

A Regular 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 Monday the 13<sup>th</sup> day of January 2025.

Present: Kenneth Martin, Supervisor  
 Robert O'Connor, Councilmember  
 Jacquelyn McLean, Councilmember  
 Jane Sion, Councilmember  
 James Hotnich, Councilmember  
 Becky Jo Summers, Town Clerk

Also Present: Deputy Brad Mohawk – ESCO and Deputy Shane Miller - ESCO

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

**RESOLUTION #67: AGENDA APPROVAL**

Motion made by Supervisor Martin and seconded by Councilmember O'Connor that the agenda be accepted as presented.

ADOPTED Aye 5 O'Connor, McLean, Sion, Hotnich, Martin  
 Nay 0

**Resolution #68: MINUTES APPROVAL**

Motion made by Councilmember O'Connor, seconded by Councilmember Hotnich to approve the minutes of the December 9, 2024 regular meeting and the January 6, 2025 organizational meeting.

ADOPTED Aye 5 O'Connor, McLean, Sion, Hotnich, Martin  
 Nay 0

**RESOLUTION # 69: APPROVE 2023 BUDGET MODIFICATIONS AND TRANSFERS**

Motion made by Councilmember Hotnich and seconded by Councilmember Sion that the following 2024 budget transfers and budget modifications are:

ADOPTED Aye 5 O'Connor, McLean, Sion, Hotnich, Martin  
 Nay 0

**Transferred From:**

**Transferred To:**

A1990.000 Special Items – Contingent	A3510.400 Animal Control – Contractul	21.00
A7620.410 LKP – 50+ Seniors	A7620.420 Senior Citizens - Travel	158.00
B3620.400 Safety Inspect - Contractual	B3620.100 Safety Inspection – Personal	427.00
B7110.430 Beautification – Contractual	B7110.400 Parks Contractual	163.00
B7310.100 Youth Recreation - Personal	B9040.800 Employee Benefits – Wkrs Comp	2,002.00
DB5130.200 Machinery – Equip	DB5130.400 Machinery – Contractual	5,596.00
DB5142.401 Snow Rmvl – Cont – Dsl	DB5142.100 Snow Rmvl – Personal	316.00
DB5148.401 Othr Govts Contrac - Dsl	DB5148.100 Other Govts - Personal	1,459.00
SR 8160.200 Refuse – Equipment	SR8160.400 Refuse – Contractual	1,571.00
SW18330.200 Water Purification – Eqpt	SW18330.400 Water Purif - Contractual	1,069.00
SW18330.410 Water Purification – Testing	SW18340.400 Trans & Dist Contracutal	5.00
SW18320.400 Source & Supply - Contrctl	SW18389.400 Other Water – Contrctl	233.00
SW38330.200 Water Purification - Eqpt	SW38330.400 Water Purif – Contractul	195.00

**Transfers to Reserves:**

Fund	Budgeted:	Transfer from:	Transfer to:
B	\$ 50,000.00	B 0632.400 To Fund Reserve	B 230 Capital Reserve
DB	\$ 500,000.00	DB 0962.400 To Fund Reserve	DB 202 Capital Reserve
SR	\$ 8,700.00	SR 9950.9 To Capital Reserve	SR 878.0 Capital Reserve
SW1	\$ 25,000.00	SW1 0962.400 To Fund Reserve	SW1 231 Capital Reserve
SW3	\$ 12,000.00	SW3 0962.400 To Fund Reserve	SW3 231 Capital Reserve
SW4	\$ 20,000.00	SW4 0962.400 To Fund Reserve	SW4 231 Capital Reserve

Approval / Adoption of AbstractResolution # 70: **ABSTRACT APPROVAL**

Motion by Councilmember McLean seconded by Councilmember Hotnich that the bills be paid on abstract #13 for 2024 dated January 13, 2025 for listed vouchers # 719 – 775 for \$ 105,301.86 and abstract # 1 for 2025 dated January 13, 2025 for listed vouchers # 1- 27 for \$ 102,763.63:

## # 13 of 2024

General – Townwide	14,103.73	Special Refuse Fund	2,023.77
General – Part Town	727.71	Water District # 1	2,975.46
Highway	64,161.70	Water District # 3	1,882.15
Drainage Improvements	14,626.62	Water District #4	<u>3,814.63</u>
Street Lighting	986.09	Total	\$ 105,301.86

## # 1 of 2025

General – Townwide	73,379.62	Special Refuse Fund	363.91
General – Part Town	996.99	Water District # 1	2,791.82
Highway	16,673.27	Water District # 3	5,785.77
Drainage Improvements	1,773.30	Water District #4	<u>14.40</u>
Special Lighting	984.55	Total	\$ 102,763.63

ADOPTED Aye 5 O'Connor, McLean, Sion, Hotnich, Martin  
Nay 0

Reports of Department Heads and committees

Building and grounds report was handed out.

Code Enforcement submitted their report.

Planning Board will meet next week and they are working on a solar law.

Recreation will have orientation next Saturday.

Town Clerk had sales in December 2024 of \$ 4,581.41 with the Town's portion \$ 3,807.35.

Water department report was emailed to all.

Board Reports

Supervisor Martin reported the State passed a law regarding websites and ours needs to be a ".gov".

New Business

1. Resolution needed to approve professional services agreement with MDA Consulting Engineers for general engineering services

RESOLUTION # 71: **APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MDA CONSULTING ENGINEERS, PLLC FOR GENERAL ENGINEERING SERVICES**

Motion by Councilmember Hotnich, seconded by Councilmember Sion that the following resolution is:

ADOPTED Aye 5 O'Connor, McLean, Sion, Hotnich, Martin  
Nay 0

WHEREAS, the Town of Collins has asked MDA Consulting Engineers PLLC to provide a proposal for general engineering services to the Town of Collins.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby approves the engineering services agreement with MDA Consulting Engineers, PLLC to provide general engineering services for assistance with consultation and engineering services on small projects within the Town at an estimated cost of \$10,000.00 and that the Town Supervisor be authorized to sign the agreement.

2. Resolution needed to approve the appointment of Jeneen Hill, SCA to the position of sole assessor of the Town of Collins

**RESOLUTION #72 : APPROVE APPOINTMENT OF JENEEN HILL, SCA TO THE POSITION OF SOLE ASSESSOR OF THE TOWN OF COLLINS**

Motion by Councilmember O'Connor, seconded by Councilmember Hotnich that the following resolution is:

ADOPTED      Aye    5    O'Connor, McLean, Sion, Hotnich, Martin  
                    Nay    0

WHEREAS, the Collins Town Board wishes to appoint Jeneen Hill, SCA as Sole Assessor for the Town of Collins effective October 1, 2025, and

WHEREAS, Jeneen Hill, SCA meets or exceeds the qualification standards for the Office of Assessor set by the New York State Department of Real Property Tax Services and has successfully completed the prescribed courses of training and education.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby appoints Jeneen Hill, SCA to the position of Sole Assessor of the Town of Collins for a six-year term commencing on October 1, 2025 and ending on September 30, 2031.

With no further business, on a motion of Councilmember O'Connor seconded by Councilmember Hotnich the meeting was adjourned at 7:34 PM.

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Becky Jo Summers, Town Clerk