

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 6th day of January 2020.

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

Absent: Mary Stelley, Councilman

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

The 2020 Organizational Resolutions were gone through.

Resolution # 1 – 66: **ADOPT THE 2020 ORGANIZATIONAL RESOLUTIONS**

Motion made by Councilman Hotnich seconded by Councilman Sion to adopt the following Organizational Resolutions # 1 – 66 for 2020 as presented:

1. That a Bond in the amount of not less than \$100,000.00 be obtained as a blanket undertaking for all Town employees; excepting: the Justices to have not less than \$200,000.00 each, the positions of Town Clerk/Tax Collector, Supervisor, Budget Officer and Deputy Town Clerk to have not less than \$250,000.00 each.
2. That the Town Clerk retains the amount of \$ 250.00 Petty Cash Fund.
3. That the two Town Justices retain the amount of \$ 50.00 each Petty Cash Fund.
4. That the Town Recreation Program retains the amount of \$ 225.00 Petty Cash Fund.
5. That the Town Senior Recreation Program retains the amount of \$ 200.00 Petty Cash Fund.
6. That the Sales Tax received from Erie County be retained and applied to reduce the Real Estate Taxes to be collected by the Town.
7. Designating the official banks of the Town of Collins as Community Bank, N.A., M & T Bank and Cattaraugus County Bank.
8. Establishing the time of the Collins Town Board Meetings as the second Monday of the month at 7:00 PM. 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) 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. Authorizing the Assessor to attend training programs pertaining to the Office of Assessor and to reimburse the Town of Evans for such training up to \$ 750.00 for 2020.

16. Designating the Dunkirk Observer as the Town's official paper and the Gowanda / Lakeshore Penny saver and News and Springville Journal as secondary publications.

17. Setting the salary of the elected Town Supervisor at \$ 20,500.00 annually plus an additional amount of \$1,500.00 to oversee the water department; totaling \$ 22,000.00.

18. That the appointed Deputy Supervisor serves at no additional salary.

19. Setting the salary of the four (4) elected Town Councilmen at \$ 6,688.78 each annually.

20. Setting the salaries of the three Assessment Board of Review members at \$ 313.26 each annually.

21. Setting the salary of the Secretary of the Board of Assessment Review at \$ 53.05 per meeting.

22. Setting the salary of the Appointed Town Assessor at \$ 22,295.96 annually.

23. Appointing Jennifer Renaldo as Temporary PT Clerk for the Assessor at \$ 11.80 per hour for a maximum of 200 hours in 2020.

24. Appointing James Musacchio as Attorney for the Town for a two year term expiring on December 31, 2021 and setting the salary at \$ 12,798.00 annually.

25. Setting the salary of the full-time Town Budget Officer/Bookkeeper at \$ 22.84 per hour.

26. Setting the salary of the Code Enforcement Officer at \$ 9,045.57 annually, and the Assistant Code Enforcement Officer at \$ 6,214.23 annually.

27. Setting the salary of the elected Town Clerk at \$ 43,795.66 annually.

28. Setting the salary of the two (2) appointed Deputy Town Clerks at \$ 14.70 per hour each.

29. Setting the salary of the Dog Control Officer at \$ 5,573.99 annually.

30. 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.

31. Setting the base salary of the elected Town Superintendent of Highways at \$ 58,287.19 annually, plus an additional amount of \$ 2,000.00 for overseeing the transfer station and the parks department; totaling \$ 60,287.19.

32. Setting the salary of the experienced Highway Department workers (Motor Equipment Operators) as follows: Nicholas Gernatt at \$ 24.47 per hour, Mark Hobson at \$ 23.97 per hour, Mark Mangano at \$22.22 per hour until October 20, 2020 when he shall receive a step increase to \$ 22.81 per hour and F. Howard Lamb at \$ 20.47 per hour until November 6, 2020 when he will receive a step increase to \$ 21.06 per hour.

33. Setting the salary of the Highway Department Automotive Mechanic at \$ 26.56 per hour.

34. That the appointed Deputy Highway Superintendent serves at an additional \$ 1,000.00 annually.
35. Authorizing that all employees of the Highway Department, of the Transfer Station, of the Summer Beautification Program and the park Crew Chief be given up to a maximum of \$ 150.00 for safety apparel allowance.
36. That the Highway Department Laborers be paid \$16.70 per hour (if not experienced, \$11.80 per hour for the first six months).
37. Setting the salary of the Town Historian at \$ 222.95 annually
38. Setting the base salary of Justice Brian Gernatt at \$ 16,164.57 annually, plus an additional amount of \$16,164.57 contingent on Justice Gernatt handling the case load of the vacant town justice position, totaling \$32,329.14 for 2020 only.
39. Appointing Karen Smith to the position of Court Clerk to assist Justice Gernatt with the additional case load for 2020 only.
40. Setting the salary of the two (2) Court Clerks at \$ 10,534.84 each annually
41. Setting the salary of the four (4) Constable positions at \$ 14.70 per hour.
42. Setting the salary of the Caretaker at \$ 14.70 per hour.
43. Setting the salary of the Maintenance Supervisor (Buildings & Grounds) at \$ 23,682.36 annually.
44. Setting the salary of the five (5) Town of Collins Planning Board Members at \$ 875.12 each annually.
45. Appointing Richard Agle to the Planning Board for a five year term to expire December 31, 2024.
46. Setting the salary of the Chairman of the Planning Board at an additional \$ 600.00 annually.
47. Setting the salary of the Secretary of the Planning Board at \$ 27.88 per meeting.
48. Appointing James Musacchio as Town Prosecutor and setting the salary at \$5,573.99 annually.
49. Setting the salary of the Registrar of Vital Statistics at \$ 618.00 annually.
50. Appointing the two Deputy Town Clerks as Deputy Registrars of Vital Statistics at no salary.
51. Setting the salary of the Seniors Program Coordinator at \$ 17.16 per hour.
52. Setting the salary of the Seniors Program Assistant at \$ 14.01 per hour.
53. Setting the salary of the Director of Recreation II (PT) at \$ 17.16 per hour, for the Summer and Winter Recreation programs.
54. Setting the salary of the Recreation Supervisor (PT) at \$ 14.01 per hour for the Summer and Winter Recreation programs.
55. Setting the salary of the Summer Beautification, Summer Recreation and Winter Youth Center

56. Setting the salary of F. Howard Lamb, Park Crew Chief at \$ 20.47 until November 6, 2020 when he shall receive a step increase to \$ 21.06 per hour.

57. Setting the salary of the Transfer Station Attendants at \$ 14.70 per hour.

58. Setting the salary of the five (5) members of the Zoning Board of Appeals at \$ 128.20 each annually.

59. Appointing Thomas Siegle to the Zoning Board of Appeals for a five (5) year term to expire December 31, 2024.

60. Appointing Cynthia Dishman and Elaine Thordahl as Trustees for the Town of Collins Public Library for a five (5) year term to expire December 31, 2024.

61. That the Tax Collector collect a \$ 1.00 surcharge for delinquent taxes for 2020 and \$ 1.00 for copies of tax bills.

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

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

64. To adopt the Town Investment Policy.

65. To adopt the Town Procurement Policy.

66. To adopt the Town Rules of Procedure.

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

Resolution # 67: **AGENDA APPROVAL**

Motion made by Supervisor Martin seconded by Councilman McLean to approve the agenda as modified by adding a new topic for obtaining another court officer and an executive session on the Wilder/Wingeier issue.

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

Departmental Appointments for 2020

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

Highway Superintendent Waterman appointed Mark Hobson as Deputy Highway Superintendent.

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

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

2020 Town Board Meeting schedule and observed holidays was gone through.

New Business

1. Resolution – Designation of Lead Agency Status for SEQR Review of Proposed Construction of New Maintenance Storage Building

ORGANIZATIONAL MEETING

TOWN OF COLLINS

JANUARY 6, 2020 5

RESOLUTION # 68: **DESIGNATION OF LEAD AGENCY STATUS FOR SEQR REVIEW OF PROPOSED CONSTRUCTION OF NEW MAINTENANCE STORAGE BUILDING**

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

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

WHEREAS, the Collins Town Board has proposed the construction of a new maintenance storage building at 14097 Palmerton Street, Collins, NY and

WHEREAS, a SEQR review of the proposed project must be conducted prior to construction.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby declares that the Town of Collins act as Lead Agency for the purpose of SEQR review for the "Construction of a New Maintenance Storage Building" project.

2. Resolution – Designation of Negative Declaration for SEQR Review of Proposed Construction of New Maintenance Storage Building

RESOLUTION # 69: DESIGNATION OF A NEGATIVE DECLARATION FOR SEQR REVIEW OF PROPOSED CONSTRUCTION OF A NEW MAINTENANCE STORAGE BUILDING

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

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

WHEREAS, the Town of Collins has Lead Agency status for the SEQR Review of the "Construction of a New Maintenance Storage Building" project at 14097 Palmerton Street, Collins, NY, and

WHEREAS, the Town of Collins has prepared a short Environmental Assessment Form for this construction project under the SEQR Review process, and

WHEREAS, the environmental assessment shows this construction project will result in no significant adverse impact on the environment.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby issues a Negative Declaration, and therefore an Environmental Impact Statement need not be prepared for the "Construction of a New Maintenance Storage Building" project at 14097 Palmerton Street, Collins, NY.

3. With the resignation of one of the court officers, the judge would like to advertise for another officer.

Resolution # 70: PLACE AD FOR TOWN CONSTABLE

Motion made by Councilman McLean and seconded by Councilman Sion to place the following ad in the January 18th issue of the Eden-North Collins Penny saver and the Gowanda Penny saver and News for a constable subject to review by Judge:

1. a. 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

OR

1. b. Applicant must successfully complete the recognized NY State Armed Security Guard Course. And have working knowledge of Penal Law Article 35

AND

2. Active court 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 Clerk's office or on the town web site at: townofcollins.com and must be received by January 30, 2020, by 4:00 pm

ORGANIZATIONAL MEETING

TOWN OF COLLINS

JANUARY 6, 2020 6

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

Enter into Executive Session to discuss proposed, pending or current litigation.

RESOLUTION # 196: **ENTER INTO EXECUTIVE SESSION**

Motion made by Councilman Hotnich seconded by Councilman Sion to enter into an executive session to discuss proposed, pending or current litigation at 7:42 pm

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

RESOLUTION # 197: **RETURN TO REGULAR SESSION**

Motion made by Councilman Hotnich, seconded by Councilman McLean to return to regular session at 8:10 pm.

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

With no further business, on a motion of Councilman Sion seconded by Councilman Hotnich the meeting was adjourned at 8:10 pm.

Becky Jo Summers, Town Clerk