

ANNUAL RESOLUTIONS 2024 - TOWN OF COLLINS

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 Justice to have not less than \$ 200,000.00, the positions of Town Clerk/ Tax Collector, Supervisor 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 Town Justice retain the amount of \$ 50.00 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 67 cents per mile.
11. Authorizing the Supervisor to invest Town Funds not immediately needed in Time Open Accounts (Certificates of Deposit) and in Interest-Bearing Accounts, to include New York Cooperative Liquid Assets Securities System (NYCLASS), 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 2024.
16. Designating the Dunkirk Observer as the Town's official paper and the Gowanda / Lakeshore Penny Saver and News and Springville Penny Saver as secondary publications.
17. Setting the salary of the elected Town Supervisor at \$ 40,844.65 annually plus an additional amount of \$1,500.00 to oversee the water department; totaling \$ 42,344.65.
18. That the appointed Deputy Supervisor serves at an additional \$ 1,000.00 annually.
19. Setting the salary of the appointed Secretary to the Supervisor at \$ 16.00 per hour.
20. Setting the salary of the four (4) elected Town Councilmembers at \$ 7,528.27 each annually.
21. Setting the salaries of the three Assessment Board of Review members at \$ 352.58 each annually.
22. Setting the salary of the Secretary for the Board of Assessment Review at \$ 206.00 annually.

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23. Setting the salary of James Musacchio as Attorney for the Town at \$ 14,404.26 annually.
24. Appointing Ronald Paluch as Town Emergency Manager and Anthony Paluch as Assistant Emergency Manager for 2024 at no salary.
25. Appointing Gene Degman as Code Enforcement Officer at \$ 10,180.87 annually.
26. Appointing Charles Siegle as temporary Building Safety Inspector until his replacement is hired and setting at \$ 6,994.17 annually prorated for time served in 2024.
27. Setting the salary of the elected Town Clerk at \$ 49,292.40 annually.
28. Setting the salary of the appointed Deputy Town Clerk at \$ 18.10 per hour.
29. Appointing Samantha Smith as Dog Control Officer and setting the salary at \$ 6,273.58 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 \$ 65,602.75 annually, plus an additional amount of \$ 2,000.00 for overseeing the transfer station and the parks department; totaling \$ 67,602.75.
32. Setting the salary of the experienced Highway Department workers (Motor Equipment Operators) as follows: Bryan Bylbie at \$ 24.46 per hour until February 13, 2024, when he shall receive a step increase to \$ 25.04 per hour; Mark Hobson at \$ 27.37 per hour; F. Howard Lamb at \$ 26.21 per hour until November 6, 2024, when he shall receive a step increase to \$ 26.79 per hour and Mark Mangano at \$ 27.37 per hour
33. Setting the salary of the Highway Department Automotive Mechanic at \$ 29.97 per hour.
34. That the appointed Deputy Highway Superintendent serves at an additional \$ 1,500.00 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 \$ 200.00 for safety boots / shoes allowance.
36. That the Highway Department Laborers be paid \$20.10 per hour (if not experienced, \$15.20 per hour for the first six months).
37. Appointing Candace Termer as Town Historian and setting the salary at \$ 250.94 annually.
38. Setting the salary of the elected Town Justice at \$ 29,144.72 annually.
39. Appointing Dianna Evans as Clerk to the Town Justice and setting the salary at \$ 20.00 per hour.
40. Setting the salary of the Court Officer/Constable positions at \$ 18.10 per hour.
41. Appointing Courtney Aquila as Caretaker and setting the salary at \$ 18.10 per hour.
42. Appointing Dana Jolls as Maintenance Supervisor (Building and Grounds) and setting the salary at \$ 22.70 per hour.
43. Setting the salary of the five (5) Town of Collins Planning Board Members at \$ 984.95 each annually.
44. Appointing Thomas Siegle to the Planning Board for a five-year term to expire December 31, 2028.
45. Appointing Brian Martin as Chairman of the Planning Board at an additional \$ 600.00 annually.

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46. Setting the salary of the appointed Secretary of the Planning Board at \$ 31.38 per meeting.

47. Setting the salary of James Musacchio as Town Prosecutor at \$ 6,273.58 annually.
48. Setting the salary of the Registrar of Vital Statistics at \$ 695.57 annually.
49. Appointing the Deputy Town Clerk as Deputy Registrar of Vital Statistics at no salary.
50. Appointing Scott Martindale as Seniors Program Coordinator and setting the salary at \$ 20.56 per hour.
51. Appointing Patricia Tucker as the Seniors Program Assistant and setting the salary at \$ 17.41 per hour.
52. Appointing Samantha McMullen as Director of Recreation II (PT) and setting the salary at \$ 20.56 per hour, for the Summer and Winter Recreation programs.
53. Setting the salary of the Recreation Supervisor (PT) at \$ 17.41 per hour for the Summer and Winter Recreation programs.
54. Setting the salary of the Summer Beautification workers at \$ 17.20 per hour; and the Summer Recreation and Winter Youth Center workers at \$ 15.20 per hour.
55. Setting the salary of F. Howard Lamb, Park Crew Chief at \$ 26.21 until November 6, 2024 when he shall receive a step increase to \$ 26.79 per hour.
56. Appointing Donald Johnson, Kenneth Tyger and Joshua Porter as Transfer Station Attendants and setting the salary at \$ 18.10 per hour.
57. Setting the salary of the five (5) members of the Zoning Board of Appeals at \$ 154.50 each annually.
58. Appointing Brian Martin to the Zoning Board of Appeals for a five (5) year term to expire December 31, 2028.
59. Appointing Thomas Raymond as Chairman of the Zoning Board of Appeals at an additional \$ 100.00 annually.
60. Appointing Kimberly Nobles and Robert Gaylord as Trustees for the Town of Collins Public Library for five (5) year terms to expire December 31, 2028.
61. That the Tax Collector collect a \$ 1.00 surcharge for delinquent taxes for 2024 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 January 2, 2024

By THE COLLINS TOWN BOARD