

April 9, 2026

The Mina Town Board met on the above date for the Regular Meeting. Supervisor Brumagin called the meeting to order at 7:00 p.m. by leading with the Pledge of Allegiance to the flag. The following members and guests were in attendance:

Present: Rebecca Brumagin.....Supervisor
 Dick Cooper.....Councilman
 Christine Craffey.....Councilwoman
 Dick Watrous.....Councilman

Absent: Brian Sullivan.....Councilman

Attended by: Pat Applebee (Town of Chautauqua), Amy Barney, Mary Dee & Michael Dee (Town of Hanover), Karen Engstrom (Town of Chautauqua), Carl & Cheryl Feidler (Town of Ellery), Erick Johnson (Southern Tier Graphics), Alvin Kopta (Highway Superintendent), Susan Masters (Town of Harmony), John Miller (Town of Ellicott), Jeff Park (FLVFD), Marty Proctor (Chautauqua County Legislator), Sherri Schenk

Minutes: Motion was made by Councilman Cooper and seconded by Councilwoman Craffey to approve the minutes of the March 12th, 2026, Regular Meeting. Motion carried unanimously.

Public Comment re: Agenda Items (Citizens Present and not Present): none

Public Hearing on Proposed Local Law Changing Grievance Day in 2026:

- Supervisor Brumagin asked Town Clerk Park to read the legal notice for the Public Hearing.
- Supervisor Brumagin opened up the Public Hearing on the Proposed Local Law at 7:03 pm.
- With no comments to be heard, Supervisor Brumagin closed the Public Hearing at 7:04 pm.

Public Hearing on Proposed Local Law Enacting a Temporary Moratorium on Battery Energy Storage System Facilities:

- Supervisor Brumagin asked Town Clerk Park to read the legal notice for the Public Hearing.
- Supervisor Brumagin opened up the Public Hearing on the Proposed Local Law at 7:05 pm.
 - Michael Dee from the Town of Hanover spoke on supporting a moratorium and he provided documentation of hazards to be considered before making any decisions.
 - Karen Engstrom from the Town of Chautauqua stressed prevention of the adverse consequences vs. mitigation after the fact. Karen also provided research and documentation from other local towns.
 - Susan Masters from the Town of Harmony expressed concern over both BESS and Wind Energy, stating the moratoriums will provide time for the Town Board to put protections in place for the community as a whole.
- As there were no further comments, the Public Hearing was closed at 7:17 pm.

Public Hearing on Proposed Local Law Enacting a Temporary Moratorium on Wind Energy Conversion Systems:

- Supervisor Brumagin asked Town Clerk Park to read the legal notice for the Public Hearing.
- Supervisor Brumagin opened up the Public Hearing on the Proposed Local Law at 7:19 pm.
 - Pat Applebee from the Town of Chautauqua asked if anyone has been approached by developers. Nothing has been formally presented to the Town at this time.
 - Karen Engstrom urged protective setbacks be put in place such as a mandatory recycling program for components, and placing a ban on PFAS / PFOS (forever chemicals) components altogether as well as mandating an escrow account for full clean-up at each site.
 - Cheryl Feidler from the Town of Ellery spoke in support of the moratorium.

- Joni Riggle provided information in writing on the Moratoriums for Wind Projects and Battery Energy Storage Systems as she was unable to attend the public hearings in person.
- As there were no further comments, the Public Hearing was closed at 7:31 pm.

Southern Tier Graphics on Cybersecurity Policy and Process –

- Erick Johnson presented a power point presentation explaining the need for and the development of the Town’s cybersecurity policy. He broke the implementation of the policy into four categories:
 - Organizational / Policies and Procedures
 - Network Security / Firewalls
 - PC Security / Antivirus Programs
 - Office 365 Security / Cloud Infrastructure
- The process is now 90% complete. Training has started for all users, and mandatory training will be incorporated throughout the year. Monthly reports will be provided, highlighting where improvements can be made. All of this is required for the Town to be eligible for cybersecurity coverage by NYMIR insurance.

Sewer Project Update:

- May 16th Public Meeting – Updates on the Sewer Project and collection of Easements.
- Resolution for Grinder Pump Preselection Bid:

RESOLUTION #7-26

AUTHORIZATION TO ADVERTISE FOR BIDS TOWN OF MINA FINDLEY LAKE SEWER DISTRICT GRINDER PUMP PRE-SELECTION BID

WHEREAS, THE Town of Mina (“Town”) is moving forward with the Findley Lake Sewer District Project (“Project”); and

WHEREAS, the Project will involve the installation of sanitary sewer grinder pumps; and

WHEREAS, the Town intends to pre-select the grinder pumps prior to bidding or construction of the full Project to ensure consistency, compatibility with the design, and that the most cost-effective grinder pump is utilized for the Project;

NOW, THEREFORE, BE IT RESOLVED, the Town of Mina has decided to move forward with the Grinder Pump Pre-Selection Bidding; and it is further

RESOLVED, that the Town of Mina Town Board authorizes the Advertisement for Bids for the Grinder Pump Pre-Selection Bid.

Motion made by Councilwoman Craffey. Second: Councilman Watrous.

The question of the adoption of the foregoing resolution was duly put to vote, and upon roll call, the vote was as follows:

Rebecca Brumagin, Supervisor – AYE
 Richard Cooper, Councilman – AYE
 Christine Craffey, Councilwoman - AYE
 Dick Watrous, Councilman – AYE
 Brian Sullivan, Councilman - Absent

The foregoing resolution was thereupon declared duly adopted.

Grants Report:

- In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:
 - The Lake Oxygenation Planning Grant was approved by the county for \$27,500.
 - Supervisor Brumagin met with Consultant Steven Bishop requesting his help with NY Forward projects, especially in regard to assisting with DEC requirements. Councilman Watrous made a motion to retain the consulting services of Steven Bishop under the same contract details as 2025, with a cap of \$5,000, to help with

NY Forward projects and articles to be placed in the Tapestry newsletter.

Councilman Cooper seconded the motion. Carried.

- Bailey Hill Culvert Replacement is scheduled to begin May 18th, with signage to be in place by May 4th.
- The process for a Shared Services Dog Kennel Project estimated to cost \$82,000 has been initiated with a request for up to \$75,000 in funding. Each Town (Clymer, Mina and Ripley) will be expected to contribute financially. Councilman Watrous made a motion, seconded by Councilwoman Craffey, to commit \$5,000 in Town of Mina matching funds. Motion carried.

Organizational Meeting Follow-up:

- Motion made by Councilman Watrous and seconded by Councilman Cooper to adopt the following changes to the Credit Card Policy:
 - Supervisor – maximum expenditure per purchase increased from \$1,000 to \$1,500; the maximum per month remains at \$1,500.
 - Highway Superintendent – maximum expenditure per purchase increased from \$3,000 to \$5,000; the maximum per month remains at \$5,000.
- The motion carried.

Old Business:

- Website & Email Accounts have been changed to “.gov”. The “.org” email extension will automatically forward to the “.gov” extension. There is a problem with automatically redirecting the old website (“.info”) to the new “.gov” site due to outdated passwords and website hosting.
- The Towns of Westfield and Sherman have already voted to abandon their portions of Klondyke Road. The Town of Ripley held a Public Hearing and will be voting on the issue. Town Attorney Joe Calimeri recommends that the Town of Mina wait for the result of the Ripley Town Board vote before taking action on the matter.

Correspondence:

- Local Law #3-2026, A Local Law Providing For The Administration And Enforcement Of The New York State Uniform Fire Prevention And Building Code And The State Energy Conservation Construction Code was filed with the State on April 6, 2026.
- Town Clerk Park received notification that she passed the Notary Exam taken in December, 2025 and can now apply for a Notary License.
- Chautauqua County Department of Health confirmed that the water sample taken at the Community Center on March 18, 2026, is “Satisfactory for Human Consumption”.
- Supervisor Brumagin notified the NYS Liquor Authority that the Mina Town Board is in favor of issuing an off-premises license for Pine Junction to serve alcohol for a one-day event on April 20, 2026, sponsored by Mulligan Properties.
- Kelly Thornton notified the Town of Mina that Small Town Shelter will be terminating its municipal dog holding services contract effective May 1, 2026. She plans on continuing her employment as Dog Control Officer.

Reports:

- Highway / Cemetery Committee – Councilman Watrous reported that the final phase of the tree removal at the Mina Cemetery can continue now that the maple sap tapping lines have been removed.
- Highway Superintendent Kopta noted increases in oil costs may limit the scope of some of the summer projects that had been planned. The annual cemetery clean-up is scheduled to be completed before Memorial Day.
- Parks & Recreation Committee report:
 - There is damage to one of the slides at the School Street playground. Several of the boarders around both playgrounds will need to be adjusted or replaced due to winter damage.
 - The Boy Scouts may be able to clean the tennis courts this spring.
 - The committee is reviewing Gym usage and charges as well as better calendar management and coordination with the Building Rentals currently processed through the Town Clerk’s office.
- Assessor – The Assessor’s report was included in the Town Board packet.
 - Two deeds were recorded in the month of February.
 - Assessment change notices have been mailed. There have been many phone calls as people try to navigate the website to evaluate their assessment with other properties.

- Town Justice – The new Credit Card machine processing system for the court is working well and serves all four towns.
- Town Clerk / Tax Collector – The Town Clerk’s report was included in the board packet reporting the collection of fees and sales of \$16,474.00 for the month of March. She paid the Supervisor \$16,442.83, NYS Ag and Markets for dogs \$17 and NYS DEC \$14.17. She stated the tax collection period has officially ended, but she is waiting a few more days to see if any additional mail with a post-mark of April 1 is received.
 - Moving the recreational equipment room to the south side of the gym would allow for records storage in the north closet. This could then be easily accessed through a new doorway installed from the Town offices. The west side of the storage room could be converted into a fireproof storage area. Councilman Cooper will reach out to a contractor for pricing.
- Supervisor – Supervisor Brumagin reviewed the March 2026 financial report included in the board packet as well as the NY Class investment balances.
 - The first in-house payroll was processed the week of April 1, using Williamson Law Book cloud-based software.
 - Supervisor Brumagin reviewed Budget Transfers for the year ending 2025. Councilman Watrous made a motion, seconded by Councilman Cooper to approve these transfers. Motion carried.
 - NYS Annual Report Filing is due by April 30th, 2026.
 - The ARPA Annual Report was filed for COVID funds received and expended. The date for filing the final report has not been communicated to municipalities.

Community Updates:

- Findley Lake Volunteer Fire Department – Jeff Park stated there is nothing new to report this month.
- Findley Lake Watershed Foundation – Councilwoman Craffey said there is a student intern interview scheduled for tomorrow.
- Maplevale Farms – the building permit has been issued so actual construction will begin soon.
- National Grid – the staging area for the new poles has been prepared at the gravel pit on Rte. 430 near the Bailey Hill intersection.

New Business:

- Proposed Easement – National Grid Installation of Utility Poles and Guide Wires at the Waste Water Treatment Plant property on Route 426.
 - Councilman Watrous made a motion to approve the proposed easement, seconded by Councilwoman Craffey. Motion Carried.
- Stewardship Stars Program – Supervisor Brumagin would like to finally implement the “Stewardship Stars” program. This program encourages individuals to “adopt” or volunteer to care for public spaces and a small sign would be placed near the location with the names of individuals or businesses who sponsor or volunteer to maintain the space.
- Approval of Cybersecurity Policy – Councilman Cooper made a motion to adopt the Cybersecurity Policy developed by Southern Tier Graphics for the Town of Mina. Seconded by Councilman Watrous. Motion carried.
- Highway Superintendent – Standard Work Hours for NYS Retirement: Highway Superintendent Kopta submitted a report documenting 585 hours worked over a three month period of time. A Standard Day Reporting Resolution will be prepared for the May 2026 meeting.
- Supervisor Brumagin acknowledged the passing of community member Anna Marucci. Among other acts of service, Anna has placed flags on the graves of Veterans annually.

Payment of Monthly Claims / Transfers:

- The monthly claims for April were examined. Councilwoman Craffey moved, seconded by Councilman Watrous, to pay the monthly claims – General Fund #85 through #110 in the amount of \$49,106.19, Highway Fund #42H through 56H in the amount of \$17,315.03 and Sewer Fund #5S through 6S in the amount of \$107,357.50. Motion carried unanimously.
Ayes – 4 Brumagin, Cooper, Craffey, Watrous
Nays - 0

Public Comment (Citizens Present and Citizens Not Present):

- Sherrie Schenk asked about a County registry for Short Term Rentals. The County does not have a Short Tem Rental registry at this time. Sherrie also asked about the removal

of trees at the National Grid staging site. Councilman Cooper stated he believed the removal of trees was to accommodate new power lines. Bailey Hill road closure for culvert replacement will require rerouting for access to most of the road.

Executive Session:

- The Town Board entered into Executive Session for personnel matters and potential litigation at 9:31 p.m. upon motion by Councilwoman Craffey and second by Councilman Watrous. At 10:07 p.m. motion was made by Councilwoman Craffey and seconded by Councilman Cooper to return to Regular Session.

Other Business / Actions:

- The next Regular Meeting is scheduled for May 14th, 2026, at 7 p.m.
- Public Meeting for Sewer District Update is scheduled for Saturday, May 16th, 9 am at the Mina – Findley Lake Community Center.

Adjournment:

As there was no further business to come before the Board, motion was made by Councilwoman Craffey to adjourn the meeting at 10:08 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk