

January 8, 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 member and guests were in attendance:

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

Attended by: Amy Barney, Tim Barney, Denis Cooper (Town Justice), Alvin Kopta (Highway Superintendent), Kelly McDonald, Andrew Meyerhofer (Square Engineering), Ed Mulkearn (Findley Lake Watershed Foundation), Jeff Park (FLVFD), John Shifler (Zoning Board Chair), and Matt Zarbo (Square Engineering)

Minutes: Motion was made by Councilman Cooper and seconded by Councilwoman Craffey to approve the minutes of the December 11th, 2025 Regular Meeting. Motion carried unanimously.

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

Sewer Project Update:

- Matt Zarbo from Square Engineering presented updated information on the sewer district project including:
 - sewer district maps and overlays detailing plans for both gravity fed lines and grinder pump locations.
 - He stated that 50-75% of the design is complete, however, field confirmation is still needed in some areas.
 - He discussed large and small intended gravity areas as well as main pump station areas and small localized pump station locations.
 - Easements will be required from all property owners. Matt will provide a draft easement to be reviewed by the Board and after reviewing input from the Board he will submit to the Town lawyer for his review and recommendations.
 - A review of the tentative timeline was discussed, with plan designs to be completed in May, bid process starting in summer, and construction commencing by fall 2026.
 - A concept plan for the Wastewater Plant may be available in March.
 - Matt confirmed that a full-size set of plans will be printed and sent to the Board for review.

At 8:40 p.m. Supervisor Brumagin proposed a five-minute break in the meeting.

Meeting resumed at 8:45 p.m. Town Justice Denis Cooper had wanted to address the Board but was called away. Supervisor Brumagin explained that recent changes by New York State in ticketing for traffic violations will increase points per violation, and reduce points required for potential loss of driver's license. She met with Justice Cooper and Assistant Public Defender Pat Rice about possible plea bargain options.

Grants Report:

- Supervisor Brumagin discussed the Barton and Loguidice agreement for the Buesink's Creek project and advised that the grant paperwork should be submitted to New York State Department of Environmental Conservation within a week.
- Findley Lake Forward is looking into signage and banners as part of the grant they received from the County.

Organizational Meeting Follow-up:

- Review of current Federal mileage reimbursement rates. Motion was made by Councilman Watrous to increase the Town's mileage reimbursement to 70 cents per mile. Seconded by Councilwoman Craffey and unanimously carried.
- Motion was made by Councilman Watrous to approve the Town's current Code of Ethics. Second by Councilman Cooper and carried.
- Motion was made by Councilman Sullivan and seconded by Councilman Watrous to approve the current cemetery fee schedule. Justin Safford spoke with Highway Superintendent Kopta and he is interested in being on call for opening and closing of graves.

- Nancy Roche is searching for someone to replace Barb Cooper on the Parks and Recreation Committee.

Old Business:

- Proposed Local Law: Town of Mina Property Boat Dock Rental – need to review with the town attorney.
- Website & Email Accounts – Change to .gov to conform to requirements of larger municipalities. The current “.org” extension will continue to function as well.
- Action on Proposed Local Law #1-2026 Regulating the Control of Livestock – Motion was made by Councilwoman Craffey and seconded by Councilman Cooper to adopt the local law.

Brumagin – Aye

Cooper – Aye

Craffey – Aye

Sullivan – Aye

Watrous – Aye

The motion carried.

- Action on Proposed Local Law #2-2026 Revision to the Zoning Law for District R1 Pole Building / Pole Structures – Two people spoke against the law at the last meeting. The Board is in agreement that “Special Use” allows for discussion on a case-by-case basis. Motion was made by Councilwoman Craffey and seconded by Councilman Sullivan to accept the law.

Brumagin – Aye

Cooper – Aye

Craffey – Aye

Sullivan – Aye

Watrous - Aye

The motion carried.

Correspondence:

- NYS Department of State – More Restrictive Local Standards for Construction / Energy Codes.

Reports:

- Highway / Cemetery Committee – Dick Watrous stated tree trimming and removal will begin January 17th, weather permitting.
- Highway Superintendent – Alvin Kopta reported that no ticket was issued on the recent accident involving a Town of Mina snowplow.
- Assessor – Heather Young included information on a new law in NYS allowing towns to offer 100% discount to veterans with permanent and total disability as long as they fit into specific categories. Supervisor Brumagin recommended further review before any action taken.

Resolution #6-26 2025 Justice Audit

Mina Town Supervisor Rebecca N. Brumagin, submitted a report of findings of the audits she conducted on the justice records for the calendar year 2025. Her report included information on the process for reviewing records including monthly bank statements, bank reconciliations, accountability reports, the cash receipt journal, the cash disbursement journal, partial payments report, NYS Justice Court reports, NYS TSLE&D reports and a sampling of court docket files and cases. Findings for 2025 were as follows:

1. The former justice clerk, who was employed by the Town of Mina for 12 years, resigned effective October 10, 2025 and a new justice clerk began employment in October 2025.
2. A sampling of court docket files and cases revealed that not all disposed cases were properly filed. A specific case (Docket #25100007) with an arrest date of March 29, 2025 and an appearance before the court in April 2025 was not able to be located. The current justice clerk has acknowledged that there is a backlog of filing of disposed cases and has agreed to rectify the situation by bringing the filing up to date and has also agreed that she will ensure that in the future that all disposed cases are properly filed in a timely manner.
3. Transactions are recorded properly.
4. Accountability is determined monthly.
5. Required reports are made timely and accurately.

6. A computerized record of uncollected installment payments was generated through the State SEI system in 2025 and shows uncollected payments of \$5,184.00.
7. A record of outstanding bail cases was generated through the State SEI system and shows a total of outstanding bail of \$1,700.00 for three cases.
8. There are zero cases pending in New York State TSLE&D.

A motion was made by Councilman Watrous and seconded by Councilwoman Craffey to accept the findings of the 2025 Town of Mina Justice Court Audit. The vote was as follows:

Supervisor Brumagin – Aye
 Councilman Cooper – Aye
 Councilwoman Craffey – Aye
 Councilman Sullivan – Aye
 Councilman Watrous – Aye

The resolution passed unanimously.

- Town Clerk / Tax Collector – Marcy Park – stated property taxes have been mailed for the Town of Mina after a short delay due to the County’s Warrant authorizing collection of taxes not being received in the Town office until Jan 7th. Supervisor Brumagin recommended the Tax Collector utilize a “Cash Fund” of \$400 during the collection period to avoid having to use petty cash to make change for persons paying property taxes with cash. Motion was made by Councilman Watrous and seconded by Councilman Sullivan to authorize the Tax Collector to maintain a \$400 Change Fund for the duration of the tax collection season.
 - Ayes – 5
 - Nays – 0
 Motion was carried.
- Dog Control Officer – Kelly Thornton has indicated she is applying for a grant to establish a kennel / dog holding facility in the Town of Sherman that she will use for the four towns of Clymer, French Creek, Mina and Sherman.
- Economic Development Leadership Team – is meeting monthly and updating potential projects.
- Supervisor – Rebecca Brumagin included the December 2025 Financial Statements in the Board Packet. She reviewed the balances in the NY Class Investment account. The Audit of the Supervisor Bookkeeper is still in progress.

Community Updates:

- FLVFD – Jeff Park stated there is a new EMT, as well as two more in the certification process, for a total of eight active EMT’s in the department.

New Business:

- The Town of Ripley is applying for a potential Shared Services Grant for a Dog Kennel with French Creek, Clymer and Ripley. Supervisor Brumagin noted that if the Dog Control Officer receives a grant, the Town of Mina will work with her instead of this grant. Motion was made by Councilwoman Craffey and seconded by Councilman Sullivan to submit a Memorandum of Understanding for the Shared Services. The motion passed.
- Cybersecurity – Supervisor Brumagin recommended the Town use the current information technology provider to implement a Cybersecurity program for the Town that meets the requirements of the Town’s insurance carrier, NYMIR. Motion was made by Councilman Sullivan and seconded by Councilman Cooper to enter into an agreement with Southern Tier Graphics for Cybersecurity services.
 - Ayes – 5
 - Nays – 0
- Supervisor Brumagin acknowledged the recent passing of former Town Justice Craig Kinney and reminded the Town Board of his 50+ years of dedicated service to the Town of Mina as Town Justice.

The Town Board entered into Executive Session for personnel matters and potential litigation at 10:10 p.m. upon motion by Councilman Cooper and second by Councilwoman Craffey.

At 10:25 p.m. motion was made by Councilman Sullivan and seconded by Councilman Watrous to return to Regular Session.

Motion was made by Supervisor Brumagin and seconded by Councilwoman Craffey to reimburse Highway Superintendent Alvin Kopta for tax liability and penalties he incurred due to payroll errors on his annual W-2 for three years as a result of misclassifications by ECCA – the current payroll company. Motion carried.

Cell phone reimbursement for Highway Superintendent Kopta was also discussed, and it was determined that the Town will continue to provide a cell phone until Southern Tier Graphics has been consulted regarding cybersecurity requirements surrounding use of personal devices for Town authorized business.

The next Regular Meeting is scheduled for February 12, 2026 at 7 p.m.

Motion was made by Councilman Sullivan to adjourn the meeting at 10:33 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk

DRAFT