

THE ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS HELD ON WEDNESDAY, JANUARY 8, 2014, AT 7:00 PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.

PRESENT:	Supervisor	Rosaline A. Seege
	Councilmen:	Ellen M. Mathis Michael W. Perry Karen A. Ricotta John M. Tobia
	Town Clerk	Margaret J. Orrange
	Town Attorney	Richard Schaus
	Highway Supt.	David J. Winter
	Code Enforcement	Phil Tremblay

Item 1. Supervisor Seege called the meeting to order and led the Pledge to the Flag, and presented the following resolutions:

Item 2. **BE IT RESOLVED** that Richard Schaus is hereby retained as **ATTORNEY FOR THE TOWN** for the year beginning January 1, 2014, at an annual salary of \$12,000.00, paid monthly, Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried

Item 3. **TOWN PROSECUTOR.** **BE IT RESOLVED** that Richard Schaus is hereby retained as Town Prosecutor for the year beginning January 1, 2014, and paid monthly at the rate of \$150 per occasion. Moved: Ricotta. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried.

Item 4. **RULES OF PROCEDURE.** **BE IT RESOLVED** that the North Collins Town Board will conduct its business under the guidelines printed in the Association of Towns Publication "The Town Board". Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried.

Item 5. **ASSESSOR.** **BE IT RESOLVED** that the Town Board will address the issue of compensation of the Town of North Collins Assessor Jeanne Ebersole, at the next regularly scheduled meeting of the Town Board on February 12, 2014.

Moved: Tobia, Second: Mathis.

ROLL CALL: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried.

Item 6. **CODE ENFORCEMENT OFFICER.** **BE IT RESOLVED** that Phil Tremblay is hereby appointed as New York State Code Enforcement Officer and Building Inspector for the year beginning January 1, 2014 for the Town of North Collins, at an annual salary of \$10,247., paid monthly, and

FURTHER RESOLVED that said Code Enforcement Officer shall have all powers and duties designated by the North Collins Town Board, including those previously designated.

Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried.

Item 7. **TOWN HISTORIAN.** **BE IT RESOLVED** that Georgianne Bowman is hereby appointed as Town Historian, according to State Education Law, sec. 248, for the year beginning January 1, 2014, at an annual salary of \$2,100, paid monthly. Moved: Ricotta. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: Carried.

Item 8. **TOWN CLERK.** **BE IT RESOLVED** that the Town Clerk must present minutes of Town Board meetings clearly labeled as "Draft" until such time as the Town Board reviews and approves said minutes. Changes requested by the Town Board shall be incorporated by the Town Clerk in consecutively numbered drafts. Once reviewed and approved by the Town Board the "Draft" label shall be removed. Moved: Perry. Second: Tobia.

ROLL CALL: Ayes: Perry, Ricotta, Seege, Tobia. Noes: Mathis. Carried.

Item 9. **CLERK TO TOWN JUSTICE.** **BE IT RESOLVED THAT** Kathleen Myers is hereby appointed as Clerk to the Town Justices for the year beginning January 1, 2014, at an annual salary of \$8,214, paid monthly. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 10. **FIRE POLICE.** The following have been appointed as Fire Police for the year 2014:

North Collins: Captain Paul Lawton II, Aron J. Ayers, Keith Ayers, Paris Bottoni, Mark Budniewski, Michael T. Haley, Bryan J. Judson, Russell J. Judson, Cecil A. Lee, James Miller, David Schrader, James Simpson, Dominic Spicola, David Wilczynski, and Lawrence Wroblewski.

Langford-New Oregon: Captain Phil Glow, Ronald Geiger, Ralph Mertle, Lt. Nelson Winter, Ronald N. Schmitt and John Niedermeier Sr.

Lawtons: Captain Thomas Kehr, Scott Bacon, Wayne Bunnell, Norman Dotzler, James Fyock Jr. Paul Lawton, Cecil Lee, Curt Mancuso, Dwayne Morosey, John Schmit, Carl Muehlbauer, Elizabeth Muehlbauer, Raymond Preischel, Martin Schultz, Timothy Spierto, and Herbert Wittmeyer.

Item 11. **FIRE WARDENS.** BE IT RESOLVED that James Miller, District #1, Charles Hohman, District #2, and Carl Muehlbauer, District #3, are hereby appointed as Fire Wardens for the year beginning January 1, 2014, and

FURTHER RESOLVED that compensation of Fire Wardens is hereby fixed at the rate of \$8.00 per hour for time actually spent in extinguishing forest fires, and the rate of \$8.00 per hour for laborers for time actually spent in extinguishing forest fires. Moved: Tobia, Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 12. **SUPERINTENDENT OF FOREST FIRES.** BE IT RESOLVED that Langford-New Oregon Fire Chief Charles Hohman is hereby designated to act as Superintendent of Forest Fires in the absence of the Supervisor for the year beginning January 1, 2014, to serve without compensation. Moved: Ricotta. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 13. **PLANNING BOARD.** BE IT RESOLVED that Michael Drumm is hereby reappointed to a five year term on the Planning Board, to expire 12/31/2018. The secretary to the Planning Board is Alicia Jaworski, to be compensated at an hourly rate of \$13.00 per hour Moved: Perry. Second: Mathis. The Town Clerk has received a resignation from John Tobia, as Planning Board member and chairman. Mr. Schaus stated that the Planning Board appoints its own chair.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 14. **RECREATION BOARD.** Appointments to the seven year term on the RECREATION BOARD were tabled .

Item 15. **ZONING BOARD OF APPEALS.** Tabled.

Item 16. **LIBRARY BOARD.** BE IT RESOLVED that Patricia Dole replace Raymond Vanni as Trustee of the North Collins Library Board for the balance of his term that expires on 12/31/2016. Bonnie Noto and Jennifer Schiffman are reappointed trustees with terms that expire 12/31/2018.

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 17. **MILEAGE COMPENSATION.** BE IT RESOLVED that Town officials shall be compensated for the use of their personal vehicles for the required and necessary performance of their Town duties, at the rate of 56 cents per mile, such compensation claims to be submitted by proper voucher for audit by the Town Board. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 18. **BUDGET DIRECTOR.** BE IT RESOLVED that Rosaline Seege, as Budget Director for the year beginning January 1, 2014, shall be compensated by an annual salary of \$1,698, paid monthly. Moved: Tobia. Second: Ricotta..

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 19. **HIGHWAY SUPERINTENDENT.** BE IT RESOLVED that the Highway Superintendent, per Highway Law, sec. 142 (3) "must make a written inventory of all machinery, tools, and implements owned by the town, indicating each article and stating its value and the estimated cost of repairs thereof and deliver same to the Town Board on or before September 30 of each year, together with his recommendations as to machinery, etc. which should be purchased⁵⁵ and the probable cost thereof," and

FURTHER RESOLVED that the Highway Superintendent, per Town Law sec 27 (1) "must make a monthly report of receipts and disbursements to the supervisor, together with a remittance of the amount reported, within 15 after the close of each month, showing the sources and nature of the receipts and bearing the affidavit of the Town Superintendent of Highways."

This was tabled.

Item 20. **HIGHWAY HIRING.** BE IT RESOLVED that new hire employees of the Town Highway Department effective January 1, 2014, are hired at a probationary status for a period of 90 days. During such probationary period, the employee receives no employee benefits, and may be terminated at any time without cause, and

FURTHER RESOLVED that new hire employees are entitled to healthcare benefits after a period of six months from the date of hire at a 25% cost to the employee. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 21 **HIGHWAY QUALIFICATIONS.** BE IT RESOLVED that all motor equipment operators must have commercial driver (CDL) licenses. Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 22. **HIGHWAY SALARIES.** BE IT RESOLVED that compensation of employees of the Town of North Collins Highway Department, effective January 1, 2014, are to be paid at the following rates: Motor Equipment Operators per Hour Rate:

First year \$17.50, Second year \$19.43, Third year \$20.38, Fourth year: \$21.53

Laborer per Hour Rate: \$13.00 and

FURTHER RESOLVED that Eric Witt, has been appointed Deputy Superintendent of Highways, shall be compensated at the rate of \$21.53 per hour with an additional \$1 for the position of Deputy Superintendent for a total of \$22.53 per hour, and

FURTHER RESOLVED that any new Deputy Superintendents of Highways shall be appointed by the Superintendent of Highways from the current motor equipment operators, and shall be compensated at the rate of \$1 per hour above their current per hour rate of pay.

Moved: Ricotta. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 23. **HIGHWAY HOLIDAYS.** BE IT RESOLVED that the Town Highway Department employees shall be entitled to receive the following twelve paid holidays for the year 2014: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, and Christmas Day, and shall be entitled to receive wages at the regular rate prescribed for the classification of the week. Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 24. **HIGHWAY VACATIONS.** BE IT RESOLVED that effective January 1, 2014, Highway employees' anniversary dates are their dates of hire. Each Town Highway employee with one year of service shall be entitled to one week vacation. Each employee with three or more years of service, shall be entitled to two weeks vacation, each employee with ten years of service, shall be entitled to three weeks of vacation and each employee with 15 years of service shall be entitled to four weeks' vacation. All vacations must be used in the current year and cannot be carried over, and FURTHER RESOLVED that said vacations shall be subject to the general welfare of the public and approved by the Superintendent of Highways. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 25. **SICK LEAVE.** BE IT RESOLVED that each full-time employee of the Town of North Collins Highway Department with one full year of service, shall be entitled to 12 sick days each year, accumulated at the rate of one day per month, not to exceed 150 days, and

FURTHER RESOLVED that such employees are entitled to four personal leave days each year at the approval of the Highway Superintendent, and accumulated as sick time. Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 26. **OFFICIAL NEWSPAPER.** BE IT RESOLVED that "The Sun", Hamburg, NY is hereby

designated as the official newspaper of the Town of North Collins, and all official reports and all other papers required by law to be published shall be published therein, and the expense thereof shall be charged against the Town of North Collins, and

FURTHER RESOLVED that reports or official papers may also be published in supplemental newspapers or advertising media as provided by Sec. 64 of Town Law at the discretion of the Town Board. Moved: Ricotta. Second: Perry..

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 27. **PENNYSAVER NOTICES.** BE IT RESOLVED that a notice of all regular and special meetings and all public hearings held by the Town Board, shall be published in the "*Eden-North Collins Penny Saver*" and the cost of such publications shall become a proper charge of the Town of North Collins. Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 28. **HEALTHCARE.** BE IT RESOLVED that the Supervisor is hereby authorized and directed to pay the amount of the full cost of single policy Blue Cross insurance at \$261.93 per month for the full-time Highway employees Ray Fintak, Highway Superintendent David Winter, and Town Clerk Margaret Orrange and the full cost of Highway two person employee Francis Kohn at \$536.97 per month and family plan at \$727.49 month for Eric Witt. Coverage will remain in effect until March 31, 2014. Current benefits remain in effect.

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 29. **HEALTHCARE FOR RETIREES.** BE IT RESOLVED that all full time employees of the Town who retire with 30 (thirty) years of service to the Town shall receive paid health insurance with a cap of \$262 per single policy and \$537 for two person policy and \$728 per family policy with the inclusion of the Pro Flex amounts. This policy will be amended at a later date. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 30. **TOWN BOARD MEETINGS.** BE IT RESOLVED that the Town Board Meeting Schedule for 2014 shall be as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10, and that all meetings shall be held on the second Wednesday of each month at 7:00 PM, except that in the event such meeting day shall fall on a holiday, the meeting shall be held on the next business day following. All meetings shall take place in the Town Hall. Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 31. **DEPOSITORY.** BE IT RESOLVED that pursuant to Sub 2, Sec. 29 of Town Law, Community Bank, North Collins is hereby designated as the depository in which Supervisor Rosaline Seege shall deposit all of the monies received by her as Supervisor. Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 32. **DEPOSITORY FOR TAX COLLECTOR.** BE IT RESOLVED that Margaret J. Orrange, as Tax Collector for the Town of North Collins, shall deposit all sums of money received by her as tax collector, within 24 hours after receiving same, in Community Bank, North Collins as required by Sec. 35 of the Town Law. Such funds are to be turned over to Supervisor Rosaline Seege weekly. Moved: Ricotta. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 33. **PAYROLL.** BE IT RESOLVED that Computer Search Payroll Services is the provider of payroll services that include withholding for retirement and insurances, as well as, on the direction of employees, dispersing or crediting savings or checking to a direct deposit to any bank as designated by the employee as per Banking Law 96-b; General Municipal Law 93-d, Town Law 29 (3).

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 34. **RETIREMENT SYSTEM.** BE IT RESOLVED that the retirement coverage, now in

effect under the New York State Employees' Retirement System, be continued for Town officials.
Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 35. **POLLING PLACES.** According to Federal HAVA law, the Erie County Board of Elections will select the Polling Places for 2014.

BE IT RESOLVED that the Town enter into a lease with Erie County Board of Elections for use of the Senior Center for Primary and Election days at the rate established by Erie County. Moved: Ricotta. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 36. **DOG CONTROL OFFICER.** BE IT RESOLVED that Jeanne Ebersole is hereby appointed as Dog Control Officer for the Town of North Collins for the year 2014, to be compensated by the annual salary of \$5,737.20, paid monthly, and Robert Ebersole is hereby appointed as Deputy Dog Control Officer for the year 2014, without compensation.

Moved: Tobia. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 37. **DIRECTOR OF RECREATION.** BE IT RESOLVED that Rozalin Warren is hereby appointed to the position of **Director of Recreation** for the year 2014 to be compensated by an annual salary of \$6,322.05, paid monthly,

Moved: Ricotta. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Resolution to hire an Assistant Recreation Director was tabled. Moved: Ricotta. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Compensation for Summer Day Camp personnel shall be determined by Rozalin Warren. Fees for day camp shall be determined at the February Town Board meeting.

Councilman Ricotta moved to table. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 38. **PARKS.** BE IT RESOLVED that the Parks Committee shall consist of Susan Alessi, Charles Alessi, Kathleen Mecca, John Tobia, Ellen Mathis, Karen Ricotta, Michael Perry, and other interested residents.

Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 39. **PARK MAINTENANCE.** BE IT RESOLVED that Highway Superintendent David Winter will receive \$5,000 compensation in increments for the period April 1 through October 31, 2014 for directing his staff for general maintenance of the parks including mowing the grass, watering the flowers, collecting and disposing of garbage, etc. and maintaining the baseball diamonds and making ready for individual games. Any additional maintenance or purchases above and beyond the general maintenance duties listed must be approved by the Town Board.

Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 40. **FIRE CONTRACTS.** BE IT RESOLVED that the contracts for Fire Protection for the year 2014 with the Langford-New Oregon and Lawtons Volunteer Companies and with the Village of North Collins are hereby approved by the Town Board for the amounts of \$60,100.00, \$60,100.00, and \$30,050.00 plus \$10,000 for the Village portion of Helmuth Dispatch, respectively, and shall be executed by Supervisor Seege. Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 41. **FUEL PURCHASES.** BE IT RESOLVED that David J. Winter, Supt. of Highways, is hereby authorized and directed to purchase gasoline and diesel fuel through the State Department of Standardization and Purchase. Moved: Mathis. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 42. **DISASTER PREPAREDNESS COORDINATOR.** BE IT RESOLVED that Carl R.58 Muehlbauer is hereby appointed as Town Coordinator of Disaster Preparedness for the year 2014, to be compensated by an annual salary of \$2,625.00. and paid monthly. Moved: Tobia. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 43. **JUROR COMPENSATION.** BE IT RESOLVED that Town of North Collins full-time employees summoned for jury duty shall be compensated at the New York State mandated rate of \$40 per day for days 1, 2, and 3. Moved: Ricotta. Second: Perry.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 44. **SUPERVISOR'S BOOKKEEPER.** WHEREAS Agnes Parks has been appointed as Supervisor's Bookkeeper for the year 2014 by Supervisor Seege,
BE IT RESOLVED that she shall be compensated by an annual salary of \$14,607.60, paid bi-weekly. Moved: Perry. Second: Mathis.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 45. **MAINTENANCE STAFF.** BE IT RESOLVED that Supervisor Rosaline Seege shall have the responsibility for the hiring and firing of cleaning and maintenance personnel, with compensation to be paid at the rate of \$9 per hour for new hires and \$9.45 per hour for existing personnel, to be paid bi-weekly. Moved: Mathis. Second: Tobia.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 46. **HIRING SUBCONTRACT WORK.** BE IT RESOLVED that Supervisor Rosaline Seege shall have the authority to hire subcontractors for emergencies related to the Town buildings, not to exceed \$1,500. per incident. Any amount above \$1,500 would require Town Board approval, and
FURTHER RESOLVED that all subcontractors that are hired by the Town must provide a certificate of insurance for liability and compensation naming the Town as additionally insured prior to starting any work. . Moved: Tobia. Second: Ricotta
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 47. **DEPUTY TOWN CLERK.** WHEREAS the Town Clerk has named Heidi Kibler as Deputy Town Clerk for the year 2014,
BE IT RESOLVED that the Deputy Town Clerk shall be compensated at the rate of \$13.00 per hour, paid bi-weekly. Moved: Perry. Second: Mathis.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 48. **CONSTABULARY.** BE IT RESOLVED that the Constabulary as previously established, be continued, and that Glenn Kerwin, Richard Cooper, Phil Tremblay, Ray Ashton, and Reid Smith be appointed as Constables at an hourly rate of \$13.77 per hour, submitted on voucher and paid on payroll. Moved: Ricotta. Second: Perry.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 49. **SUPERVISOR'S ADMINISTRATIVE ASSISTANT.** BE IT RESOLVED that a part-time administrative assistant for the Supervisor's office shall be hired at a rate of \$11.00 to \$13.00 per hour, depending on experience. This position shall not exceed 20 hours per week. A budget line has already been established for this position.
Moved to table: Perry. Second: Mathis. Mr. Tobia requested a list of duties for this position prior to approval.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

Item 50. **HELMUTH FIRE DISPATCH.** BE IT RESOLVED that the North Collins Town Board as lead agency for the Helmuth Fire Dispatch appoints Jordan Griffin as Helmuth Coordinator at a salary of \$300 bi-weekly and Michael Birtchnel is appointed as head dispatcher at the rate of \$14. per hour and sets the salaries of dispatchers at \$11.55 per hour. Helmuth Bookkeeper will be Agnes Parks with an annual salary of \$1,500 to be paid monthly.
Moved: Tobia. Second: Ricotta.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 51. **WEBSITE.** BE IT RESOLVED that Agnes Parks is appointed as the Town representative contact person for the Town of North Collins' website.
Moved: Mathis. Second: Ricotta.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

**Item 52. CASH MANAGEMENT AND INVESTMENT POLICIES.
RESOLUTION ESTABLISHING CASH MANAGEMENT AND INVESTMENT
POLICIES AND PROCEDURES**

WHEREAS, the Office of the Comptroller of the State of New York has determined that an investment policy of a local government is meant to minimize risks, to ensure a competitive rate of return, and to ensure that investments mature when the cash is required to finance operations; therefore,

BE IT RESOLVED that the Town Board of the Town of North Collins hereby authorizes Supervisor Seege to invest all funds, including general funds (fire protection district funds, highway moneys) not obligated or required for immediate expenditure, proceeds of obligation and reserve funds in:

a. Savings account/certificates of deposit issued by the following banks or trust companies authorized to do business in New York State, to wit, Community Bank, North Collins, and Key Bank, Eden, NY

b. Obligations of New York State

c. Obligations of the United States Government.

Said investments are to be payable or redeemable at the option of the Chief Fiscal Officer of the Town within such times as the proceeds may be needed to meet expenditures for which moneys were provided.

BE IT FURTHER RESOLVED that other Town officials receiving money in their official capacity must deposit funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL

a. Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies, the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town or a custodial bank with which the Town has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit.

Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the *Wall Street Journal* or as quoted by another recognized pricing service.

b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.

2. WRITTEN CONTRACTS

a. Written contracts shall be required for the purchase of all certificates of deposit.

b. A written contract shall be required with the custodial bank.

3. ACCOUNTS

The Town Board of the Town of North Collins, at its annual meeting, shall designate the custodial bank(s) for accounts of the Supervisor and the Town Clerk/Tax Collector.

4. FINANCIAL STRENGTH OF CUSTODIAL BANK AND TRADING PARTNERS

All trading partners must be creditworthy. Their financial statements must be reviewed at least annually by the Chief Fiscal Officer of the Town to determine satisfactory financial strength.

5. OPERATIONS, AUDIT AND REPORTING

The Chief Fiscal Officer of the Town shall authorize the purchase and sale of all certificates on behalf of the town.

The Town Board of the Town of North Collins shall review and approve the annual investment report within 120 days of the end of the fiscal year.

The provisions of these investment guidelines shall take effect prospectively and shall not invalidate the prior selection of the custodial bank or prior investment.

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

Item 53. BE IT RESOLVED that the North Collins Town Board continues the **WORKPLACE VIOLENCE POLICY AND SEXUAL HARASSMENT POLICY** as previously adopted. 60

Moved: Tobia. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

Item 54. **SALARIES.** BE IT RESOLVED that the following salaries are set for the Town officials for the year 2014, to be paid monthly:

Supervisor:	\$18,635.00	Town Justices (2)	\$10,434.00 each
Deputy Supervisor	\$1,126.00		
Highway Supt:	\$47,290.00		
Councilmen (4)	\$5,464.00 each	Town Clerk:	\$41,192.00

Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

Item 55. **DEPUTY SUPERVISOR RESPONSIBILITIES.** The Deputy Supervisor shall be required to be present at the Town Hall during day business hours for at least four hours a week unless on vacation and available in the evening when the supervisor is unavailable for evening hours. Other responsibilities are at the direction of the Supervisor.

Moved to table: Mathis. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 56. **ANNUAL AUDITS.** BE IT RESOLVED that the CPA firm FreedMaxick will conduct 2014 annual audits of the Supervisor, Town Clerk and Justice Court. Fees for the Supervisor audit will be \$7,500. Fees for the Town Clerk and Justice Court audits will be \$1,800.

Moved: Seege. Second: Ricotta.

ROLL CALL: Ayes: Perry, Ricotta, Seege, Tobia. Noes: Mathis. Carried

Item 57. **ANNUAL UPDATE DOCUMENT (AUD).** BE IT RESOLVED that the CPA firm FreedMaxick will complete the AUD for the year 2013 at a fee of \$1,200.

Moved: Mathis. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 58. **COUNCILMANIC APPOINTMENTS.** The following appointments are made by Supervisor Seege for the year 2014:

Supervisor Seege: Helmuth Advisory Board, Association of Erie County Governments Representative, Assessor, Public Safety Coordinator, Marriage Officer, Southtowns Rural Preservation Company, Parks and Buildings.

Councilman Ricotta: Justice Court, Town Clerk (Records retention and destruction), Senior Citizens, Marriage Officer.

Councilman Perry: Deputy Supervisor, Highway Department Liaison, Erie County Water Consortium, Southtowns Enhancement, Emergency Squad, Street Lighting, Building Maintenance and repair, Lawtons Fire Company.

Councilman Tobia: Planning Board, Zoning Board of Appeals, School Board, Recreation Department, Langford-New Oregon Fire Company, Marriage Officer.

Councilman Mathis: Library, Veterans' Groups, Flags, Northeast Southtowns Solid Waste Management Board, Recycling & Garbage, North Collins Fire Company.

Item 59. **MARRIAGE OFFICERS.** BE IT RESOLVED that Councilmen Karen Ricotta and John Tobia are hereby appointed to four-year terms as Marriage Officers for the Town of North Collins.

Moved: Seege. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 60. Ms. Ricotta moved to adjourn the Organizational Meeting at 8:45PM. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

Respectfully submitted,

Margaret J. Orrange
North Collins Town Clerk

THE REGULAR MONTHLY MEETING OF THE NORTH COLLINS TOWN BOARD WAS HELD ON WEDNESDAY, JANUARY 8, 2014, AT 9:00PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.

PRESENT:	Supervisor	Rosaline A. Seege
	Councilmen:	Ellen M. Mathis Michael W. Perry Karen A. Ricotta John M. Tobia
	Town Clerk	Margaret J. Orrange
	Town Attorney	Richard Schaus
	Highway Supt.	David J. Winter

ABSENT:	Code Enforcement	Phil Tremblay
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Item 1. **MINUTES.** Mrs. Seege requested that approval of the Minutes of the November and December 2013 meetings be tabled. Moved: Mathis. Second: Perry.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried

DEPARTMENTAL REPORTS

Item 2. **RECREATION DIRECTOR** Rozalin Warren presented the Recreation Report. The after school program is now charging a minimal fee and staff are paid \$8 per hour.

Item 3. **LIBRARY BOARD** President Susan Alessi reported that the new director has been installed and new programs planned.

Item 4. **SUPERVISOR’S REPORT.** BE IT RESOLVED that the Town Board accepts the Supervisor’s Monthly Report for December 2013 and files it with the Town Clerk. Moved: Perry. Second: Mathis.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 5. **ASSOCIATION OF TOWNS.** Mrs. Seege presented and moved:
 BE IT RESOLVED that the following are authorized to attend the Association of Towns School for Officials, in New York City from February 16-19, 2014: Supervisor Seege, all Councilmen, Town Clerk, Highway Superintendent, Town Justices, and Town Attorney. Second: Mathis.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

BE IT RESOLVED that Supervisor Rosaline A. Seege is hereby appointed as Town of North Collins delegate to the Association of Towns Conference. Second: Ricotta.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

HEARING OF VISITORS. None wished to be heard at this time.

COUNCILMEN

Item 6. Mr. Perry noted that he was hosting the February meeting of the Southtowns Community Enhancement group.
 There is a drainage problem and he will obtain quotes for connecting the sump pump in the Town Hall to the storm drain. Attorney Schaus noted that this was a hazard and requested:
 BE IT RESOLVED that Councilman Perry obtain three quotes to properly drain the Town Hall sump pump into the storm sewer. Moved: Tobia. Second: Mathis.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.
 Mr. Schaus stated that the sidewalk repair was the Town’s responsibility.

Item 7. Councilman Ricotta has not received building keys from the Supervisor, and would like to order Town Law, Town Clerk, and Highway Superintendent manuals from Association of Towns for all Town Board members. She moved:
 BE IT RESOLVED that Councilman Ricotta is authorized to order a set of manuals from Association of Towns for Town Board members. Second: Tobia.
 ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 8. Councilman Tobia has received about 100 completed planning surveys and the Planning Board secretary is compiling the results. He would like to see a plan for 2014.

Item 9. Councilman Mathis presented and moved:

Whereas the North Collins Town Clerk is required, by law, to attend all meetings of the Town Board, act as Clerk thereof, and keep a complete and accurate record of the proceedings of each Town Board Meeting and of all propositions adopted pursuant to law;

THEREFORE BE IT RESOLVED THAT the Town Clerk, as of this day, January 8, 2014, will be seated on the same level as the Town Board from this day forward. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 10. **HIGHWAY SUPERINTENDENT.** Mr. Winter reported that his department has installed high prismatic coverings on all highway signs to improve visibility. He is working with the County and State DOT's as a showplace for this.

A mishap occurred at the Highway Garage and a door needs to be replaced. The insurance adjuster and contractor are working together. There will be a new overhead door with a small door beside it.

The Department has used a lot of materials and overtime due to recent snowstorms.

Mr. Winter requested that an Executive Session be held.

Item 11. **TOWN CLERK.**

Mrs. Orrange received the notice of the Southern Tier West Annual training School to be held on May 7. They are soliciting suggestions for meeting topics. Mr. Schaus suggested the problem of "Fracking as a Zoning Issue."

She explained that Senior Citizens' Casino trips are not paid at Town expense, and are open to non-members and non-residents. Only Town residents are allowed on the Town-funded trips.

Mrs. Orrange received the annual Dog Control Officer Inspection Report and Municipal Shelter Inspection report from NYS Agriculture and Markets and all were "Satisfactory".

The Town Clerk's Monthly Report for December 2013 was given and filed with the Supervisor with a check for \$302.23. She submitted her Annual Report for 2013 and requested:

BE IT RESOLVED that the Town Board has received and accepted the **Town Clerk's Annual Report for 2013.** Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 12. **BOARD OF ASSESSMENT REVIEW.** Mary Ann Gabel's term on the Board of Assessment Review expired on September 30, 2013. Mrs. Orrange has contacted her and she agrees to continue serving.

BE IT RESOLVED that Mary Ann Gabel is reappointed to a five-year term on the Board of Assessment Review, to expire 9/30/18. Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 13. **TOWN ATTORNEY** Mr. Schaus presented the following agreements:

BE IT RESOLVED that Supervisor Seege is authorized to sign:

1) Agreement with **North Collins Emergency Squad** for the year 2014, with compensation of \$50,000. to be paid by April 15, 2014, for ambulance and paramedic services to the Town..

Moved: Perry. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

The Fire contracts have already been approved.

2) Annual Contract with the Town's Historical Society for Historical services for \$300.

Moved: Seege. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

NEW BUSINESS

Item 14. **PHONE SYSTEM.** Mrs. Seege explained problems with her phone messages and stated her need for a phone system. She presented a quote for \$8,000. for a system she prefers. Mr. Schaus stated that two quotes are required for such a purchase.

BE IT RESOLVED that purchase of a phone system be tabled.

Moved: Seege. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 15. **TOWN CODE UPDATE.** Ms. Ricotta moved:

BE IT RESOLVED that the Town Board authorizes Supervisor Seege to contract with General Code Publishers for the Town code update for \$11,179 and

FURTHER RESOLVED that \$11,179 shall be transferred from Contingency A8686.4 to an account to be set up by the Supervisor. Moved: Ricotta. Second: Tobia.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 16. **AUDIT OF BILLS.** BE IT RESOLVED that payroll for Glenn Kerwin and the following claims, as set forth in 2013 Abstract #13 and 2014 Abstract #1 were approved for payment by the Town Board:

December 2013 Abstract #13:

A:	#889-897,911,916-917	\$3,347.34
B:	#912	350.70
DA:	#898-905,913,918-921	4,554.34
DB:	#906-910,914,922-923	12,277.06
SR:	#915	<u>12,109.94</u>
	TOTAL:	\$32,639.38

January 2014 Abstract #1

A:	#1-3,5-6	\$ 764.38
B:	#4	<u>250.00</u>

TOTALS: 1,567.43

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 17. **EXECUTIVE SESSION.** Mrs. Seege moved to enter into an Executive Session at 10:25 PM to discuss the employment history of a particular person. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 18. Mr. Perry moved to return to Regular Session at 10:40PM. Second: Ricotta.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 19. **ADJOURNMENT.** Motion to adjourn at 10:40PM by Perry. Second: Mathis.

Respectfully submitted,

Margaret J. Orrange
North Collins Town Clerk

THE NORTH COLLINS TOWN BOARD HELD A SPECIAL EMERGENCY MEETING FOR THE PURPOSE OF SETTING THE ASSESSOR'S SALARY FOR 2014 ON SATURDAY, JANUARY 18, 2014 AT 10:00 AM IN THE NORTH COLLINS TOWN HALL.

PRESENT:	Supervisor	Rosaline A. Seege
	Councilmen:	Ellen M. Mathis
		Michael W. Perry
		Karen A. Ricotta
		John M. Tobia
Town Clerk	Margaret J. Orrange	
Highway Supt.	David J. Winter	

Item 1. Supervisor Seege called the meeting to order and led the Pledge to the Flag, and presented the following resolutions:

Item 2. **ASSESSOR SALARY.** BE IT RESOLVED that Jeanne Ebersole, as Appointed Town Assessor, shall be paid an annual salary of \$22,500, paid on bi-weekly payroll.

Moved: Perry. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

BE IT RESOLVED that the Town Board creates Account A1355.1 and transfers \$22,500 from A1355.4 to A1355.1. Moved; Seege. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.
Mrs. Seege will generate a manual check for January payment.

Item 3. Mrs. Orrange inquired about when the Supervisor would authorize the County to print the Tax bills. Mrs. Seege will finalize the figures for the bills and deliver them to the Clerk within the week.

Item 4. Judge Stevens inquired about why he had not been given a chance to respond to the Audit Report for 2011 and 2012 from FreedMaxick. He had received the draft copies in October and was unaware that he was able to respond at that time. He would like his response included when the final reports are posted on the website. He will file his response with the Town Clerk.

Item 5. Mr. Winter requested:

BE IT RESOLVED that Highway Superintendent David J. Winter is hereby authorized to attend the State Highway Association "Advocacy Day" in Albany in March. Moved: Seege. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 6. Mr. Perry moved to adjourn at 10:45AM. Second: Mathis.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Respectfully submitted,

Margaret J. Orrange
North Collins Town Clerk

THE NORTH COLLINS TOWN BOARD HELD A WORK SESSION ON TUESDAY, JANUARY 28, 2014 AT 6:15 PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.

PRESENT:	Supervisor	Rosaline A. Seege
	Councilmen:	Ellen M. Mathis
		Michael W. Perry
		Karen A. Ricotta
		John M. Tobia
		David J. Winter
Highway Supt.		

No actions were taken at this meeting, however, Mrs. Seege moved to close the regular session and enter into Executive Session at 7:50PM for the purpose of discussing the employment history of a particular person or employee of the town. Second: Perry.

ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Motion for close the Executive Session and adjourn at 9:55PM.: Seege. Second:

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