

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 8th day of May 2023.

Present: Kenneth Martin, Supervisor James Hotnich, Councilman
Jacquelyn McLean, Councilman Becky Jo Summers, Town Clerk
Jane Sion, Councilman James Musacchio, Attorney 7:21pm
Mary Stelley, Councilman

Also Present: Candee Termer, David & Diane Gamel, Michael & Lynn Krencik

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

RESOLUTION #113: AGENDA APPROVAL

Motion made by Supervisor Martin and seconded by Councilman Sion that the agenda be accepted as presented.

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

RESOLUTION #114: MINUTES APPROVAL

Motion made by Councilman McLean, seconded by Councilman Hotnich to approve the minutes of the April 10th meeting.

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

Public Access

We have not heard anything regarding solar or windmills.

Reports of Department Heads and committees

Building and grounds last meeting report was gone through by Supervisor Martin.

Dog Control monthly report for April was submitted.

Recreation attendants were interviewed.

Town Clerk reported sales in April of \$ 9,310.25 with the Town's portion \$ 9,087.04. Supervisor Martin recognized the Town Clerk as last week was the Professional Municipal Clerks Week.

Water department report was handed out.

Attorney Musacchio arrived at 7:21 PM.

Board Reports

Councilman McLean attended the Liberty Fest and Building & Grounds meetings, did interviews for recreation, updated face book and the website and reviewed the vouchers.

Councilman Sion attended the Liberty Fest and Building & Grounds and NEST meetings and reviewed the vouchers.

Councilman Hotnich reviewed the vouchers.

Councilman Stelley did interviews for recreation.

Supervisor Martin reported Drescher & Malecki has the draft of our annual audit and will present it at the June meeting. The Erie County Legislature has passed a pilot ambulance service program that Collins will be included in. It will be a backup service. The new Erie County broadband will connect all of Erie County. The design is 99% completed. Attended the Association of Erie County Governments, Supervisor Forum and NEST meetings. A household hazardous drop off will be held in Elma at the highway building.

New Business

1. Resolution needed to approve hiring of 2023 summer recreational employees

RESOLUTION 115: **RESOLUTION NEEDED TO APPROVE HIRING OF 2023 SUMMER RECREATIONAL**

EMPLOYEES

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

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

WHEREAS, the Town of Collins sponsors a Summer Recreation program for the purpose of providing activities for the youth of our Town and to provide employment, and

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

WHEREAS, the Town advertised for the positions of Recreation Supervisor PT and Recreation Attendants and the Personnel Committee, along with the Recreation Director interviewed 16 of the 17 applicants responding to this ad.

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Collins follow the recommendations of the Personnel Committee and hire the following applicants for the 2023 summer program to run from Monday, July 10, 2023 through Friday, August 18, 2023.

Recreation Supervisor PT at \$16.41 per hour: Thomas McMullen

Recreation Attendants at \$14.20 per hour: Rebecca Alimonti, Cameron Nagel, Cecelia M. Young, Sara Gernatt, Quentin Centner, Josalyn Degenfelder, Mathias Arbeiter VI, Kailyn Farner, Faolan Quinn, Lauren Kelly, Madilyn Pawlak and Kaylee Corbin alternate.

2. Resolution needed to approve payment application No. 8 to Ehrhart Construction Services Inc. (Contractor) for the Cold Storage Building Project

RESOLUTION # 116: **APPROVE PAYMENT APPLICATIONS NO. 8 TO EHRHART CONSTRUCTION MANAGEMENT SERVICES INC (CONTRACTOR) FOR THE COLD STORAGE BUILDING PROJECT**

Motion made by Supervisor Martin, seconded by Councilman Sion, that the following is:

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

WHEREAS, the contractor for the Cold Storage Building Project, Ehrhart Construction Management Services Inc, has submitted progress payment application No. 8, 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. 8 in the amount of \$187,767.50, pending receipt of signed Payment Application and Certified Payrolls, and that the Collins Supervisor be authorized to sign the Application and Certification for Payment.

3. Resolution needed to authorize pre-payment of Town Employee registration to attend the June 8, 2023 Local Government Conference

RESOLUTION # 117: **AUTHORIZED PRE-PAYMENT OF TOWN EMPLOYEE REGISTRATIONS TO ATTEND 06/08/23 LOCAL GOVERNMENT CONFERENCE**

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

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

WHEREAS, the Town desires that its employees attend training sessions relative to their positions within the Town, and

WHEREAS. The 2023 Local Government Conference presented by the Southern Tier West Regional Planning & Development Board to be held on June 8, 2023, will be presenting training sessions relative to most Town positions.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby authorizes pre-payment of registration fees for Town employees wishing to attend the 2023 Local Government Conference.

4. Resolution needed to authorize Town of Collins to continue membership in the Erie County Community Development Block Grant Consortium (EC CDBG)

RESOLUTION #118: **TOWN OF COLLINS TO CONTINUE MEMBERSHIP IN THE ERIE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT CONSORTIUM**

Motion made by Supervisor Martin and seconded by Councilman Hotnich that the Town of Collins continue membership in the Erie County Community Development Block Grant Consortium for an additional three years (2024 through 2026).

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

5. Resolution needed to approve changes to the Employee Handbook

RESOLUTION # 119: **APPROVE CHANGES TO EMPLOYEE HANDBOOK**

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

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

WHEREAS, the Town Board desires to keep the Town Employee Handbook up to date to reflect policy changes made at the Town, State and Federal levels.

NOW THEREFORE BE IT RESOLVED, that the Collins Town Board hereby approves changes to the Town Employee Handbook effective May 8, 2023 to include: The newly adopted policy to expand the types of Paid Leave which will be included as time worked for the purposes of computing overtime/compensatory time, the newly adopted Medical Insurance Buy-Out Policy, wording to reflect use of cannabis products, revision of the Sexual Harassment and Discrimination Prevention Policy, update of the Organizational Communications Section, a new section on breaks for nursing mothers and a new policy to comply with the Federal Pregnant Workers Fairness Act.

6. Discussion - Village of Gowanda – Town of Collins 2024 – 2026 Water Maintenance Agreement
Supervisor Martin went through the proposed changes from the Village. All agreed with the changes. Councilman Hotnich suggested a flow test on all hydrants, which would have to be done from an outside firm.

Approval / Adoption of Abstract

Resolution # 112: **ABSTRACT APPROVAL**

Motion by Councilman McLean seconded by Councilman Sion that the bills be paid on abstract # 5 for 2023 dated May 8, 2023 for listed vouchers # 199 - 257 for \$ 296,192.76:

General – Townwide	17,880.00	Special Refuse Fund	2,891.53
General – Part Town	1,545.15	Water District # 1	17,947.30
Highway	35,585.59	Water District # 3	5,841.05
Highway Cold Storage	191,386.68	Water District #4	451.07
Rosenburg Fire District	21,810.00	Total	\$ 296,192.76
Special Lighting	854.39		

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

New Topics - Discussion and Comments

1. Inventory of refuse collectors in the Town of Collins – all are to be licensed in the town and pay a fee. We need a list of all those collectors.

2. Property maintenance program – non-mowing of grass Will give owners a two week notice to mow their grass. If not mowed, then go to the town to pass a resolution to have a company mow and the cost will be put to their property taxes. We should set the price and then put it out to bid.

With no further business, on a motion of Supervisor Martin seconded by Councilman Hotnich the meeting was adjourned at 8:13 PM.

Becky Jo Summers, Town Clerk