

THE ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS TABLED UNTIL ON TUESDAY, JANUARY 20, 2015, AT 5:00 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

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, 2015, at an annual salary of \$12,000.00, paid monthly.. 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, 2015, and paid monthly at the rate of \$150 per occasion. Second: Perry.

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". Second: Mathis.

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

Item 5. **ASSESSOR.** BE IT RESOLVED that Jeanne Ebersole is hereby retained as **Town Assessor** for the town of North Collins for a six year term beginning October 1, 2013 and ending September 30, 2019, and

FURTHER RESOLVED that she shall be compensated by an annual salary of \$25,000 paid bi-weekly. 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, 2015 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 and

FURTHER RESOLVED that he shall be required to electronically submit a monthly report..

Second: Tobia.

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, 2015, 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. **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, 2015, at an annual salary of \$8,214, paid monthly. Second: Perry.

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

Item 9. **FIRE POLICE.** The following have been appointed as **Fire Police for the year 2015:**

North Collins: Captain Paul E. Lawton, Paris Bottoni, Cecil A. Lee, and Louis LiVecchi.

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

Lawtons: Captain Thomas Kehr, Scott Bacon, Norman Dotzler, James Fyock Jr. Curt Mancuso, Dwayne Morosey, John Schmit, Carl Muehlbauer, Martin Schultz, Timothy Spierito, Herbert

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Wittmeyer, Mark Lisowski, and Michael Lisowski.

Item 10. **FIRE WARDENS.** BE IT RESOLVED that James Miller, District #1, Charles Hohman, District #2, and John Schmit, District #3, are hereby appointed as **Fire Wardens** for the year beginning January 1, 2015, and

FURTHER RESOLVED that compensation of Fire Wardens is hereby fixed at the rate of \$8.75 per hour for time actually spent in extinguishing forest fires, and the rate of \$8.75 per hour for laborers for time actually spent in extinguishing forest fires. Second: Mathis.

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

Item 11. **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, 2015, to serve without compensation. Second: Mathis.

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

Item 12. **PLANNING BOARD SECRETARY.** BE IT RESOLVED that the secretary to the Planning and Zoning Boards is Alicia Jaworski, to be compensated at an hourly rate of \$13.00 per hour, submitted on a time sheet and approved by her immediate supervisor. Second: Ricotta.

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

Item 13. **RECREATION LEADER.** BE IT RESOLVED that Jan Mathis is hereby appointed as **Recreation Department Leader** for the year beginning January 1, 2015, and an annual salary of \$6,322.25, paid monthly. Second: Perry.

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

Item 14. BE IT RESOLVED that Stephen Sheehy is appointed to the position of **Assistant Recreation Leader**, for the year 2015, with an annual salary of \$3,150, paid monthly. Second: Tobia.

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

Item 15. **AFTER-SCHOOL PROGRAM.** BE IT RESOLVED that Terry Blidy and Kathy Pratt are hereby appointed as supervisors of the After-school program, at salaries of \$12.50 per hour and \$10. per hour, respectively, and

FURTHER RESOLVED that the after-school helpers, Christine Blidy, Kyle Cataldo, Mary Fera, Jade Gier, Brittney Ketterer, Elizabeth Kibler, Ian Loretto, Kylie Mathis, Elizabeth Novoa, Carly Richardson, Kyle Sherman, James Walters, Sharon Woronowski, and Amelia Wroblewski will be compensated at the rate of \$8.75 per hour. Second: Tobia.

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

Summer program employees will be determined at a later date.

Item 16. **LIBRARY BOARD.** BE IT RESOLVED that Sarah Friedrich replace Patricia Ricotta as Trustee of the North Collins Library Board for the balance of her term and that Susan Alessi be reappointed as trustee, to terms that expire 12/31/2018. Second: Perry.

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 **57.5** cents per mile, such compensation claims to be submitted on proper voucher for audit by the Town Board. Second: Ricotta.

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, 2015, shall be compensated by an annual salary of \$1,698, paid monthly. Second: Perry.

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

Item 19. **HIGHWAY HIRING.** BE IT RESOLVED that new hire employees of the Town¹⁰³ Highway Department effective January 1, 2015, 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

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90 days from the date of hire at a 25% cost to the employee. Second: Ricotta.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 20 **HIGHWAY QUALIFICATIONS.** BE IT RESOLVED that all motor equipment operators must have commercial driver (CDL) licenses prior to the hire date. Second: Mathis.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 21. **HIGHWAY SALARIES.** BE IT RESOLVED that compensation of employees of the Town of North Collins Highway Department, effective January 1, 2015, 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, who 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. Second: Perry.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 22. **HIGHWAY HOLIDAYS.** BE IT RESOLVED that the Town Highway Department employees shall be entitled to receive the following twelve paid holidays for the year 2015: 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. Second: Mathis.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 23. **HIGHWAY VACATIONS.** BE IT RESOLVED that effective January 1, 2015, 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. Second: Ricotta.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 24. **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. Second: Perry.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 25. **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. Second: Perry..
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 26. **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. Second: Tobia.
ROLL CALL: Ayes: Mathis, Perry, Ricotta, Seege, Tobia. Noes: 0. Carried.

Item 27. **HEALTHCARE.** BE IT RESOLVED that the Supervisor is hereby authorized and

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directed to pay the amount of the full cost of single policy Blue Cross insurance at \$389.25 per month for the full-time Highway employees Ray Fintak and Highway Superintendent David Winter and the family plan at \$1109.37 per month for Eric Witt. Coverage will remain in effect until March 31, 2015. Alternate coverage for the remainder of the year will be determined at the Board meeting scheduled for February 11, 2015 and

FURTHER RESOLVED THAT THE Pro-Flex deductible plan, health reimbursement fund, provides \$1500 for single and \$3000 for two person plans, and \$3000 for family plans which must be used during the insurance effective dates May 1 to April 30 of each year. Any balances will be lost but upon renewal, the amounts will be reissued. Second: Tobia.

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

Item 28. **HEALTHCARE FOR RETIREES PRIOR TO 2014.** 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 \$537 for Peter Loretto, Jr., paid directly to the Village of North Collins. Second: Perry.

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

Item 29. **EMPLOYER MEDICAL ADVANTAGE FOR CURRENT RETIREES.**

BE IT RESOLVED that retirees 65+ policy Forever Blue 799 effective October 1, 2014, expires September 30, 2015, at \$172 per month for all retirees, excluding town retiree on the Village policy prior to 2014, and

FURTHER RESOLVED that Donna Winter-Kohn, wife of Francis Kohn, premium of \$389.25 is paid through the accumulated sick time from Francis' retirement. Pro-Flex is not applicable after May 2015, and

FURTHER RESOLVED that the Town will reimburse the actual Social Security deduction, paid monthly on voucher for Francis Kohn and Margaret Orrange. Second: Ricotta.

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

Item 30. **TOWN BOARD MEETINGS.** BE IT RESOLVED that the Town Board Meeting Schedule for 2015 shall be as follows: January 14, February 11, March 11, April 8, May 13, June 10, July 15, August 12, September 9, October 14, November 12, December 9, 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. Second: Perry.

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. Second: Tobia.

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, in Community Bank, North Collins as required by Sec. 35 of the Town Law. Second: Mathis.

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).Second: Perry.

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

Ms. Ricotta would like to see the monthly cost of this service included on the Supervisor's Monthly Report.

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 Town¹⁰⁵ officials. 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

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Elections will select the Polling Places for 2015.

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. Second: Mathis.

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 2015, to be compensated by the annual salary of \$6,000. paid bi-weekly, and Robert Ebersole is hereby appointed as **Deputy Dog Control Officer** for the year 2015, without compensation., and FURTHER RESOLVED she shall submit a monthly electronic report to the Village and Town, and attend a quarterly Town Board meeting.

Moved: Tobia. Second: Mathis.

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

Item 37. **PARKS.** BE IT RESOLVED that the **Parks Committee** shall consist of Susan Alessi, Charles Alessi, and other interested residents.

Second: Ricotta.

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

Item 38. **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, 2015 for directing his staff for general maintenance of the parks including mowing the grass, watering the flowers, collecting and disposing of garbage, etc. and initial preparation of the baseball diamonds.. Any additional maintenance or purchases above and beyond the general maintenance duties listed must be approved by the Town Board. Second: Mathis.

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

Mrs. Mathis will prepare a notice regarding ball diamond maintenance.

Item 39. **FIRE CONTRACTS.** BE IT RESOLVED that the contracts for Fire Protection for the year 2015 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 respectively, and shall be executed by Supervisor Seege. Second: Ricotta.

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

Item 40. **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. Second: Perry.

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

Item 41. **DISASTER PREPAREDNESS COORDINATOR.** BE IT RESOLVED that Carl R. Muehlbauer is hereby appointed as **Town Coordinator of Disaster Preparedness** for the year 2015, to be compensated by an annual salary of \$2,625.00. and paid monthly. Second: Perry.

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

Item 42. **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. Second: Mathis.

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

Item 43. **SUPERVISOR'S BOOKKEEPER.** WHEREAS Agnes Parks has been appointed as Supervisor's Bookkeeper for the year 201 by Supervisor Seege, and Genee Giroux will fill the position when Mrs. Parks takes a two month leave of absence,

BE IT RESOLVED that compensation for Bookkeeper shall be by an annual salary of \$14,610, paid bi-weekly. Second: Mathis.

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

Item 44. **MAINTENANCE STAFF.** BE IT RESOLVED that the Town Board shall have the

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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 after their one-year anniversary, to be paid bi-weekly. Second: Mathis.

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

Item 45. **HIRING SUBCONTRACT WORK.** BE IT RESOLVED that Supervisor Rosaline Seege and Deputy Supervisor Perry 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. All requirements listed in the policy must be provided prior to starting work. . Second: Mathis

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

Item 46. **DEPUTY TOWN CLERK.** WHEREAS the Town Clerk has named Heidi Kibler as **Deputy Town Clerk** for the year 2015,

BE IT RESOLVED that the **Deputy Town Clerk** shall be compensated at the rate of \$15.00 per hour, paid bi-weekly, retroactive to January 1, 2015. Second: Mathis.

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

Item 47. **CONSTABULARY.** BE IT RESOLVED that the Constabulary as previously established, be continued, and that Glenn Kerwin, Richard Cooper, Phil Tremblay, Donald Badaszewski, Greg Leone, and Reid Smith be appointed as Constables at an hourly rate of \$13.77 per hour, submitted on voucher and paid on payroll, and they shall have all the duties of the Constabulary as previously established. Second: Mathis.

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

Item 48. **WEBSITE.** BE IT RESOLVED that Margaret Orrange is appointed as the representative contact person for the Town of North Collins' website.

Second: Ricotta.

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

**Item 49. 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.

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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. Second: Mathis.

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

Item 50. BE IT RESOLVED that the North Collins Town Board continues the **WORKPLACE VIOLENCE POLICY AND SEXUAL HARASSMENT POLICY** as previously adopted.

Second: Perry. (See end).

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

Item 51. **SALARIES.** BE IT RESOLVED that the following salaries are set for the Town officials for the year 2015, 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

Second: Mathis.

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

Item 52. **ANNUAL UPDATE DOCUMENT (AUD).** BE IT RESOLVED that the CPA firm FreedMaxick will complete the AUD for the year 2014 at a fee not to exceed \$3,000.

Second: Ricotta.

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

Item 53. **ASSOCIATION OF TOWNS TRAINING.** BE IT RESOLVED that all elected officials may attend the training in New York City from February 15-18, 2015, and

FURTHER RESOLVED that Town Clerk Orrange will file the designation of Supervisor Rosaline Seege as voting delegate. Second: Tobia.

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

Item 54. BE IT RESOLVED that Ronald Conklin is hereby hired as **Town Building Maintenance**

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Person at \$13. per hour, paid bi-weekly, with work orders to be directed by Mr. Perry or Mrs. Seege.
Second: Mathis.

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

Item 55. BE IT RESOLVED that the signed contracts with Jerry Hidy for quarterly maintenance of the heating and air conditioning systems at the Town Hall, Senior Center and Library, shall continue at the same rates of \$1200, \$680, and \$1040, respectively for 2015. Second: Tobia.

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

Item 56. BE IT RESOLVED that once the bills have been signed off by Board members and approved for payment at the Town Board Meeting, they MUST be paid within five business days. The completed bills, check stubs, etc MUST be returned to the Town Clerk no later than 6 business days after the Town Board Meeting. If an approved bill cannot be paid within this time frame, the Board Members MUST be notified via e-mail within those 5 business days, stating the specific reason for the delay, and

FURTHER RESOLVED that all bills, as well as all unsigned checks are not to leave the Town Hall.
Second: Mathis.

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

Item 57. BE IT RESOLVED that all vendors earning above \$600 annually, prior to providing a service or job must submit a W-9, and

FURTHER RESOLVED that for vendors that do not submit W-9's prior to payment, payment will not be mailed until proper documentation is received by the Supervisor's Office. Second: Mathis.

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

Item 58. **CONTRACTS.** Mrs. Seege presented and moved:

1) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the **North Collins Emergency Squad, Inc.** for the sum of \$50,000 is hereby approved and shall be executed by the Town Supervisor. Second: Ricotta.

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

2) BE IT RESOLVED THAT THE 2015 ANNUAL CONTRACT BETWEEN THE Town of North Collins and the **Langford-New Oregon Volunteer Fire Company**, in the amount of \$60,100 is hereby approved and shall be executed by the Town Supervisor. Second: Tobia.

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

3) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the **Lawtons Volunteer Fire Company** in the amount of \$60,100 is hereby approved and shall be executed by the Town Supervisor. Second: Perry.

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

4) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the **Village of North Collins and the North Collins Volunteer Fire Company** in the amount of \$30,050. is hereby approved and shall be executed by the Town Supervisor. Second: Perry.

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

5) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the **North Collins Historical Society, Inc.** in the amount of \$300 is hereby approved and shall be executed by the Town Supervisor. Second: Perry.

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

6) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the **Village of North Collins for Police Services** with the Village Police Department in the amount of \$30,000.00 is hereby approved and shall be executed by the Town Supervisor. Second: Ricotta

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

7) BE IT RESOLVED that the 2015 annual contract between the Town of North Collins and the Village of North Collins for the provision of **dog control services** in the amount of \$1,200.00 is hereby approved and shall be executed by the Town Supervisor. Second: Perry.

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

Item 59. **COUNCILMANIC APPOINTMENTS.** The following appointments are made by

**NORTH COLLINS TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 20, 2015**

Supervisor Seege for the year 2015:

Supervisor Seege:, Association of Erie County Governments Representative, Assessor, Public Safety Coordinator, Marriage Officer.

Councilman Ricotta: Justice Court, Town Clerk (Records retention and destruction), Senior Citizens, Dog Control, 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, 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, Parks and Buildings Scheduling, Zoning Board of Appeals.

Item 60. Mrs. Seege has billed the Town of Collins for the final quarter of the Helmuth Dispatch. The "After School" employees were not paid on December 31 because their time sheets were not received in time.

Item 61. **ADJOURNMENT.** Mrs. Seege moved to adjourn the Organizational Meeting at 6:50PM. Second: Mathis.

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

Respectfully submitted,

Margaret J. Orrange
North Collins Town Clerk

TOWN OF NORTH COLLINS WORKPLACE VIOLENCE PREVENTION POLICY

The Town of North Collins is committed to the safety and security of all Town employees and Officials. Workplace violence represents a serious occupational safety hazard to Town employees and Officials. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on Town of North Collins property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as any person relating to town Business and shall comply with all policies, procedures and program requirements and for assisting and maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law 27b and 12 NYCRR Part 800.6. The goal of this Town Policy is to promote the safety and well-being of all people in the Town workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Town of North Collins has identified appropriate response personnel as indicated below.

All Town of North Collins employees are responsible for notifying the contact person below of any violent workplace incidents, threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received.

Designated Contact Persons:

A report of any violent workplace incidents, threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received shall be immediately reported to: The Town Supervisor, The Superintendent of Highways and/or the Town Clerk.

Adopted 8/12/2009