

August 13, 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
 Jeff Tornstrom.....Councilman
 Dick Watrous.....Councilman

Attended by: Amy Barney, Tim Barney, Dennis Booze, Kim Freund, Alvin Kopta (Highway Superintendent), Jeff Park (FLVFD), Nathan Radka (EcoStrategies), Sherri Schenk

Minutes: Motion was made by Councilman Cooper and seconded by Councilman Tornstrom to approve the minutes of the July 9th Regular Meeting as well as the minutes of the July 16th and July 30th Special Meetings. Motion carried unanimously.

Public Comment re: Agenda Items (Citizens Present and not Present):

Dennis Booze addressed the Town Board concerning the old pole barn on the site of the Highway Building. In his opinion, parts of the building are still in useable condition. He stated that there is an estimated cost of \$25,000 (in the architect's report) to tear the building down. He proposed repurposing the building by moving it further back on the property and setting it on a foundation, at an estimated cost of \$11,000.

Shadyside Shoreline Stabilization Project:

- Nathan Radka of EcoStrategies presented maps and diagrams of a shoreline stabilization project he is working on for the Makey Family. The property is adjacent to the Town Park where the Weed Harvester is located. The family is offering to pay all costs associated with continuing their new wall about 13 feet onto Town of Mina property, covering shoreline from the property line to the existing cement boat ramp. The project is expected to begin as soon as the lake level is down this fall. DEC permitting for this type of project is typically 10 days or less. He also stated that there is a surveyor's pin on the property line so there should not be an issue with delineating Town property from the Makey family property.
 - Councilman Sullivan made a motion to allow this shoreline stabilization project to proceed on Town property. Motion seconded by Councilman Watrous. Carried unanimously.

Sewer Project Update:

- Supervisor Brumagin presented the August 13th 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 operation startup anticipated for spring of 2028
 - NYSDEC SPDES Permit is now in the comment phase after the Town published the Notice of Complete Application in the paper on 7/27/26. NYSDEC Wetland Permitting is awaiting NYSDEC comments.
 - Easements were emailed to property owners a second time. An informational meeting is scheduled for Friday, September 4th at 4:00 pm to provide a project update and allow for notary services to assist with easement execution.

Grants Report:

- In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:
 - The Federal Government recently informed the Town that it is now authorized to close out the ARPA (American Rescue Plan Act) grant. Supervisor Brumagin closed out the ARPA (Covid 19) grant.

Old Business:

- The abandonment of a portion of Klondyke Road will be removed from the agenda at this time. Not all property owners are in agreement, so no further action will be taken.

Correspondence:

- Jennifer Larson, the founder of Together We Can CHQ – an Overdose Awareness Coalition serving Chautauqua County, is asking the community to recognize Chautauqua County Overdose Awareness Week, August 25-31, 2026 by illuminating any building, storefront, office or home in purple, the international color of overdose awareness.
- Andrew Webster sent an email requesting permission to provide a water stop for a September 12th Tour of Chautauqua bike ride. This information will be forwarded to the Findley Lake Watershed Foundation.
- National Fuel provided an informational memo concerning Sewer Cross Bore Safety.
- NYS Department of Taxation and Finance sent confirmation of a Business Online Services account that was created by the Town Bookkeeper on July 2, 2026.
- Williamson Law Book Company announced a 4% increase in 2027 to the annual software support fees.

Reports:

- Highway / Cemetery Committee – Councilman Watrous noticed an improvement in the maintenance / mowing at the Mina Cemetery.
- Highway Superintendent Kopta submitted his report.
 - Superintendent Kopta presented information on a new mower to replace an aging piece of equipment that has proven to be a potential hazard. The State Contract price of \$29,000 would be for a 50” wide flail mower that would fit on the Town’s excavator. Councilman Watrous made a motion to purchase the mower. Councilman Sullivan seconded the motion. Motion carried unanimously.
 - Superintendent Kopta also presented information on a used 50’ man-lift that would be an asset to the Highway Department when it comes to providing help with installing decorative flags, lighting and decorations on utility poles. Although this is not considered a priority, he does deem this to be a potential answer to a safety issue, as there is no adequate piece of equipment currently in the Town’s inventory.
 - The paving of Cemetery Road is scheduled to take place after Labor Day.
 - The floor cleaner removed from the Community Center closet is being retained for use at the Highway Building.
- Town Clerk / Tax Collector – The Town Clerk’s report was included in the board packet reporting the collection of fees and sales of \$588.00 for the month of July. She paid the Supervisor \$164.80, NYS Ag and Markets for dogs \$19.00, NYS Health Dept. for Marriage Licenses \$67.50 and NYS DEC \$336.70.
- Supervisor – Supervisor Brumagin reviewed the July 2026 financial report included in the board packet as well as the NY Class investment balances. The Annual Financial Report has been filed with New York State. An October Work Session for the 2027 Budget Process will need to be scheduled.

Community Updates:

- Findley Lake Volunteer Fire Department –
 - Jeff Park shared pictures of the newly acquired Pumper truck. The size of the truck will necessitate some remodeling of the front of the fire station and is expected to cost approximately \$30,000.
 - Supervisor Brumagin is working with Ericka Garcia-Allison and Mark Craffey – Co-chairs of the Fire Department Governing Board, to develop the Memorandum of Understanding between the Town and the Fire Department for moving the fire station to Mann Road.
 - Charles Armstrong is scheduled to meet with Supervisor Brumagin to discuss the role of the Disaster Coordinator.
- Watershed Foundation – Superintendent Kopta will be meeting with Ed Mulkearn to discuss possible improvements to the driveway on Town Park Property at the site of the Weed Harvester.

New Business:

- Harvest Festival – Councilman Watrous made a motion to close Pleasant Street again this year during the hours of the Harvest Festival, seconded by Councilman Cooper. The motion carried unanimously.
- A policy is being developed on Personal Use of Town Vehicles.
- The Supervisors from four area towns (Clymer, Sherman, French Creek and Mina) are all in agreement to develop a reciprocal agreement with the Building Inspectors so that in the absence of an inspector a project could be evaluated for approval.

- Supervisor Brumagin presented a resolution concerning Workers' Compensation Coverage for Volunteer Firefighters and Volunteer Ambulance Workers. This will be reviewed at the September Town Board meeting.
- In response to an email pertaining to odor control specifically around the lake, Supervisor Brumagin noted that the Town Board has no authority to restrict farming practices within the Town. Chad Schofield, owner of Scholfield Farms located east of the hamlet, will be presenting on his farm practices at Community Connections on Thursday, Sept 10th at 1 pm. He will be sharing information on a grant process he is actively pursuing that will provide funding for covering the manure pits as a means of odor control.

Payment of Monthly Claims / Transfers:

- The monthly claims for August were examined. Councilman Watrous moved, seconded by Councilman Cooper, to pay the monthly claims – General Fund #206 through #241 in the amount of \$37,648.70, Highway Fund #101H through #117H in the amount of \$755,951.66 and Sewer Fund #22S through #24S in the amount of \$114,137.51. Motion carried unanimously.
Ayes – 5 Brumagin, Cooper, Sullivan, Tornstrom, Watrous
Nays – 0

Public Comment (Citizens Present and Citizens Not Present):

- Sherrie Schenk advised the Town Clerk that Bill Simpkins is the Watershed Foundation contact for the requested water stop mentioned earlier in the meeting. She also asked if the Fire Department had been given a copy of the Workers' Compensation Resolution.
- Dennis Boozel offered his services again to move the old pole barn structure at the Highway site, stating you can never have too much "roof coverage".

Other Business / Actions:

- A Sewer Informational Meeting is scheduled for Friday, September 4, 2026 from 4 – 6 pm at the Community Center. The next Regular Board Meeting is Thursday, September 10th, at 7 pm.

Executive Session:

- The Town Board entered into Executive Session for the proposed acquisition, sale or lease of real property and litigation at 9:00 p.m. upon motion by Councilman Watrous and second by Councilman Sullivan. At 9:41 p.m. motion was made by Councilman Sullivan and seconded by Councilman Sullivan to return to Regular Session.

Adjournment:

As there was no further business to come before the Board, motion was made by Supervisor Brumagin to adjourn the meeting at 9:45 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk