

A 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 14<sup>th</sup> day of September 2020.

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

Also Present: Scott Martindale, Thomas Siegle DCO, Bridget Farner, Irene Pfeifer, Judith Wilder

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

Resolution # 162: **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 #163: **MINUTES APPROVAL**

Motion made by Supervisor Martin seconded by Councilman McLean to approve the minutes of the August 10, 2020 regular meeting and the August 25<sup>th</sup> special meeting.

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

Resolution # 164: **ABSTRACT APPROVAL**

Motion by Councilman Hotnich seconded by Councilman Sion that the bills be paid on abstract #9 for 2020 dated September 14, 2020 for listed vouchers # 491 – 562 for \$ 38,705.22:

General – Townwide	9,709.56	Water District # 1	2,990.96
General – Part Town	3,262.43	Water District # 3	1,671.37
Highway	11,602.02	Water District # 4	1.53
Special Lighting	894.03	Total	\$ 38,705.22
Special Refuse Fund	8,573.32		

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

**Public Access**

Irene Pfeifer from the Collins Center Senior group asked if the board was considering giving them the \$1,250.00 from the budget next year. Supervisor Martin stated it will be discussed during the budget workshops.

**Reports of Department Heads and committees**

Assessor submitted her report.

Attorney Musacchio worked on a new lease for the Little Einsteins LK Painter. The owner of the Ames property filed an action in Supreme Court to lower the assessment. Mr. Musacchio responded to it to fight any reduction.

Code Enforcement handed out their August monthly report of building permits.

Dog Control submitted his monthly reports.

Highway, Transfer Station and Parks departments report was read by the Supervisor.

Seniors are exercising at the park four days per week.

Town Clerk had sales in August of \$ 3,970.16 with the Town's portion \$ 3,858.60.

Water department report was read by the Supervisor.

The State DEC checked the landfill for contamination and will be testing three other wells in the area. Mrs. Wilder, a resident near the transfer station asked if she should be concerned. Councilman Hotnich said the levels are not high but should be concerned somewhat.

Board Reports

Councilman McLean worked on face book, the website, the Bicentennial meeting, and reviewed the vouchers.

Councilman Sion reviewed the vouchers.

Councilman Hotnich reviewed the vouchers.

Councilman Stelley updated the website, attended the Bi-Centennial meeting and reviewed the vouchers.

Supervisor Martin attended the rural Transit meeting and the Supervisor's Roundtable.

Old Business

1. Resolution to accept July 2020 Supervisor's reports

RESOLUTION # 165: **ACCEPT JULY 2020 SUPERVISOR'S REPORT**

Motion made by Councilman Hotnich and seconded by Councilman McLean to accept the Town of Collins Supervisor's Reports as submitted, for the month of July 2020.

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

New Business

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

RESOLUTION# 166: **APPROVE THE ADDITION OF UNPAID WATER BILLS TO PROPERTY TAXES**

Motion made by Supervisor Martin and seconded by Councilman Sion that the following resolution 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 2021 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 \$ 19,354.50 plus Administration Fee of \$ 7,741.80 totaling \$ 27,096.30 be included in the 2021 tax warrant, and authorizes the Supervisor to sign the "Letter of Authorization" to Erie County.

2. Resolution needed to accept LGS-1 Retention and Disposition Schedule

RESOLUTION # 167: **ACCEPT LGS-1 RETENTION AND DISPOSITION SCHEDULE**

Motion made by Councilman Stelley, seconded by Councilman Hotnich, that the following resolution be approved:

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

RESOLVED, by the Town Board of the Town of Collins, that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods prescribed therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

3. Resolution needed to purchase 2021 Ford F-150 pickup truck for the Town Highway Department

**RESOLUTION # 168: PURCHASE 2021 FORD F-150 PICKUP TRUCK FOR THE TOWN HIGHWAY DEPARTMENT**

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

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

WHEREAS, the purchase of a new pickup truck for the Town Highway Department is scheduled for the year 2020 according to the Town of Collins Five Year Capital Purchase Plan, and

WHEREAS, a new 2021 Ford F-150 Pickup Truck is available on NYS Bid.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves the purchase of a new 2021 Ford F-150 Pickup Truck from DeLacy Ford Inc at a cost of \$34,355.00 under the NYS OGS Contract No. PC68978 and that the cost be paid from the Town of Collins 2020 Budget Line DB5130.200 Equipment.

**4. Resolution needed to purchase a welder for the Town Highway Department****RESOLUTION # 169: PURCHASE WELDER FOR THE TOWN HIGHWAY DEPARTMENT**

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

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

WHEREAS, the purchase of a new welder for the Town Highway Department is scheduled for the year 2020 according to the Town of Collins Five Year Capital Purchase Plan, and

WHEREAS, the Town obtained three (3) quotes for a new Deltaweld 350 Mig Welder as follows:

Praxair Distribution, Inc.	\$7,289.00
Strate Welding Supply Co, Inc.	\$7,820.00
NORCO/North Collins Cylinder Gas Co, Inc.	\$8,216.00

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves the purchase of a new Deltaweld 350 Mig Welder from Praxair Distribution, Inc, 5322 Scranton Road, Hamburg, NY 14075-2935 and that the cost be paid from the Town of Collins 2020 Budget Line DB5130.200 Equipment.

**5. Resolution needed to approve conversion of Town streetlights with National Grid to LED lights****RESOLUTION# 170: APPROVE CONVERSION OF TOWN STREET LIGHTS WITH NATIONAL GRID TO LED LIGHTS**

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

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

WHEREAS, the Town of Collins is eligible to convert their High-Pressure Sodium (HPS) streetlights to Light Emitting Diode (LED) technology streetlights under National Grid's Street Light Conversion Program, and

WHEREAS, LED street lights are more energy efficient consuming just 1/3 to 1/2 the kilowatt hours of HPS street lights, require far less maintenance over time, are instant on and provide far greater color rendering making it easier for drivers and pedestrians to recognize objects, and

WHEREAS, to convert the Town's 158 HPS streetlights to LEDs, the Town must buy out the residual net book value (NBV) of the HPS lights which average \$114.81 per unit for a total value of \$18,140.44, and

WHEREAS, National Grid offers an Energy Efficiency Incentive to convert the Town's 158 streetlights to LEDs in the amount of \$8,625.00.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby approves having National Grid convert it's 158 streetlights from HPS to LED lights at a cost of \$18,140.44 with the

Town receiving a \$8,625.00 Energy Efficiency Incentive upon completion of the conversion project.

6. Resolution needed to purchase "Welcome Town of Collins" signs

RESOLUTION # 171: **PURCHASE WELCOME TOWN OF COLLINS SIGNS**

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

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

WHEREAS, having been established in 1821, the Town of Collins will be celebrating its Bi-Centennial in 2021, and

WHEREAS, the Collins Town Board and Bi-Centennial Committee wish to erect "Welcome Town of Collins, Est. 1821" road signs at Town boundaries on NYS Routes 39, 62 and 75 in honor of the Bi-Centennial, and

WHEREAS, the Town Board also wishes to obtain a "Collins Town Hall" sign for the Town Hall of similar coloring and design, and

WHEREAS, the Town obtained three quotes for four "Welcome Town of Collins" signs and one "Collins Town Hall" sign as follows:

Sign Language Inc.	\$ 8,537.50
TW Signs LLC	\$ 9,345.00
Visual Impact Signs	\$10,850.00

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves the purchase of four "Welcome Town of Collins" road signs and one "Collins Town Hall" sign from Sign Language Inc, 6491 Route 20A, Perry, NY 14530 at a cost of \$8,537.50 and that the cost be paid from the Town of Collins 2020 Budget Line A7550.420 Bi-Centennial.

7. Resolution needed to set the date for a public hearing on the 2021 Community Development Block Grant (CDBG) eligible projects

RESOLUTION # 172: **SET DATE FOR PUBLIC HEARING ON 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE PROJECTS**

Motion made by Councilman Hotnich, seconded by Councilman Sion to set a public hearing on October 5, 2020 at 7:30 pm to discuss 2021 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 **October 5, 2020 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 September 30, 2020.

8. Discussion on setting dates for budget meetings – the next budget workshop will be held on Wednesday October 23, 2020 at 2:00PM.

9. Discussion on the fall/winter recreation program and the Little Einstein's program status

Scott Martindale wants to open the building October 1<sup>st</sup> for the Seniors programs. He has masks, thermometer, sanitizer and trace forms. The gym would be at 33% capacity (25) and while exercising, the masks can be removed. The only equipment to be used will be the chairs and they will be sanitized. Two dining rooms will be set up for the soup and sandwich luncheons and serve up to 12 people in each room.

Fall and winter recreation program information will be put up on the website that the programs have not been forgotten about and more information is to come after discussion.

The Little Einstein's program plans to start up next Monday. We have not received their insurance certificate yet.

Thomas Siegle reported Wilson Road is starting to breakup. It was suggested he contact Legislator John Mill to get it fixed.

With no further business, on a motion of Councilman Sion seconded by Councilman Hotnich the meeting was adjourned at 8:43 pm.

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Becky Jo Summers, Town Clerk

A 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 23<sup>rd</sup> day of September 2020.

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

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

Resolution # 173: **AGENDA APPROVAL**

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

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

New Business

1. Resolution to amend town board resolution #166 of September 14, 2020

Resolution #174: **AMEND TOWN BOARD RESOLUTION #166 OF SEPTEMBER 14, 2020**

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

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

WHEREAS, Town Board Resolution #166 of September 14, 2020 contains erroneous figures which the Board wishes to correct.

NOW, THEREFORE BE IT RESOLVED, that Resolution #166 of September 14, 2020 be correct to read as follows:

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 2021 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 \$19,239.78 plus Administration Fee of \$7,695.96 totaling \$26,935.74 be included in the 2021 tax warrant, and authorizes the Supervisor to sign the "Letter of Authorization" to Erie County.

2. Resolution needed to approve payment for purchase of Deltaweld 350 230/460V Mig Welder

Resolution # 175: **APPROVE PAYMENT FOR PURCHASE OF DELTAWELD 350 230/460V MIG WELDER**

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

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

WHEREAS, at the September 14, 2020 Town Board Meeting the Board approved the purchase of a new Mig Welder for the Highway Department, and

WHEREAS, the welder has been ordered and payment must be made prior to delivery.

NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves payment in the amount of \$7,289.00 to Praxair Distribution, Inc. for the purchase of a new Deltaweld 350 230/460V Mig Welder.

3. Resolution needed to approve payment to National Fuel for installation of new gas meter and service line to the Collins Highway Barn

Resolution # 176: **APPROVE PAYMENT TO NATIONAL FUEL FOR INSTALLATION OF NEW GAS METER AND SERVICE LINE TO THE COLLINS HIGHWAY BARN**

Motion by Councilman Hotnich seconded by Councilman McLean that the following resolution is:

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

WHEREAS, the Electrical Upgrades Project at the Collins Highway Barn requires the installation of a new gas meter and service line.

NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves payment in the amount of \$7,158.10 to National Fuel for the installation of a new gas meter and service line to the Collins Highway Barn.

Councilman Hotnich brought up that several towns have town cell phones for the Highway Superintendent. When Pete Waterman is on vacation, he gets interrupted by calls for the highway. A highway town cell phone can be passed on to the deputy when the superintendent is away. Councilman Stelley suggest checking into the cost of three cell phones for highway, transfer station and the court.

Councilman McLean brought up the town historian will be off work for awhile and it would be good to have an assistant.

Resolution to appoint historian assistant

Resolution # 177: **APPOINT A VOLUNTEER ASSISTANT TO THE TOWN HISTORIAN**

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

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

WHEREAS, the Town Historian Douglas Martindale is on an extended medical leave, and

WHEREAS, the Town requires work to continue in preparation for the 2021 Bi-Centennial.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board appoint Candance Termer as Volunteer Assistant to the Town Historian Douglas Martindale while he is on extended medical leave.

#### Budget Workshop

Highway wages are up, a lot was left the same for next year, CHPS, Pave NY and Winter Recovery are all down approximately 20%, State aid will decrease and drainage on Buffalo Street will be looked into.

Transfer Station is looking for a new compactor with new concrete around it. Turn around time is about three months. Pete will get exact pricing.

DA Fund – bridges – the handrails on the Collins Center bridge needs work and he will get an estimate.

Parks – equipment is down \$14,000.00 and beautification ads will go out earlier in 2021.

Pete asked about the new building. The Supervisor stated the State Legislature has not acted on it yet.

It will take about 21 signs to put them up on roads coming into town.

The Court has not given their figures yet.

With no further business, on a motion of Councilman Hotnich seconded by Councilman Sion the meeting was adjourned at 3:58 pm.

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Becky Jo Summers, Town Clerk