

A Meeting of the Town Board of the Town of Collins, County of Erie State of New York was held at the Town Hall, 14093 Mill Street, Collins, NY on the 13<sup>th</sup> day of January 2020.

Present: Kenneth Martin, Supervisor  
Mary Stelley, Councilman  
James Hotnich, Councilman  
Jacquelyn McLean, Councilman

Becky Jo Summers, Town Clerk  
Susan Gamel, Budget Officer  
James Musacchio, Attorney (7:38p)

Others Present: Jim Ferro, Chris Jeanniton, Judy Wilder, Thomas Wilder, Jeffrey Souder from Assemblyman DiPietro's office, Sam D'Amaro, Zack Wilcox, Bob Stelley

Supervisor Martin called the meeting to order at 7:00 PM with the pledge to the Flag.

Resolution # 73: **AGENDA APPROVAL**

Motion made by Councilman McLean seconded by Councilman Sion to approve the agenda as presented.

ADOPTED Aye 5 McLean, Sion, Hotnich, Stelley, Martin  
Nay 0

Resolution # 74: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman Hotnich to approve the minutes of the December 9, 2019 and January 6<sup>th</sup> meetings.

ADOPTED Aye 4 McLean, Sion, Hotnich, Martin,  
Nay 0  
Abstained Stelley

Resolution # 75: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #19 for 2019 dated January 13, 2020 for listed vouchers # 842 - 917 for \$ 99,342.92:

General – Townwide	19,977.80	Water District # 1	18,067.54
General – Part Town	894.25	Water District # 3	5,203.88
Highway	47,750.57	Water District # 4	<u>3,732.47</u>
Special Lighting	1,240.50	Total	\$ 99,342.92
Special Refuse	2,475.91		

And on abstract #1 for 2020 dated January 13, 2020 for listed vouchers # 1 - 11 for \$ 17,864.73:

General – Townwide	5,068.88	Water District # 1	335.93
General – Part Town	527.45	Water District # 3	103.02
Highway	11,380.95	Water District # 4	<u>8.96</u>
Special Refuse	439.54	Total	\$ 17,864.73

ADOPTED Aye 5 McLean, Sion, Hotnich, Stelley, Martin  
Nay 0

Public Access

Jim Ferro of Kathy Lane asked for an update on his request of two and one half years ago of dedicating part of Kathy Lane to the Town. Supervisor Martin said he will check with Highway Superintendent Waterman. Mr. Ferro would like the answer in writing.

Jeff Souder took over from Karl Smith at Assemblyman David DiPietro's office.

Department Reports

Bicentennial committee met last week. They have expanded the Liberty Fest to a one half day event with maybe a parade.

Building Committee – Doug Martindale made a list of all old computers on hand to be gone through to get rid of those not needed.

Code Enforcement handed out the annual 2019 report (second slowest year in 15 years)

Dog Control reported two calls  
Recreation report was given to the board.  
Town Clerk Summers reported December sales of \$ 4,158.58 with the town's portion \$ 3,969.74.  
Water Department report received from Gowanda. They finalized the flushing and maintenance policy

#### Board Reports

Councilman McLean attended the NEST meeting, senior luncheons, Bi-centennial meeting and reviewed the vouchers.  
Councilman Sion reviewed the vouchers.  
Councilman Hotnich reviewed the vouchers, attended the building committee meeting and went on the plow trucks.  
Councilman Stelley worked on recreation issues, updated the website, spoke with Mark Brown regarding computers.  
Supervisor Martin reported Verizon is looking to erect another cell tower in town near the Collins/Concord border.

#### Old Business

1. Resolution to accept November 2019 Supervisor's report

RESOLUTION # 76: **ACCEPT NOVEMBER 2019 SUPERVISORS' REPORT**

Motion made by Councilman McLean and seconded by Councilman Sion to accept the Town of Collins Supervisor's Report as submitted, for the month of November 2019.

ADOPTED           Aye    5     McLean, Sion, Hotnich, Stelley, Martin  
                          Nay    0

#### New Business

1. Resolution to approve Assessor shared services agreement – *withdrawn by Supervisor Martin due to not receiving a signed contract from*

2. Resolution to approve bidding of Mill Street water line project

RESOLUTION # 77: **ADVERTISE FOR BIDS – MILL STREET WATERLINE REPLACEMENT**

Motion made by Supervisor Martin and seconded by Councilman Hotnich that the following resolution is:

ADOPTED           Aye    5     McLean, Sion, Hotnich, Stelley, Martin  
                          Nay    0

WHEREAS, the Town of Collins wishes to replace a section of waterline along Mill Street in Water District #1, and

WHEREAS, the Town of Collins has contracted with MDA Consulting Engineers, PLLC, Three Bristol Lane, PO Box 604, Ellicottville, New York 14731 for engineering services on the project.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves the following Advertisement for Bids for the Mill Street Waterline Project and authorizes MDA Consulting Engineers, PLLC to conduct the bidding process.

#### ADVERTISEMENT FOR BIDS

Separate sealed BIDS for Town of Collins, Mill Street Waterline Replacement, will be received by the Town of Collins, hereinafter called the OWNER, located at 14093 Mill St., Collins, New York 14093, until 11:00 a.m. prevailing time on February 7, 2020 and then at that time and place opened and read aloud.

The Work shall be performed under a single contract, and shall include, but is not limited to, the following: The construction of a new 4" PVC watermain, approximately 230 feet in length, along Mill Street in the Town of Collins, NY. The switch-over of seven (7) existing water services from the existing 2" watermain to the new 4" watermain. The installation of a new hydrant assembly near

the intersection of Mill Street and Mildred Avenue. The abandoning of the existing 2" watermain along Mill Street, including cutting, dewatering, and capping the existing pipe.

All BIDS being mailed (including FedEx, UPS, Priority Mail, etc.) or hand-delivered to the Town of Collins shall be directed to Becky Jo Summers, Town Clerk at the address listed above in a sealed envelope. The envelope shall be clearly marked on the outside "Town of Collins, Mill Street Waterline Replacement." Failure to follow the above instructions could result in rejection of the proposal.

The Contract Documents may be examined at the office of the ENGINEER, MDA Consulting Engineers, PLLC, Three Bristol Lane, P.O. Box 604, Ellicottville, New York 14731. Anyone wishing to examine the Contract Documents should be advised to call ahead and confirm times in which the Contract Documents can be examined at the office (716-699-4650).

Copies of the CONTRACT DOCUMENTS may be obtained at the office of the ENGINEER upon payment of the non-refundable fee of \$50. Copies will be mailed when requested upon receipt payment of and a non-refundable postage and handling fee of \$15.00 per set requested. All checks shall be made payable to "MDA Consulting Engineers, PLLC". Electronic copies of the Contract Documents are available at no charge. Any bidder using an electronic copy of the Contract Documents wishes to bid the project, they will be required to obtain a hard copy of the Bidding Package for a fee of \$10, non-refundable.

Each BID shall be accompanied by a certified check or BID bond in the amount of five percent (5%) of the amount of the BID made payable to the "Town of Collins". All Bid Bonds shall be on a form acceptable to the OWNER, duly executed by the BIDDER as Principal and having as surety thereon, a surety company approved by the OWNER. No BIDDER may withdraw their BID within forty-five (45) days of the BID Opening.

3. Resolution to advertise for bids – highway barn electrical service and generator

RESOLUTION # 78: **ADVERTISE FOR BIDS – HIGHWAY BARN ELECTRICAL SERVICE AND GENERATOR**

Motion made by Councilman Hotnich and seconded by Councilman Sion that the following resolution is:

ADOPTED	Aye	5	McLean, Sion, Hotnich, Stelley, Martin
	Nay	0	

WHEREAS, the Town of Collins wishes to update the electrical service at the Town's Highway Barn and to purchase and install a new natural gas standby generator at the site, and

WHEREAS, the Town of Collins has contracted with MDA Consulting Engineers, PLLC, Three Bristol Lane, PO Box 604, Ellicottville, New York 14731 for engineering services on the project.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves the following Advertisement for Bids for the Highway Barn Electrical Service and Generator Project and authorizes MDA Consulting Engineers, PLLC to conduct the bidding process.

#### **ADVERTISEMENT FOR BIDS**

Separate sealed BIDS for Town of Collins – Highway Barn Electrical Service and Generator, will be received by the Town of Collins, hereinafter called the OWNER, located at 14093 Mill Street, PO Box 420, Collins, New York 14034, until 11:30 a.m. prevailing time on February 7, 2020 and then at that time and place opened and read aloud.

The Work shall be performed under a single contract, and shall include, but is not limited to, the following: Installation of a new 480/277V electrical service to the Town Highway Barn, including the removal and replacement of the existing electrical panels and associated equipment; and installation of a new natural gas standby generator, complete with automatic transfer switch and new gas service. An alternate bid item is included to install a new high-voltage and low-voltage electrical system between the Highway Barn and the proposed cold storage addition off the south end of the building.

All BIDS being mailed (including FedEx, UPS, Priority Mail, etc.) or hand-delivered to the Town of

**REGULAR MEETING**

**TOWN OF COLLINS**

**JANUARY 13, 2020 4**

Collins shall be directed to Becky Jo Summers, Town Clerk at the address listed above in a sealed envelope. The envelope shall be clearly marked on the outside "Town of Collins – Highway Barn

Electrical Service and Generator." Failure to follow the above instructions could result in rejection of the proposal.

The Contract Documents may be examined at the office of the ENGINEER, MDA Consulting Engineers, PLLC, Three Bristol Lane, P.O. Box 604, Ellicottville, New York 14731. Anyone wishing to examine the Contract Documents should be advised to call ahead and confirm times in which the Contract Documents can be examined at the office (716-699-4650).

Copies of the CONTRACT DOCUMENTS may be obtained at the office of the ENGINEER upon payment of the non-refundable fee of \$75. Copies will be mailed when requested upon receipt payment of and a non-refundable postage and handling fee of \$15.00 per set requested. All checks shall be made payable to "MDA Consulting Engineers, PLLC". Electronic copies of the Contract Documents are available at no charge. Any bidder using an electronic copy of the Contract Documents wishes to bid the project, they will be required to obtain a hard copy of the Bidding Package for a fee of \$10, non-refundable.

Each BID shall be accompanied by a certified check or BID bond in the amount of five percent (5%) of the amount of the BID made payable to the "Town of Collins". All Bid Bonds shall be on a form acceptable to the OWNER, duly executed by the BIDDER as Principal and having as surety thereon, a surety company approved by the OWNER. No BIDDER may withdraw their BID within forty-five (45) days of the BID Opening.

4. Discussion – town youth center hours of operation -- A person complained that rec was closed due to the fact that attendance was very low. Recreation will not be held on Friday's anymore due to low attendance. They will be open for 6pm to 10 pm Saturday evening with not closure for low attendance.

Attorney Musacchio arrived at 7:57 pm.

Councilman Hotnich suggested the keep a count of ratio of counselors to kids and asks the counselors if they would like to leave if there are too many for the number of kids present.

5. Discussion – Town Assessor hours of operation - if the shared services agreement is signed the assessor will be here for eight hours on Tuesdays (prox. 10:00 am to 6:00 pm) but all eight hours would not be open for the public as she needs time away from the office for field visits.

#### RESOLUTION # 79: **ENTER INTO EXECUTIVE SESSION**

Motion made by Councilman Hotnich, seconded by Councilman McLean, to enter into an executive session to discuss proposed litigation at 8:11 PM.

ADOPTED            Aye    5    McLean, Sion, Hotnich, Stelley, Martin  
                              Nay    0

#### RESOLUTION # 80: **RETURN TO REGULAR SESSION**

Motion made by Councilman McLean, seconded by Councilman Sion, to return to regular session at 8:31 PM.

ADOPTED            Aye    5    McLean, Sion, Hotnich, Stelley, Martin  
                              Nay    0

No action was taken.

#### New Topics

1. Replace town computers – a number of older computers are being replaced due to Windows 7 not being supported anymore.

### **REGULAR MEETING**

### **TOWN OF COLLINS**

**JANUARY 13, 2020    5**

2. Shut off water for non-payment – Supervisor Martin contacted the Erie County Health Department and the Town can shut off water to residents for non-payment of water rates. Supervisor Martin asked the board to read through the code book and it will be discussed at the next meeting whether or not to proceed with shutting water off for non-payment of bill.

With no further business, on a motion of Councilman Hotnich seconded by Supervisor Martin the meeting was adjourned at 8:34 pm.

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Becky Jo Summers, Town Clerk

**SPECIAL MEETING**

**TOWN OF COLLINS**

**JANUARY 29, 2020 1**

A Special Meeting of the Town Board of the Town of Collins, County of Erie State of New York was held at the Town Hall, 14093 Mill Street, Collins, NY at 3:00 PM on the 29<sup>th</sup> day of January 2020.

Present: Kenneth Martin, Supervisor  
Mary Stelley, Councilman  
James Hotnich, Councilman

Jacquelyn McLean, Councilman  
Becky Jo Summers, Town Clerk

Supervisor Martin called the meeting to order at 3:00 PM.

Resolution # 81: **AGENDA APPROVAL**

Motion made by Councilman McLean seconded by Councilman Sion to approve the agenda as presented.

ADOPTED	Aye	5	McLean, Sion, Hotnich, Stelley, Martin
	Nay	0	

Supervisor Martin went through the proposed Assessor Shared Services Agreement between the Towns of Evans, North Collins and Collins. There were a few changes made on the agreement and a few corrections that Supervisor Martin will let Evans know.

RESOLUTION # 82: **APPROVE ASSESSOR SHARED SERVICES AGREEMENT**

Motion made by Councilman Hotnich and seconded by Councilman Sion that the following resolution is:

ADOPTED	Aye	5	McLean, Sion, Hotnich, Stelley, Martin
	Nay	0	

WHEREAS, the Towns of Evans, North Collins and Collins have all appointed Jeneen Hill to be their sole appointed assessor for the six-year term from October 1, 2019 to September 30, 2025, and

WHEREAS, the three towns desire to enter into an Assessor Shared Services Agreement, which would result in cost savings for all three towns, and

WHEREAS, the Assessor's presence in the Town of Collins will increase from two hours per week to eight hours per week, and

WHEREAS, the Towns of Evans and North Collins have previously approved the Assessor Shared Services Agreement and

WHEREAS, under this agreement, Evans Assessor Jeneen Hill will be designated as North Collins and Collins Assessor and, at all times, be considered an employee of Evans.

THEREFORE, BE IT RESOLVED, that the Collins Town Board hereby approves entering into the Assessor Shared Services Agreement between the Towns of Evans, North Collins and Collins, to commence on February 1, 2020, and continue through September 31, 2025 and that the Town of Collins Supervisor be authorized to sign the agreement.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Stelley the meeting was adjourned at 3:21 pm.

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Becky Jo Summers, Town Clerk