

June 11, 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), Andrew Meyerhofer (Square Engineering) via phone, Jeff Park (FLVFD), Marty Proctor (Chautauqua County Legislator), Sherri Schenk, Lisa Schmitz

Minutes: Motion was made by Councilman Cooper and seconded by Councilman Watrous to approve the minutes of the May14th, 2026, Regular Meeting. Motion carried unanimously.

Public Comment re: Agenda Items (Citizens Present and not Present): Tim Barney asked if easements can be changed once they are signed and filed. Supervisor Brumagin advised a direct conversation with the engineers would be best to address his specific situation.

Sewer Project Update:

- Andrew Meyerhofer P.E. from Square Engineering provided an update by speakerphone addressing specifics on design, permitting, easements, and interest in a possible sewer extension.
- Siewart Equipment (E/one) submitted the lowest bid (\$910,877) for the grinder pumps for single residences. There will be a second bid process for the pumps required to serve multiple residences.

Grants Report:

- In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:
 - Bailey Hill Culvert Replacement update – At the on-site meeting on June 5th it was confirmed that there would be no project cost overrun; and, as planned, the project will be fully funded by New York State. If there is any time delay due to weather, it should only be for one or two days beyond the original time estimate.
 - Community Center Hub Grant - Plans for the entry-way enclosure have been submitted for review. Supervisor Brumagin stated she will discuss with Paul Hagman, the architect, about adding windows on the east (entry) wall.
 - The Town of Sherman has opted out of the Shared Services Dog Kennel Project. A Memorandum of Understanding for the Shared Services is being developed that includes Ripley, Clymer, Mina and French Creek.
 - The Welcome Signs that Findley Lake Forward is working on will be similar in design to the timber frame construction of the Bison Trace sign at the corner of Rte 426 and King Road in French Creek. One sign will be placed now, with more to follow at a later date.
 - Buesink's Creek Stream Restoration DEC Grant – a meeting on July 9th has been scheduled with the six neighbors impacted by the work, after which the engineers from Barton & Loguidice will provide details at the Regular Town Board meeting that evening.
 - Princeton Hydro has submitted a proposal for the Design and Specification of the Aeration System for Findley Lake. The total cost of the project is \$50,000.

Old Business:

- The abandonment of a portion of Klondyke Road will be discussed with Joe Calimeri, attorney for the Town of Mina.
- The Town of Mina will host a Boater Safety Course on June 20th in the Community Center Cafeteria.

Correspondence:

- A second notice of Tolls by Mail for Lower Manhattan, NYC was received. Town Clerk Park disputed the charges on the website this time. The license photo provided clearly shows “2259” and the Town of Mina Highway Department Truck has a license of NY AH7759.

- The Annual July 4th Fireworks Display fundraising letter was read.
- Chautauqua County Board of Health is providing input to local and municipal partners regarding the siting and development of battery energy storage systems and wind energy facilities. Due to the current lack of scientific literature on the long-term health impacts of these facilities, the Health Department is recommending municipalities maximize setbacks and minimize decibel levels to ensure the health of community residents.
- Senator George Borello sent a letter asking municipalities to support the proposed Williams' Constitution Pipeline Project that will run through eastern New York State.
- Supervisor Brumagin sent thank you notes to Norman Carlson, County Historian, and Emma Nguen-Ness, singer, for their participation in the Memorial Day Program this year.

Reports:

- Highway / Cemetery Committee – Councilman Watrous reported that additional tree removal at the Mina Cemetery will be done in the fall, after all adjacent crop fields have been harvested.
- Highway Superintendent Kopta submitted his report.
 - He recently attended the Annual Highway School.
 - The first mowing of roadsides has been completed.
 - A low-hanging tree causing concern on Harrington Hill has been trimmed.
 - With the recent passage of the New York State Budget, the CHIPS increase is about \$15,000 higher than last year.
- Parks & Recreation Committee report:
 - The Summer Recreation Program will run on Wednesdays in the Town of Mina, July 13 through August 6th.
- Assessor – The Assessor's report was included in the Town Board packet.
 - Grievance Day took place on Wednesday, June 3, 2026, from 4-8 pm at the Mina – Findley Lake Community Center. Board of Assessment Review members present were Steven Boozel, Kelly McDonald and Jason Beckwith. There were 22 petitions for a reduction of assessment.
 - Notification of determination notices will be mailed on June 8th, 2026 to those that had hearings.
- Town Clerk / Tax Collector – The Town Clerk's report was included in the board packet reporting the collection of fees and sales of \$6,248.00 for the month of April. She paid the Supervisor \$5,893.10, NYS Ag and Markets for dogs \$10.00 and NYS DEC \$344.90.
 - The Town Clerk is seeking approval to purchase a four-drawer lateral fireproof file for around \$4,000. This will solve the immediate problem of limited fireproof storage and will enhance long-term records retention requirements.
 - There have been several calls regarding cemetery issues. The Cemetery Rules on file in the Town Clerk's office are from 2000 and are outdated.
 - Record of Sewer Easements as of 6/11/26:
 - 115 easements were mailed on June 5th to property owners who did not attend the May 16th meeting and had not previously provided an email address
 - 90 Easements have been notarized and submitted to the county
 - 18 Easements have been notarized and are ready to be submitted
 - 8 Easements have been returned by the county as completed
 - 200 Easement Signatures have been notarized by the Town Clerk so far
- Motion was made by Councilman Watrous and seconded by Councilman Cooper to authorize the purchase of a four-drawer fireproof lateral file, to include delivery and set-up services. The motion carried.
- Supervisor – Supervisor Brumagin reviewed the May 2026 financial report included in the board packet as well as the NY Class investment balances. The Annual Financial Report is still in process. The Supervisor's Bookkeeper Annual Audit Checklist for 2025 has been completed. This is a tool to identify weaknesses, offering an opportunity for improvement.

RESOLUTION # 11-2026 2025 Supervisor's Bookkeeper Audit

At a regular meeting of the Mina Town Board held on Thursday, June 11, 2026, Mina Town Supervisor Rebecca N. Brumagin, submitted a report of findings of the audit conducted on the supervisor's bookkeeper records for the calendar year 2025. Her report included information on the process for reviewing records including monthly bank statements, bank

reconciliations, cash receipts, cash disbursements, investment records, deposit protection, indebtedness records, property records, financial reporting, and payrolls. Findings for 2025 were as follows:

1. Cash receipts, disbursements, and reconciliations are all maintained up-to-date and were performed in a timely manner.
2. Receivables, investment records, deposit protection, and indebtedness records are all complete and maintained up-to-date.
3. Interim financial reports were prepared and distributed to the governing board and department heads.
4. Payrolls were approved by the appropriate official.
5. Internal Controls: a division of duties is difficult with only one accounting staff member. The Town Supervisor audited the monthly bank reconciliations, investment accounts and reviewed the monthly financial statements in detail.
6. Leave time for highway personnel needs to be reviewed and implemented consistently and according to the adopted highway benefits policy. Systems for recording leave have been improved beginning January 1, 2026.
7. Property Records: The Town maintains property records for large highway vehicles/equipment, computers & electronic devices, and real property. Inventory reporting for tools, small equipment, furniture & fixtures, and other assets have not been prepared and submitted to the governing board.
8. Control and monitoring over fuel and diesel consumption usage needs to be improved. Comparison of invoices against state pricing needs to be implemented consistently.
9. The Town needs to review and implement policies and procedures to account for and safeguard highway department assets including implementing a capital asset maintenance and performance policy that includes inventory recordkeeping and periodic physical inventory procedure that compare actual assets to those recorded.
10. The Town needs to implement a highway software program to capture asset data for management control and reporting.

A motion was made by Councilman Sullivan and seconded by Councilman Watrous to accept the findings of the 2025 Town of Mina Supervisor's Bookkeeper Audit.

Roll Call Vote:

Supervisor Brumagin – Aye

Councilman Cooper – Aye

Councilman Sullivan – Aye

Councilman Watrous – Aye

The resolution carried unanimously.

Community Updates:

- Findley Lake Volunteer Fire Department – Jeff Park thanked Highway Superintendent Kopta for trimming the tree on Harrington Hill as it could have caused a problem for any fire trucks headed that way, and for the millings that were placed in the alley between the fire hall and the antique shop. The placement will help with some of the erosion that took place this winter. He also reminded those present of the Annual Chicken BBQ on July 4th and stated it will be hosted as a “drive through event” again this year at the Findley Lake Church. The Annual Fund Drive appeal has been mailed; this year's goal is to raise funds to help replace the 1992 Engine with a good, used piece of equipment. And, as a final update, the firehall basement has been outfitted with exercise equipment for use by fire personnel using grant money provided by Cummins Engine Corporation.
- Watershed Foundation – Princeton Hydro will be speaking at the July 18th annual membership meeting of the Findley Lake Watershed Foundation.

New Business:

RESOLUTION #12-2026

Findley Lake Sewer District Project Grinder Pump Pre-Selection Award

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

WHEREAS, the Findley Lake Sewer District Project “Project” will involve the installation of sanitary sewer grinder pumps; and

WHEREAS, on April 9, 2026, at a regular meeting, the Mina Town Board approved Resolution #7-26 Authorization to Advertise for Bids with the intent to pre-select 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; and

WHEREAS, the Town of Mina issued a request for Grinder Pump Systems bids with a requirement that all bids be received at 2883 North Road, Findley Lake, NY by Tuesday, May 19, 2026 at 1:00 pm at which time the bids received would be publicly opened and read; and

WHEREAS, bids from four (4) grinder pump companies were received by May 19, 2026 at 1:00 pm; and

WHEREAS, Square Engineering reviewed, in detail, all four (4) bids to ensure that they met the requirements stated in the bid advertisement; and

WHEREAS, Square Engineering tabulated the bids and the amounts were as follows:

Siewart Equipment (E/One)	\$ 910,877.00
Crane Pumps & Systems PFT Corp. (Koester Associates, Inc.)	\$ 948,108.00
Pentair Myers (Fluid Kinetics, Inc.)	\$1,132,120.00
Zoeller Pump Company, LLC	\$1,157,048.00

WHEREAS, the low bidder at \$910,877.00, Sieward Equipment (E/One), fulfills all of the bid requirements; and

WHEREAS, Square Engineering recommends that the Town of Mina accept the bid of Siewart Equipment (E/One); and

NOW, THEREFORE LET IT BE RESOLVED THAT: the Town of Mina award the bid for Grinder Pumps for the Findley Lake Sewer District Project to Siewart Equipment (E/One) at the bid amount of \$ 910,877.00.

ROLL CALL VOTE: Supervisor Brumagin — Aye, Councilman Cooper — Aye, Councilman Sullivan — Aye, Councilman Watrous — Aye
The resolution carried unanimously.

- ADA Compliance for Municipal websites has now been extended to 4/26/28.
- The Boy Scouts are looking for a few Eagle Projects for the scouts looking to fulfill this requirement. Earl Harper is the contact for the Scouts.
- There is a need for more hands-on building and grounds maintenance at the Community Center and other Town properties. The possibility of hiring a part-time person to fill this position is being considered.
- Architect Clinton Brown is advertising in this area to ignite interest in the New York State Historic Barn Rehabilitation Tax Credit that is available for out buildings that qualify. There is no obligation for help with this by the Town of Mina.
- The DFT phone contract renewal is due – there are no changes from the current contract.
- Recent New York State DEC SEQRA reforms include exempting walking trails in parks from review.

Payment of Monthly Claims / Transfers:

- The monthly claims for June were examined. Councilman Watrous moved, seconded by Councilman Sullivan, to pay the monthly claims – General Fund #146 through #174 in the amount of \$42,595.91, Highway Fund #73H through #83H in the amount of \$36,313.84 and Sewer Fund #11S through #15S in the amount of \$57,575.45. Motion carried unanimously.
Ayes – 4 Brumagin, Cooper, Sullivan, Watrous
Nays – 0

Public Comment (Citizens Present and Citizens Not Present):

- Lisa Schmitz asked what happens to a road when it is abandoned. Does a “right-of-way” still exist? Abandonment of Klondyke Road could have a negative effect on farming practices in that area.
- Kim Freund asked if the flags around the lake were going to be put up. Supervisor Brumagin explained that Matt and Elizabeth Wise volunteered to handle that in the past, but are not able to do it this year. The Town Highway Department agreed to hang flags in the downtown area.

- Kim Freund also asked for Rules and Regulations on the Sewer District. Supervisor Brumagin stated these do not exist yet, as the construction phase is not complete. The policy will be developed at a later date per advice of the engineers.
- Amy Barney asked if there is any update on the reopening of the Comfort Inn Hotel, as there has been some random activity on and off at the property. There is no information available at this time.
- Sherrie Schenk stated Chuck Weiss, from Early Weiss Landscaping, may be willing to volunteer to mow different areas for the Town.

Executive Session:

- The Town Board entered into Executive Session for the proposed acquisition, sale or lease of real property at 8:57 p.m. upon motion by Supervisor Brumagin and second by Councilman Sullivan. At 9:36 p.m. motion was made by Councilman Cooper and seconded by Councilman Sullivan to return to Regular Session.

Other Business / Actions:

- The next Regular Meeting is scheduled for July 9th, 2026, at 7 pm.

Adjournment:

As there was no further business to come before the Board, motion was made by Councilman Sullivan to adjourn the meeting at 9:38 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk