

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 2nd day of January 2018.

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

Others Present: Thomas Siegle Dog Control Officer; Jackie McLean; Doug Martindale; Dick Agle; Candace Termer and Andrew Kuczkowski, reporter The Observer

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

The 2017 Organizational Resolutions were gone through.

Resolution # 1 – 62: **2018 ORGANIZATIONAL RESOLUTIONS**

Motion made by Councilman Stelley seconded by Councilman Hotnich to adopt the following Organizational Resolutions for 2018 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. and M & T 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 Penny Saver News and Springville Journal as secondary publications.
16. Setting the salary of the elected Town Supervisor at \$ 18,914.47 annually plus an additional amount of \$1,500.00 to oversee the water department; totaling \$ 20,414.47.
17. That the appointed Deputy Supervisor serves at no additional salary.
18. Setting the salary of the four (4) elected Town Councilmen at \$ 6,304.82 each annually.
19. Setting the salary of the appointed Town Assessor at \$ 21,016.08 annually, plus an additional amount of \$ 3,983.92 for 2018 to complete records update; totaling \$ 25,000.00.
20. Appointing Heidi Kilber as Temporary PT Clerk for the Assessor at \$ 10.40 per hour – for a maximum of 200 hours in 2018
21. Setting the salaries of the three Assessment Board of Review members at \$ 295.28 each annually.
22. Appointing James Musacchio as Attorney for the Town for a two year term expiring on December 31, 2019 and setting the salary at \$ 12,063.34 annually.
23. Setting the salary of the full-time Town Budget Officer/Bookkeeper at \$ 21.44 per hour.
24. Setting the salary of the Code Enforcement Officer at \$ 8,526.32 annually, and the Assistant Code Enforcement Officer at \$ 5,857.50 annually.
25. Setting the salary of the elected Town Clerk at \$ 41,106.47 annually.
26. Setting the salary of the two (2) appointed Deputy Town Clerks at \$ 12.27 per hour each.
27. Appointing Thomas Siegle as Dog Control Officer and setting the salary of at \$ 5,254.02 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 \$ 54,941.26 annually, plus an additional amount of \$ 2,000.00 for overseeing the transfer station and the parks department; totaling \$ 56,941.26.
30. Setting the salary of the experienced Highway Department workers (Motor Equipment Operators) as follows: Nicholas Gernatt at \$ 23.07 per hour, Mark Hobson at \$ 22.57 per hour and Mark Mangano at \$ 19.66 per hour, until October 20, 2018, when he will receive a step increase to \$ 20.24 per hour.
31. Setting the salary of the Highway Department Automotive Mechanic at \$ 25.16 per hour.
32. That the appointed Deputy Highway Superintendent serves at an additional \$ 1,000.00 annually.

33. Authorizing all permanent full-time employees of the Highway Department to be given up to a maximum of \$ 150.00 for safety apparel allowance.
34. That the Highway Department Laborers be paid \$15.30 per hour (if not experienced, \$10.40 per hour for the first six months).
35. Setting the salary of the Town Historian at \$ 210.16 annually
36. Setting the salary of the two (2) elected Town Justices at \$ 15,236.66 each annually.
37. Setting the salary of the two (2) Court Clerks at \$ 9,930.10 each annually.
38. Setting the salary of the two (2) Constables at \$ 13.14 per hour.
39. Setting the salary of the Caretaker at \$ 10.71 per hour
40. Setting the salary of the Laborer (Buildings & Grounds) at \$ 10,718.20 annually
41. Setting the salary of the five (5) Town of Collins Planning Board Members at \$ 824.88 each annually.
42. Appointing Joan Fallon to the Planning Board for a five year term to expire December 31, 2022.
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 \$ 26.28 per meeting.
45. Appointing James Musacchio as Town Prosecutor and setting the salary at \$ 5,254.02 annually.
46. Appointing Becky Jo Summers to a four year term as Registrar of Vital Statistics and setting the salary
at \$ 420.32 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 \$ 12.54 per hour.
49. Setting the salary of the Seniors Program Assistant at \$ 10.40 per hour.
50. Setting the salary of the Director of Recreation II (PT) at \$ 15.76 per hour, for the Summer and Winter Recreation programs.
51. Setting the salary of the Recreation Supervisor (PT) at \$ 12.61 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 \$ 10.40 per hour.
53. Setting the salary of the Park Crew Chief at \$ 14.71 per hour.
54. Setting the salary of the four (4) Transfer Station Attendants at \$ 10.56 per hour.
55. Setting the salary of the five (5) members of the Zoning Board of Appeals at \$ 120.84 each annually.

56. Appointing David Johnson to the Zoning Board of Appeals for a five year term to expire December 31, 2022.

57. That the Tax Collector collect a \$ 1.00 surcharge for delinquent taxes for 2018 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 4 Sion, Hotnich, Martin, Stelley
 Nay 0

Departmental Appointments for 2017

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

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

Highway Superintendent Waterman appointed Mark Hobson as Deputy Highway Superintendent.

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

Resolution # 63: AGENDA APPROVAL

Motion made by Councilman Sion seconded by Councilman Hotnich to approve the agenda as modified whereby eliminating the resolution to approve the agreement to spend highway funds.

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

Resolution # 64: MINUTES APPROVAL

Motion made by Councilman Stelley seconded by Councilman Sion to approve the minutes of the Monday, December 18, 2017 town board meeting.

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

Resolution # 65: ABSTRACT APPROVAL

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #23 for 2017 dated January 2, 2018 for listed vouchers # 903 – 925 for \$10,274.19:

General – Townwide	4,303.29	Water District #3	2,356.92
General – Part Town	787.91	Water District #4	4.99
Special Refuse	298.00	Total	\$ 10,274.19
Water District #1	2,523.08		

and on abstract #1 for 2018 dated January 2, 2018 for listed vouchers # 1 – 3 for \$ 6,859.94:

General – Townwide	2,578.38
Highway	4,271.56
Total	\$ 6,849.94

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

Correspondence was received from the Association of Towns regarding the annual meeting. No one will be attending this year.

Departmental Reports

Code Enforcement Officers submitted their annual report.

Dog Control Officer Thomas Siegle reported he has ordered a cage, equipment and is having forms printed up. The kenneling will be with K-9 Clippers of Perrysburg.

Town Clerk Summers reports December sales of \$ 7,477.67 with the Town's portion \$ 7,194.42 and water bills went out in the mail today.

Recreation report was emailed to Councilman Stelley. They are up to 15 older youth on Saturday night.

Board Reports

Councilman Hotnich brought up the transfer station workers are out in the cold and in somewhat hazardous conditions and should the town look into steel toed boots for them.

Councilman Stelley reviewed the vouchers, updated the website, met with the Supervisor and Assessor and did employee interviews.

Supervisor Martin reviewed the vouchers.

Old Business

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

New Business

1. Resolution to advertise for individual to fill vacant town board position

RESOLUTION # 66: **ADVERTISE FOR TOWN COUNCILMAN**

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

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

WHEREAS, a vacant Councilman position exist on the Collins Town Board as the result of Councilman Kenneth Martin being elected to the position of Town Supervisor and taking that office on January 1, 2018, and

WHEREAS, it is the responsibility of the Town Board to appoint someone to fill this position for the remainder of 2018 and that someone will be elected at the November 6, 2018 election for a one year term to expire on 12/31/19, and

WHEREAS, the Town Board desired to appoint someone to this position as soon as possible.

NOW, THEREFORE BE IT RESOLVED, that the Town Board post the vacant Councilman position on the Town's website and approve the placement of the following advertisement in the Gowanda Penny Saver and News the week of January 12, 2018, for the purpose of identifying candidates for the vacant Councilman position:

TOWN OF COLLINS
is accepting applications for Town Board Councilman
Applications can be picked up at the Town Clerk's Office
or on townofcollins.com
and must be returned by 4:00 PM on January 25, 2018

Town Board committee and liaison appointments were gone through.

With no further business, on a motion of Councilman Sion seconded by Councilman Stelley the meeting was adjourned at 8:25 pm in Memory of Judith Smith, who recently passed away.

Becky Jo Summers, Town Clerk

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 the 16th day of January 2018.

Present: Kenneth Martin, Supervisor Sara Jane Sion, Councilman
 Mary Stelley, Councilman Becky Jo Summers, Town Clerk
 James Hotnich, Councilman James Musacchio, Attorney

Others Present: Jackie McLean

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

Resolution # 67: **AGENDA APPROVAL**

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

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

Resolution # 68: **MINUTES APPROVAL**

Motion made by Councilman Hotnich seconded by Councilman Sion to approve the minutes of the Tuesday, January 2, 2018 town board meeting.

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

Resolution # 69: **ABSTRACT APPROVAL**

Motion by Councilman Sion seconded by Councilman Stelley that the bills be paid on abstract #24 for 2017 dated January 16, 2018 for listed vouchers # 926 – 959 for \$73,862.39:

General – Townwide	6,170.75	Water District #1	19,045.39
General – Part Town	235.45	Water District #3	5,895.13
Highway	30,365.37	Water District #4	3,643.79
Special Lighting	1,117.46	Total	\$ 73,862.39
Special Refuse	7,389.05		

and on abstract #2 for 2018 dated January 16, 2018 for listed vouchers # 4 – 25 for \$ 27,714.65:

General – Townwide	4,632.06	Water District # 1	925.04
General – Part Town	191.42	Water District # 3	2,885.17
Highway	18,931.71	Water District # 4	12.24
Special Refuse	137.01	Total	\$ 27,714.65

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

Old Business

1. Town Board Committee and Liaison Appointments were gone through.

New Business

1. Resolution to approve Agreement to spend highway funds

RESOLUTION # 70: **APPROVE AGREEMENT TO SPEND HIGHWAY FUNDS**

Motion made by Supervisor Martin and seconded by Councilman Sion that the Town Board hereby approves entering into an agreement with Peter Waterman, Highway Superintendent, for the 2017 Agreement to Spend Town Highway Funds in the Town of Collins, County of Erie, as read, and authorize the Town Board members to sign the agreement.

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

Workshop Topic

1. Town budget, vouchers, abstracts and supervisor monthly reports

Supervisor Martin went through the budget process, the duties of the town board and briefly what can and cannot do. Budget timeline dates, copy of the voucher and supervisor reports were handed out.

With no further business, on a motion of Councilman Stelley seconded by Councilman Sion the meeting was adjourned at 8:14 pm.

Becky Jo Summers, Town Clerk

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 the 5th day of February 2018.

Present: Kenneth Martin, Supervisor Sara Jane Sion, Councilman
 Mary Stelley, Councilman Becky Jo Summers, Town Clerk
 James Hotnich, Councilman James Musacchio, Attorney

Others Present: Thomas Siegle DCO, Sam D'Amato, Jackie McLean, Pete Waterman Highway Superintendent, Karl Simmeth from Assemblyman DiPietro's office, Candace Termer, Dick Agle, Megan Walker Gowanda Pennysaver & News reporter and Andrew Kuczkowski The Observer reporter

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

Resolution # 71: **AGENDA APPROVAL**

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

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

Resolution # 72: **MINUTES APPROVAL**

Motion made by Councilman Hotnich seconded by Councilman Sion to approve the minutes of the Tuesday, January 16, 2018 town board meeting.

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

Resolution # 73: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman Hotnich that the bills be paid on abstract #25 for 2017 dated February 5, 2018 for listed vouchers # 960 – 969 for \$3,817.37:

General – Townwide	3,044.27	Water District #3	230.57
Highway	538.04	Total	\$ 3,817.37
Water District #1	4.49		

and on abstract #3 for 2018 dated February 5, 2018 for listed vouchers # 26 – 79 for \$ 88,552.63:

General – Townwide	56,742.84	Water District # 1	152.68
General – Part Town	552.52	Water District # 3	649.27
Highway	28,845.05	Water District # 4	0.91
Special Lighting	1,475.56	Total	\$ 88,552.63
Special Refuse	133.80		

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

Karl Simmeth from Assemblyman DiPietro's office left applications for naming roads and bridges after Veterans.

Department Reports

Attorney Musacchio reviewed the Spectrum cable agreement.

Code Enforcement Officer Gene Degman reported no building permits last month and attended a conference on flood plains and insurance.

Dog Control Officer Siegle submitted in January report.

Highway Department Superintendent Waterman reported on snow plowing and equipment repairs.

Transfer Station at last trash day filled one compactor, two open tops and 6 electronic bins. It was brought up about the transfer station employees receiving an allowance for safety equipment.

Recreation numbers are increasing and new crafts are offered every week.

Town Clerk reported January sales of \$4,521.75 with the Town's portion \$4,418.25 and the taxes will be mailed out the end of the week.

Water report was read by the Supervisor.

Board Reports

Councilman Stelley attended a website training seminar, reviewed the vouchers, updated the website and attended the prison advisory board meeting.

Supervisor Martin worked on the study and drainage project behind the town hall, attended the Southtowns Planning meeting on the next census (LUCA), received a sales tax check from Erie County and the CDBG check for the roof replacement on the LKP Community Center and attended the building committee meeting.

Old Business

1. Resolution - 2017 Town Budget Modifications and Transfers to Reserves

RESOLUTION #74: APPROVE 2017 BUDGET MODIFICATIONS & TRANSFERS

Motion made by Councilman Stelley, seconded by Councilman Sion to approve the following 2017 Budget Modifications & Transfers.

Budget Transfers

A Fund:

Transfer From:

A1940.400 Contingency \$1667.52

Transfer To:

A1110.100 Employees Court Clerk \$711.42

A1110.400 Court Contractual \$650.89

A3120.100 Constables \$305.21

A3510.100 Safety from Animals – Perso \$18.63 A3510.00 Safety from Animals - Contral \$18.63

B Fund:

Transfer From:

B7310.401 Youth Prog - Rec Contractual \$435.97

Transfer To:

B7310.402 Youth Prog Contractual \$435.97

DB FUND:

Transfer From:

DB5130.400 Hwy Mechanic Contractl \$222.20

DB9055.800 Unemployment Insurance \$63.71

Transfer To:

DB9055.800 Hwy Mech Contal Testin \$222.20

DB9055.810 Disability Insurance \$63.71

SW3 FUND:

Transfer From:

SW3 8310.125 Water Admin Personl \$611.87

SW3 8330.400 Water Purification Contractl \$114.00

Transfer To:

SW3 8310.415 Water Admin Off Exp \$611.87

SW3 8330.410 Water Purific Testing \$114.00

Transfers to Reserves:

Fund Budgeted:

A \$50,000.00

B \$5,000.00

DB \$200,000.00

SR \$5,000.00

SW3 \$2,000.00

SW4 \$2,000.00

Transfer from:

A 0962.400 To Fund Reserve

B 0962.400 To Fund Reserve

DB 0962.400 To Fund Reserve

SR 0962.400 To Fund Reserve

SW3 0962.400 To Fund Reserve

SW4 0962.400 To Fund Reserve

Transfer to:

A 230 Capital Reserve

B 202 Capital Reserve

DB 202 Capital Reserve

SR 230 Capital Reserve

SW3 231 Capital Reserve

SW4 231 Capital Reserve

ADOPTED Aye 4 Sion, Hotnich, Stelley, Martin

Nay 0

2. Resolution to Approve Allocation of Excess 2017 Sales Tax to DB Fund

RESOLUTION # 75: APPROVE EXCESS 2017 SALES TAX ALLOCATION TO DB FUND

Motion made by Councilman Hotnich, seconded by Councilman Sion to allocate the excess 2017 sales tax revenue of \$68,226.21, and modify the appropriate budget line as follows:

DB-1120 - Non-Property Tax Distribution, increased by \$68,226.21.

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

New Business

1. Resolution to accept December 2017 Supervisor's Report

RESOLUTION # 76: **ACCEPT DECEMBER 2017 SUPERVISORS REPORT**

Motion made by Councilman Stelley, seconded by Councilman Sion to accept the Town of Collins Supervisor's Report as submitted, for the month of December 2017.

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

2. Resolution to approve Charter Communications, Non-Disclosure Agreement

RESOLUTION #77: **APPROVE CHARTER COMMUNICATIONS, INC. NON-DISCLOSURE AGREEMENT**

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

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

WHEREAS, Charter Communications plans to expand its network coverage within the Town of Collins, and

WHEREAS, The Town of Collins wishes to monitor the build-out of Charter Communications' network as it progresses, and

WHEREAS, Charter's build-out plans are filed with the NYS Public Service Commission and subject to strict confidentiality and these build-out plans ("bulk addresses information") can only be shared with Local Franchise Authorities if it is subject to a confidentiality agreement.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board does hereby authorize entering into the "Non-Disclosure Agreement, Charter Confidential Build-out Information" with Charter Communications, Inc. and does also authorize the Collins Town Supervisor to sign the agreement.

3. Resolution to fill vacant Town Councilman position

RESOLUTION # 78: **TO FILL VACANT TOWN COUNCILMAN POSITION**

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

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

WHEREAS, a vacant Councilman position exists on the Collins Town Board, and

WHEREAS, it is the responsibility of the Town Board to appoint someone to fill this position for the remainder of 2018.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby appoints Jacquelyn G. McLean to the position of Councilman for the Town of Collins, effective February 5, 2018, for a term to expire December 31, 2018 and that the position's salary be pro-rated for 2018.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 7:50 pm.

Becky Jo Summers, Town Clerk

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 the 20th day of February 2018.

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

Absent: Mary Stelley, Councilman; James Musacchio, Attorney

Others Present: Doug Martindale, Candace Termer, and Andrew Kuczkowski The Observer reporter

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

Resolution # 79: **AGENDA APPROVAL**

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

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

Resolution # 80: **MINUTES APPROVAL**

Motion made by Supervisor Martin seconded by Councilman Sion to approve the minutes of the February 5, 2018 town board meeting.

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

Resolution # 81: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman McLean that the bills be paid on abstract #4 for 2018 dated February 20, 2018 for listed vouchers # 80 – 115 for \$ 51,814.15:

General – Townwide	9,001.26	Water District # 1	1,402.64
General – Part Town	482.40	Water District # 3	311.02
Highway	38,845.18	Water District # 4	3.60
Special Lighting	33.26	Total	\$ 51,814.15
Special Refuse	1,734.79		

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

Correspondence

A request for a 60-day extension on the annual update document was submitted. The response received back only granted a 30-day extension

Public Access

Erie County patched some roads

Old Business

1. Resolution - 2017 Town Budget Modifications

RESOLUTION #82: **APPROVE 2017 BUDGET MODIFICATIONS**

Motion made by Councilman Sion, seconded by Councilman Hotnich to approve the following 2017 Budget Modifications.

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

Budget Transfers

A Fund:

Transfer From:

Transfer To:

A1940.400 Contingency Fund	\$344.79	A1110.400 Judicial - Contractual	\$187.74
		A1620.440 Shared Services - Telephone	\$102.65
		A5132.440 Highway - Telephone	\$30.92
		A5132.450 Highway - Water	\$23.48

B Fund:

Transfer From:		Transfer To:	
B7310.407 Yth Prog -Contrl Conces Summer	\$679.77	B7310.402 Youth Prog - Youth Svs Contrl Spls	\$679.77

SW3 FUND:

Transfer From:		Transfer To:	
SW3 8310.425 Water Admin - Collect of Bills	\$15.45	SW3 8310.415 Water Admin - Office Exp	\$15.45
SW3 8320.415 Source of Supply, Power-Lt Heat	\$523.05	SW3 8320.400 Sce of Sply, Pwr - Contr	\$523.05
SW3 8330.400 Water Purification - Contractual	\$55.01	SW3 8330.410 Water Purification - Testing	\$55.00
		SW3 8389.400 Other Water Exp - Contrl	\$0.01

SW4 FUND:

SW4 8360.461 Lease/Maintenance	\$302.62	SW4 8320.426 Source of Sply, Power-Purch Water	\$293.20
		SW4 9010.860 Employee Benefits - Retirement	\$9.42

2. General Code - Town Code Supplement to Codify L.L. No. 2-2017 – resolution at next meeting will approve doing the update.
3. Industrial Appraisal - Update Report of Insurable Values and Property Record/Fixed Asset Report – update will be done for two years.
4. Town Hall Basement Renovation Project - Supervisor Martin went through the plans and a lot of the work will be done in-house
5. Maintenance Building Construction Project- building would be for the highway and parks. A salvage company will take the old building apart costing the town approximately \$3,000.00. Bill Heim has been contacted regarding drawings for the new building.
6. Safety Apparel Allowance for Transfer Station Employees was discussed and it will be further looked into.
7. Save Discarded Lawn Mowers at Transfer Station for Individual Who Teaches at Correction Facility – Supervisor Martin will ask for a written request.

New Business

1. Additional Youth Center Day Request for Wednesday, February 21, 2018 for five to 13 year olds from 5:00 pm to 9:00 pm. Approved

2. Resolution – Liberty Festival – Date and Committee Chair Appointments

RESOLUTION #83: SET DATE FOR 8TH ANNUAL LIBERTY FEST AND APPOINT CO-CHAIRS

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

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

Whereas, the Town of Collins wishes to promote sociability among the Town residents, and
Whereas, to this end, since 2011 the Town has sponsored the Liberty Fest, which has been well-received by the community, and

Whereas, the town wishes to again provide the residents with a similar opportunity to enjoy this event and has budgeted \$5,900.00 of unreimbursed Town funds for it, and

Whereas, the Liberty Fest Committee met on February 15, 2018 to recommend the date of Saturday, June 30, 2018 for the 8th Annual Liberty Fest with rain date of Saturday, July 7, 2018 for

fireworks only.

Now therefore Be It Resolved that Mary Stelley and Jackie McLean be designated co-chairs of the Liberty Fest Committee, with the authority to spend funds allocated to this celebration in the 2018 budget and any funds expected to be raised by select events and set the date of Saturday, June 30, 2018 for the 8th Annual Liberty Fest with rain date of Saturday, July 7, 2018 for fireworks only.

Workshop Topic

Town of Collins Zoning Map Revision – Supervisor Martin went through the zoning maps explaining the current zoning and the proposed updates.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 8:28 pm.

Becky Jo Summers, Town Clerk

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 the 5th day of March 2018.

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

Others Present: Sherriff Deputy Neil Held; Dick Agle; Doug Martindale; Christopher Jeanniton; Candace Termer, Margaret Degenfelder; Jason Opferbeck and Andrew Kuczkowski The Observer reporter

Supervisor Martin called the meeting to order at 7:20 PM with the pledge to the Flag (after the court case was over).

Resolution # 84: **AGENDA APPROVAL**

Motion made by Councilman Hotnich seconded by Councilman Sion to approve the agenda as amended after the addition of one item under New Business.

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

Resolution # 85: **MINUTES APPROVAL**

Motion made by Supervisor Martin seconded by Councilman Sion to approve the minutes of the February 20, 2018 town board meeting.

ADOPTED Aye 4 McLean, Sion, Hotnich, Martin,
Nay 0
Abstained 1 Stelley

Resolution # 86: **ABSTRACT APPROVAL**

Motion by Councilman Sion seconded by Councilman McLean that the bills be paid on abstract #5 for 2018 dated March 5, 2018 for listed vouchers # 116 – 145 for \$ 14,928.22:

General – Townwide	6,891.33	Water District # 1	1,977.42
General – Part Town	293.44	Water District # 3	633.48
Highway	3,830.04	Water District # 4	7.27
Special Lighting	1,107.49	Total	\$ 14,928.22
Special Refuse	187.75		

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

Guest - Deputy Sheriff Sgt. Neil Held is our liaison and will attend the first meeting of each month.

Public Access – Christopher Jeanniton stated they have been granted a license to grow industrial hemp on five to ten acres. There is one farm in Dayton and one in Eden. Hemp is used in rope, building materials and the seed is high in protein.

Reports of Department Heads

Attorney Musacchio is the litigation letter for the audit.

Code Enforcement Officer stated there were not building permits in February.

Dog Control Officer had one call and is making calls on unlicensed dogs.

Highway department report was read.

Transfer station – no trash day in February.

Town Clerk reported sales last month were \$3,757.00 with the town's portion \$3,605.94.

Water - Jason reported the water reading will be done within the next one to one half weeks.

Supervisor Martin will go on a tour and Jason asks if any board members want to go also.

Board Reports

Councilmen McLean and Sion reported the Liberty Fest plans are moving along.

Councilman Hotnich attended the building commit meeting and commented on the fast response of the fire department regarding the broken utility poles Thursday.

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

Supervisor Martin attended the Assoc. of EC Govt's meeting, the Rural Transit Advisory board meeting and the building committee meeting.

All attended the Collins Fire Department Installation Dinner.

Old Business

1. Resolution to approve the Town code update supplement No 2 with General Code

RESOLUTION #87: APPROVE TOWN CODE UPDATE SUPPLEMENT NO. 2 WITH GENERAL CODE

Motion made by Councilman Hotnich seconded by Councilman Stelley that the following is:

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

WHEREAS, the Town Board wishes the Town Code to be up to date and include all recently adopted town laws, and

WHEREAS, General Code has submitted a proposal to Codify L. L. No. #2-2017, thereby supplementing the Town Code.

NOW THEREFORE LET IT BE RESOLVED, that the Collins Town Board Authorize General Code to Supplement the Town Code (to Codify L. L .No. #2-2017) at a cost of between \$580.00 and \$670.00, that this expense be taken from the Town of Collins 2018 Budget Line A1989.400 and to authorize the Town Supervisor to sign the Supplement proposal with General Code.

New Business

1. Resolution to designate lead agency for Gowanda Smart Growth Capital Initiative

RESOLUTION #88: DESIGNATE LEAD AGENCY FOR GOWANDA SMART GROWTH CAPITAL INITIATIVE

Motion made by Supervisor Martin, seconded by Councilman Hotnich the following is:

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

WHEREAS, the Village of Gowanda through its Gowanda Smart Growth Capital Initiative, is looking to fund improved access to the Cattaraugus Creek for increased waterfront recreation and tourism; and to fund the ongoing restoration of the Hollywood Theatre, and

WHEREAS, the Town of Collins has been asked to respond to a request on Lead agency Status for the environmental review process to be carried out in accordance with the NYS Environmental Quality Review Act (SEQRA) in association with the project, and

WHEREAS, Empire State Development has proposed to act as Lead Agency for this project.

NOW THEREFORE LET IT BE RESOLVED, that the Collins Town Board supports Empire State Development being designated as Lead Agency for this project.

2. RESOLUTION #89: **ALLOW USE OF LKPCC PARKING LOT**

Motion made by Councilman Hotnich, seconded by Councilman Sion that the Board allows the Collins Fire Company the use of the LKPCC parking lot on Saturday, March 17, 2018 for overflow parking for their Corned Beef and Cabbage Dinner

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

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 8:12 pm.

Becky Jo Summers, Town Clerk

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 the 19th day of March 2018.

Present: Kenneth Martin, Supervisor
James Hotnich, Councilman
Sara Jane Sion, Councilman
Mary Stelley, Councilman

Jacquelyn McLean, Councilman
Becky Jo Summers, Town Clerk
Susan Gamel, Budget Officer
James Musacchio, Attorney

Others Present: Dick Agle; Doug Martindale; Candace Termer, Margaret Degenfelder; Karen Howard from Senator Gallivan's Office and Andrew Kuczkowski The Observer reporter

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

Resolution # 90: **AGENDA APPROVAL**

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

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

Resolution # 91: **MINUTES APPROVAL**

Motion made by Councilman Hotnich seconded by Councilman Sion to approve the minutes of the March 5, 2018 town board meeting.

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

Resolution # 92: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman McLean that the bills be paid on abstract #6 for 2018 dated March 19, 2018 for listed vouchers # 146 – 188 for \$ 426,352.89:

General – Townwide	10,562.58	Special Lighting	25.81
General – Part Town	422.47	Special Refuse	172,016.77
Highway	20,978.27	Water District # 1	1,459.02
Collins Fire District	199,732.06	Water District # 3	404.91
Rosenburg Fire District	20,751.00	Total	\$ 426,352.89

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

New Business

1. Removal of trees in the Collins Center Cemetery – A letter was read from the Collins Center Cemetery request funds to remove five trees and ten stumps from the cemetery.

Workshop topics

1. LED lighting proposal for the Town Hall, LKP Community Center and the Library – Supervisor Martin explained the program and costs / savings from the board handout. Karen Howard from Senator Gallivan's Office stated the Town writes to the Senator's office for grant money to help with the cost.

2. Tour of Recreation program at LKPCC will be Saturday at 11:00 am.

3. Name badges will be worked on

4. Proposed LED sign for the Library – the Town Code would have to be addressed as the current code does not address LED signs in the residential district. The sign will be researched further as cost could be approximately \$20,000.00.

New Topics – Discussion and Comments

1. Bin purchase for Transfer Station for the recyclables – Highway Superintendent Waterman will get quotes for a new bin.

2. Collins – Gowanda Inter-municipal Agreement – Trustee Scheibley contacted the Supervisor asking to extend the contract an addition three years with a 1 ½% increase yearly. Since Gowanda has taken over the water system it has been changed to include electronic equipment which makes running the system easier, fewer trips to the pump houses and tanks and drive-by meter readings instead of walking the routes. These changes mean a decrease in manpower hours and time spent on our system.

3. Council Sion has been approached by residents asking if the Town has a chipper that can go out and chip the downed limbs. People can that the limbs to the highway barn as the Town can only work in the right-of-way on town roads and cannot go onto private property.

Councilman Hotnich questions the status of the burned out house on Route 62. It is still under investigation.

Councilman McLean was approached about the Town purchasing the Collins Center School for recreation or using the Collins Center Church. Supervisor Martin stated about the liability of walking on the street.

Councilman Stelley said Sam D'Amaro, Recreation Director texted her about having a sleepover at the end of the winter program.

RESOLUTION #93: APPROVE RECREATION PROGRAM SLEEPOVER

Motion made by Councilman Stelley, seconded by Councilman Sion the following is:

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

Whereas the Town of Collins sponsors a Youth Program during the winter months, and

Whereas the program director wishes to have a sleepover to conclude the winter program session. The sleepover would take place on Friday April 13th beginning at 6:00 PM and concluding on Saturday April 14th at 7:00 AM. Recreational activities would take place, along with movies, sports, and crafts during that time.

Therefore Be It Resolved, the Town Board approves the sleepover on Friday, April 13th beginning at 6:00 PM and concluding on Saturday April 14th at 7:00 AM.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 8:12 pm.

Becky Jo Summers, Town Clerk

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 the 2nd day of April 2018.

Present: Kenneth Martin, Supervisor Sara Jane Sion, Councilman
Mary Stelley, Councilman Becky Jo Summers, Town Clerk
James Hotnich, Councilman James Musacchio, Attorney

Absent: Jacquelyn McLean, Councilman

Others Present: Sheriff Sgt. Neil Held; Dick Agle; Candace Termer, DCO Thomas Siegle; Megan Walker Gowanda Pennysaver & News reporter and Andrew Kuczkowski the Observer reporter

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

Resolution # 94: **AGENDA APPROVAL**

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

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

Resolution # 95: **MINUTES APPROVAL**

Motion made by Supervisor Martin seconded by Councilman Sion to approve the minutes of the March 19, 2018 town board meeting.

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

Resolution # 96: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman Hotnich that the bills be paid on abstract #7 for 2018 dated April 2, 2018 for listed vouchers # 189 – 216 for \$ 50,237.06:

General – Townwide	5,955.92	Water District # 1	18,313.81
General – Part Town	1,283.21	Water District # 3	5,602.25
Highway	6,251.66	Water District #4	<u>3,887.21</u>
LKP Roof Replacement	8,943.00	Total	\$ 50,237.06

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

Department Reports

Code Enforcement Officers submitted their March report and reported the copier downstairs needs repairs.

Dog Control Officer submitted his March report and stated he will be attending a training seminar in Geneseo.

Highway Department plowed snow a few times, swept intersections, repaired the roller transmission and worked on truck #9.

Transfer Station had three open tops and one compactor hauled from trash day.

Recreation sleepover will have to be moved the 7th of April.

Town Clerk reported March sales of \$3,817.53 with the Town's share \$3,232.92. Taxes collected so far totaled \$2,004,686.11. The town received \$1,199,116.78 and Erie County was paid \$805,569.33

Water Department report was read.

Board Reports

Councilman Hotnich reviewed the vouchers and reported on the building committee meeting.

Councilman Stelley reviewed the vouchers, updated the website, attended the DOT-SNI meeting and toured the recreation program.

Supervisor Martin attended the NEST meeting

Old Business

1. Resolution to Modify Recreation Program – Sleep Over Night

RESOLUTION # 97: **MODIFY RESOLUTION #93 OF 2018 - RECREATION PROGRAM SLEEPOVER NIGHT DATE**

Motion by Supervisor Martin Seconded by Councilman Sion to amend Resolution # 93 of 2018 which set the Recreation Program Sleepover Night Date to be April 13th and April 14th to now is changed to April 6th and April 7th.

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

New Business

1. Resolution to Advertise for Summer Recreation Attendants

RESOLUTION #98: **APPROVE AD FOR SUMMER RECREATION SUPERVISOR & RECREATION ATTENDANTS**

Motion made by Councilman Stelley, seconded by Councilman Hotnich the following is:

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

WHEREAS, the Town of Collins provides Recreational Services to the Youth of the Town, and

WHEREAS, the Summer Recreation program requires a Recreation Supervisor and Recreation Attendants to oversee the activities of the participants.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board authorize the Town Clerk to place the following ad for these positions in the Gowanda/Lakeshore Pennysaver & News and the Springville Journal, to run for one printing each, the weeks of April 14 and April 21, 2018, and shall require that all applications be delivered to the Collins Town Clerk no later than 4:00 p.m., Friday, April 27, 2018.

SUMMER JOBS

The Town of Collins is accepting applications for
RECREATION SUPERVISOR & RECREATION ATTENDANTS
FOR ITS SUMMER PROGRAM

These positions are open to all area residents.

Must be High school graduate by June 30, 2018.

Preference given to Town of Collins residents

Applications are available Monday - Friday at
the Collins Town Hall, 14093 Mill St,

or on the Town Website (www.townofcollins.com).

Applications will be accepted until April 27, 2018 at 4 PM.

2. Resolution to Advertise for Summer Beautification Personnel

RESOLUTION # 99: **APPROVE AD FOR PARKS CREW CHIEF & SUMMER BEAUTIFICATION EMPLOYEES**

Motion made by Councilman Hotnich seconded by Councilman Sion to approve placing the following ad in the Gowanda/Lakeshore Pennysaver & News and the Springville Journal for the week of April 7, 2018.

Summer Jobs:

The Town of Collins is accepting applications for
Parks Crew Chief and Seasonal Beautification Laborers.

Positions are open to all residents 18 and over.

Applications are available Monday - Friday
at the Collins Town Hall, 14093 Mill St,

or on the Town's Website (www.townofcollins.com).

Applications will be accepted until April 13, 2018 at 4:00 PM.

Preference given to Town of Collins residents.

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

3. Resolution to Purchase Bin for Transfer Station – the following resolution was read and after some discussion it was stated new specifications would be needed so all would be the same and the resolution was not voted upon.

RESOLUTION: **PURCHASE BIN FOR TRANSFER STATION**

WHEREAS, the Town currently owns containers for use at the Transfer Station, and

WHEREAS, one container is in deteriorated condition and not suitable for transporting recyclables, and

WHEREAS, in an effort to update equipment on a reasonable interval, the Highway Department solicited three bids for a new 40-yard recyclables container.

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes the purchase of a 22-ft long by 82-inch high 6-inch peak roof container from Northeast Industrial MFG., Inc. for \$6,853.00 including shipping, to be paid from Budget Line SR8160.220 - Equipment.

4. Resolution to Allow SNI to add Town Roads to SNI Road Inventory – Allowing Improvements on Lenox Road – Lenox Road on the Reservation will be rebuilt and a letter from the Town will give permission for them to do repairs on our section of Lenox Road after it is put on their road inventory. Our part of the road will be milled and paved.

RESOLUTION # 100: **ALLOW SENECA NATION OF INDIANS TO MAKE IMPROVEMENTS TO LENOX ROAD**

Motion made by Councilman Sion, seconded by Councilman Hotnich the following is:

ADOPTED Aye 4 Sion, Hotnich, Stelley, Martin

 Nay 0

WHEREAS, the Seneca Nation of Indians (SNI) is proposing a Lenox Road reconstruction project to rebuild their portion of the road, and

WHEREAS, the Town of Collins desires to participate in this project which would include some drainage work along with milling and overlay of the Town of Collins portion of Lenox Road, and

WHEREAS, improvements to roads that provide important access to SNI Lands can be funded by the SNI through a cooperative process between the Tribe and the Town of Collins, should funding and Tribal priorities allow.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby authorizes the SNI to include Lenox Road and Richardson Road on its Indian Reservation Roads Inventory and to also allow the SNI to make improvements to the Town of Collins portion of Lenox Road during their Lenox Road reconstruction project and that the SNI fund these improvements.

New Topics

1. A request was received to use the gym for T-ball
2. Officer Held asked if there is anything he could help with or discuss.
3. Spectrum Cable is installing cable on E. Becker, Wilson and Brewer Roads.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Stelley the meeting was adjourned at 7:43 pm.

Becky Jo Summers, Town Clerk

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 the 16th day of April 2018.

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

Others Present: Candace Termer, and Andrew Kuczkowski The Observer reporter

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

Resolution # 101: **AGENDA APPROVAL**

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

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

Resolution # 102: **MINUTES APPROVAL**

Motion made by Councilman McLean seconded by Councilman Hotnich to approve the minutes of the April 2, 2018 town board meeting.

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

Resolution # 103: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #8 for 2018 dated April 16, 2018 for listed vouchers # 217 – 254 for \$ 116,410.52

General – Townwide	8,853.25	Special Refuse	852.42
General – Part Town	275.00	Water District # 1	26,574.95
Highway	22,365.41	Water District #3	13,486.11
Library	43,000.00	Total	\$ 116,410.52
Special Lighting	1,003.38		

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

New Business

1. Resolution to modify 2018 Town Budget

RESOLUTION # 104: **MODIFY 2018 TOWN BUDGET**

Motion made by Councilman Stelley, seconded by Councilman McLean to approve the following 2018 budget Modification:

Budget Transfer

A Fund

Transfer From:	Transfer To:
A8810.100 Cemeteries - Personnel Services \$85.00	A8810.400 Cemeteries - Cemeteries \$85.00

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

2. Resolution to fill vacant Parks Crew Chief position

RESOLUTION # 105: **FILL VACANT PARKS CREW CHIEF POSITION**

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

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

WHEREAS, the Collins Town Board desires to fill the vacant Parks Crew Chief Position, and
 WHEREAS, the Town advertised for applicants to fill the position and received two (2)

applications and

WHEREAS, the personnel committee conducted interviews of the applicants.

NOW BE IT RESOLVED that the Collins Town Board follow the recommendation of the personnel committee and Highway Superintendent in hiring F. Howard Lamb for the Parks Crew Chief position effective April 17, 2018.

3. Resolution to authorize the Dog Control Officer attend 2018 NYS Dog Control Seminar

RESOLUTION # 106: **AUTHORIZE TOWN DOG CONTROL OFFICER TO ATTEND THE 2018 NYS DOG CONTROL SEMINAR**

Motion made by Councilman Sion, seconded by Councilman Stelley that the following is:

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

 Nay 0

WHEREAS, the Town's Dog Control Officer has requested to attend the 2018 NYS Animal Control & Dog Control Seminar, and

WHEREAS, all presentations at the seminar are relevant to the Dog Control Officer's position and duties.

NOW BE IT RESOLVED that the Collins Town Board hereby authorizes Dog Control Officer Tom Siegle to attend the 2018 NYS Animal Control & Dog Control Seminar on May 1st and 2nd, 2018 at Genesee Community College, Conable Technology Building, Batavia, NY and that the Town of Collins pay expenses for mileage, tolls, registration fee, meals and one night's lodging the night of May 1, 2018.

4. Resolution to request funding to remove trees and stumps in the Collins Center Cemetery

RESOLUTION # 107: **REQUEST OF FUNDING TO REMOVE TREES AND STUMPS IN COLLINS CENTER CEMETERY**

Motion made by Councilman McLean, seconded by Councilman Hotnich that the following is:

ADOPTED Aye 3 McLean, Hotnich, Stelley

 Nay 0

 Abstained 2 Sion, Martin

WHEREAS, the Collins Center Cemetery Association Board of Directors in a letter dated 3/19/18, has made a request of the Collins Town Board to supply funding for the removal of five trees and 10 stumps on the cemetery property, and

WHEREAS, the C. C. Cemetery Association Board of Directors obtained three quotes to have the work done, and

WHEREAS, NYS General Municipal Law §165-a adopted in 2010 allows municipal corporations to provide funding, goods/or services to a public cemetery corporation, and

WHEREAS, the Collins Town Board wishes to assist the C. C. Cemetery Association with this matter.

NOW BE IT RESOLVED that the Collins Town Board hereby approves to provide funding in the amount of \$3,085.00 to Natures Pride for the removal of five trees and the grinding, soil and seeding of ten stumps in the Collins Center Cemetery, and

BE IT FURTHER RESOLVED, that the funds be taken from the 2018 Town Budget Line A8810.400 Cemeteries.

5. Resolution to request a letter of support for the Town of Alden EMS

RESOLUTION # 108: **REQUEST FOR A LETTER OF SUPPORT FOR THE TOWN OF ALDEN EMS**

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

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

 Nay 0

WHEREAS, ambulance and EMS services are vital to the health and well-being of a community, and

WHEREAS, in July 2016 the Alden Town Board found an immediate need for the Town to establish and operate a municipal ambulance service within the Town and Village of Alden, and

WHEREAS, the Town of Alden EMS was issued a municipal Ambulance Operating Certificate on September 16, 2016, which expires on August 23, 2018, and the Town of Alden EMS is now applying

for permanent operating status.

NOW BE IT RESOLVED, that the Collins Town Board go on record stating that we support the Town of Alden EMS in its request for permanent ambulance operating authority under Public Health Law Article 30 and that the supervisor send a letter of support stating so to the Town of Alden.

6. Resolution to appoint 2018 Summer Beautification Employees

RESOLUTION # 109: **APPOINT 2018 SUMMER BEAUTIFICATION EMPLOYEES**

Motion made by Councilman Stelley, seconded by Councilman Sion that the following is:

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

WHEREAS, the Town of Collins sponsors a Summer Beautification program to assist in maintaining the Town parks, cemeteries and other Town property and

WHEREAS, the Town wishes to fill the positions necessary for this program and

WHEREAS, the Town advertised for the position of Summer Beautification Employee and the Personnel Committee interviewed five (5) applicants responding to this ad.

NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board follow the recommendations of the Personnel Committee, and hire the following applicants as employees for the 2018 Summer Beautification Program, effective April 17, 2018: Kayla Bly, Nicholas Mason and Jennah Stelley all at \$10.40 per hour. Alternate, to serve as needed, effective June 25, 2018: Scott Pfeifer, at \$10.40 per hour.

New Topics

1. NYS Department of Environmental Conservation survey – Supervisor Martin met with representatives of the DEC regarding site evaluation at the Town transfer station.
2. The Village of Gowanda entered into a contract with Opferbeck Consulting to head the water department. Jason Opferbeck is now working part-time for the Village of Gowanda. Supervisor Martin is compiling a report as to the number of services we have, the number of meters we purchased and the number of meters left to be installed.
3. The copier downstairs is not working very well. We may go to individual printers for the offices downstairs.
4. Recently a car had gone through the chain link fence at Beaver Meadows Park. Supervisor Martin will look into who the owner is to submit for reimbursement for damages.

With no further business, on a motion of Councilman Stelley seconded by Councilman Sion the meeting was adjourned at 7:54 pm.

Becky Jo Summers, Town Clerk

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 the 7th day of May 2018.

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

Others Present: Thomas Siegle DCO; Kelly Campbell-Strawder; Holly Martindale; Sam D'Amaro recreation; Candace Termer, Dick Agle; Sheriff Sgt. Neil Held; Megan Walker Gowanda/Lakeshore Pennysaver reporter and Andrew Kuczkowski The Observer reporter

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

Resolution # 110: **AGENDA APPROVAL**

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

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

Resolution # 111: **MINUTES APPROVAL**

Motion made by Councilman McLean seconded by Councilman Hotnich to approve the minutes of the April 16, 2018 town board meeting.

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

Resolution # 112: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman Hotnich that the bills be paid on abstract #9 for 2018 dated May 7, 2018 for listed vouchers # 255 – 319 for \$ 31,276.77

General – Townwide	17,285.99	Water District # 1	1,388.39
General – Part Town	1,218.03	Water District #3	784.10
Highway	6,748.79	Water District #4	4.52
Special Lighting	936.90	Total	\$ 31,276.77
Special Refuse	2,910.05		

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

Reports of Department Heads

Highway Superintendent reported the maintenance being done on the equipment, roads and roadsides. North Otto Road in Zoar Valley is a town road. Erie County did the road years ago and Cattaraugus County plows the road. They will oil and chip it this year for approximately \$1730.00.

Transfer station after last trash day had three open tops, one compactor and six electronic bins hauled out. Pesh will be checked with regarding steel toed shoes for workers.

Parks workers started the first of the month.

Recreation winter program was recapped by Samantha D'Amaro the director. Report was given on progress of the liberty fest committee.

Town Clerk reported April sales of \$5,245.78 with the town's portion \$4,841.51. \$2,353,542.82 in taxes has been collected so far with \$300,584.11 unpaid.

Water workers will work on the drinking fountain in the Collins Park. An auto hydrant flusher has been purchased and will flush at night on the dead ends of the system.

Board Reports

Councilman McLean attended the liberty fest meeting and interviewed recreation workers.

Councilman Sion attended the liberty fest meeting and has been working on getting donation for the fest.

Councilman Hotnich reviewed the vouchers.

Councilman Stelley updated the website, reviewed the vouchers, interviewed the recreation workers and attended the fire department meeting on length of service.

Supervisor Martin attended the Zombie prevention meeting, rural transit volunteer luncheon, met with Library board members, worked on the led lighting project, spoke with Concord Supervisor on them taking over another cemetery and reported on the building committee meeting.

All Board members attended the EC Town Clerks Assoc. luncheon where our clerk was awarded 2018 Erie County Town Clerk of the Year.

New Business

1. RESOLUTION # 113: **APPROVAL FOR TOWN EMPLOYEES TO ATTEND TRAINING PROGRAMS**

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

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

WHEREAS, the Town of Collins encourages its employees to obtain training pertinent to their jobs.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board authorizes the Budget Officer/Bookkeeper to attend the 18th Annual Town Finance School on May 3-4, 2018 and members of the Town Board, Planning Board, Zoning Board of Appeals, the Town Clerk, the Town Justices and Court Clerks to attend the 25th Annual Local Government Conference on May 9, 2018 and that Registration Fees and Mileage be paid by the town.

2. RESOLUTION # 114: **PURCHASE COMMERCIAL LAWN MOWER**

Motion made by Councilman Stelley, seconded by Councilman McLean that the following is:

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

WHEREAS, the Town currently owns a 2013 Ferris mower for use in maintaining Town properties, and

WHEREAS, the mower is 5 years old and has more than 550 hours on it, and

WHEREAS, in an effort to update equipment on a reasonable interval and prevent breakdowns, the Town included a replacement vehicle schedule in its 5-Year Capital Plan.

NOW THEREFORE BE IT RESOLVED, that the Town Board authorize the purchase of a Ferris F800X Front Mount 72" Zero Turn Mower Commercial mower model 5901236-w/5901238, with a 31 HP motor and 72-inch deck, through Buy Board National Purchasing Cooperative, from Lamb & Webster for \$11,559, to be paid from Budget Line B7110.220 – Parks Improvement.

3. RESOLUTION # 115: **RECOGNIZE MAY 6-12, 2018 AS MUNICIPAL CLERK'S WEEK**

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

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

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, work-

shops and the annual meeting of their state, province, county and international professional organizations, and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE BE IT RESOLVED, that Collins Town Board, recognizes the week of May 6 through May 12, 2018, as Municipal Clerk's Week, and further extend appreciation to our Municipal Clerk, Becky Jo Summers and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Supervisor Martin awarded Town Clerk Becky Jo Summers a clock congratulating her on her selection as 2018 Erie County Town Clerk of the Year.

3. RESOLUTION # 116: DECLARE WOODEN CHAIRS SURPLUS

Motion made by Councilman Stelley seconded by Councilman Sion that the following is:

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

WHEREAS, the Town of Collins has 61 older wooden folding chairs stored at the LKPCC which haven't been used in the last twenty years and the town no longer has use for these chairs, which have smaller flat uncomfortable seats.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby declares the 61 older wooden folding chairs to be surplus and that they be sold, donated or scrapped.

3. RESOLUTION # 117: HIRE RECREATION EMPLOYEES FOR SUMMER

Motion made by Councilman Stelley seconded by Councilman Sion that the following is:

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

WHEREAS, the Town of Collins sponsors a Summer Recreation program for the purpose of providing activities for the youth of our Town and to provide summer employment and,

WHEREAS, the Town wishes to fill the positions necessary to carry out this program, and

WHEREAS, the Town advertised for the positions of Recreation Supervisor and Recreation Attendants and the Personnel Committee, along with the Recreation Director, interviewed twelve of the applicants responding to this ad.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Collins follow the recommendations of the Recreation Director and Personnel Committee, and hire the following applicants for the 2018 summer program:

Recreation Supervisor at \$12.61 per hour: Thomas McMullen

Recreation Attendants at \$10.40 per hour: Justin Kehr, Chandler Kusiowski, Autumn Mangano, Rebecca McMullen, Casey Peglowski, Jacob Quiter, Matthew Shea, Brittnee Stelley and Brianna Weinaug.

Alternates: Sarah Gawlak and Michelle Merrill

Recreation Director stated adding one more attendant would give better overall coverage during the program. The summer program is a six week program. Maybe make after hour events a staff volunteer event and all attendants do not need to be punched in for Liberty Fest. Ms. D'Amaro would like to have weekly/bi-weekly staff meetings and she would like the center kept open on field trip days.

New Topics

1. Transfer station bin purchase – Superintendent Waterman has received some quotes for next meeting.

2. Accept Cathy Lane as a Town road – Cathy Lane is 570 feet long, has three houses there and is essentially a 12 foot wide driveway. A resident wants it dedicated as a road. If it is the town would have to expand it to a 49 1/2 foot road. It will be researched.

3. Purchase of a 2019 Tandem Truck for Highway Department - this would replace #9 which is 14 years old. If it is ordered now it would arrive in December. The 1998 Mack would be sold and #9 would be the back-up truck.

4. Bi-Centennial Celebration for Town of Collins in 2021 – Supervisor Martin met with Doug Martindale and Candace Termer from the Collins Historical Society. This would be a joint venture with the Town, Society and the residents.

Sheriff Deputy Sgt. Neil Held asked if there is anything he should be made aware of or that he can help with. An issue was brought up of persons hanging around the Collins Post Office after dark.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 9:05 pm.

Becky Jo Summers, Town Clerk

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 the 21st day of May 2018.

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

Others Present: Kelley Campbell, Holly Martindale and Candace Termer

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

Resolution # 118: **AGENDA APPROVAL**

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

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

Resolution # 119: **MINUTES APPROVAL**

Motion made by Councilman Stelley seconded by Councilman McLean to approve the minutes of the May 7, 2018 town board meeting.

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

Resolution # 120: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #10 for 2018 dated May 21, 2018 for listed vouchers # 320 – 350 for \$ 21,990.76:

General – Townwide	10,414.31	Special Refuse	1,404.06
General – Part Town	521.65	Water District #1	1,128.35
Highway	8,264.27	Water District #3	232.31
Special Lighting	25.81	Total	\$ 21,990.76

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

Presentation: Laura Landers, Freed Maxick CPA – 2017 Audit Report

Ms. Landers went through the report explaining the budget. She reported there is no material weakness, we have good reserves and the town is in a very good and stable position.

New Business

1. Purchase Bin for Transfer Station – three bids were solicited from:

- | | |
|---|----------------|
| 1. Buck's Fabricating A Deist Industries Co.
3547 Perry Hwy.
Hadley, PA 16130 | \$ 7,610.00 |
| 2. Northeast Industrial Mfg. Inc.
640 Keystone Rd.
Greenville, PA 16125 | \$ 7,701.00 |
| 3. Stone Valley Welding LLC
11582 Guyer Rd.
Huntingdon, PA 16652 | Withdrew Quote |

RESOLUTION # 121: **PURCHASE BIN FOR TRANSFER STATION**

Motion made by Councilman Stelley seconded by Councilman McLean that the following is:

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

WHEREAS, the Town currently owns containers for use at the Transfer Station, and

WHEREAS, one container is in deteriorated condition and not suitable for transporting recyclables, and

WHEREAS, in an effort to update equipment on a reasonable interval, the Highway Department solicited three bids for a new 40-yard recyclables container.

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes the purchase of a 22-ft long by 82-inch high 12-inch peak roof recyclables container from Bucks Fabricating A Deist Industries Co for \$7,610.00 including shipping, to be paid from Budget Line SR8160.220 - Equipment.

New Business

1. Purchase 2019 Mack Granite GU 713 Truck

RESOLUTION # 122: **PURCHASE 2019 MACK GRANITE GU 713 TRUCK**

Motion made by Councilman Stelley, seconded by Councilman Sion that the following is:

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

 Nay 0

WHEREAS, the Town of Collins Highway Department has determined that it has a need for a new plow truck, and

WHEREAS, the Board has previously approved a resolution to standardize its plow trucks to Mack, and

WHEREAS, such Mack truck is available per Onondaga County Blanket Price Agreement, bid ref. #7823, issued June 26, 2013, through vendor Beam Mack Sales & Service, Inc., 6260 E Molloy Rd, E Syracuse, New York 13057.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Collins approves the purchase of a 2019 Mack Granite GU 713 from Beam Mack at a cost of \$128,322.50 for complete cab and chassis, with options and delivery, and

BE IT FURTHER RESOLVED, the Collins Town Board authorizes the Highway Superintendent to purchase a stainless steel dump body and snowplow system from State Contract with Tenco Industries, Inc., 5700 S. Lima Road, Lakeville, New York 14480 at a cost of \$97,985.85, bringing the total cost to \$226,308.35, to be paid from the 2019 Town Budget.

New Topics

1. Councilman Hotnich asked if PESH was contacted for information regarding safety equipment for transfer station workers.

2. Each year an annual water quality report has to be done and made available for residents in the water districts. Jason Opferbeck is doing the report and will give a link to Councilman Stelley to put them on the Town's website.

With no further business, on a motion of Councilman Sion seconded by Councilman McLean the meeting was adjourned at 7:53 pm.

Becky Jo Summers, Town Clerk

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 the 4TH day of June 2018.

Present: Mary Stelley, Councilman
Sara Jane Sion, Councilman
Jacquelyn McLean, Councilman

Becky Jo Summers, Town Clerk
James Musacchio, Attorney 7:17pm

Absent: Kenneth Martin, Supervisor
James Hotnich, Councilman

Others Present: Thomas Siegle DCO, Candace Termer, Sam D'Amato Recreation Director, Dick Agle, Margaret Degenfelder, Deputy Sheriff Neil Held and Jo Ward Observer Reporter

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

Resolution # 123: **AGENDA APPROVAL**

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

ADOPTED Aye 3 McLean, Sion, Stelley
Nay 0

Resolution # 124: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman McLean to approve the minutes of the May 21, 2018 town board meeting.

ADOPTED Aye 3 McLean, Sion, Stelley
Nay 0

Resolution # 125: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman Sion that the bills be paid on abstract #11 for 2018 dated June 4, 2018 for listed vouchers # 351 – 383 for \$ 17,239.86:

General – Townwide	5,763.24	Water District #3	68.43
General – Part Town	1,028.10	Water District #4	0.91
Highway	9,813.60	Total	\$ 17,239.86
Water District # 1	565.58		

ADOPTED Aye 3 McLean, Sion, Stelley
Nay 0

Public Access

Dick Agle noticed a sidewalk slab is missing in Collins Center and wanted to know who did it. The gas company.

Reports of Department Heads and Consultants

Attorney Musacchio is working on the claim on Richardson Road.

Code Enforcement Officer handed out the monthly report and received a call for a variance for a day care. Mr. Degman is looking into it.

Dog Control submitted his monthly report.

Highway Department has been mowing and blacktopping. Transfer Station bin has been ordered.

Parks Department new mower has been ordered and mowing is continuing.

Recreation has new staff, workplace violence training has been completed, need 30 participants to go on field trips and has completed the winter concession inventory. Looked at fee from other Town's recreation programs and ours are the lowest.

Planning Board is working on sign recommendations.

Town Clerk reported May income of \$6,548.41 with the towns share \$5,917.32 and \$2,382,570.01 has been collected for taxes.

Report of Board and Committees

Councilman McLean attended the LKP luncheon, attended the Liberty Fest meeting and the Memorial Day ceremony in Collins Center.

Councilman Sion attended the LKP luncheon and the Memorial Day ceremony in Collins Center.

Councilman Stelley attended the Liberty Fest meeting, Memorial Day ceremony in Collins Center, the Hollywood opening ceremony, reviewed the vouchers and updated the website. Would like to put new pictures on the website, please look and make suggestions.

Accept Resignation

RESOLUTION # 126: ACCEPT RESIGNATION FROM ZONING BOARD MEMBER

Motion made by Councilman McLean and seconded by Councilman Sion to accept the resignation from Christine Timmel, Chairman of the Zoning Board of Appeals with regret.

ADOPTED Aye 3 McLean, Sion, Stelley
 Nay 0

Old Business

1. Resolution – Approve 2018 Budget Modification

RESOLUTION # 127: **APPROVE 2018 BUDGET MODIFICATION**

Motion made by Councilman Stelley and seconded by Councilman Sion to approve the following 2018 Budget Modification:

Budget Transfer

A Fund

Transfer From:

A1940.400 Contingency	\$147.26
-----------------------	----------

ADOPTED	Aye	3	McLean, Sion, Stelley
	Nay	0	

Transfer To:

A1910.400 Unallocated Insurance	\$147.26
---------------------------------	----------

New Business

1. Resolution - Accept January and February 2018 Supervisors Report

RESOLUTION # 128: **ACCEPT JANUARY AND FEBRUARY 2018 SUPERVISORS REPORTS**

Motion made by Councilman McLean and seconded by Councilman Sion to accept the Town of Collins Supervisor's Report as submitted, for the months of January and February 2018.

ADOPTED Aye 3 McLean, Sion, Stelley
 Nay 0

2. Resolution - Accept Auditors 2017 Report

RESOLUTION # 129: **ACCEPT AUDITORS 2017 REPORT**

Motion made by Councilman Stelley, seconded by Councilman McLean that the following is:

ADOPTED Aye 3 McLean, Sion, Stelley
 Nay 0

WHEREAS, the Town has retained Freed Maxick CPA's to complete annual financial audits,

WHEREAS, Freed Maxick submitted their Financial Audit for 2017, and presented their findings on May 21, 2018.

NOW THEREFORE, BE IT RESOLVED that the Collins Town Board acknowledges that the financial records of the Town have been audited and that the Town Board accepts the audit report for the year ending December 31, 2017, prepared by Freed Maxick CPA's P. C.

3. Resolution - Accept Town Justices 2017 Audit Report

RESOLUTION # 130: **ACCEPT TOWN JUSTICES 2017 AUDIT REPORT**

Motion made by Councilman Stelley, seconded by Councilman McLean that the following is:

ADOPTED	Aye	3	McLean, Sion, Stelley
	Nay	0	

WHEREAS, the N.Y.S. Unified Court System's "Action Plan" for the Justice Courts includes initiatives to improve accountability and controls over Justice Court finances and records, and

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited, and

WHEREAS, the Collins Town Board has retained the firm of Freed Maxick, CPA's to audit the towns financial records, including those of the two (2) town justices.

NOW THEREFORE, BE IT RESOLVED that the Collins Town Board acknowledges that the records of Town Justices Walter Cain and Brian Gernatt have been audited and that the Town Board hereby accepts the audit report for the year 2017, as prepared by Freed Maxick CPA's.

4. Resolution - Town Transfer Station Change in Date of Operation

RESOLUTION # 131: **TOWN TRANSFER STATION CHANGE in DATE of OPERATION**

Motion made by Councilman Stelley, seconded by Councilman Sion that the following is:

ADOPTED Aye 3 McLean, Sion, Stelley
 Nay 0

WHEREAS, the July 4th Independence Day Holiday falls on Wednesday this year, a day scheduled for the Town of Collins Transfer Station to be open for business, and

WHEREAS, attendants at the Transfer Station have asked to have the day off in order to celebrate the holiday and suggest that the Transfer Station be open on Tuesday, July 3rd instead.

NOW, THERE BE IT RESOLVED that the Collins Town Board hereby approves the Transfer Station being closed on Wednesday, July 4, 2018 and open on the alternate date of Tuesday, July 3, 2018 and that signs are posted at the Transfer Station stating such.

Erie County Sheriff Deputy Neil Held asked if there is anything needing to be brought to his attention.

With no further business, on a motion of Councilman McLean seconded by Councilman Sion the meeting was adjourned at 7:36 pm.

Becky Jo Summers, Town Clerk

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 the 18th day of June 2018.

Present: Kenneth Martin, Supervisor
Mary Stelley, Councilman
James Hotnich, Councilman
Sara Jane Sion, Councilman
Jacquelyn McLean, Councilman
Becky Jo Summers, Town Clerk
James Musacchio, Attorney (7:09pm)

Others Present: Holly Martindale, Candace Termer

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

Resolution # 132: **AGENDA APPROVAL**

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

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

Resolution # 133: **MINUTES APPROVAL**

Motion made by Councilman McLean seconded by Councilman Hotnich to approve the minutes of the June 4, 2018 town board meeting.

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

Resolution # 134: **ABSTRACT APPROVAL**

Motion by Councilman Sion seconded by Councilman Stelley that the bills be paid on abstract #12 for 2018 dated June 18, 2018 for listed vouchers # 384 – 429 for \$ 66,250.20:

General – Townwide	15,800.49	Water District # 1	20,550.00
General – Part Town	709.20	Water District #3	6,074.89
Highway	19,584.04	Water District #4	505.27
Special Lighting	903.89	Total	\$ 66,250.20
Special Refuse	2,122.42		

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

Old Business

1. Resolution – Approve 2018 Budget Modification

RESOLUTION # 135: **APPROVE 2018 BUDGET MODIFICATION**

Motion made by Councilman Hotnich and seconded by Councilman Sion to approve the following 2018 Budget Modification:

SW3 Special Water District #3

Transfer from:		Transfer to:	
SW3-8340.400 Transp & Distrib Contratual	\$435.85	SW#-8397.200 Water, Eqpt & Cap Outlay	\$435.85

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

2. Resolution – Declare 2013 Ferris Mower surplus and advertise for sale

RESOLUTION # 136: **DECLARE 2013 FERRIS MOWER SURPLUS AND ADVERTISE FOR SALE**

Motion made by Councilman Stelley and seconded by Councilman McLean that the following is:

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

WHEREAS, the Town recently purchased a new Ferris Lawn Mower to replace the 2013 Ferris Mower used for maintaining Town Properties, and

WHEREAS, the mower is five years old and has more than 574 hours on it.

NOW THEREFORE BE IT RESOLVED that the Town Board hereby declares the 2013 Ferris ProCut Mower, S/N #2015352858, as surplus and sent to auction or sold by sealed bid, at the Highway Superintendent's recommendation.

New Business

1. Resolution - Accept March and April 2018 Supervisors Report

RESOLUTION # 137: **ACCEPT MARCH AND APRIL 2018 SUPERVISORS REPORTS**

Motion made by Councilman Stelley and seconded by Councilman Hotnich to accept the Town of Collins Supervisor's Report as submitted, for the months of March and April 2018.

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

Workshop Topics

1. Gowanda / Collins Water Maintenance contract – Three years have gone by and the Village of Gowanda wants to extend the two years left by three years making a new five year contract. Supervisor Martin went through the agreement page by page. Since the addition of electronic monitoring visits to the water system has decreased. We have not received any logs / reports of these visits before the electronic monitoring was installed. Vegetation has not been cleared nor has the hydrants been plowed of snow. Mr. Martin will look into these items and the board will continue to work on this.

2. Smithcrest Drive Water Connections – The service covers four properties from a pit in the barn. There was a leak in the barn and the owner wants the three taken off their line. One homeowner has already been connected to the Town line and should pay what the Town has paid to change it.

3. New Maintenance Building – Possible Grant funding may be available from Senator Gallivan's office. Supervisor Martin will send a letter requesting help.

4. House Numbering – We have a Town Law covering house numbering and we have to get serious about enforcing it. Mr. Martin will check the state law and will talk with the Code Enforcement Officers.

New Topics – Discussion and Comments

1. Erie County Tax Act

2. Water Tank Inspection - Both water towers need to be inspected. We have received quotes from one company and Mr. Martin will check on another company.

3. House Demolition – There is \$50,000.00 in the budget for demo this year. A neighbor is interested in one house in Collins Center that is slated for demolition.

4. Collins Center Park Electrical Upgrade is being worked on. A quote was received for \$2,912.00.

5. Town Fees Schedule needs to be completed. The fees were taken out of the town code. If changes to the fees were required a local law is the only way to change them if they were in the code. If there is an approved list the change would be done by resolution.

6. The Town will mow Collins Center Fire Co property as they do for the Collins Fire Co.

The Zoning Board of Appeals and the Planning Board can be combined into one board but cannot approve subdivisions (the Town Board would have to do it).

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 8:50 pm.

Becky Jo Summers, Town Clerk

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 the 2nd day of July 2018.

Present: Kenneth Martin, Supervisor
Mary Stelley, Councilman
James Hotnich, Councilman
Sara Jane Sion, Councilman
Jacquelyn McLean, Councilman
Becky Jo Summers, Town Clerk
James Musacchio, Attorney (7:09pm)

Others Present: Tom Siegle, DCO; Margaret Degenfelder; Candee Termer; Jason Opferbeck, Water; Doug Martindale; Holly Martindale; Sgt. Neil Held and Jo Ward, Observer Reporter

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

Resolution # 138: **AGENDA APPROVAL**

Motion made by Councilman Hotnich seconded by Councilman Stelley to approve the agenda as presented.

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

Resolution # 139: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Supervisor McLean to approve the minutes of the June 18, 2018 town board meeting.

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

Resolution # 140: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #13 for 2018 dated July 2, 2018 for listed vouchers # 430 – 466 for \$ 142,328.41:

General – Townwide	6,543.46	Water District # 1	245.10
General – Part Town	15,660.85	Water District #3	61.26
Highway	116,100.18	Water District #4	3,490.84
Special Refuse	226.72	Total	\$ 142,328.41

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

Officer Held is here to improve communications through his presence. He attended the Liberty Fest and would like a better lead time of events to set things in place.

Reports of Department Heads

Code Enforcement Officers handed out their monthly report and asks the board to authorize lawn mowing by outside contractors and the cost to be put onto the owner's tax bill.

Dog Control Officer handed out his monthly report and stated he has a few cases for court.

Highway has been oiling and chipping, helped Brant, Boston and North Collins and patched holes.

Parks new mower has arrived and works well. The hand rail on the Collins Center Bridge has been painted.

Transfer Station – three open tops 1 compactor, six electronic and 1 ½ brush bins were used.

Recreation starts next week Monday.

Town Clerk monthly total \$5,905.42, town's share \$5,536.32, taxes collected including penalty \$2,089,109.10. Taxes still to be collected is \$251,823.51.

Water Department has received estimates to clean the Collins Center Lagoon and put the cleaning on a five-year contract. The sludge will go to Gowanda.

Board Reports

Councilman Hotnich attended the Liberty Fest.

Councilman Stelley reviewed the vouchers, updated the website, attended the Liberty Fest and thanked all who helped.

Supervisor Martin attended the Southtowns Community Enhancement meeting, Liberty Fest, Assoc. of Erie County governments meeting and met with our insurance agent.

Old Business

1. Resolution – Approve 2018 Budget Modification

RESOLUTION # 141: **APPROVE 2018 BUDGET MODIFICATIONS**

Motion made by Councilman Hotnich and seconded by Councilman McLean to approve the following 2018 Budget Modifications:

Budget Transfer

Transfer from:

Transfer to:

A – General fund

A1355.400 Assessor - Contractual	\$ 50.00	A1355.110 Assessor – Board of Review	\$ 50.00
----------------------------------	----------	--------------------------------------	----------

DA Highway – Town Wide

DA599 Appropriated Fund Balance	\$207.85	DA5120.100 Personnel Service	\$193.08
		DA9030.800 Social Security	\$ 14.77

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

New Business

1. Resolution – Accept May 2018 Supervisors Report

RESOLUTION # 142: **ACCEPT MAY 2018 SUPERVISORS REPORT**

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

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

2. Resolution – Approve Contractor for Inspection of WD#1 and WD#2 Water Tanks

RESOLUTION # 143: **APPROVE CONTRACTOR FOR INSPECTION OF WATER DISTRICT # 1 AND WATER DISTRICT # 3 WATER TANKS**

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

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

WHEREAS, the Town of Collins Water Districts #1 and #3 each have water storage tanks, and

WHEREAS, these water storage tanks should be inspected every three to five years for interior and exterior structural, sanitary and coatings integrity, and

WHEREAS, the town of Collins solicited bids for these tanks inspections and received two valid proposals from:

1. Atlantic Underwater Services, Inc., 2538 State route 8, Lake Pleasant, NY 12108
2. Statewide Aqua Store, Inc., 6010 Drott Drive, East Syracuse, NY 13057.

NOW, THEREFORE BE IT RESOLVED that the Collins Town Board hereby authorizes Atlantic Underwater Services, Inc., 2538 State route 8, Lake Pleasant, NY 12108 to perform inspections of the Water Districts #1 and #3 water storage tanks at a cost of \$1,800.00 per tank for a total of \$3,600.0 and that the Town Supervisor be authorized to sign the Acceptance of Proposal with Atlantic Underwater Services, Inc.

3. Set special second meeting in July to pay bills and discuss concrete work needing done at the Library.

New Topics – Discussion and Comments

1. Filing of the Vacant Zoning Board of Appeals Position

With no further business, on a motion of Councilman Hotnich seconded by Councilman Stelley the meeting was adjourned at 8:39 pm.

Becky Jo Summers, Town Clerk

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 the 16th day of July 2018.

Present: Kenneth Martin, Supervisor
Mary Stelley, Councilman
James Hotnich, Councilman
Sara Jane Sion, Councilman
Jacquelyn McLean, Councilman
Becky Jo Summers, Town Clerk

Others Present: Karl Simmeth from Assemblyman DiPietro's office

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

Resolution # 144: **AGENDA APPROVAL**

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

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

Resolution # 145: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Supervisor Martin to approve the minutes of the July 2, 2018 town board meeting.

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

Resolution # 146: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #14 for 2018 dated July 16, 2018 for listed vouchers # 467 – 509 for \$ 27,131.29:

General – Townwide	9,381.45	Water District #1	1,534.11
General – Part Town	1,440.64	Water District #3	517.48
Highway	11,631.64	Water District #4	2.10
Special Lighting	863.62	Total	\$ 27,131.29
Special Refuse	1,760.25		

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

Karl Simmeth reported Assemblyman DiPietro is back in town and if need his help just call the office.

County Legislator John Mills has received a list of the Erie County roads that are in bad shape.

Lenox Road has been rebuilt on the Reservation.

New Topics – Discussion and Comments

1. Water tank inspection will be done July 26th.

2. Park damage – recently the portable and the drinking fountain were damaged. The incidents were reported to the Troopers

3. Water contract – Jason Opferbeck no longer works for the Village of Gowanda. The Camden Consulting Group has a five year contract with the Village of Gowanda and Gary Hallanin will oversee the water. They have been overseeing Gowanda Highway and Sewer Department for the last few months. Shawn Malek and Kirk Trumpore work the village water department and Camden with supply a worker to fill in when Shawn is off for a few months. The Village would like a five-year contract with us (we are three years into the current contract) and would drop \$5 – 7,000.00 for snow plowing (that was never done for the last three years).

Jason Opferbeck submitted a proposal to run our water department for us. We went jointly

with Gowanda for the meters and the radio-read system.

4. Supervisor Martin read a letter from the Library regarding maintenance and a liaison between the Library and the Town.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 7:56 pm.

Becky Jo Summers, Town Clerk

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 the 6th day of August 2018.

Present: Mary Stelley, Deputy Supervisor Jacquelyn McLean, Councilman
James Hotnich, Councilman Becky Jo Summers, Town Clerk
Sara Jane Sion, Councilman Peter Waterman, Highway Superintendent

Absent: Kenneth Martin, Supervisor

Others Present: Edith Schell; Holly Martindale; Candace Termer; Karen Howard from Senator's Gallivan's office; John Mills, Erie County Legislator

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

Resolution # 147: **AGENDA APPROVAL**

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

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

Resolution # 148: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman McLean to approve the minutes of the July 16, 2018 town board meeting.

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

Resolution # 149: **ABSTRACT APPROVAL**

Motion by Deputy Supervisor Stelley seconded by Councilman Sion that the bills be paid on abstract #15 for 2018 dated August 6, 2018 for listed vouchers # 510 – 570 for \$ 45,329.77:

General – Townwide	7,676.43	Special Refuse	1,521.08
General – Part Town	2,137.95	Water District #1	865.99
Highway	5,238.66	Water District #3	33.99
Special Lighting	843.49	Water District #4	0.93
Emergency Services Dispatch	27,011.25	Total	\$ 45,239.77

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

Guest Speakers

John Mills, Erie County Legislator

You can call Nancy at the office at any time with questions. Next week Mr. Mills will be out visiting all ten towns in his district. Erie County road crews will be out mowing, general patching and ditching. The Charitable Contribution program is on hold.

Karen Howard from Senator Gallivan's office reported he going around to Senior Centers reporting on the scams that are going around and reminding people that the Yellow Dot program is also for motorcycles. The card can be put in a plastic zip lock bag and put behind the license plate.

Public Access

Candace Termer asked about the house next in line to be demoed. We are waiting because the neighbor is interested in purchasing the property from Erie County.

Department Reports

Code Enforcement Officers Degman and Siegle submitted their monthly report.

Dog Control Officer Siegle submitted his monthly report.

Highway report was read.

Transfer station's last trash day filled the compactor, two open tops, six electronic bins and one open top. The bin that was ordered has arrived.

Parks – the walkway was sprayed and will be done again in a few weeks to keep the weeds down then covered with limestone chips. Mowing and trimming have been done around the salt shed.

Library – The Town Recreation goes to the Library one day a week, three quotes are being requested for the concrete work at the front door. There is one cracked window and one broken one that need to be repaired. The Library Board is getting estimates for a new sign.

Recreation report was given and Samantha D'Amato asked about supplying lunches the last week of the program as the free lunch program is over before the recreation ends.

Town Clerk Summers reported July sales of \$5,079.27 with the Town's portion being \$4,783.41.

Board Reports

Councilman McLean attended the Historical Society's car show.

Councilman Sion attended the Southtowns Planning and Development Group meeting.

Councilman Hotnich reviewed the vouchers and attended the car show.

Councilman Stelley reviewed the vouchers and updated the website.

Old Business

1. Resolution to approve 2018 budget modification

RESOLUTION # 150: **APPROVE 2018 BUDGET MODIFICATION**

Motion made by Councilman Hotnich, and seconded by Deputy Supervisor Stelley to approve the following 2018 Budget Modifications.

Budget Transfer

Transfer From:

A - General Fund

A1620.400 Shared Services Contractual 174.00 A1620.405 Shared Services Web Page 174.00

SW4 - Water District #4

SW4-8360.461 Lease /Maintenance 5.42 SW4-8310.426 Water Admin-Per. Ser. 5.42

ADOPTED Aye 4 McLean, Sion, Hotnich, Stelley

Nay 0

Transfer To:

New Business

1. Resolution to accept June 2018 Supervisor's Report

RESOLUTION # 151: **ACCEPT JUNE 2018 SUPERVISOR'S REPORT**

Motion made by Councilman Hotnich and seconded by Deputy Supervisor Stelley to accept the Town of Collins Supervisor's Report as submitted, for the month of June 2018.

ADOPTED Aye 4 McLean, Sion, Hotnich, Stelley

Nay 0

2. Resolution to set up a committee to review water billing adjustments

RESOLUTION # 152: **SET COMMITTEE TO REVIEW WATER BILLING ADJUSTMENTS**

Motion made by Councilman Sion and seconded by Councilman McLean to appoint Supervisor Martin and Councilman Hotnich to the Water Review Committee.

ADOPTED Aye 4 McLean, Sion, Hotnich, Stelley

Nay 0

New Topics – Discussion and Comments

1. Collins Park vandalism – motion detection light needed? Drinking fountain has been vandalized at the Collins Park. The older one held up better as it was made of iron. A suggestion was made to install a light. The Sheriffs will make more swings through the park

2. The building committee report was read.

3. Charitable Reserve Funds overview –

- Federal Tax Cuts and Job's Act adopted December 2017

- \$10,000.00 limit on SALT Deduction (State Income Tax, Sales Tax and Real Property Tax)
- State Charitable Reserve Funds law took effect April 2018
 - State levied 8 Health Charitable and School Charitable Accounts
 - Taxpayer receives 85% break on NYS Income Tax
- * Local Option to Opt In
 - Resolution to establish Charitable Reserve Fund
 - Local Law to authorize credit against real property taxes
- Several States are suing Federal Gov. to get \$10,000.00 limit overturned
- IRS has yet to rule on legality of deducting donation to Charitable Reserve Funds
- Adopting Resolution and Local Law would be the easy part
 - Chief Fiscal Officer – set up the fund, monitor, reports, refunds
 - Tax Collector, partial payment, escrow accounts, online payment, donation must be made to each taxing jurisdiction.
- Local Governments taking a wait-and-see approach - School Districts up first

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 8:15 pm in memory of Carmine Chiarelli, Debra Martin's Dad.

Becky Jo Summers, Town Clerk

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 the 4th day of September 2018.

Present: Kenneth Martin, Supervisor Becky Jo Summers, Town Clerk
 Mary Stelley, Councilman James Musacchio, Attorney (7:16)
 Sara Jane Sion, Councilman Susan Gamel, Bookkeeper
 Jacquelyn McLean, Councilman Peter Waterman, Highway Superintendent

Absent: James Hotnich, Councilman

Others Present: Code Enforcement Officers Degman and Siegle; Margaret Degenfelder; Holly Martindale; Candace Termer and Assessor Ebersole

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

Resolution # 153: **AGENDA APPROVAL**

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

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

Resolution # 154: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman Stelley to approve the minutes of the August 6, 2018 town board meeting.

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

Resolution # 155: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman McLean that the bills be paid on abstract #16 for 2018 dated September 4, 2018 for listed vouchers # 571 – 630 for \$ 58,589.73:

General – Townwide	8,013.94	Water District #1	19,626.20
General – Part Town	2,081.84	Water District #3	6,048.23
Highway	11,316.35	Water District #4	487.80
Special Lighting	938.19	Total	\$ 58,589.73
Special Refuse	10,077.18		

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

Public Notice read by Supervisor Martin:

Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district.

Copies of the application form have been provided to Municipal Clerks, Assessors, and Chief Elected Officials for distribution to interested landowners. The application is also available on the DEP website at www.erie.gov/environment.

The Erie County Department of Environment and Planning will accept applications from September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning.

A public hearing will also be scheduled at a later date to consider all inclusion requests and the recommendations of the Erie County Agricultural and Farmland Protection Board.

CONTACT: Elias Reden, Planner, E C Environment & Planning, 95 Franklin Street, 10th Floor, Buffalo, NY 14202, Phone: (716) 858-1911, Fax: (716) 858-7248 Email: agriculture@erie.gov

Department Reports

Assessor Ebersole is working on the mapping project and spoke about the changes in the Star renewal. All renewing will receive the renewal form and an IVP (income verification) form from the Assessor.

Attorney Musacchio reviewed the inter-municipal agreement with Gowanda regarding water and the tax reduction case on the old Ames property.

Code Enforcement Officers Degman and Siegle submitted their monthly report and stated they will be in school the first part of next week.

Dog Control Officer Siegle submitted his monthly report and is working on unlicensed dogs.

Highway Superintendent Waterman reported they have been mowing, repairing vehicles and helping other towns. Mr. Waterman reported on the condition of the 15-ton trailer. The truck needs to be replaced and we should get a 20-ton trailer. He will look into pricing.

Transfer station – one compactor, two open tops and four electronic bins were filled at last trash day.

Parks – the walking path was sprayed twice to kill weeds; cleaned up around salt barn; mowing and worked on the bridges.

Library – annual book sale and basket raffle held September 20th, Creek Bend concert on September 21st, three windows need to be replaced – contacted Springville Door & Window. Received a quote on the LED sign, will get another and come to the October 11th meeting.

Town Clerk Summers reported August sales of \$8,695.80 with the Town's portion being \$4,948.96.

Water – Both towers were inspected, lagoon was cleaned out and a leak was found at the County Barns. The water report will be submitted at the second meeting of the month and the Seneca Nation wants water at the old Gugino property.

Board Reports

Councilman McLean met with Samantha D'Amato recreation director and Charles Siegle CEO.

Councilman Sion asked about the Collins Center Fire Department paying tax on the property purchase a few years ago.

Councilman Stelley reviewed the vouchers and updated the website.

Supervisor Martin stated the drainage study around the Town Hall with Wm Schutt is not progressing. Supervisor Martin and Superintendent Waterman will meet with them on September 6th. Attended the Assoc. of Erie County Govts meeting. Department of Motor Vehicles will move from ECC South to McKinley Mall and will have more windows open for the public.

Old Business

1. RESOLUTION # 156: APPROVE 2018 BUDGET MODIFICATION

Motion made by Councilman Stelley and seconded by Councilman Sion to approve the following 2018 Budget Modification to recognize additional revenue from NYSDOT; consisting of \$15,132.17 from Pave NY and \$12,820.30 from EWR (Extreme Winter Recovery).

DB Fund

Increase:

DB 3501 Consolidated Hwy Aid \$27,952.47

ADOPTED Aye 4 McLean, Sion, Stelley, Martin

Nay 0

Increase:

DB5112.200 Capital Improvements-CHIPS \$27,952.47

New Business

1. Resolution to accept July 2018 Supervisor's report

RESOLUTION # 157: ACCEPT JULY 2018 SUPERVISOR'S 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 July 2018.

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

2. Resolution to advertise for winter recreation staffing

RESOLUTION # 158: **ADVERTISE FOR WINTER RECREATION STAFFING**

Motion made by Councilman Stelley and seconded by Councilman McLean that the following is:

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

WHEREAS, the Town of Collins provides Recreational Services to the Youth of the Town, and WHEREAS, the Recreation program requires a Recreation Supervisor and Recreation Attendants to oversee the participants' activities.

NOW, THEREFORE BE IT RESOLVED, the Collins Town Board approve the following ad be placed in the Springville Journal and the Gowanda/Lakeshore Pennysaver & News, to run for one printing each, the weeks of September 14, 2018 and September 21, 2018 and shall require all applications be delivered to the Collins Town Clerk no later than 4:30 p.m. September 28, 2018.

TOWN OF COLLINS is accepting applications for Winter Recreation staffing.

All positions are part-time, and require weekend availability:

Recreation Supervisor and Recreation Attendants

Preference given to Town of Collins residents

Requirements: High School Graduate or GED

Applications are available at the Collins Town Clerk's Office, Town website at www.townofcollins.com or Youth Recreation Facebook Page. Application deadline is Friday, September 28, 2018 at 4:30 p.m.

3. Schedule workshops for 2019 budget preparation – First workshop will be Friday, September 14th at 2:00 pm.

New Topics – Discussion and Comments

1. Land Bank presentation on zombie properties will be at the September 17th board meeting.

2. New highway building will need an engineer and it will have to be put out to bid.

3. Enser house in Collins Center – a neighbor will attend the September 26th auction to try to obtain the property and has plans to clean it up this year and demo it next year.

4. Town of Collins – Village of Gowanda Inter-Municipal Agreement to Operate Town water districts – The Camden Group is now heading up the water department.

The Village of Gowanda would like to start the 5-year contract over even though we have two years remaining.

The board went through the contract extension citing items in the contract that were never done. One item they want put back in to service the meters.

With no further business, on a motion of Councilman Stelley seconded by Councilman McLean the meeting was adjourned at 9:28 pm.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 14th day of September 2018.

Present: Kenneth Martin, Supervisor Jacquelyn McLean, Councilman
 Mary Stelley, Councilman Becky Jo Summers, Town Clerk
 Sara Jane Sion, Councilman Susan Gamel, Bookkeeper

Absent: James Hotnich, Councilman

Workshop started at 2:00 PM.

Went through the Library, Fire Districts, Special Lighting and Emergency funds.

Suggestion to increase what the Town pays towards medical insurance premiums. If a 2% increase is given and an across the board pay increase of 2% is given those employees receiving the medical increase would receive a 4% increase.

Inflation as of August 31, 2018 is 2.7%.

With no further business, on a motion of Councilman Stelley seconded by Councilman McLean the meeting was adjourned at 4:10 pm.

Becky Jo Summers, Town Clerk

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 the 17th day of September 2018.

Present: Kenneth Martin, Supervisor
 Mary Stelley, Councilman
 Sara Jane Sion, Councilman
 James Hotnich, Councilman
 Jacquelyn McLean, Councilman
 Becky Jo Summers, Town Clerk
 James Musacchio, Attorney (7:16)
 Susan Gamel, Bookkeeper (7:50)
 Peter Waterman, Highway Superintendent

Others Present: Jocelyn Gordon – BENLIC, Erie County land Bank; Sgt. Neil Held ECSO; Karl Simmeth NYS Assembly Liaison; Code Enforcement Officers Degman and Siegle; Dick Agle; Margaret Degenfelder; Holly Martindale; Candace Termer and Assessor Ebersole

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

Resolution # 159: **AGENDA APPROVAL**

Motion made by Councilman Stelley seconded by Councilman Hotnich to approve the agenda as presented.

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

Resolution # 160: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman McLean to approve the minutes of the September 4, 2018 town board meeting.

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

Resolution # 161: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Stelley that the bills be paid on abstract #17 for 2018 dated September 17, 2018 for listed vouchers # 631 – 649 for \$ 25,179.47:

General – Townwide	8,240.09	Water District #1	5,162.43
General – Part Town	396.00	Water District #3	771.85
Highway	10,260.76	Water District #4	1.16
Special Lighting	25.81	Total	\$ 25,179.47
Special Refuse	321.37		

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

Supervisor Martin and Councilman Hotnich will meet September 18th with officials from the Village of Gowanda on the water contract.

Karl Simmeth, Liaison from NYS Assemblyman David DiPietro's office was in attendance asking if anyone has any questions.

Public Notice read by Supervisor Martin:

Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district.

Copies of the application form have been provided to Municipal Clerks, Assessors, and Chief Elected Officials for distribution to interested landowners. The application is also available on the DEP website at www.erie.gov/environment.

The Erie County Department of Environment and Planning will accept applications from

September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning.

A public hearing will also be scheduled at a later date to consider all inclusion requests and the recommendations of the Erie County Agricultural and Farmland Protection Board.

CONTACT: Elias Reden, Planner, E C Environment & Planning, 95 Franklin Street, 10th Floor, Buffalo, NY 14202, Phone: (716) 858-1911, Fax: (716) 858-7248 Email: agriculture@erie.gov

Presentation by Jocelyn Gordon, Executive Director of the Buffalo Erie Niagara Land Improvement Corp. (BENLIC)

The Land Bank is used to go after delinquent properties (Erie County cannot afford to go after all the delinquents). The Town should look at the list for properties that are eligible for the Land Bank. After the auction starts, if the land bank bids on the property, the auction stops. The taxes are cleared. The cost of the foreclosure is \$1,400.00 and they will help sell the property.

On Zombie properties the banks continue to pay the taxes. If the Town has property that needs to be demolished, Erie County has money to pay for it, then we would own the property by a quit claim deed. The deadline is December 1st.

Old Business

1. RESOLUTION # 162: **APPROVE 2018 BUDGET MODIFICATION**

Motion made by Councilman Sion and seconded by Councilman Hotnich to approve the following 2018 Budget Modification:

A Fund

Increase:

A8810.400 Cemeteries Contractual \$210.00

Decrease:

A88810.100 Cemeteries Personnel Services \$210.00

SW-4 Fund

SW4-9030.800 Social Security \$ 0.38

SW4-8360.461 Lease/Maintenance \$ 0.38

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

Nay 0

New Business

1. Resolution to accept July 2018 Supervisor's report

RESOLUTION # 163: **ACCEPT AUGUST 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 August 2018.

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

Nay 0

2. Resolution to set the date for the 2019 Annual Liberty Fest

RESOLUTION # 164: **SET DATE FOR 2019 ANNUAL LIBERTY FEST**

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

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

Nay 0

WHEREAS, the Town of Collins wishes to promote sociability among Town residents, and

WHEREAS, since 2011 the Town has sponsored the Liberty Fest, which has been well received by the community and

WHEREAS, the town wishes to again provide the residents with a similar opportunity to enjoy this event and

WHEREAS, the Liberty Fest Committee met on September 10, 2018 to recommend the date of Saturday, July 6, 2019 for the 9th Annual Liberty Fest with Saturday, July 13, 2019 as a rain date for fireworks only,

NOW THEREFORE BE IT RESOLVED that the Town Board set the date of Saturday, July 6, 2019 for the 9th Annual Liberty Fest with Saturday, July 13, 2019 as the rain date for fireworks only.

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

3. Resolution to Set Date for Public Hearing on 2019 Community Development block Grant (CDBG) Eligible Projects

RESOLUTION #165: **SET DATE FOR PUBLIC HEARING ON 2019 COMMUNITY DEVELOPMENT BLOCK GRANT- (CDBG) ELIGIBLE PROJECTS**

Motion made by Stelley, seconded by McLean to set a public hearing on October 15, 2018 at 7:30 pm to discuss 2019 Community Development Block Grant eligible projects.

**NOTICE OF PUBLIC HEARING FOR TOWN OF COLLINS
FEDERAL COMMUNITY DEVELOPMENT FUNDS**

PLEASE TAKE NOTICE that the Town Board of the Town of Collins will hold a public hearing on Monday, October 15, 2018 at 7:30 pm at the Collins Town Hall, 14093 Mill Street, regarding the use of Federal Community Development funds on the Town of Collins.

The Town of Collins is eligible for a Federal Community Development grant under Title I of the Housing and Community Development Act of 1974, as amended.

The purpose of the Hearing is to provide an opportunity for citizens to express community development and housing needs and to discuss possible projects which would benefit low and moderate income persons in the Town of Collins.

Citizens are urged to attend this meeting to make known their views and/or written proposals on the Town of Collins' selection of potential projects to be submitted for possible funding by the Federal Community Development Grant Program.

The Hearing will also present a review of prior Community Development projects and expenditures and a discussion of eligible activities. The meeting room is wheelchair accessible. Those needing special arrangements should call the Town at 532-4887 ext. 101 by October 9, 2018.

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

4. Resolution – Purchase of a 2019 Ford F-550 XL

The Highway Department used to have a smaller truck for smaller jobs and have had to borrow a truck from other towns. They have been looking for a used truck with no luck. They will keep the van for a few more years.

RESOLUTION # 166: **PURCHASE 2019 FORD F-550 XL REGULAR CAB 4X4 DRW 145 WB 60 CA TRUCK**

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

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

WHEREAS, the Town of Collins Highway and Parks Departments have determined that they have a need for a one ton dump body truck, and

WHEREAS, a 2019 Ford F-550 XL One Ton Truck is available per Onondaga County Blanket Price Agreement, Bid Reference #7974 issued February 14, 2014, through vendor Van Bortel Ford, 71 Marsh Road, East Rochester, NY 14445, and

WHEREAS, the One Ton Truck would be used three quarters of the time in the Highway Department and one quarter in the Parks Department,

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board approves the purchase of a 2019 Ford F-550 XL Regular Cab 4x4 DRW 145 WB 60 CA Truck with dump body from Van Bortel Ford, 71 Marsh Road, East Rochester, NY 14445 at a cost of \$49,654.43, and that the cost be paid \$12,413.61 from Line B7110.220 Improvements and \$37,240.82 from Line DB5130.2R Highway

Mechanic - Equipment of the 2018 Town Budget.

5. Resolution to purchase utility trailer for Town Highway Department

Three quotes were received for a 20 ton utility trailer from:

Kaufman, 702 North Silver St., Lexington, NC	19,400.00
Five Star Equipment Inc., 284 Ellicott Rd., West Falls, NY	20,840.00
Tracey Road Equipment, 6803 Manilus Ctr. Rd., E. Syracuse, NY	28,902.00

RESOLUTION #167: **PURCHASE UTILITY TRAILER FOR TOWN HIGHWAY DEPARTMENT**

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

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

WHEREAS, the Collins Highway Department presently has a 1971 Domar 15 Ton Utility Trailer, and

WHEREAS, the Town wishes to replace it with a new 20 Ton Utility Trailer in order to haul heavier payloads, and

WHEREAS, the Town obtained three quotes for a new 20 Ton Utility Trailer as follows:

Kaufman Trailer	\$19,400.00
Five Star Equipment, Inc. (Trail King Trailer)	\$20,840.00
Tracey Road Equipment	\$28,902.00

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board approves purchase of a 20 Ton Utility Trailer from Kaufman Trailer, 702 North Silver Street, Lexington, NC 27292 at a cost of \$19,400.00 and that it will be paid from Line DB5130.200 Highway Mechanic - Equipment of the 2018 Town Budget.

6. Schedule workshops for 2019 budget preparation – Second workshop will be Thursday, September 20th at 9:00 am and the third workshop will be Tuesday, September 25th at 9:00 am..

Councilman McLean thanked Sgt. Held for the help he gave her.

With no further business, on a motion of Councilman Stelley seconded by Councilman McLean the meeting was adjourned at 8:08 pm.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 20th day of September 2018.

Present:	Kenneth Martin, Supervisor	Jacquelyn McLean, Councilman
	Mary Stelley, Councilman	Becky Jo Summers, Town Clerk
	James Hotnich, Councilman	Susan Gamel, Bookkeeper
	Sara Jane Sion, Councilman	Peter Waterman, Highway Superintendent

Others Present: Doug Martindale

Workshop started at 9:07am.

Highway funds were gone through. A normal plow route loop is 3 ½ hours. Prices have increased on salt and blacktop may go up. Discussed the vehicle replacement program and a few road projects. Health insurance is increasing and a comment was made that it has to be fair to the employees and not think a 2% raise would be fair.

Transfer station – Bookkeeper Gamel checked with OSHA on safety shoes for the transfer employees and they suggested supplying the stipend for them.

Parks – We have four mowers (the fourth one has not been gotten rid of after we purchased the third mower). We will wait until spring to sell it. Mr. Waterman suggests getting a 60" zero turn mower and it would be good to have four at all times. The trailer is 10 years old and can be fixed up for approximately \$1,500.00. The consensus is to fix it.

Doug Martindale on maintenance – Overhang repairs on the LKP building have not been done as a lift is needed. He recommends another adult size restroom in the LKP building at the back taking one office from the VA that is not used. Mr. Martindale is getting a quote from Line Energy to replace light bulbs.

Water – Supervisor Martin and Councilman Hotnich met with officials from the Village of Gowanda on the new five-year contract for water service. The board went through the proposed contract. A few items were found that need to be changed. The contract will be on the agenda at the next town board meeting.

With no further business, on a motion of Councilman Hotnich seconded by Councilman McLean the meeting was adjourned at 12:25 pm.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 25th day of September 2018.

Present:	Kenneth Martin, Supervisor	Jacquelyn McLean, Councilman
	Mary Stelley, Councilman	Becky Jo Summers, Town Clerk
	James Hotnich, Councilman	Susan Gamel, Bookkeeper
	Sara Jane Sion, Councilman	Peter Waterman, Highway Superintendent

Others Present: Justices Walter Cain and Brian Gernatt; Assessor Jeanne Ebersole

Workshop started at 9:00am.

Justices asked for a 3% raise because the OCA is putting more for them to do and extra work for the clerks. Another court officer will be needed for the metal detector so there will be two on at all times.

Assessor Ebersole handed out a packet on 2021 reassessment and explained we would almost be forced to do a reval. She is requesting the clerk again for 200 hours as the clerk has got a lot of work done. Mrs. Ebersole would like a high speed copy machine so she can make copies including larger than what a printer would make. (The old machine does not make very good copies.) She knows of a used one for about \$2,500.00 and will look into it.

Samantha D'Amaro would not be able to come until after 3:30 pm as she works until that time.

Candace Termer asked for money for the Bi-Centennial celebration (March 21, 2021). \$500.00 will be put in for next year.

Salaries were discussed with the increase of the minimum wage many will get \$.70 increase; ones close to minimum may get the \$.70 increase also; many asked for 2%, the Judges asked for 3% and maybe eliminate the recreation supervisor position.

Water – do not have enough information.

With no further business, on a motion of Councilman Stelley seconded by Councilman Sion the meeting was adjourned at 11:44 pm.

Becky Jo Summers, Town Clerk

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 the 1st day of October 2018.

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

Others Present: Code Enforcement Officers Degman and Siegle; Dick Agle; Thomas Siegle DCO; Margaret Degenfelder and Candace Termer

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

Resolution # 168: **AGENDA APPROVAL**

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

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

Resolution # 169: **MINUTES APPROVAL**

Motion made by Councilman Sion seconded by Councilman Hotnich to approve the minutes of the September 14, 17, 20, and 25, 2018 town board meeting and budget workshops.

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

Resolution # 170: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Councilman McLean that the bills be paid on abstract #18 for 2018 dated October 1, 2018 for listed vouchers # 650 – 675 for \$ 15,120.68:

General – Townwide	5,949.41	Water District #3	2,172.99
Highway	1,544.32	Water District #4	3,581.17
Special Refuse	922.27	Total	\$ 15,120.68
Water District #1	950.52		

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

Department Reports

Attorney Musacchio went over the water contract with the Village of Gowanda.

Code Enforcement Officers Degman and Siegle submitted their monthly report and stated they have completed 24 hours in service training.

The Gugino property on Taylor Hollow is now Seneca Nation owned land. The land was annexed out of the town and into the Nation.

Dog Control Officer Siegle submitted his monthly report.

Highway Superintendent – the one-ton truck and the trailer have been ordered, maintenance of equipment is continuing and road-side mowing is being done every day possible

Transfer station – trash day produced two open tops, one compactor bin and five electronics bins.

Parks – mowing is being done just about every day.

Planning Board is working on business permits.

Recreation has finished for the summer with a sleepover held in the LKP. The winter program will start the weekend after Halloween.

Town Clerk Summers reported September sales of \$8,174.98 with the Town's portion being \$4,702.24. Five delinquent properties were auctioned by Erie County: 14061 N. Division St., 3505 Route 39, 3529 Route 39, 3467 Route 39 and 13963 Spring St.

Board Reports

Councilman McLean worked on the budget, attended budget workshops and attended the senior's luncheon.

Councilman Sion worked on the budget, attended budget workshops, attended the senior's luncheon and reviewed the vouchers.

Councilman Hotnich worked on the budget, attended budget workshops, reviewed the vouchers and met with the Village of Gowanda on the new water contract.

Councilman Stelley worked on the budget, attended budget workshops, reviewed the vouchers, updated the website, attended the liberty fest meetings, prison board meeting and worked on the Non-Discrimination and Harassment policy.

Supervisor Martin attended the building committee meeting, met with Andy Husul of the Collins Center Fire Department and Assessor Ebersole regarding the dispute of taxes assessed on the property they purchased, working on a grant for the highway barn replacement with Senator Gallivan's office, spoke with Ralph Swanson of Community Bank on investments rates, attended the NEST meeting, attended the Rural Transit meeting, attended the Assoc. of Erie County Govt's meeting and attended the Community Development Block Grant meeting.

New Business

1. Resolution to approve the addition of unpaid water bills to property taxes

RESOLUTION # 171: **APPROVE THE ADDITION OF UNPAID WATER BILLS TO PROPERTY TAXES**

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

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

 Nay 0

WHEREAS, in accordance with New York State Town Law § 198, the Town of Collins approves the enforcement of unpaid water bill charges, by placing a lien upon the real property for which such service was provided, and

WHEREAS, Erie County Real Property Tax Department requires that all such charges to be levied on the 2019 tax bills, be voted on by the Town Board.

NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board approves all unpaid water bill charges in the amount of \$18,293.83 plus Administration Fee of \$7,317.24 totaling \$25,611.07 be included in the 2019 tax warrant, and authorizes the Supervisor to sign the "Letter of Authorization" to Erie County.

2. Resolution to advertise for Constable

RESOLUTION # 172: **ADVERTISE FOR CONSTABLE**

Motion made by Councilman Stelley and seconded by Councilman McLean that the following is:

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

 Nay 0

WHEREAS, the Collins Town Court will be installing a metal detector to help monitor those entering the Town Hall for court, and

WHEREAS, the metal detector station will require constant oversight by a court officer, and

WHEREAS, during court two court officers will be required, one to man the metal detector station and one for the remaining duties, to ensure the safety of Court personnel as well as the public, at all court sessions, and

WHEREAS, the Collins Court wishes to maintain a pool of three officers from which to schedule two officers at each court session.

NOW, THEREFORE BE IT RESOLVED that the Collins Town Board approve the placement of the following advertisement in the Gowanda/Lakeshore Penny Saver & News, Springville Penny Saver and the Eden-North Collins Penny Saver the week of October 12, 2018, for the purpose of

identifying candidates for a vacant Town Constable position:

TOWN CONSTABLE WANTED -- TOWN OF COLLINS
DUTIES INCLUDE COURT OFFICER RESPONSIBILITIES

If applicant is a retired Officer, must comply with HR 218, "The Law Enforcement Officers Safety Act," by successfully completing the retired officer carry firearms course recognized by their department, which must be offered every year.

Knowledge and yearly review of Penal Law Article 35

Active officer must complete a yearly firearms course recognized by their department

Knowledge and yearly review of Penal Law Article 35

APPLICATIONS AVAILABLE AT THE TOWN CLERKS OFFICE OR ON THE TOWN WEB SITE

AND MUST BE RECEIVED BY OCTOBER 26, 2018, AT 4:00 PM

3. Approve safety footwear allowance for town employees

RESOLUTION # 173: **APPROVE SAFETY FOOTWEAR ALLOWANCE FOR TOWN EMPLOYEES**

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

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

 Nay 0

WHEREAS, certain jobs may subject employees to possible foot injuries, and

WHEREAS, the Town of Collins strives to reduce the risk of injury to employees.

NOW, THEREFORE BE IT RESOLVED, that effective October 2, 2018 the Collins Town Board hereby adopts the policy requiring all Highway employees, Transfer Station employees and Parks employees (including Summer Beautification workers) to wear steel toed safety footwear at all times when working for the Town of Collins, and

BE IT FURTHER RESOLVED that the Town of Collins will reimburse Highway, Transfer Station and Parks employees in an amount of up to \$150.00 annually for the purchase of steel toed safety footwear upon submission of a receipt which specifically list the cost and description of the item purchased.

Supervisor Martin met with Thomas Bullard and Jake of the Camden Group heading up Gowanda's water department and checked our water storage building for new meters stored there. No new meters were found there. Mr. Martin is working on the inventory of these meters as we are supposed to have some left.

4. Approve water department operations and maintenance inter-municipal agreement with the Village of Gowanda

RESOLUTION # 174: **APPROVE WATER DEPARTMENT OPERATIONS AND MAINTENANCE INTER-MUNICIPAL AGREEMENT WITH THE VILLAGE OF GOWANDA**

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

ADOPTED Aye 4 McLean, Sion, Hotnich, Martin

 Nay 1 Stelley

WHEREAS, in an effort to control costs and consolidate services, the Collins Town Board on May 13, 2015 entered into an Inter-Municipal Agreement with the Village of Gowanda to have the Village operate and maintain the Town's Water Districts, and

WHEREAS, the Village of Gowanda desires to extend the present Inter-Municipal agreement for another five year period starting January 1, 2019 to coincide more with their five year capital plan, and

WHEREAS, over the past three and a half year period the Town of Collins has installed electronic monitoring equipment at the pump houses and storage tanks and installed radio read service meters, resulting in substantially less labor requirements for meter reading and system

monitoring, and

WHEREAS, the Village of Gowanda has offered to operate and maintain the Town's Water Districts at a cost of \$85,000 for 2019, which is \$13,707 less than under the present agreement.

NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board approve a new five year Inter-Municipal Agreement with the Village of Gowanda to provide the Town of Collins with Water Department Operations and Maintenance, effective January 1, 2019, and authorize the Supervisor to sign the Inter-Municipal Agreement.

5. Schedule workshops for 2019 budget preparation – Next workshops will be Tuesday, October 2nd at 9:00 am and Thursday, October 4th at 3:00pm.

New Topics – Discussion and Comments

1. Sexual Harassment Policy – was discussed as a new one has to be approved by the board by October 9, 2018. Councilman Stelley handed out a proposed policy for the board to go over.

2. Councilman Sion reported that Mill Street in Collins Center is not plowed by the Town. A few residents on Mill Street have been plowing part of the road and they will be moving. The road ends at the right turn; the part that continues straight is a private road.

With no further business, on a motion of Councilman Sion seconded by Councilman Hotnich the meeting was adjourned at 8:27 pm.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 2nd day of October 2018.

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

Workshop started at 9:06 am.

A, B, DA, DB and SL Funds were gone through. All part time hourly will receive a \$.70 per hour increase and salaried will receive a 3% increase

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 11:11 am.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 4th day of October 2018.

Present: Kenneth Martin, Supervisor Jacquelyn McLean, Councilman
 Mary Stelley, Councilman Becky Jo Summers, Town Clerk
 Sara Jane Sion, Councilman Susan Gamel, Bookkeeper

Absent: James Hotnich, Councilman

Workshop started at 3:00 pm.

New Business

1. Resolution to adopt non-discrimination and harassment (including sexual harassment) in the workplace policy

RESOLUTION # 175: ADOPT "NON-DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)IN THE WORKPLACE" POLICY

Motion made by Councilman Stelley and seconded by Councilman McLean that the following is:

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

WHEREAS, it is the policy of the Town of Collins to promote a productive work environment and to prohibit conduct of any elected Official or employee that disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment, and

WHEREAS, in 2018 the NYS Legislature adopted a law which requires all employers in NYS to adopt by October 9, 2018 a Sexual Harassment Prevention Policy with specific guidelines.

NOW LET IT BE RESOLVED that the Collins Town Board hereby adopts the attached Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace policy and Complaint Form.

2. Budget Workshop

Discussed the recreation supervisor position on whether to keep or eliminate for this year. It will be kept for this next program.

Transfer station and water budgets were gone over. Snow plowing of the water hydrants will need to be looked at and the cost will come out of water distribution.

With no further business, on a motion of Councilman Stelley seconded by Councilman Sion the meeting was adjourned at 5:08 pm.

Becky Jo Summers, Town Clerk

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 the 15th day of October 2018.

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

Others Present: Doug Martindale, Candace Termer and Holly Martindale

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

Resolution # 176: **AGENDA APPROVAL**

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

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

Resolution # 177: **MINUTES APPROVAL**

Motion made by Councilman McLean seconded by Councilman Hotnich to approve the minutes of the October 1st, 2nd and 4th, 2018 town board meeting and budget workshops.

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

Resolution # 178: **ABSTRACT APPROVAL**

Motion by Councilman Stelley, seconded by Councilman Sion that the bills be paid on abstract #19 for 2018 dated October 15, 2018 for listed vouchers # 676 – 709 for \$ 62,215.64:

General – Townwide	9,859.47	Special Refuse	367.86
General – Outside Village	744.64	Water District #1	11,023.75
Highway	11,428.36	Water District #3	25,836.24
Library	2,000.00	Water District #4	5.59
Special Lighting	949.73	Total	\$ 62,215.64

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

Old Business

1. Resolution to Approve 2018 Budget Modification

RESOLUTION #179: **APPROVE 2018 BUDGET MODIFICATION**

Motion made by Supervisor Martin and seconded by Councilman Sion to approve the following 2018 Budget modification:

Transfer From:

Transfer To:

B Fund:

B1940.400 Contingency Fund \$20.32 B4020.100 Registrar Vital Statistics \$20.32

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

New Business

1. Resolution to Hire 2018 – 2019 Winter Recreation Staff

RESOLUTION # 180: **RESOLUTION: HIRE 2018-2019 WINTER RECREATION STAFF**

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

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

WHEREAS, the Town of Collins sponsors a Youth Program during the winter months, and
WHEREAS, the Town wishes to fill the positions required for this program, and
WHEREAS, the Town advertised for the positions of Recreation Supervisor and Recreation Attendant, and the Personnel Committee, along with the Recreation Director, reviewed applications and interviewed applicants.

NOW, THEREFORE BE IT RESOLVED that the Collins Town Board follow the recommendations of the personnel committee, and hire the following applicants for the 2018-2019 winter program:

Recreation Supervisor: Thomas McMullen

Recreation Attendants: Megan Poppenberg, Justin Kehr, Brianna Weinaug, Michelle Merrill, Kevin Stapleton, Becca McMullen, Matthew Shea, Casey Peglowski

2. Resolution to Adopt Tentative Budget and Set Public Hearing on 2019 Budget

Since the Board is not ready to adopt the tentative budget two board meetings were scheduled to finish the budget. First meeting will be held Thursday, October 18, 2018 at 9:00 PM and the second meeting will be held on Tuesday, October 23, 2018 at 2:00 PM.

The meeting was interrupted to hold a public hearing advertised and scheduled for 7:30 PM this evening.

PUBLIC HEARING – 7:30 PM ON 2019 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RESOLUTION # 181: **OPEN PUBLIC HEARING ON 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE PROJECTS:**

Motion made by Councilman Hotnich, seconded by Councilman Stelley to open the public hearing on 2019 Community Development Block Grant eligible projects.

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

Supervisor Martin declared the hearing open, read the following notice and gave an overview of the program.

PLEASE TAKE NOTICE that the Town Board of the Town of Collins will hold a public hearing on **Monday, October 15, 2018 at 7:30 pm** at the Collins Town Hall, 14093 Mill Street, regarding the use of Federal Community Development funds in the Town of Collins.

The Town of Collins is eligible for a Federal Community Development grant under Title I of the Housing and Community Development Act of 1974, as amended.

The purpose of the Hearing is to provide an opportunity for citizens to express community development and housing needs and to discuss possible projects which would benefit low and moderate income persons in the Town of Collins.

Citizens are urged to attend this meeting to make known their views and/or written proposals on the Town of Collins' selection of potential projects to be submitted for possible funding by the Federal Community Development Grant Program.

The Hearing will also present a review of prior Community Development projects and expenditures and a discussion of eligible activities. The meeting room is wheelchair accessible. Those needing special arrangements should call the Town at 532-4887 ext. 101 by October 11, 2017.

Mr. Martin explained what projects we have received grants for in the past. Suggestions were asked for from the floor: adult restroom at the LK Painter Community Center. After discussion, since this is not a 'ready-to-go-project' it was decided not to submit it to the County. Supervisor Martin asked if there were any more suggestions or comments. With none, the hearing was closed.

RESOLUTION # 182: CLOSE PUBLIC HEARING ON 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE PROJECTS:

Motion made by Councilman Hotnich and seconded by Councilman McLean to close the Public Hearing on 2019 Community Development Block Grant eligible projects, at 8:02 PM.

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

RESOLUTION # 183: RANK 2019 ECCDBG PROJECT REQUESTS:

Motion made by Councilman Hotnich, seconded by Councilman Sion to authorize Kenneth E. Martin, Supervisor, to sign, submit and execute a contract with Erie County Community Development Block Grant (ECCDBG) program for the following projects, upon approval of ECCDBG:

1. Rural Transit Van Program

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

With no further business, on a motion of Councilman seconded by Councilman the meeting was adjourned at 8:27 pm.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 18th day of October 2018.

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

Workshop started at 9:12 am.

Supervisor Martin went through the budget funds and stated no funds are in trouble and we have a healthy balance.

The board went into and executive session.

RESOLUTION # 184: ENTER INTO EXECUTIVE SESSION

Motion made by Supervisor Martin seconded by Councilman Hotnich that the Board moves into an executive session at 9:20 AM to discuss the employment history of a particular employee.

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

RESOLUTION # 185: RETURN TO REGULAR SESSION

Motion made by Councilman Stelley seconded by Councilman Sion that the Board returns to regular session at 9:50 AM.

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

No action was taken.

Sue Gamel contacted the accountant regarding the drainage issue around the Town Hall. Cost would come out of the A Fund and we can use Chips money to help pay.

Supervisor Martin continue going through the budget explaining changes being made and the impact overall. At the next budget workshop a revised budget will be handed out with all changes made.

With no further business, on a motion of Councilman Hotnich seconded by Councilman McLean the meeting was adjourned at 10:52 am.

Becky Jo Summers, Town Clerk

A Budget Workshop 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 23rd day of October 2018.

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

Workshop started at 2:02 pm.

Old Business

Supervisor Martin went through all the changes that were made to the budget.

1. Resolution to Adopt Tentative Budget and Set Public Hearing on 2019 Budget

RESOLUTION # 186: ADOPT TENTATIVE BUDGET AND SET PUBLIC HEARING ON 2019 BUDGET

Motion made by Councilman Hotnich and seconded by Councilman Sion to adopt the 2019 *Tentative Budget* as the 2019 *Preliminary Budget* and set a public hearing to be held on Monday, November 5, 2018 at 8:00 pm.

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

NOTICE OF PUBLIC HEARING FOR TOWN OF COLLINS ANNUAL PRELIMINARY BUDGET

NOTICE IS HEREBY GIVEN, that the annual preliminary budget of the Town of Collins for the year 2019 has been completed and filed in the office of the Clerk of the Town of Collins, where it is available for inspection by any interested person during office hours.

FURTHER NOTICE IS HEREBY GIVEN that the Town Board of the Town of Collins will meet and review said preliminary budget and hold a public hearing thereon at the Collins Town Hall, 14093 Mill Street, Collins, New York, Erie County, on the **5th day of November, 2018, at 8:00 P.M.** and any person may be heard in favor of or against the preliminary budget, as compiled, or for or against any item or items therein contained.

Pursuant to Section 108 of the Town law, the proposed salaries of the following town officials are hereby specified as follows:

1. Town Councilman \$6,493.96 each per annum, or \$25,975.84
2. Supervisor \$19,481.90 per annum base amount, and an additional \$1,500.00 to supervise the Water Department, making the total \$20,981.90 per annum
3. Town Clerk \$42,339.66 per annum
4. Superintendent of Highways \$56,589.50 base amount, and an additional \$2,000.00 to supervise the Parks and Transfer Station, making the total \$58,589.50 per annum

New Business

1. Resolution designating Cattaraugus County Bank (CCB) as an official bank for the Town of Collins – Supervisor Martin went through a list of area banks and what their interest rates are.

RESOLUTION # 187: DESIGNATE CATTARAUGUS COUNTY BANK (CCB) AS AN OFFICIAL BANK FOR THE TOWN OF COLLINS

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

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

WHEREAS it is the policy of the Town of Collins to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby designates Cattaraugus County Bank (CCB) to be an official bank of the Town of Collins and that the Town's Investment Policy be modified to reflect such.

2. Discussion – employee time sheets

There have been several missed punches on the time clock. Attorney Musacchio will talk with the supervisor and if they still do not punch in and out, they are to be written up. If it continues after that, stronger measures will be taken.

Deb Gernatt from our health insurance brokerage met with Sue Gamel and the highway workers. We will be going back to Blue Cross / Blue Shield from Independent Health for better coverage and better price. A one-month policy will be written for December and then yearly in January. An option, if eligible for Medicare, is more cost effective for the Town to pick up the Medicare Part B costs (\$134.00 now and \$135.50 next year) and go to a Medicare supplement.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 3:15 pm.

Becky Jo Summers, Town Clerk