

A Regular Meeting of the Town Board of the Town of Collins, County of Erie, State of New York was held at the Town Hall, 14093 Mill Street, Collins, NY on Monday the 8<sup>th</sup> day of July 2024.

Present: Kenneth Martin, Supervisor  
Robert O'Connor, Councilmember  
Jacquelyn McLean, Councilmember  
7:10pm  
Jane Sion, Councilmember  
James Hotnich, Councilmember  
Becky Jo Summers, Town Clerk  
James Musacchio Attorney for Town

Also Present: Marla Reighard, Diane & David Gamel and Nichole Ruf Director and Kyle Patronik Manager of Drescher and Malecki

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

**RESOLUTION # 137: AGENDA APPROVAL**

Motion made by Councilman Sion, seconded by Councilmember McLean that the agenda be accepted as presented.

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

**Resolution # 138: MINUTES APPROVAL**

Motion made by Councilmember McLean, seconded by Councilmember O'Connor to approve the minutes of the June 10, 2024 meeting as presented.

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

**RESOLUTION # 139: APPROVE 2024 BUDGET TRANSFER**

Motion made by Supervisor Martin, seconded by Councilman Hotnich to approve the following 2024 Budget Transfer.

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

**Budget Transfer**

From: SW3 8389.400 Other Water Contractual	\$ 1,837.00
To: SW3 8397.200 Equipment & Capital Outlay	\$ 1,837.00

**2023 Financial Audit Report**

Nichole Ruf, Director and Kyle Patronik, Manager went through the December 31, 2023 audit presentation outline highlighting operations and fund balance trends. The Town is in good financial shape

**Public Access**

Marla Reighard thanked the Town for all the help in getting the neighbor's property cleaned up.

**Reports of Department Heads and committees**

Building and grounds committee report was gone through by Councilmember Hotnich.

Liberty Fest is moving along.

Parks have a lot of projects being completed.

Recreation program started today and had 104 attendees.

Town Clerk had sales in June 2024 of \$ 4,296.39 with the Town's portion \$ 4,088.87.

Water department report was read.

**Board Reports**

Councilmember O'Connor worked at Liberty Fest, worked on the library roof project, attended Building and Grounds Committee meetings, and audited the vouchers.

Councilmember McLean worked at Liberty Fest, attended the building and grounds meeting,

worked on the project at the Collins Center Park, updated face book and the website and reviewed the vouchers.

Councilmember Sion attended the building and grounds meeting and reviewed the vouchers. Councilmember Hotnich attended the building and grounds meeting

Supervisor Martin attended Rural Transit Appreciation Day, Comprehensive Plan meeting, Southern Tier West Local Government Conference, Designer Pool ribbon cutting ceremony and the Prison Advisory meeting.

#### New Business

1. Resolution needed to Approve payment application No. 2 to Louis Del Prince & Sons, Inc for the parking lot improvements and walking trail project

RESOLUTION # 140: **APPROVE PAYMENT APPLICATIONS NO. 2 TO LOUIS DEL PRINCE & SONS, INC (CONTRACTOR) FOR THE PARKING LOT IMPROVEMENTS AND WALKING TRAIL PROJECT**

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

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

WHEREAS, the contractor for the Parking Lot Improvements and Walking Trail Project, Louis Del Prince & Sons, Inc, has submitted progress payment application No. 2, and

WHEREAS, MDA Consulting Engineers, PLLC have verified the quantities included in this payment application.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby approves payment application No. 2 to Louis Del Prince & Sons, Inc in the amount of \$313,528.50, and that the Collins Supervisor be authorized to sign the Application and Certification for Payment.

2. Resolution needed to set a date for the special meeting to authorize advertisement requesting bids for the road drainage project

RESOLUTION # 141: **SET DATE FOR SPECIAL MEETING TO AUTHORIZE ADVERTISEMENT REQUESTING BIDS FOR THE ROAD DRAINAGE PROJECT**

Motion made by Councilman Hotnich, seconded by Supervisor Martin to conduct a Special Meeting of the Collins Town Board at 7:00 PM on July 15, 2024 to Authorize Advertisement Requesting Bids for the Road Drainage Project.

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

3. Resolution needed to approve the contract with Wendel Companies to assist the town of Collins with the adoption process for the comprehensive plan update

RESOLUTION # 142: **APPROVE CONTRACT WITH WENDEL COMPANIES TO ASSIST THE TOWN OF COLLINS WITH THE ADOPTION PROCESS FOR THE COMPREHENSIVE PLAN UPDATE**

Motion made by Supervisor Martin, seconded by Councilmember O'Connor that the following is:

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

WHEREAS, the Town of Collins has contracted with Wendel Companies for Consulting Services regarding an Update to the Town's Comprehensive Plan, and

WHEREAS, Wendel Companies has presented a proposal to now assist the Town with the Adoption of the Plan Update and assist with the steps required under SEQR, County referral and adoption.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby accepts the Proposal of Wendel Companies to assist with the adoption of the Town's Comprehensive Plan Update on a time and expense, not to exceed (NTE) basis, with an estimate of \$1,000.00 depending on Town needs, and that the Town Supervisor be authorized to sign the Proposal Acceptance / Authorization.

4. Resolution needed to place an ad for a highway department motor equipment operator

RESOLUTION # 143: **PLACE AN AD FOR A HIGHWAY DEPARTMENT MOTOR EQUIPMENT OPERATOR**

Motion made by Councilman Hotnich and seconded by Councilman McLean to place the

following ad in the July 20<sup>th</sup> and 27<sup>th</sup> issues of both the Gowanda and Springville Penny Savers.

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

Town of Collins  
 Is accepting applications for  
 Highway Department Motor Equipment Operator  
 Position is Full time  
 Candidates must possess a valid CDL and pass a drug test  
*Snow plowing experience is preferred*  
 Applications are available at the Town Clerk's Office,  
 14093 Mill St., Collins, NY or on the Town's Website at  
[www.townofcollins.com](http://www.townofcollins.com)  
 Applications will be accepted at the Town Clerk's Office  
 until Monday, August 5, 2024 at 4:00 PM.  
 Preference given to Town of Collins residents.

Approval / Adoption of Abstract

Resolution # 144: **ABSTRACT APPROVAL**

Motion by Councilmember Hotnich seconded by Councilmember O'Connor that the bills be paid on abstract #7 for 2024 dated July 8, 2024 for listed vouchers # 343 - 409 for \$ 687,590.36:

# 7 of 2024

General – Townwide	50,678.04	Emergency Service Disp	36,197.67
General – Part Town	2,089.36	Special Refuse Fund	1,474.90
Highway	172,815.04	Water District # 1	2,993.19
Park Improvements	91,557.87	Water District # 3	2,451.65
Parking Lots Improvements	322,974.29	Water District # 4	<u>3,534.88</u>
Lighting Special	823.47	Total	\$ 687,590.36

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

With no further business, on a motion of Councilmember McLean seconded by Councilmember Hotnich the meeting was adjourned at 7:38 PM.

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Becky Jo Summers, Town Clerk