

May 14, 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
Brian Sullivan.....Councilman
Dick Watrous.....Councilman

Attended by: Amy Barney, Tim Barney, Kim Freund, Alvin Kopta (Highway Superintendent), Kelly McDonald, Jeff Park (FLVFD), Marty Proctor (Chautauqua County Legislator), Sherri Schenk

Minutes: Motion was made by Councilman Cooper and seconded by Councilman Sullivan to approve the minutes of the April 9th, 2026, Regular Meeting. Motion carried unanimously.

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

Code Enforcement Officer Monthly and Annual Report – Tom McNinch:

- Review of Uniform Code and Energy Code Administration and Enforcement Report for 2025.
- Review of April 2026 Monthly Report
 - Tom discussed 10 registered complaints and gave reasons for his decisions.
 - Tom will send “30 Day Order to Remedy” letters to 12-16 properties that have excess unlicensed vehicles and are not approved junk yards.
 - Tom provided a copy of three types of letters (Notice of Violation / Affidavit, Final Notice – Violation of Town of Mina Zoning Law, and Summons) for Short-Term Retal (STR) owners who have not complied with STR regulations.

Sewer Project Update:

- May 16th Public Meeting for Square Engineering to provide the project status and hard-copies of easements. Attorney Joe Calimeri will also be in attendance to answer questions about easements. Easements have been emailed to residents who previously provided an email address. What is not handed out at the meeting will be mailed from the Town Clerk’s office.
- Eight easements have been filed with the county to test the process. The cost to file easements is about \$75 each.
- There will be a public opening of the bids to pre-select the Grinder Pumps on Tuesday, May 19th.
- The SPDES (State Pollutant Discharge Elimination System) Permit has been approved by the Department of Environmental Conservation. Grant invoices should be able to be processed.

NYS Climate Smart Community Update by Coordinator Kelly McDonald:

- Projects that have been implemented include lighting upgrades and designating the Community Center as a Cooling Center. Participation in the program can improve a municipality’s score when applying for certain state grants. The EV charging units at Organic Blooms are on private property and therefore are not included in the program.

Grants Report:

- In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:
 - Architect Paul Hagman and Structural Engineer Pete Radka are working on the design of the Community Center main entrance. Shrubs lining the current walkway to the recessed doors will be removed by the Highway Crew and the cover over the main door will be reinstalled at the South entrance.
 - Bailey Hill Culvert Replacement update – Road was closed May 11th, and the pipe is out of the ground. This closure is expected to last six weeks, depending on weather conditions.
 - The Town of Ripley is taking the lead on a Shared Services Dog Kennel Project. A Memorandum of Understanding for the Shared Services is being developed and includes Ripley, Clymer and Mina. French Creek and Sherman may also join. The County has approved funding of \$67,000 and each Town is expected to contribute an additional \$5,000.

- The ARC Grant – payroll processing in-house has been implemented using Williamson Law Book software. The accounting module is currently being tailored to fit the Town’s needs. Code Enforcement is another module under consideration.
- Findley Lake Forward is working on the design for Banners and Welcome to Findley Lake signs.
- Buesink’s Creek Stream Restoration DEC Grant – work started 4/7/26.

Old Business:

- NYS Short Term Rentals – Marty Proctor reported that Chautauqua County is reviewing the laws and definitions for a County registry and will provide updated information when it is available.
- The Towns of Westfield, Sherman and Ripley have already voted to abandon the pertinent portions of Klondyke Road. Supervisor Brumagin distributed a map of the area, and the Mina Town Board will consider action at a future meeting.

Correspondence:

- The Town Clerk read a letter of Resignation from Councilwoman Craffey effective 4/20/26.

**RESOLUTION # 8-2026
TOWN BOARD MEMBER RESIGNATION**

Offered by: Councilman Watrous **Seconded by:** Councilman Cooper.

WHEREAS, Christine Craffey, a duly elected member of the Town Board of the Town of Mina, has submitted a written resignation from the position of Town Board Member, effective April 20th, 2026; and

WHEREAS, the Town Board wishes to formally acknowledge and accept said resignation in accordance with New York State Town Law; and

WHEREAS, the Town Board expresses its appreciation to Christine Craffey for her service and contributions to the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Mina hereby accepts the resignation of Christine Craffey, effective April 20th, 2026; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to:

1. Enter this resolution into the official minutes;
2. Notify any required local or state agencies of the vacancy; and
3. Take any additional steps necessary to begin the process of filling the vacancy pursuant to New York State Town Law.

Adopted this 14th day of May, 2026 at a regular meeting of the Town Board.

ROLL CALL VOTE: Supervisor Brumagin — Aye, Councilman Cooper — Aye, Councilman Sullivan — Aye, Councilman Watrous — Aye

- Borough of North East – Eaton Reservoir Dam Emergency Action Plan has been updated and a copy is on hand in the Town Clerk’s office.
- Tolls by Mail bill was received for travel in the area of Manhattan’s Congestion Zone. The Town Clerk returned the notice stating the Town of Mina’s truck NY AH7759 has never been in that area.
- Chautauqua County Department of Finance sent notice of Workers Compensation Ultimate Liability in the amount of \$9,194 should the Town of Mina decide to exit the plan.
- An invitation was received to participate in Clymer’s Annual Tulip Festival Parade on May 16th.
- A formal letter of complaint for unsafe property at 10424 School Street was read.
- Local Law #3 of the year 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 NYS Department of State on April 6, 2026.
- NYS Deferred Compensation Plan notice to Employers was received.

- Letter from concerned county resident Ida Golden in regard to wind turbines was presented.
- Resident Sharon Utegg requested information on the replacement of her dock, which had been agreed upon with the contractors in September of 2025.

Reports:

- Highway / Cemetery Committee – Councilman Watrous reported that the trees designated for removal from the cemetery have been cleared. He stated there are four more that should come down. The option to grind out the stumps will be looked into.
- Highway Superintendent Kopta stated they are on the schedule for June 22nd, to start paving with Clymer, Sherman, and French Creek crews.
- Parks & Recreation Committee report:
 - The damaged slide at the School Street playground has been repaired.
 - Replacement border sections for the playground at the Community Center have been ordered.
 - The Summer Recreation Program will run on Wednesdays, July 13 through August 6th.
- Assessor – The Assessor’s report was included in the Town Board packet.
 - Grievance Day will take place on Wednesday, June 3, 2026, from 4-8 pm at the Mina – Findley Lake Community Center. Reminders have been sent to the Board of Assessment Review members.
 - There were 4 deeds recorded in the month of March.
- Community Center – Supervisor Brumagin purchased eight (8) round tables and a chair dolly for the cafeteria. Other miscellaneous furniture was removed by the Boy Scouts to make the room more functional.
- Town Clerk / Tax Collector – The Town Clerk’s report was included in the board packet reporting the collection of fees and sales of \$820.00 for the month of April. She paid the Supervisor \$572.44, NYS Ag and Markets for dogs \$30.00, NYS Health Department for Marriage Licenses \$90.00 and NYS DEC \$127.56.
 - The Tax Roll was delivered to Mayville, and a final check to the Town will be made after the bank statement containing interest payments on the tax account has been received.
 - A fireproof lateral file is needed before the organization of cemetery records can begin. The Town Clerk will get prices from three vendors for comparison.
 - Copies of the sewer district easements being filed with the county for the sewer project also need to be stored in a fireproof file or safe.
- Dog Control Officer – Kelly Thornton:
 - Kelly has indicated there is a need for a Deputy Dog Control Officer for all four towns she covers.
- Supervisor – Supervisor Brumagin reviewed the April 2026 financial report included in the board packet as well as the NY Class investment balances.

Community Updates:

- Findley Lake Volunteer Fire Department – Jeff Park stated the fire department is actively gearing up for summer. There are five bridges to be washed as part of the county contract. Members are participating in new training requirements set forth by PESH. (Public Employee Safety and Health is essentially New York’s version of OSHA for public-sector workers.)
- Maplevale Farms – construction has begun.

New Business:

- NYMIR Risk Assessment is scheduled for June 9th.
- Memorial Day Parade and Program will begin at the Community Center – gather at 9:00 for the parade to begin at 9:30 and the program at the Litz Family Gazebo to begin at 10:00 am.
- Mayors and Supervisors Health Insurance Analysis – meeting in Pomfret.

RESOLUTION #9-2026

ADDITIONAL FUNDING FOR OXYGENATION DESIGN PROJECT

Offered by: Councilman Watrous **Seconded by:** Councilman Sullivan

WHEREAS, Findley Lake is a public lake and has a TMDL (Total Maximum Daily Load) for phosphorous and has experienced degraded water quality manifesting as harmful algal blooms; and

WHEREAS, in 2023, Findley Lake conducted a NYS Department of Environmental Conservation funded assessment of the internal phosphorous load of the lake and benefits of implementing in-waterbody controls for phosphorous; and

WHEREAS, the 2023 report confirmed hypolimnetic anoxia and internal loading and recommended direct oxygen injection aeration to mitigate these conditions; and

WHEREAS, the 2023 report noted three specific action items as necessary to advance from the conceptual phase to 60% design that included 1) an updated bathymetric assessment, 2) sediment sampling, and 3) a sediment oxygen demand study, and

WHEREAS, in 2025, the Town of Mina received grant funding from Chautauqua County and was successful in collecting the recommended data; and

WHEREAS, the Town of Mina desires to build upon the previous scientific and community effort to develop the 60% design specification for a direct oxygen injection system via Oxygen Saturation Technology (OST); and

WHEREAS, the Town of Mina has received a proposal from Princeton Hydro for designing an oxygenation system for Findley Lake to control weed growth and phosphorous loading thereby developing the specific system needed to restore years of degradation; and

WHEREAS, the cost of the proposal from Princeton Hydro is \$55,000; and

WHEREAS, funding for this proposal has been secured from Chautauqua County for \$27,500, from the Findley Lake Community Foundation for \$10,000, from the Findley Lake Watershed Foundation for \$8,350 for a total of \$45,850; and

WHEREAS, the Mina Town Board previously committed \$5,000 toward this project; and

WHEREAS, an additional \$4,150 is needed to secure the total funds needed for the proposal; and

NOW THEREFORE LET IT BE RESOLVED that the Town Board of the Town of Mina does hereby approve an additional \$4,150 toward the Oxygenation Design Project bringing the total financial commitment by the Town to \$9,150.

ROLL CALL VOTE: Supervisor Brumagin — Aye, Councilman Cooper — Aye, Councilman Sullivan — Aye, Councilman Watrous — Aye

RESOLUTION #10-26
ENFORCEMENT OF SHORT-TERM RENTAL REQUIREMENTS

Offered by: Councilman Sullivan **Seconded by:** Councilman Cooper

WHEREAS, for the safety and protection of property owners, short-term renters and other residents of the Town of Mina, the Town updated its Zoning Law in 2020 to include requirements for property owners to apply for and receive a permit to operate a short-term rental in the Town of Mina; and

WHEREAS, there are many short-term rental property owners who are not in compliance with the Town of Mina Zoning Law on Short-Term Rentals; and

WHEREAS, the Town of Mina Code Enforcement Officer has, with the assistance of the Town Attorney, developed a process for enforcement of the regulations; and
WHEREAS, the process to address noncompliant property owners includes:

- 1) Notice of Violation/Affidavit
- 2) Final Notice – Violation of Town of Mina Zoning Law
- 3) Summons to Appear in Town of Mina Justice Court

WHEREAS, the Code Enforcement Officer is willing and able to actively pursue enforcement of the short-term rental provisions of the Zoning Law for noncompliant property owners; and

NOW THEREFORE LET IT BE RESOLVED that the Town Board of the Town of Mina does specifically support the enforcement of the provisions of the Town of Mina Zoning Law in relation to short-term rental properties.

ROLL CALL VOTE: Supervisor Brumagin — Aye, Councilman Cooper — Aye, Councilman Sullivan — Aye, Councilman Watrous — Aye

Payment of Monthly Claims / Transfers:

- The monthly claims for May were examined. Councilman Cooper moved, seconded by Councilman Watrous, to pay the monthly claims – General Fund #111 through #145 in the amount of \$36,527.75, Highway Fund #57H through 72H in the amount of \$25,979.19 and Sewer Fund #7S through 10S in the amount of \$90,906.90. Motion carried unanimously.
Ayes – 4 Brumagin, Cooper, Sullivan, Watrous
Nays - 0

Public Comment (Citizens Present and Citizens Not Present):

- Kim Freund submitted a list of questions to give to the engineers at Saturday's Sewer Easement meeting as she will not be able to be present.
- Sherrie Schenk asked who will follow up with Sharon Utegg on the dock situation and Supervisor Brumagin said she will contact her.
- Councilman Sullivan mentioned recognizing the landscaping efforts in the downtown areas.

Executive Session:

- The Town Board entered into Executive Session for personnel matters and potential litigation at 9:28 p.m. upon motion by Councilman Watrous and second by Councilman Sullivan. At 10:11 p.m. motion was made by Councilman Cooper and seconded by Councilman Sullivan to return to Regular Session.

Other Business / Actions:

- Motion was made by Councilman Watrous and seconded by Councilman Sullivan to reimburse expenses for Brian Gilkinson, Robb Tanner, and Sherrie Tanner due to miscalculations in reported retirement withholdings by ECCA. Total amount of claims is \$505.47. Motion carried.
- Motion was made by Councilman Cooper and seconded by Councilman Watrous to allow for the disposal of two (2) brine tanks at the Town Highway Barns. Motion carried.
- Motion was made by Councilman Sullivan and seconded by Councilman Watrous to donate \$25 to the Clymer After-Prom program, as was done last year. Motion carried.
- The next Regular Meeting is scheduled for June 11th, 2026, at 7 p.m.

Adjournment:

As there was no further business to come before the Board, motion was made by Councilman Watrous to adjourn the meeting at 10:20 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk