

July 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
 Brian Sullivan.....Councilman
 Dick Watrous.....Councilman

Attended by: Amy Barney, Tim Barney, Kim Freund, David Hanny (Barton & Loguidice, D.P.C.), Alvin Kopta (Highway Superintendent), Kelly McDonald, Jeff Park (FLVFD), Marty Proctor (Chautauqua County Legislator), Heath Reed, Michelle Sanford, Sherri Schenk, Gary Schneider, Jack Williams (Barton & Loguidice, D.P.C.), Jean Witkowski

Minutes: Motion was made by Councilman Watrous and seconded by Councilman Sullivan to approve the minutes of the June 11th, 2026, Regular Meeting. Motion carried unanimously.

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

Buesink's Creek Project (Sunnyside Road) Update:

- David Hanny and Jack Williams of Barton and Loguidice delivered a slide presentation covering –
 - Funding Sources – Two NYS DEC Water Quality Improvement Project (WQIP) grants
 - Prior Grant: Non-Agricultural Nonpoint Source Planning Grant which supported the Stormwater Retrofit Study and concept development.
 - Current Grant: Non-Agricultural Nonpoint Source Abatement and Control program.
 - Project Background
 - Findley Lake is impaired for phosphorus and affected by sediment/nutrient loading.
 - Study identified Buesink's Creek as a priority tributary contributing sediment and phosphorus.
 - Mitigation Goals
 - Stabilize failing streambanks and reduce ongoing sediment/phosphorus loading.
 - Create inset floodplain/flood benches to reduce erosive velocities.
 - Protect adjacent infrastructure and restore a stable, functioning stream corridor.
 - Existing Deficiencies
 - Severe streambank erosion, lateral migration, and bank undercutting along Buesink's Creek.
 - Sediment and gravel deposition entering Findley Lake
 - Peak upland runoff increases erosive energy downstream.
 - Nearby homes, driveways, Route 426 and private property create design constraints.
 - Delineated Resources
 - Five Wetlands – Primarily on north side of channel
 - Three Streams – Primary channel and two tributaries
 - Projected Schedule
 - Survey – Spring 2026 – Complete
 - Wetland Delineation – Spring/Summer 2026 – Complete
 - Design – May – August 2026 – In Progress
 - Regulatory Permitting, SEQR, SHPO – May 2026 – March 2027 – In Progress
 - Final Design and Bid Documents – October 2026 – In Progress
 - Bidding, Letting, Award – January – March 2027
 - Construction To Begin – May 2027
 - Construction To End – October 2027
 - Construction Closeout – November 2027
- The Town of Mina would be expected to provide a match of 25% or approximately \$160,000 which could be either cash or “in kind services” to include materials, equipment and labor by town workers.

- Coordination with the sewer project may be needed on the north and south sides of the culvert to increase efficiency for both projects.
- DEC Permitting could take up to nine months to secure.

Sewer Project Update:

- Supervisor Brumagin presented the July 9th Square Engineering report.
 - The Collection System Layout and the Wastewater Treatment Plant Design are both 95% complete.
 - Bidding is expected to be 2-3 months away with most construction to take place in 2027 and project startup anticipated for spring of 2028
 - Permitting for NYSDEC SPDES, NYSDEC Wetland permitting and NYSDOT detour plans are all in process.
 - About one-third of the 530 easements have been returned and filed with the county.

Grants Report:

- In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:
 - Bailey Hill Culvert Replacement Project is fully completed.
 - Community Center Hub Grant – The canopy over the east entryway is being moved to the south side of the building to offer protection from the weather for those entering those doors. The shrubs at the east entryway will be removed by the Town in preparation for the new enclosure.
 - The Shared Services Dog Kennel Project is moving forward with the Towns of Ripley, Mina and French Creek participating. Currently Clymer is pursuing a different option.
 - Welcome to Findley Lake – 1st Sign on School Street Park property to be erected within the next few days.

Old Business:

- The abandonment of a portion of Klondyke Road will be reviewed after the process is laid out by the Town attorney.
- The Boy Scouts are looking for Eagle Scout Projects for several boys. Board members can let Supervisor Brumagin know of any ideas they may have.

Correspondence:

- A third notice of Tolls by Mail for Lower Manhattan, NYC was received. Town Clerk Park disputed the charges by phone through the Customer Service Department. She explained again that the license photo provided clearly shows “2259” and the Town of Mina Highway Department Truck has a license of NY AH7759. The representative verified that the plates do not match and stated that he removed the charges.
- A Certificate of Satisfaction was received from Kim Meleen, Tax Enforcing Officer of the County of Chautauqua, certifying full satisfaction of the 2026 Tax Warrant issued to the Town of Mina.
- Chautauqua County Health Department provided documentation that the water supply sample collected on 6/15/26 at the Community Center is Satisfactory for Human Consumption.
- Univera Health has a proposed Premium Rate Change of 12.70% for the Town of Mina’s Group Health Insurance.
- The Service Agreement for the copy machine in the Town Clerk’s office will run through May, 2027. Information from Usherwood was provided for a new machine comparable to what is now there, at the NYS contract price of \$4,411.01.
- Congressman Nick Langworthy is looking for nominations for the America 250 Community Heroes Award.
- FeedMore WNY is asking the Town of Mina to include a \$1,000 contribution in next year’s budget.
- Chautauqua Land Bank sent notice of the county tax auction scheduled to begin July 17th. Supervisor Brumagin has not received a list of properties in the Town of Mina.
- FEMA supplied information on newly proposed flood hazard determinations in Chautauqua County.

Reports:

- Highway / Cemetery Committee – Councilman Watrous had nothing new to report.
- Highway Superintendent Kopta submitted his report.

- The Towns of Clymer, Sherman, French Creek and Mina are on a schedule of helping each other with paving and sealing of roads.
- In previous years, the Highway Department has used an excavator to clean silt and sediment from Buesink's Creek. There will be a slight delay in the process this 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 final rate for the Chautauqua County C.A.P. #4 is 100 %.
- Town Clerk / Tax Collector – The Town Clerk's report was included in the board packet reporting the collection of fees and sales of \$2,117.00 for the month of June. She paid the Supervisor \$1,925.76, NYS Ag and Markets for dogs \$41.00 and NYS DEC \$150.24.
 - The Town Clerk has purchased a four-drawer lateral fireproof file to be delivered sometime later this month. 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 maintenance issues specifically related to mowing and weed whacking.
 - Approximately one-third of the 530 Sewer Easements have been returned and filed with the County Clerk.
- Dog Control Officer – Kelly Thornton reported to the Town Clerk that there had been a dog bite incident at Paradise Bay Campground. Supervisor Brumagin read a letter from the Town Attorney, Joe Calameri, stating a local law pertaining to requiring vaccination records for visiting animals would be very difficult to enforce.
- Supervisor – Supervisor Brumagin reviewed the June 2026 financial report included in the board packet as well as the NY Class investment balances. The Annual Financial Report will be filed by July 26th.

Community Updates:

- Findley Lake Volunteer Fire Department – Jeff Park stated both the Fire Board and General Meetings would be held next week. The Board is working on a final draft of the new By-Laws.
- Watershed Foundation – Princeton Hydro will be speaking at the July 18th annual membership meeting of the Findley Lake Watershed Foundation. It will be advertised that the Town Clerk will attend the first hour of the meeting to be available to notarize easements for anyone attending.
- Maplevale Farms – Actual construction on the building has begun. Green Energy (formerly NEA Cross) will be requesting easements across Town of Mina Waste Water Treatment Plant property to extend the gas line to the new Maplevale facility.
- National Grid – Boutique Substation details have been included in a letter submitted by Supervisor Brumagin to the Tapestry newsletter.

New Business:

- Supervisor Brumagin recognized the passing of Jim Parnell of 2 J's Trucking. Jim served the Findley Lake community for over 20 years collecting garbage at the Town Barn location. Jim was well known and appreciated for his service.
- Councilman Cooper and Supervisor Brumagin will review options of potentially moving the garbage collection service to a different location. With plans to construct a new building, the current location is not a preferable long-term option. There have been inquiries from four different parties interested in submitting proposals.
- The second quarterly Cannabis Payment from the County to the town was incorrect (about \$11,000 short) due to errors on the part of the state when reporting individual retailers' sales within the county. Supervisor Brumagin is working to get this resolved.
- Councilman Sullivan made a motion, seconded by Councilman Cooper, to approve payment to Heather Young-Deyell of the incentive amount for achieving a Final Equalization Rate of 100%. Motion carried.
- The Community Center gym roof is leaking in several areas. Councilman Cooper will meet with an architect or structural engineer to develop a comprehensive design for the peaked front entryway, peaked gymnasium, and the option of a peaked roof over the entire building.
- Supervisor Brumagin stated that disposal of the old floor waxing machine in the cafeteria storage room would be the first step in cleaning out that room. Second step will be to move the filing cabinet belonging to the Findley Lake Watershed Foundation.

- Councilman Sullivan made a motion, seconded by Councilman Cooper to appoint Jeffrey Tornstrom to fill the Town Board vacancy created by the resignation of Councilwoman Craffey. Motion carried unanimously.
- Matt Zarbo of Square Engineering was contacted by phone to provide an explanation for the additional costs related to the Grinder Pump Contract. Councilman Watrous made a motion to accept the additional costs, seconded by Councilman Cooper. Motion carried.

Payment of Monthly Claims / Transfers:

- The monthly claims for July were examined. Councilman Cooper moved, seconded by Councilman Sullivan, to pay the monthly claims – General Fund #175 through #205 in the amount of \$32,540.31, Highway Fund #84H through #100H in the amount of \$224,557.89 and Sewer Fund #16S through #21S in the amount of \$217,644.96. Motion carried unanimously.
Ayes – 4 Brumagin, Cooper, Sullivan, Watrous
Nays – 0

Public Comment (Citizens Present and Citizens Not Present):

- Kim Freund commented on DEC placement of buoys on the lake.
- Sherrie Schenk asked if the dock issue for Sharon Utegg had been resolved. Supervisor Brumagin stated she has spoken with Sharon and the dock is scheduled to be replaced.

Other Business / Actions:

- Supervisor Brumagin called a Special Meeting to be held Thursday, July 16th at 7 pm to discuss garbage collection for the Town of Mina, architectural ideas for the Community Center roof replacement, abandonment of Klondyke Road, and the Town Highway Building / Fire Department project. Town Clerk Park will place the legal notice in the Post Journal and the Town Bulletin Board. Supervisor Brumagin will post the notice on the Town's website.

Executive Session:

- The Town Board entered into Executive Session for the proposed acquisition, sale or lease of real property at 9:07 p.m. upon motion by Councilman Watrous and second by Councilman Cooper. At 9:41 p.m. motion was made by Councilman Watrous and seconded by Councilman Sullivan to return to Regular Session.

Other Business / Actions:

- Supervisor Brumagin suggested a name be chosen for the Waste Water Treatment Plant property. Motion was made by Supervisor Brumagin to call the area Gateway Park. Seconded by Councilman Watrous. Motion carried.
- A Special Meeting is scheduled for Thursday, July 16th at 7 pm and the next Regular Meeting is scheduled for August 13th, 2026, at 7 pm.

Adjournment:

As there was no further business to come before the Board, motion was made by Councilman Cooper to adjourn the meeting at 9:50 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk