,206.26	62.3%
DA9710.6 Serial Bonds Principal	20,000.00	20,000.00	0.00	100.0%
DA9710.7 Serial Bond Interest	4,162.50	8,000.00	-3,837.50	52.0%
DA9950.9 Capital Project Fund	0.00	0.00	0.00	0.0%
Interfund Transfer CP	0.00	0.00	0.00	0.0%
SF3410.4 Payments Fire Contract	79,825.94	75,000.00	4,825.94	106.4%
SL5182.4 Light District	11,450.71	13,500.00	-2,049.29	84.8%
Total Expense	1,024,465.41	1,145,803.00	-121,337.59	89.4%
Net Income	20,825.32	0.00	20,825.32	100.0%

Town of Mina												
Community Bank Certificates of Deposit												
Nov 30 2022												
CD #	Date	Principal	Term	Maturity	Interest	Interest	Interest	General	Highway	Notes		
980000...	Opened	Value		Date	Rate	Payment	Fund	Fund	Fund			
665	9/8/2022	\$13,000.00	90 Days	12/7/2022	0.25%	General Chkg	\$13,000.00			Cemetery		
666	9/8/2022	\$50,218.53	90 Days	12/7/2022	0.25%	CD Principal	\$50,218.53					
667	9/8/2022	\$50,287.65	90 Days	12/7/2022	0.25%	CD Principal	\$50,287.65					
670	10/24/2022	\$75,075.02	30 Days	11/23/2022	0.15%	CD Principal	\$75,075.02			transferring to MM (12/1)		
671	11/7/2022	\$90,168.91	30 Days	12/7/2022	0.15%	CD Principal	\$90,168.91					
672	11/14/2022	\$90,166.40	90 Days	2/12/2023	0.25%	CD Principal		\$90,166.40				
Total							\$278,750.11	\$90,166.40				

**Resolution to Designate Town of Mina as Lead Agency
State Environmental Quality Review (SEQR)
Town of Mina Solar Energy Systems Regulations
#25-22**

WHEREAS, the Town of Mina has prepared a proposed local law for Solar Energy Systems Regulations and has held a public hearing regarding the proposed law, and

WHEREAS, the Town of Mina is responsible for ensuring that a State Environmental Quality Review (SEQR) is conducted to accompany the local law, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Mina hereby approves the designation of the Town of Mina as the lead agency for preparing the SEQR application.

**Resolution to Submit Grant Application For
Findley Lake Downtown Revitalization
#26-22**

WHEREAS, the Chautauqua County Partnership for Economic Growth (CCPEG) has recently announced support for Economic Development Projects for 2023, and

WHEREAS, CCPEG will offer resources for select projects identified to have potential for transformational county-wide impact, and

WHEREAS, support could include technical assistance, match requirements for local, state, or federal grants being used for projects that align with the Chautauqua County Economic Development Strategic Plan, or other projects that enhance or leverage previous investment in economic development within Chautauqua County, and

WHEREAS, grant awards are typically between \$10,000 and \$20,000 but requests up to \$50,000 will be considered, and

WHEREAS, municipalities are eligible to apply for these funds, and

WHEREAS, the economy of Findley Lake, in the Town of Mina, is built on tourism drawn largely from Pennsylvania, Ohio and New York and as the Southern Tier Gateway to Chautauqua County (and New York State), Findley Lake also enhances one of Chautauqua County's largest multi-season employers in nearby Peek'n Peak Resort, and

WHEREAS, two elements are critical to driving and sustaining that tourism – the lake itself, and the locally zoned Historic Business District on Main Street, and

WHEREAS, requested funds from CCPEG as well as local funds will be used to create a conceptual plan to physically transform the Historic Business District, creating an environment that will help current businesses flourish, attract new business, and help secure the future of the community and the significant tourism and property tax dollars it generates, and

WHEREAS, the requested funds will be used to hire an architect who will work with the community to create a conceptual design for the business district including "street scaping" and façade improvements, and

WHEREAS, the outcome/deliverables of this project are conceptual renderings and narrative recommendations that identify specific "project elements," that the community can in turn assign costs to and implement as funding is identified and acquired, and

WHEREAS, the creation of a downtown revitalization plan will also provide an important injection of capital into an area in which small retailers for too long have been left to their own devices, and

WHEREAS, the Town of Mina is currently engaged in updating its Comprehensive Plan and the

plan identified "Small Business Development" as one of its three core areas of concentration, and

WHEREAS, the Findley Lake Community Foundation has contacted a multi-generational seasonal resident of Findley Lake, architect Brett Ligo, who has provided a detailed scope of work and a list of desired "deliverables" including:

- Conceptual renderings,
- A narrative of observable improvements by street address,
- A map of the project area identifying the streetscape improvements,
- A list of recommended streetscape items from which costs can be derived, and
- A suggested project order, and

WHEREAS, the proposed cost of those services as estimated by Ligo Architects is \$31,320, and

WHEREAS, the Town Board of the Town of Mina has been willing to provide a cash match on grant proposals that are deemed important to the future development and enhancement of the community, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Mina hereby approves the submission of a Chautauqua County Partnership for Economic Growth Economic Development Project Grant for 2023, and

BE IT ALSO RESOLVED, that the Town Board of the Town of Mina commits to supporting the project including a cash match of up to \$3,120 which is approximately a 10% match if the full grant is approved.