January 6, 2026

The Mina Town Board met on the above date for the Organizational Meeting and Special Meeting. Supervisor Brumagin called the meeting to order at 9:03 a.m. The following members and guests were in attendance:

Present: Rebecca Brumagin…….Supervisor
Richard Cooper…...……...Councilman
Christine Craffey……Councilwoman
Brian Sullivan…….Councilman

Absent: Richard Watrous…….Councilman

Attended by: Alvin Kopta (Highway Superintendent), Jeff Park (FLVFD), Marty Proctor (Chautauqua County Legislator), Ellen Shifler (ZBA Clerk), John Shifler (ZBA Chair), Art Tanner, Robb Tanner (Deputy Highway Superintendent), Sherrie Tanner (Deputy Town Clerk), and Andrew Zomcik. Jack Hamilton, FLVFD Fire Chief, and Architect Zach Comstock of Barton & Loguidice attended virtually.

Legal Notice: Supervisor Brumagin asked the Town Clerk to read the legal notice for the Organizational Meeting.

Organizational Meeting

Legal Requirements:

Meeting Schedule: A motion was made by Councilwoman Craffey, seconded by Councilman Sullivan, and passed unanimously to hold monthly board meetings for 2026 on the second Thursday of the month at 7:00 p.m.at the Mina-Findley Lake Community Center.

Depository of Town's Funds: Councilman Sullivan made a motion to authorize the use of Community Bank, N.A. as the depository for the town's funds, seconded by Councilman Cooper, and passed unanimously.

Official Newspaper: Councilman Cooper moved, Councilwoman Craffey seconded the motion, and it passed unanimously to establish the Jamestown Post Journal as the official newspaper of the Town.

Town Attorney: A motion was made by Councilwoman Craffey, and seconded by Councilman Sullivan, to appoint the law firm of Wright Calimeri, PLLC as Town Attorney. Passed unanimously.

Official Polling Place: Councilman Sullivan made a motion to designate the Mina-Findley Lake Community Center as the official polling place of the Town of Mina for 2026. It was seconded by Councilman Cooper and passed unanimously.

Powers & Duties of Town Supervisor: Motion was made by Councilman Cooper that the powers and duties necessary for day-to-day operations are delegated to the Town Supervisor. The motion was seconded by Councilwoman Craffey and passed unanimously.

Affiliated Associations:

Municipal, County, State Associations: Councilwoman Craffey made a motion, seconded by Councilman Sullivan to continue membership in all municipal, county and state associations. Passed unanimously.

Educational Classes: On a motion from Councilwoman Craffey, seconded by Councilman Sullivan, schooling/educational classes for elected and appointed officials be authorized when school pertains to respective jobs is duly authorized. Motion carried.

Contracts/Agreements:

Resolution #1-26
Fire & Emergency Services

Resolution #1-26 was presented by Councilman Sullivan, and seconded by Councilman Cooper, that the Town of Mina approves contracting with the Findley Lake Volunteer Fire Department for fire and ambulance/emergency management services and the Sherman Fire Department (Stanley Hose Co.) for ambulance/emergency management services. Furthermore, the Town of Mina supports efforts by both volunteer fire departments to conduct fundraising activities and will provide its assistance by encouraging the community to support these activities.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
Motion passed unanimously.

Resolution #2-26
Justice Court Security

A motion to adopt Resolution #2-26 was made by Councilman Cooper and seconded by Councilwoman Craffey for the Town of Mina to contract in 2026 and 2027 with the Chautauqua County Sheriff's department for court security services at a minimum of four hours for each date of service. The contract may not exceed a total of $6,000.00 for each year.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
Motion carried unanimously.

Resolution #3-26
Justice Court Shared Services

A motion to adopt Resolution #3-26 was made by Councilwoman Craffey and seconded by Councilman Sullivan to enter into shared services agreements with each of the three towns of Clymer, French Creek and Sherman to reimburse the Town of Mina for justice court operating and facility expenses under the 2026 single justice arrangement for all four towns holding court in the Mina-Findley Lake Community Center.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
The motion passed unanimously.

Resolution #4-26
Animal Holding Services

A motion was made by Councilman Sullivan and seconded by Councilman Cooper to contract in 2026 with Small Town Shelter in Sherman for the primary Holding services and Chautauqua County Human Society for secondary holding services at the same rates as 2025.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
The motion passed.

Resolution #5-26
Expenditure of Highway Monies

A motion was made by Councilman Cooper, seconded by Councilman Sullivan, to enter into an agreement with Chautauqua County for the Expenditure of Highway Monies as adopted by the Town of Mina in the 2026 final budget.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
The motion carried unanimously.

Salaries & Wages:

Town Officials: Councilwoman Craffey made a motion that elected officials' salaries are to be set as adopted in the final 2026 budget. The motion was seconded by Councilman Sullivan and passed unanimously.

Full-Time Motor Equipment Operators: Councilman Sullivan moved that wages for full-time motor equipment operators be set at the amount adopted in the final 2026 budget. Motion was seconded by Councilman Cooper and passed unanimously.

Part-time/Substitute Motor Equipment Operators: Part-time (substitute) wages for highway motor equipment operators are to be paid at the amount adopted in the final 2026 budget. Substitute motor equipment operators to be hired only when a full-time highway employee is unable to work. Motion made by Councilman Cooper and seconded by Councilwoman Craffey. Motion passed unanimously.

Highway:

Bids: Councilwoman Craffey moved and Councilman Sullivan seconded the motion to authorize the Highway Superintendent to advertise for bids for all necessary supplies for highway use in 2026. Passed unanimously.

Snow Removal Authorization: Councilman Sullivan moved, seconded by Councilman Cooper, to authorize the Highway Superintendent to clear snow from the following areas: Findley Lake Volunteer Fire Department, Mina-Findley Lake Community Center, New York State DEC Fishing Access area, and Findley Lake Watershed Foundation area on Main Street. Motion carried. Motion was then made by Councilman Sullivan and seconded by Councilwoman Craffey to amend the Snow Removal Authorization motion to include clearing snow from the Bus Garage Man-Door and the Boat Ramp on Findley Lake Watershed property to allow for access by the emergency fire boat. The amended motion carried.

Main Street Accumulation of Snow: Councilwoman Craffey moved, seconded by Councilman Sullivan, to authorize the Highway Superintendent to remove accumulated snow on Main Street to accommodate the width of parking a car. Motion passed.

Significant Snow Accumulation on Main Street: Councilman Sullivan moved, seconded by Councilman Cooper, to authorize the Highway Superintendent to occasionally remove snow on Main Street that has been plowed to the side of the road when there is a significant accumulation of snow, and it is considered to be a safety hazard. This does not authorize the Highway Superintendent to clear snow from sidewalks as that is the responsibility of the property owner. Motion carried.

Winter Maintenance on Town Roads: A motion was made by Councilman Cooper to eliminate winter maintenance for Fox Road, Klondyke Road and part of Gas Well Hill Road at the request of Highway Superintendent Alvin Kopta. The motion was seconded by Councilwoman Craffey and unanimously passed.

Posting of Weight Limits and Dates: A motion was made by Councilwoman Craffey and seconded by Councilman Sullivan to post weight limits with effective dates on Town of Mina roads with weights and dates to be determined as deemed necessary by Town of Mina Highway Superintendent. Motion carried unanimously.

Town Board Position Appointments:

The Town Board unanimously approved, upon motion by Councilwoman Craffey and second by Councilman Sullivan, the appointment of the following individuals for one-year terms ending December 31, 2026 (unless otherwise noted) and with salaries and wages as adopted in the 2026 final budget (unless otherwise noted):

- Historian – Mary Norcross
- Deputy Highway Superintendent – Robb Tanner
- Registrar of Vital Statistics (2 years) - Marcy Park
- Agent for Accessible Parking Permits (3 years) - Marcy Park
- Records Management Officer (3 years) – Marcy Park
- Deputy Town Clerks – Sherrie Tanner and Audrey Sliker
- Deputy Registrars of Vital Statistics – Sherrie Tanner & Audrey Sliker

- Deputy Accessible Parking Permit Agents – Sherrie Tanner & Audrey Sliker
- Deputy Records Management Officers – Sherrie Tanner & Audrey Sliker
- Justice Clerk – Janae Ryan
- Cemetery Mower – Michael Watrous
- Community Center Cleaners – Lydiann Hostetler and Katherine Hostetler
- Building Inspector/Zoning Code Enforcement Officer – Tom McNinch
- Dog Control Officer – Kelly Thornton
- Zoning Board of Appeals Clerk – Ellen Shifler
- Legal Stenographer – Hire at legal rates for any necessary hearings by Mina town officials

Town Board Board / Committee Appointments
Motion was made by Councilwoman Craffey and seconded by Councilman Sullivan to appoint the following positions. Motion carried.

- Zoning Board of Appeals Position – Charles Armstrong to fill a vacancy (3 years)
- Parks and Recreation Committee – Barb Cooper (5 years)
- Findley Lake Vol. Fire Dept Governing Board – Jeff Park (5 years)
- Disaster Coordinator – Rebecca Brumagin (appointment to be reviewed at a later date.)

Town Supervisor Appointments:

Supervisor Brumagin made the following one-year appointments ending December 31, 2026:

- Deputy Town Supervisor – Councilman Watrous
- Administrative Assistant/Supervisor's Bookkeeper – Autumn Boardman
- Highway & Cemetery Committee – Councilman Watrous & Councilman Sullivan
- Recreation Committee Liaison – Councilwoman Craffey
- Insurance Committee – Full Town Board
- Community Center Facilities Coordinator – Supervisor Brumagin
- Refuse Service Liaison – Councilman Cooper
- Coordinated Assessment Program – Supervisor Brumagin
- Fire Department Town Board Liaison – Councilman Sullivan

Policies and Procedures:

Utility Bills, Insurance Premiums & Credit Cards: Motion was made by Councilman Sullivan and seconded by Councilwoman Craffey to authorize the Town Supervisor to pay utility bills, insurance premium and credit card bills as they come due rather than waiting for the monthly audit, thus eliminating late charges. The motion passed unanimously.

Investment Policy: Motion was made by Councilman Cooper and seconded by Councilwoman Craffey to approve the Town of Mina Investment Policy for 2026. Motion carried unanimously.

Full-Time Motor Equipment Operator Benefit Schedule: Tabled.

Health & Dental Insurance: Councilman Sullivan moved those employees eligible for health and vision insurance pay 10% of the premium for employees and 20% for dependents. The amounts will be deducted from wages pretax under Section 125 of the IRS Code unless the employee signs a waiver form. This motion was seconded by Councilman Cooper and was passed unanimously.

Mileage Reimbursement: Tabled.

Cybersecurity Plan: Tabled.

Procurement Policy: Motion was made by Councilman Cooper and seconded by Councilwoman Craffey to approve the current procurement policy. Motion passed unanimously.

Code of Ethics: Tabled.

Credit Card Policy: Tabled.

Other Business:
As there was no other business related to organizational requirements, at 9:24 a.m., the Organizational Meeting was adjourned by Councilwoman Craffey and seconded by Councilman Sullivan.

Special Town Board Meeting

Call to order: Supervisor Brumagin called the meeting to order at 9:25 a.m.

Public Hearing on Proposed Local Law #1-2026:

- Supervisor Brumagin opened up the Public Hearing on Proposed Local Law #1-2026 Regulating the Control of Livestock at 9:26 a.m. She asked for public input. Andrew Zomcik spoke about repeated instances of cows being recorded on Trail Cameras on his property on Hazen Road. He has had little response from the owners of the livestock. This has resulted in significant property damage and financial loss. Supervisor Brumagin closed the Public Hearing at 9:37 a.m.

Public Hearing on Proposed Local Law #2-2026:

- Supervisor Brumagin opened the Public Hearing on Proposed Local Law #2-2026 Revision to the Zoning Law for District R1 Pole Building / Pole Structures at 9:38 a.m. She asked for public input. John Shifler, Zoning Board Chairman, read a statement he had prepared. Ellen Shifler spoke as a resident, not as the ZBA Clerk, that in her opinion pole buildings are esthetically displeasing and are detrimental to adjoining property values. Supervisor Brumagin closed the Public Hearing at 9:58 a.m.

B&L Architect Zach Comstock - Highway Building Construction / Fire Station Renovation

- Architect Zach Comstock reviewed the Town of Mina Highway Garage plans for new construction and shared an "Opinion of Probable Construction Cost". The probable costs were as follows:

  - Town of Mina Highway Garage $4,422,000
  - Site Construction.....$2,741,000
  - Fueling Station.....$988,000
  - Salt Storage Building.....$962,000
  - TOTAL $9,113,000

  He reviewed the Fire Department renovation plans for converting the existing Highway Building into a fire station that can accommodate county full-time emergency medical technicians and a fly-car. The cost for the renovation is estimated to be $7,228,000.

  Zach Comstock will finalize the feasibility study for the Town Board's February meeting. The report will contain potential grant opportunities and funding options.

Other Business

- Payment of Year End Claims: The final claims for 2025 were examined. Motion was made by Councilwoman Craffey and seconded by Councilman Sullivan to approve the prepayment of the General Fund claims #340 through #346 in the amount of $3,170.03, in the Highway Fund claims #208H through #210H in the amount of $14,918.19 and in the Sewer Fund claim #34S in the amount of $89,859.00. Motion carried unanimously.

- Proposed Local Law #3-2026 Prohibit Unreasonable Noise in the Town of Mina – Town Board discussed and will review at the February regular meeting.

- Proposed Local Law #4-2026 Local Government Code Enforcement Program – Town Board discussed and will review at the February regular meeting.

- Barton & Loguidice – a Motion was made by Councilwoman Craffey and seconded by Councilman Cooper to contract with Barton & Loguidice for Engineering Services for the Buesink's Creek Project. Motion carried.

- Town Clerk Signatory on Bank Account – Councilman Sullivan made a motion to add Marcellanne Park as signatory on the Town Clerk and Town of Mina Tax accounts at

Community Bank. Sherrie Tanner will remain on the two accounts as Deputy Town Clerk. Motion was seconded by Councilwoman Craffey and carried.

- Supervisor Brumagin stated the Tax Collector Audit for 2025 had been completed. Councilwoman Craffey made a motion, seconded by Councilman Cooper to approve the annual audit. Motion carried.

- Supervisor Brumagin stated the Town Clerk Audit for 2025 had been completed. Councilwoman Craffey made a motion, seconded by Councilman Cooper to approve the annual audit. Motion carried.

- Upcoming Meeting: The next Regular Town Board Meeting will be held on Thursday, January 8th, 2026, at 7 p.m.

Executive Session:

- At 11:00 a.m. Councilman Cooper moved, seconded by Councilwoman Craffey, to adjourn to Executive Session for personnel matters and potential litigation. Motion carried. At 11:28 a.m. Councilwoman Craffey moved, seconded by Councilman Cooper, to return to regular session. Motion carried.

Adjournment:

- As there was no further business to come before the Board, Councilman Cooper moved to adjourn the meeting at 11:32 a.m.

Respectfully submitted,

Marcellanne Park
Town Clerk