

RESOLUTION: ACCEPT AUDITORS 2023 REPORT

WHEREAS, the Town has retained Drescher & Malecki, LLP to complete the annual financial audits, and

WHEREAS, Drescher & Malecki, LLP submitted their Financial Audit Report for 2023 and presented their findings to the Collins Town Board on July 8, 2024.

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, 2023, prepared by Drescher & Malecki, LLP.

RESOLUTION: ACCEPT TOWN JUSTICE 2023 AUDIT REPORT

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 Drescher & Malecki, LLP to audit the towns financial records, including those of the town justice.

NOW THEREFORE, BE IT RESOLVED that the Collins Town Board acknowledges that the records of Town Justice Colleen Kinnaird have been audited and that the Town Board hereby accepts the audit report for the year 2023, as prepared by Drescher & Malecki, LLP.

RESOLUTION: GRANT PERMISSION FOR ASSESSOR JENEEN HILL TO ATTEND THE NYS ASSESSORS ASSOCIATION ANNUAL CONFERENCE AND TRAINING SEMINAR

WHEREAS, the Assessor Jeneen Hill requests permission to attend the NYS Assessors Association Annual Conference and Training Seminar, and

WHEREAS, said Annual Conference will be held in Fairport, New York on September 23 – 26, 2024, and

WHEREAS, the Town Board recognizes that Assessor Hill's duties require 12 hours of continuing education yearly, and the importance of engaging in research and improve assessment technique and practice; and to advocate for legislative proposals relating to assessing and taxation; and the importance of cooperating with other agencies interested in the improvement of tax administration throughout New York State.

NOW THEREFORE BE IT RESOLVED, that the Board of the Town of Collins shall grant permission to Assessor Jeneen Hill to attend the NYS Assessors Association Conference and Training Seminar and that all the appropriate and reasonable expenses shall be reimbursed by the New York State Office of Real Property Tax Services with remaining training expense balance to be split between the Towns of Evans, Collins, and North Collins equally not to exceed \$400 per Town.

RESOLUTION: GRANT PERMISSION FOR ASSISTANT CODE ENFORCEMENT OFFICER JENEEN HILL TO ATTEND THE WESTERN SOUTHERN TIER BUILDING OFFICIAL ASSOCIATION ANNUAL CONFERENCE AND TRAINING

WHEREAS, the Assistant Code Enforcement Officer Jeneen Hill requests permission to attend the Western Southern Tier Building Official Association Annual Conference and Training, and

WHEREAS, said training will be held at the Chautauqua Harbor Hotel in Celeron, NY from September 11 – 13, 2024, and

WHEREAS, New York State requires 24-hours of continuing education each year for Code Enforcement Official Certification.

NOW THEREFORE BE IT RESOLVED, that the Board of the Town of Collins shall grant permission to Assistant Code Enforcement Officer Jeneen Hill, to attend said training and that all appropriate and reasonable expenses shall be paid by the Town of Collins, not to exceed \$200.

RESOLUTION: SET DATE FOR SPECIAL MEETING TO AWARD CONTRACT FOR TOWN OF COLLINS ROAD DRAINAGE PROJECT AND TO SET THE DATE FOR A PUBLIC HEARING ON THE DRAFT COMPREHENSIVE PLAN

Motion made by _____, seconded by _____ to conduct a Special Meeting of the Collins Town Board at 7:00 PM on August 19, 2024 to Award the Contract for the Town of Collins Road Drainage Project and to set the date for a Public Hearing on the Draft Comprehensive Plan.

RESOLUTION: ENTER INTO EXECUTIVE SESSION

Motion made by _____, seconded by _____ to interrupted this meeting to enter into an Executive Session to discuss the appointment of personnel, at _____ PM.

RESOLUTION: RETURN TO REGULAR SESSION

Motion made by _____, seconded by _____ to return to regular session at _____ PM.

RESOLUTION: CONFIRM MOTOR EQUIPMENT OPERATOR (MEO) NEW HIRE IN HIGHWAY DEPARTMENT

WHEREAS, a vacant MEO position exists in the Collins Highway Department due to the retirement of MEO Mark Hobson effective 08/06/2024, and

WHEREAS, Highway Superintendent Chris Gerling advertised for applicants to the position, reviewed the applicant's qualifications and decided to hire Joshua G Bushen effective Monday, 08/19/2024.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby reaffirms the Superintendent's hiring of Joshua G Bushen as a full-time MEO employee in the Town Highway Department at a salary of \$23.29 per hour during his probationary period, effective 08/19/2024.

RESOLUTION: CONFIRM PART-TIME HIGHWAY LABORER NEW HIRE IN HIGHWAY DEPARTMENT

WHEREAS, Highway Superintendent Chris Gerling has requested that the Collins Town Board approve the hiring of a fourth Part-Time laborer in the Highway Department, and

WHEREAS, it is necessary to have additional Part-Time help to call on during the winter months to assist with keeping roads open, during summer months of scheduled employee vacations and to assist with the transportation of materials collected at the Town's Transfer Station.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby reaffirms the Superintendent's hiring of Mark Hobson as a Part-Time Laborer in the Town Highway Department at a salary of \$20.10 per hour during his probationary period, effective August 13, 2024.

RESOLUTION: APPROVE 2024 BUDGET TRANSFERS AND MODIFICATIONS

Motion made by _____, seconded by _____ to approve the following 2024 Budget Transfers and Modifications.

Budget Transfers

From: A1990.400 Contingent	\$4,172.00
To: A1355.401 Assessor – Shared Service	\$4,172.00

From: SW3 8330.410 Water Purification Testing	\$ 282.00
To: SW3 8330.400 Water Purification - Contractual	\$ 282.00

From: H20 8540.240 Construction	\$ 79.00
To: H20 1420.200 Legal	\$ 79.00

Budget Modification – DB Fund

Appropriations

Increase Budget Line: DB 5130.400 Machinery - Contractual by \$24,069.30 from \$60,000.00 to \$84,069.30

Revenues

Increase Budget Line: DB 2680 Insurance Recoveries by \$24,069.30 from \$0.00 to \$24,069.30