

An Organizational 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 7th day of January 2019.

Present:	Kenneth Martin, Supervisor	Jacquelyn McLean, Councilman
	Mary Stelley, Councilman	Becky Jo Summers, Town Clerk
	James Hotnich, Councilman	Susan Gamel, Budget Officer
	Sara Jane Sion, Councilman	James Musacchio, Attorney

Others Present: Jim Ferro, Holly Martindale and Candace Termer

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

The 2019 Organizational Resolutions were gone through.

Resolution # 1 – 62: **2019 ORGANIZATIONAL RESOLUTIONS**

Motion made by Councilman Hotnich seconded by Councilman Sion to adopt the following Organizational Resolutions for 2019 as presented:

1. That a Bond in the amount of not less than \$100,000.00 be obtained as a blanket undertaking for all Town employees; excepting: the Justices to have not less than \$200,000.00 each, the positions of Town Clerk/Tax Collector, Supervisor, Budget Officer and Deputy Town Clerk to have not less than \$250,000.00 each.

2. That the Town Clerk retains the amount of \$ 250.00 Petty Cash Fund.

3. That the two Town Justices retain the amount of \$ 50.00 each Petty Cash Fund.

4. That the Town Recreation Program retains the amount of \$ 225.00 Petty Cash Fund.

5. That the Town Senior Recreation Program retains the amount of \$ 200.00 Petty Cash Fund.

6. That the Sales Tax received from Erie County be retained and applied to reduce the Real Estate Taxes to be collected by the Town.

7. Designating the official banks of the Town of Collins as Community Bank, N.A., M & T Bank and Cattaraugus County Bank.

8. Establishing the time of the Collins Town Board Meetings as the first and third Mondays of January, February, March, April, May, June, September, October, November and December at 7:00 PM; the first Monday of July and August at 7:00 PM. A workshop session will be held during the Board meetings held on the third Mondays. All meetings will be held in the Collins Town Hall, and when the meeting date falls on a legal holiday, it shall be held on the following business day.

9. Authorizing the Superintendent of Highways to rent equipment at rates not to exceed NY State rates.

10. Setting the mileage rate expense incurred while on Town business at 50 cents per mile.

11. Authorizing the Supervisor and Budget Officer to invest Town Funds not immediately needed in Time Open Accounts (Certificates of Deposit) for interest and in Interest-Bearing Accounts pursuant to the Town's Investment Policy.

12. Authorizing the Supervisor to attend meetings and schools pertaining to the Office of Supervisor with expenses paid.

13. Authorizing the Town Clerk to attend meetings and schools pertaining to the Office of Town Clerk, Office of Tax Collector and the Office of Registrar of Vital Statistics with expenses paid.

14. Authorizing the Highway Superintendent to attend meetings and schools pertaining to the Office of Highway Superintendent with expenses paid.
15. Designating the Dunkirk Observer as the Town's official paper and the Gowanda / Lakeshore Penny Saver and News and Springville Journal as secondary publications.
16. Setting the salary of the elected Town Supervisor at \$ 19,481.90 annually plus an additional amount of \$1,500.00 to oversee the water department; totaling \$ 20,981.90.
17. That the appointed Deputy Supervisor serves at no additional salary.
18. Setting the salary of the four (4) elected Town Councilmen at \$ 6,493.96 each annually.
19. Setting the salary of the appointed Town Assessor at \$ 21,646.56 annually.
20. Appointing Heidi Kilber as Temporary PT Clerk for the Assessor at \$ 11.10 per hour – for a maximum of 200 hours in 2019.
21. Setting the salaries of the three Assessment Board of Review members at \$ 304.14 each annually.
22. Setting the salary of the Attorney for the Town at \$ 12,425.24 annually.
23. Setting the salary of the full-time Town Budget Officer/Bookkeeper at \$ 22.14 per hour.
24. Setting the salary of the Code Enforcement Officer at \$ 8,782.11 annually, and the Assistant Code Enforcement Officer at \$ 6,033.23 annually.
25. Setting the salary of the elected Town Clerk at \$ 42,339.66 annually.
26. Setting the salary of the two (2) appointed Deputy Town Clerks at \$ 12.97 per hour each.
27. Setting the salary of the Dog Control Officer at \$ 5,411.64 annually.
28. Authorizing the Highway Superintendent to supervise the transfer station and the parks department employees of the Town of Collins with the authority to schedule workers in those departments.
29. Setting the base salary of the elected Town Superintendent of Highways at \$ 56,589.50 annually, plus an additional amount of \$ 2,000.00 for overseeing the transfer station and the parks department; totaling \$ 58,589.50.
30. Setting the salary of the experienced Highway Department workers (Motor Equipment Operators) as follows: Nicholas Gernatt at \$ 23.77 per hour, Mark Hobson at \$ 23.27 per hour, Mark Mangano at \$ 20.94 per hour until October 20, 2019 when he shall receive a step increase to \$ 21.52 per hour and F. Howard Lamb at \$ 19.19 per hour until November 6, 2019 when he will receive a step increase to \$ 19.77 per hour.
31. Setting the salary of the Highway Department Automotive Mechanic at \$ 25.86 per hour.
32. That the appointed Deputy Highway Superintendent serves at an additional \$ 1,000.00 annually.
33. Authorizing that all employees of the Highway Department, of the Transfer Station, of the

Summer Beautification Program and the park Crew Chief be given up to a maximum of \$ 150.00 for safety apparel allowance.

34. That the Highway Department Laborers be paid \$16.00 per hour (if not experienced, \$11.10 per hour for the first six months).

35. Setting the salary of the Town Historian at \$ 216.46 annually

36. Setting the salary of the two (2) elected Town Justices at \$ 15,693.76 each annually.

37. Setting the salary of the two (2) Court Clerks at \$ 10,228.00 each annually and appointing Dianna Evans as Court Clerk for Justice Brian Gernatt.

38. Setting the salary of the three (3) Constables at \$ 13.84 per hour.

39. Setting the salary of the Caretaker at \$ 11.41 per hour

40. Setting the salary of the Laborer (Buildings & Grounds) at \$ 11,411.40 annually

41. Setting the salary of the five (5) Town of Collins Planning Board Members at \$ 849.63 each annually.

42. Appointing Thomas Siegle to the Planning Board for a five year term to expire December 31, 2023.

43. Setting the salary of the Chairman of the Planning Board at an additional \$ 600.00 annually.

44. Setting the salary of the Secretary of the Planning Board at \$ 27.07 per meeting.

45. Appointing James Musacchio as Town Prosecutor and setting the salary at \$ 5,411.64 annually.

46. Setting the salary of the Registrar of Vital Statistics at \$ 600.00 annually.

47. Appointing the two Deputy Town Clerks as Deputy Registrars of Vital Statistics at no salary.

48. Setting the salary of the Seniors Program Coordinator at \$ 13.24 per hour.

49. Setting the salary of the Seniors Program Assistant at \$ 11.10 per hour.

50. Setting the salary of the Director of Recreation II (PT) at \$ 16.46 per hour, for the Summer and Winter Recreation programs.

51. Setting the salary of the Recreation Supervisor (PT) at \$ 13.31 per hour for the Summer and Winter Recreation programs.

52. Setting the salary of the Summer Beautification, Summer Recreation and Winter Youth Center workers at \$ 11.10 per hour.

53. Setting the salary of the Park Crew Chief at \$ 15.41 per hour.

54. Setting the salary of the four (4) Transfer Station Attendants at \$ 11.26 per hour.

55. Setting the salary of the five (5) members of the Zoning Board of Appeals at \$ 124.47 each annually.

56. Appointing Becky Jo Summers and Barbara Ferro as Trustees for the Town of Collins Public Library for a five (5) year term to expire December 31, 2023.

57. That the Tax Collector collect a \$ 1.00 surcharge for delinquent taxes for 2019 and \$ 1.00 for copies of tax bills.

58. Appointing the Town Clerk as the ADA Coordinator, Affirmative Action Officer and Bingo Inspector at no additional salary.

59. To adopt the Town Employee Salary schedule for full-time employees.

60. To adopt the Town Investment Policy.

61. To adopt the Town Procurement Policy.

62. To adopt the Town Rules of Procedure.

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

Departmental Appointments for 2019

Supervisor appointed Mary Stelley as Deputy Supervisor, Susan Gamel as Budget Officer/Bookkeeper and Douglas Martindale as Town Historian.

Highway Superintendent Waterman appointed Mark Hobson as Deputy Highway Superintendent.

Town Clerk Summers appointed Joanne Kibler and Karen Smith as Deputy Town Clerks.

Planning Board Chairman Martin appointed Debra Martin as Planning Board Secretary.

Resolution # 63: AGENDA APPROVAL

Motion made by Councilman McLean seconded by Councilman Sion to approve the agenda as modified by adding a new topic for Gernatt Mine Expansion.

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

Resolution # 64: MINUTES APPROVAL

Motion made by Councilman Stelley seconded by Councilman McLean to approve the minutes of the Monday, December 17, 2018 town board meeting.

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

Resolution # 65: ABSTRACT APPROVAL

Motion by Councilman Stelley seconded by Councilman McLean that the bills be paid on abstract #27 for 2018 dated January 7, 2019 for listed vouchers # 894 – 938 for \$ 31,567.45:

General – Townwide	5,290.04		Water District #1	221.72
General – Part Town	845.26		Water District #3	89.76
Highway	19,987.27		Water District #4	3,098.34
Special Lighting	1,177.06	Total	\$	31,567.45
Special Refuse	858.00			

and on abstract #1 for 2019 dated January 7, 2019 for listed vouchers # 1 – 8 for \$ 11,426.79:

General – Townwide	3,919.58		Water District #1	292.16
General-Part Town	447.31		Water District #3	89.60
Highway	6,522.59		Water District #4	7.79
Special Refuse	147.76	Total		11,426.79

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

Public Access

Jim Ferro of Kathy Lane asked the status of his dedicating the part of Kathy Lane that is listed on his land parcel to the Town. It is being looked into.

Departmental Reports

Attorney Musacchio stated the Gernatt Special Use Permit for property on Vail Road needs to be extended.

Building Committee submitted their monthly report.

Code Enforcement Officers submitted their annual report for 2018 and reminded the Town that the Code needs to be updated as FEMA came out with new flood zone maps.

Dog Control Officer Thomas Siegle submitted his monthly report, is checking on unlicensed dogs and would like to attend a two-day training seminar this year.

Highway report was submitted.

Recreation report was submitted

Town Clerk Summers reported December sales of \$ 7,884.50 with the Town's portion \$ 7,532.76.

Board Reports

Councilman McLean spoke with Mr. Shaw regarding CRP classes, attended senior's luncheons, the highway Christmas luncheon and met with the Recreation Department.

Councilman Sion attended senior's luncheons and the highway Christmas luncheon.

Councilman Hotnich attended senior's luncheons and the highway Christmas luncheon and reviewed the vouchers.

Councilman Stelley reviewed the vouchers, updated the website and attended the recreation meeting.

Supervisor Martin met with William Schutt regarding the proposal to do engineering for the new highway building and attended the senior's luncheons and the highway Christmas luncheon.

Old Business

1. The newly and appointed officials must complete a time log for 90 days for NYS Retirement.

New Business

1. Resolution to approve the agreement to spend highway funds

RESOLUTION # 66: APPROVE AGREEMENT TO SPEND HIGHWAY FUNDS

Motion made by Councilman Hotnich and seconded by Councilman Sion that the Town board hereby approves entering into an agreement with Peter Waterman, Highway Superintendent for the 2019 Agreement to Spend Town Highway funds in the Town of Collins, County of Erie as read, and authorizes the Town Board members to sign the agreement

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

2. Resolution to accept the November 2018 Supervisor's report

RESOLUTION # 67: ACCEPT NOVEMBER 2018 SUPERVISOR'S REPORT

Motion made by Councilman Stelley and seconded by Councilman McLean to accept the Town of Collins Supervisor's Report as submitted for the month of November 2018.

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

New Topics – Discussion and Comments

1. Town Board Committee and Liaison Appointments were gone through

2. NY Planning Federation Mailing List letter received

3. Southtowns Solarize Outline and Schedule – Supervisor Martin attended a meeting in Springville and it was explained this is being done in a few communities promoting solar energy. If the Towns

join and get at least ten residents who want to have solar installed they will get a better price. Mr. Martin will attend the next meeting.

4. EC Energy Aggregation – Billing History Release Form will be sent out to see if we can save money by having our electric billed through Erie County.

5. Gernatt Gravel Mine Expansion – They would like to expand the mining area on the west side of S. Quaker Road towards Vail Road. This will be turned over to the Planning Board.

With no further business, on a motion of Councilman Sion seconded by Councilman McLean the meeting was adjourned at 8:35 pm.

Becky Jo Summers, Town Clerk