

February 12, 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
Christine Craffey.....Councilwoman
Brian Sullivan.....Councilman
Dick Watrous.....Councilman (remote – speaker phone with no vote)

Attended by: Amy Barney, Tim Barney, Mark Craffey (FLVFD Board Co-Chair) Alvin Kopta (Highway Superintendent), Ed Mulkearn (Findley Lake Watershed Foundation), Mary Norcross (Town Historian), Jeff Park (FLVFD),

Minutes: Motion was made by Councilwoman Craffey and seconded by Councilman Cooper to approve the minutes of the January 6th, 2026 Organizational / Special Meeting and the January 8th, 2026 Regular Meeting. Motion carried unanimously.

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

- Mark Craffey commended the Town of Mina's snow removal efforts in the downtown areas this season.
- David Walters and Caitlyn King expressed concern about the noise and vibration level on their property caused by the Maplevalle construction project. They also indicated that the Chautauqua County Health Department is advising them they will be required to hook up to the new sewer line as opposed to repairing a failing septic tank on their property.

Annual Report of the Town Historian:

- Supervisor Brumagin asked Town Historian, Mary Norcross, to present the 2025 annual report. Mary distributed her report and corrected the report to read that her total hours worked of 600 should be for the year, not per week. She also added that enclosing the Mina Corners Church Bell at the entrance to the Community Center should be listed as a Historic Preservation Project for the calendar year 2025.

Annual Report of the Findley Lake Volunteer Fire Department:

- Supervisor Brumagin asked Mark Craffey, Co-Chair of the FLVFD Board, to present the 2025 annual report. In addition to the written report, Mark reported that the state of the Fire Department is very good and feedback from the community has been positive. EMS calls continue to be the majority of calls. The financial status of the Fire Department is good, with the help of the new Ambulance Billing program. Replacement of one fire truck is under consideration. Mark commended Charles Armstrong for his leadership, EMS skills, and overall facilitation of the EMS program within the department. Supervisor Brumagin offered thanks and appreciation to the FLVFD as well as the Stanley Hose Fire Department of Sherman for its ongoing support these past several years.
- Supervisor Brumagin advised that she has been serving as the Town's Disaster Coordinator for a number of years but would like to brainstorm with the Fire Department Governing Board as to who from the FLVFD would be qualified and available to fill the role of Coordinator for the Disaster Plan that is already in place.

Sewer Project Update:

- The Town Board along with Square Engineering is planning to hold a public meeting in May to update the public about the status of the sewer project and discuss the need for property owner easements.

Grants Report: In addition to the grants report included in the Board Packet, Supervisor Brumagin reported:

- Bailey Hill Road will need to be temporarily closed sometime in the spring so construction can be done on the culvert replacement project over the French Creek tributary.
- The West Mina Road culvert replacement project is still in the design stage.
- No grant monies have been received to date for the sewer project although requisitions have been submitted.

Organizational Meeting Follow-up:

- Motion was made by Councilman Sullivan and seconded by Councilwoman Craffey to appoint Ana Miller to the Parks and Recreation Committee. Motion carried.
- Motion was made by Councilman Sullivan and seconded by Councilman Cooper to appoint Christine Craffey to the Findley Lake Forward Board. Motion carried.

Old Business:

- Website & Email Accounts – Change to .gov to conform to requirements of larger municipalities. The current “.org” extension will continue to function as well. Southern Tier Graphics will assist with the transition.
- Action on Proposed Local Law #3-2026 Prohibiting Unreasonable Noise in the Town of Mina – Motion was made by Councilman Cooper and seconded by Councilwoman Craffey to advance the proposed local law to public hearing.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
The motion carried.
- Action on Proposed Local Law #4-2026 Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code. Motion was made by Councilman Sullivan and seconded by Councilman Cooper to advance the proposed local law to public hearing.
Brumagin – Aye
Cooper – Aye
Craffey – Aye
Sullivan – Aye
The motion carried.

Correspondence:

- John Shifler – letter of retirement from the Town of Mina Zoning Board of Appeals.
- Ellen Shifler – letter of resignation as Code Secretary / Zoning Board of Appeals Clerk.
- Community Connections at Findley Lake – announcing Melissa Lyon as Executive Director upon the retirement of the founding Executive Director, Dr. L.J. Baylis. Dr. Baylis will continue to serve Community Connections in the role of Executive Advisor.
- Community Connections at Findley Lake – expressing thanks for inclusion in the Town of Mina’s 2026 Budget, allowing it to continue the mission of helping the residents of the Town of Mina and surrounding areas.
- Deputy Michael Williams of the Navigation Division of the Chautauqua County Sheriff’s Office – Boater Safety Course scheduled for June 20th at the Community Center.
- Robb Tanner – Concern regarding changes in health insurance premium costs for highway employee dependents.
- Woods Oviatt Gilman LLP – FOIL request.
- Local Law #1-2026 A Local Law Regulating the Control of Livestock was filed with the Department of State on 1/27/2026.

Reports:

- Highway / Cemetery Committee – Dick Watrous stated the first round of tree trimming and removal has been completed and continuation of the project to be determined by weather. The additional charge for Winter Burial will be at Highway Superintendent Kopta’s discretion based on conditions at the time of the request.
- Highway Superintendent – Alvin Kopta’s report is included in the Town Board packet.
- Assessor – Heather Young’s report is included in the Town Board packet. Supervisor Brumagin recommended waiting to see what action the county decides to take on a disabled veteran’s property tax exemption before making any decisions for the Town.
- Town Clerk – Tax Collection process is going well with collections equal to last year at this time. There is a need for more fire-proof storage for state mandated document retention.
- Supervisor – Rebecca Brumagin included the January 2026 Financial Statements in the Board Packet. The federal government SAM (Systems Award Management) renewal for grant management has been completed. Supervisor Brumagin is reviewing the purchase of two additional modules to the Wilson Law Book program to include Accounting and Payroll programs.

Community Updates:

- Findley Lake Volunteer Fire Department – Jeff Park thanked the Town Board for their continued support.
- Findley Lake Watershed Foundation – Ed Mulkearn reported the FLWF is working with SUNY Oneonta's Master's of Science in Lake Management program to place a graduate student at Findley Lake this summer. The goal is to assist with research and implementation of the lake management plan.
- National Grid – a temporary agreement is being developed for an updated substation and includes National Grid, Maplevale, the Town of Mina, and Chautauqua County. There is a planned 18-month schedule for completion of the project.

New Business:

- Clymer Central School Merger Study – Consultants Dan White and Lynda Quick will meet with Town Supervisor Brumagin and Councilman Cooper to solicit input about a potential school merger of Clymer, Sherman and Panama.
- Request to close Klondyke Road – Attorney Joe Calimeri informed Supervisor Brumagin that the Towns of Ripley, Sherman, and Westfield are prepared to close a section of Klondyke Road that has not been maintained by the Towns for years, including the Town of Mina. She informed the attorney that in the past, Mina has been unwilling to agree to closing the road because there has not been unanimous support by the adjoining property owners. The attorney believes that the situation has changed and all of the property owners may be in agreement. He will follow up on this matter and keep her informed of the dissenting property owner's position.
- A request for the waiver of the 30-day notification period for issuing a liquor license has been received from the Lewiston Lobster Company, LLC, interested in purchasing Alexander's on the Lake restaurant. Councilman Sullivan made a motion to allow for the 30-day waiver as alcohol is currently permitted for the existing business. Councilwoman Craffey seconded the motion. Motion carried.
- John Shifler has offered to continue to work with Tom McNinch during the transition process of finding a new Zoning Board chairperson. Councilman Sullivan will assist Supervisor Brumagin with any interviews to fill the vacancy on the Zoning Board of Appeals.
- Ellen Shifler has expressed interest in working in a different capacity for the Town of Mina now that she has resigned as Zoning Board Secretary.
- Sheriff Deputy Mike Williams has scheduled a Boater Safety Course open to the public on June 20th, 2026, at the Community Center. Ed Mulkearn would like to be notified when the registration process has been opened so that the Findley Lake Watershed Foundation can help advertise this event.

Payment of Monthly Claims / Transfers:

- The monthly claims for February were examined. Councilwoman Craffey moved, seconded by Councilman Sullivan to pay the monthly claims – General Fund #25 through #56 in the amount of \$34,612.72, Highway Fund #10H through 28H in the amount of \$27,539.78 and Sewer Fund #3S in the amount of \$66,504.30. Motion carried unanimously.
Ayes – 4 Brumagin, Cooper, Craffey, Sullivan
Nays - 0

Executive Session:

- The Town Board entered into Executive Session for personnel matters and potential litigation at 9:11 p.m. upon motion by Councilman Sullivan and second by Councilman Cooper. At 10:25 p.m. motion was made by Councilman Sullivan and seconded by Councilman Cooper to return to Regular Session.

Other Business / Actions:

- Motion was made by Councilwoman Craffey and seconded by Councilman Cooper to approve Highway Superintendent Alvin Kopta's use of his personal cell phone for work related calls and texts, with a \$60 per month reimbursement paid to him for such use. Motion carried.
- The next Regular Meeting is scheduled for March 12, 2026 at 7 p.m. Public hearings will be held on that date for public input on proposed Local Laws #3-2026 and #4-2026.

Public Comment (Citizens Present and Citizens Not Present): None

Adjournment:

As there was no further business to come before the Board, motion was made by Councilwoman Craffey to adjourn the meeting at 10:27 p.m.

Respectfully submitted,

Marcellanne Park
Town Clerk