**REGULAR MEETING TOWN OF COLLINS NOVEMBER 16, 2015** 1

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 the 16th day of November 2015.

Present: David Tessmer, Supervisor Mary Stelley, Councilman

 Mary Clark, Councilman Becky Jo Summers, Town Clerk Janet Vogtli, Councilman Peter Waterman, Highway Superintendent

 Kenneth Martin, Councilman James Musacchio, Attorney

Others Present: Dick Clark, Ted Walsh Springville Griffith Administrator; Sylvia Root Interim Superintendent SGI; Richard Westlund, reporter Gowanda Penny Saver News

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

Resolution # 243: **AGENDA APPROVAL**

Motion made by Councilman Stelley seconded by Councilman Vogtli to approve the agenda.

ADOPTED Aye 5 Vogtli, Martin, Stelley, Clark, Tessmer

 Nay 0

Resolution # 244: **MINUTES APPROVAL**

Motion made by Councilman Martin seconded by Councilman Stelley to approve the minutes of the November 2nd town board meeting.

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

Resolution # 245: **ABSTRACT APPROVAL**

Motion by Councilman Stelley seconded by Vogtli that the bills be paid on abstract # 20 for 2015 dated November 16, 2015 for listed vouchers # 832 – 875 for $ 71,424.10:

General – Townwide 22,104.28 Water District #1 27,798.88

General – Part Town 864.11 Water District #3 8,679.80

Highway 10,193.62 Water District #4 711.98

Special Lighting Fund 980.92 Total $ 71,424.10

Special Refuse 90.51

ADOPTED Aye 5 Vogtli, Martin, Stelley, Clark, Tessmer

 Nay 0

Presentation – Springville-Griffith

 Springville School Administrator Ted Welch and Interim Superintendent Sylvia Root went through the Proposed Capital Project covering needed repairs, renovations and upgrades to the district schools. December 10, 2015 is voter registration day with the vote being held on December 15, 2015.

Old Business

1. Discussion on supporting the termination of 1977 Sales Tax Agreement: not sure if any new formula will benefit the towns and wait and see who else does the supporting resolution.

2. Resolution to appoint Park Crew Chief

RESOLUTION # 246:  **APPOINT PARK CREW CHIEF**

Motion made by Supervisor Tessmer and seconded by Councilman Clark that the following is:

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

 WHEREAS, the Town of Collins maintains Town Parks and other properties, and

 WHEREAS, the existing Park Crew Chief (PT), who oversees the maintenance of properties and supervises the Summer Beautification program was recently hired as a Highway Department Motor Equipment Operator, and

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 WHEREAS, Rhiannon Starks, who has worked with the Beautification program for four years, is experienced with the maintenance program, and is highly recommended by her supervisors, and

 WHEREAS, it is in the best interest of the Town to promote from within when practical.

 NOW, THEREFORE BE IT RESOLVED, that the Collins Town Board approves the promotion of Rhiannon Starks to Park Crew Chief (PT), at an hourly rate of $14.00 per hour, effective November 17, 2015, and that snow removal be identified as one of the additional duties outlined in the job description for Park Crew Chief (PT) position.

This position is for up to 19½ hours per week and the cleaning position is also up to 19½ hours per week.

3. Resolution to purchase 2012 Pickup truck

RESOLUTION # 247:  **PURCHASE 2012 FORD F-350 PICKUP TRUCK**

Motion made by Supervisor Tessmer and seconded by Councilman Clark that the following is:

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

 WHEREAS, in May 2015, the Collins Town Board entered into an Agreement with the Village of Gowanda to provide the Operation and Maintenance of the Town’s Water Districts, and

 WHEREAS, the three Town water districts own a 2012 Ford F-350 pickup truck with plow – VIN 1FT8W3B65CEC12355, that is no longer needed by the Water Districts, and

 WHEREAS, the 2012 pickup truck has value for other purposes in the Town of Collins, and was appraised at $21,500.00.

 NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Collins approves the purchase of the 2012 Ford F-350 pickup truck with plow for $21,500.00 to be paid from 2015 Budget line A1620.470 in the amount of $10,750.00, and from 2015 Budget Line B7110.220 in the amount of $10,750.00, and that the water budgets be reimbursed as follows: SW1-2665 - $16,125.00, SW3-2665 - $4,945.00, and SW4-2665 - $430.00, and

 BE IT FURTHER RESOLVED, the Collins Town Board declares the 2009 Ford F-250 pickup truck – VIN 1FTSW21529EA70368, as surplus, and sent to the next available on-line or live auction, and the proceeds be divided equally between the B Fund and the three Water Districts.

New Business

1. Resolution to approve 2015 Budget Modifications

RESOLUTION # 248: **APPROVE 2015 BUDGET TRANSFERS**

Motion made by Supervisor Tessmer seconded by Councilman Martin to approve the following 2015 Budget Transfers and Modifications:

**A Fund:**

*Transfer From: Transfer To:*

A-1950.400 Contingency $2,127.08 A-7550.410 Celebrations – Liberty Fest $2,127.08

**B Fund:**

*Transfer From: Transfer To:*

B-7310.101 Youth Svcs – Rec Personnel $261.72 B-7310.404 Youth Svcs – Filed Trip $261.72

B-7110.100 Parks – Personal Svcs $1,321.19 B-7310.100 Youth Program – Beautif. $982.61

 B-7110.400 Parks Contractrural $338.58

**DB Fund:**

*Transfer From: Transfer To:*

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DB-5110.400 Hwy Part Town Contr’l $5,193.25 DB-5130.400 Hwy Mechanic Contr’l $5,193.25

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

2. Resolution to accept Supervisor’s report for October 2015

RESOLUTION # 249:  **ACCEPT OCTOBER 2015 SUPERVISORS REPORTS**

Motion made by Supervisor Tessmer and seconded by Councilman Clark to accept the Town of Collins Supervisor’s Report as submitted, for the month of October 2015.

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

3. Resolution to approve Change Order No. 1 for Park Playground Project

RESOLUTION # 250: **APPROVE CHANGE ORDER NO. 1 FOR COLLINS TOWN PARK PLAYGROUND PROJECT**

Motion made by Supervisor Tessmer and seconded by Councilman Vogtli that the following is:

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

 WHEREAS, during the preconstruction walk-through at the Collins Town Park playground site, it was determined that there is a drainage issue at the proposed playground and existing shelter site, and

 WHEREAS, it is our desire protect our assets and make the park safe and inviting to all who use it, and

 WHEREAS, William Schutt Associates recommends that drainage work be completed in conjunction with the playground installation.

 NOW THEREFORE BE IT RESOLVED, that the Collins Town Board approve Change Order Number 1 for the Collins Park Playground project contract by Game Time and its subcontractor Titan Development in the amount of $3,600.00, which includes a $900.00 credit for the Town to supply the stone, and authorize the Supervisor to notify the contractor.

4. Resolution to appoint Recreation Attendant

RESOLUTION # 251:  **HIRE RECREATION ATTENDANT FOR WINTER YOUTH PROGRAM**

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

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

 WHEREAS, the Town of Collins sponsors a Youth Program during the winter months, and

 WHEREAS, the Town wishes to fill the positions necessary to begin this program, and

 WHEREAS, the Town advertised for the positions of Recreation Supervisor and Recreation Attendant, and the Personnel Committee, along with the Recreation Director interviewed one additional applicant.

 NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Collins follow the recommendations of the interview committee, and hire the following additional applicant for 2015-2016 winter program, effective November 13, 2015, at $9.00 per hour, the rate for a new Recreation Attendant: Les Young

Executive Session – to discuss the employment history of a particular person/persons relating to the appointment, promotion, demotion, discipline or removal

RESOLUTION # 252: **ENTER INTO EXECUTIVE SESSION**

Motion made by Supervisor Tessmer seconded by Councilman Vogtli that the Board moves into **REGULAR MEETING TOWN OF COLLINS NOVEMBER 16, 2015** 4

an executive session at 7:55 PM to discuss the employment history of a particular person/persons relating to the appointment, promotion, demotion, discipline or removal.

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

RESOLUTION # 253**: RETURN TO REGULAR SESSION**

Motion made by Councilman Clark seconded by Councilman Martin that the Board returns to regular session at 8:37 PM.

ADOPTED Aye 5 Vogtli, Martin Stelley, Clark, Tessmer

 Nay 0

Workshop Topics

Water operations & maintenance update – outstanding issues covered included Collins and Gowanda handle administrative tasks differently; Gowanda has policies where they have charges for some repairs. Discussion covered how to merge forms used to streamline the process.

Jason Opferbeck went through our water code and found some items he would like to have addressed:

1. we do not have a Senior Water Operator as listed

2. there is no fee listed to turn water on or off (all fees have been taken out of our code book so they do have to be changed by formal action)

3. frozen meter charge of $60.00 is too low

4. eliminate water shut off fee but charge to turn the water on

5. could have a shut off fee for non-payment

 If water lines freeze Jason suggests the residents be told to contact a plumber first and we should put this on the website.

Mr. Opferbeck said they will plow the pump houses and he is working to get a bigger tank for the chlorine to be delivered in bulk.

 With no further business, on a motion of Councilman Clark Tessmer seconded by Councilman Vogtli the meeting was adjourned at 9:35 pm.

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 Becky Jo Summers, Town Clerk