

**THE REGULAR MONTHLY MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS HELD ON WEDNESDAY, JANUARY 14, 2015, AT 7:00PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.**

<b>PRESENT:</b>	Supervisor	Rosaline A. Seege
	Councilmen:	Ellen M. Mathis
		Michael W. Perry
		Karen A. Ricotta
		John Tobia, Jr.
	Town Clerk	Margaret J. Orrange
	Highway Superintendent	David J. Winter
	Town Attorney	Richard M. Schaus
	Code Officer	Phil Tremblay

Item 1. Supervisor Seege called the meeting to order and led the Pledge to the Flag, followed by a Moment of Silence for former Town Supervisor Stanley F. Tezyk, who recently passed away.

Item 2. Mrs. Mathis noted that the Town Board had requested a week's notice of the Organizational Meeting agenda, and since it had not been made available, she moved: BE IT RESOLVED that the ANNUAL Organizational meeting be tabled until Tuesday, January 20, 2015 at 5:00PM. Second: Ricotta.

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

Item 3. Since it was deemed necessary for the operation of government, Mrs. Seege offered the following resolutions:

BE IT RESOLVED that Richard M. Schaus is hereby retained as **Attorney for the Town** for the year beginning January 1, 2015, at an annual salary of \$12,000, paid monthly. Second: Ricotta.

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

Item 4. BE IT RESOLVED that Richard M. Schaus is hereby retained as **Town Prosecutor** for the year beginning January 1, 2015, paid monthly at the rate of \$150 per occasion.

Second: Perry.

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

Item 5. 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 that he be required to electronically submit monthly reports.

Second: Tobia.

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

Item 6. 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., Seege, Tobia. Motion carried.

#### **DEPARTMENTAL REPORTS**

Item 7. **CODE ENFORCEMENT OFFICER.** Mr. Tremblay presented his **Annual Report of Building Permits issued during 2014.**

Mr. Tremblay questioned the charge for a customer intending to install three small receivers on an existing cell tower. Mr. Schaus stated that the fee for installation of all antennae and any related equipment should be \$500 each.

Item 8. **LIBRARY** Board President Susan Alessi explained that the paper recycling box had been emptied, but that a new company has taken possession. No financial returns are being made at this time, but papers are still being accepted.

**PARKS COMMITTEE.** Mrs. Alessi explained that most of their goals for the parks had been accomplished this year, as well as some extras.

Item 9. **RECREATION DIRECTOR** Jan Mathis submitted a list of current and proposed activities. He would like to have snow tubing at Fricano Park and has scheduled a 5k race on June 6 at New Oregon Park for “Team Georgie”.

Item 10. **HISTORIAN** Georgianne Bowman presented her monthly and annual reports and requested:

BE IT RESOLVED that the Town Board accepts **Historian Bowman’s Annual Report for 2014** and directs her to file same with the State Education Department. Moved: Seege. Second: Perry.

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

BE IT RESOLVED that Historian Bowman is authorized to attend the annual conference of APHNYS in April in Corning, New York, at Town expense. Moved: Seege. Second: Mathis.

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

### **HEARING OF VISITORS**

Item 11. Mr. Perry presented a “Hometown Hero” plaque from the Town Board to his wife, Denise, honoring her for assisting at the delivery of a baby at a Buffalo Firehouse during November’s crippling snowstorm.

Item 12. Resident James Lint is working with Mr. Tobia on the **Veterans’ Memorial Committee**, and would like to begin advertising for members.

Item 13. **MINUTES.** Mrs. Seege moved to approve the **December Minutes** as previously presented. Second: Perry.

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

Item 14. **SUPERVISOR’S REPORT.** Mrs. Seege presented:

1) BE IT RESOLVED that the Town Board accepts the **Supervisor’s Monthly Report for December 2014.** Moved: Perry. Second: Tobia.

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

2) Letter from Blue Cross/Blue Shield regarding their delay in billing. The Town’s policies are in place.

3) Letter of intent from accounting firm Freed/Maxick for completion of the AUD report for 2014 at a cost of \$1800, plus expenses.

4) The internet band width is not adequate for the proposed phone system. Mr. Tobia moved:

BE IT RESOLVED that the Town Board authorizes expansion of the bandwidth from Time Warner Cable for \$199 per month to 30 mgs. Second: Seege.

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

### **COUNCILMEN REPORTS**

Item 15. Mr. Perry reported that the dispatch has been successfully switched from the Helmuth system to the Town of Evans system. Evans Chief Masullo would like the 532-3131 number transferred permanently to Evans. Mrs. Seege moved:

BE IT RESOLVED that Supervisor Seege will obtain a quote for transferring the Helmuth phone to Evans, and if the Town of Evans agrees, the Helmuth fund will pay for the transfer, but the Town of Evans will pay the monthly charge thereafter. Second: Perry.

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

Mr. Perry thanked Ms. Ricotta for her assistance with the Helmuth transfer. Some equipment still remains at the site, but will be transferred later.

Mr. Perry commended the DCO for quick action on a complaint about a neglected frozen dog.

Item 16. Ms. Ricotta requested that the Supervisor assign Board members to perform the required audits of the Town Clerk and Town Justices.

The Assessor will be attending two upcoming training classes.

The State ORPS will adjust the cost for the updated assessment software based on a previous overpayment.

Item 17. Ms. Ricotta presented and moved:

1) BE IT RESOLVED that payment for the Blue Cross policy for Peter Loretto be paid to the Village by the fifteenth of each month. Second: Mathis.

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

2) It has been determined that the Town of Collins still owes payment for their last quarter of Helmuth dispatch. They have requested an invoice for this payment. Mrs. Seege will check.

3) Ms. Ricotta would like the hallway wall painted and a display of plaques for "Hometown Heroes" hung.

4) Ms. Ricotta inquired about problems with the December payroll and inquired about how the payroll company was paid, since there are no bills for this service. Mrs. Seege explained that the charge is deducted from each payroll. Ms. Ricotta requested that the Board be provided this information monthly. Jeanne Ebersole would like to receive separate payroll checks for her two positions, since there has been some confusion.

5) Ms. Ricotta would like to see consequences added to the Town's Procurement Policy. Mr. Schaus will look into this.

Item 18. Mrs. Mathis inquired about the proposed Town hall alarm system and moved:

BE IT RESOLVED that the Town Board discontinues the current alarm system, as it is not being used. Second: Ricotta.

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

Mrs. Seege will notify the company.

Item 19. Mr. Tobia presented:

BE IT RESOLVED that the Town Board creates the position of **School Representative** for a High School student to sit as a non-voting member of the Town Board for the school year. Second: Perry.

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

The School/Village/Town Advisory Board plans to raise funds to install an electronic bulletin board on High School grounds, for \$55,000 with a five year service guarantee.

Item 20. BE IT RESOLVED that the Town Board approves allotment of up to \$900 from the Recreation account A7310.4 to hire Damon Brown to conduct a basketball clinic for grade 6 – 12 students. Second: Mathis.

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

Item 21. The Planning Board will be holding a public meeting regarding the Community surveys.

Item 22. **TOWN ATTORNEY REPORT.** Mr. Schaus presented 7 approved contracts for the Supervisor's signature.

Village Trustee Brenda Bauer-Petrus inquired about the Helmuth Dispatch files. They are now in the possession of the Town of North Collins. Ms. Ricotta and Richard Williams will create an inventory list.

Item 23 **TOWN CLERK REPORT.** Mrs. Orrange reported:

1) **Town Clerk's Annual Report for 2014** submitted to the Town Board.

2) BE IT RESOLVED that the Town Clerk is authorized to apply for New York State Archives funding on behalf of Schoolhouse #8 for video records.

Moved: Ricotta. Second: Mathis.

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

3). The Town Clerk's office is working on Tax Bills.

4) Two Junk yard permit applications have been sent.

5) The American Legion presented its \$1 annual rent, given to the Supervisor.

6) **Town Clerk Monthly Report for December** submitted to the Supervisor with a check for \$278.

Item 24. **HIGHWAY SUPERINTENDENT'S REPORT.** Mr. Winter reported:

1) **Agreement to Spend Highway funds** signed by Town Board members to be filed with the Town Clerk.

- 2) He is reviewing the Highway insurance policies to update current values on equipment.
- 3) Voucher for rock salt, received after the deadline, which needs to be paid.
- 4) Bill for Materials for Repairs to the Mack Truck needs to be paid from 2014 funds. These were purchased from a "sole source supplier".

5) The Applewood Road culvert project will be done soon, and he requested:  
 BE IT RESOLVED that the Superintendent Winter is authorized to purchase approximately \$20,000 worth of culvert pipe from State bidding requirements. Moved: Perry. Second: Mathis.

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

**AUDIT OF BILLS**

Item 25. Mr. Perry moved:

BE IT RESOLVED that payroll for Glenn Kerwin and the following claims, as set forth in Abstract #13 for 2014 are approved for payment by the Town Board:

Split by Supervisor after meeting into December 2014 claims paid in December, on **Abstract #13.**

A:	#789-795,797,799-800,802-804	\$47,199.49
B:	#789,796,798	13,400.10
DB:	#789,802-804	31,173.05
SM:	#789,791,801	<u>8,619.70</u>
	TOTALS:	\$100,392.34

Split by Supervisor into those claims incurred in December, paid in January 2015, on **Abstract #15.**

A:	#806-811,812-816,823,837,841-844	\$5,821.59
B:	#817-822,838	1,111.13
DA:	824-828,839	3,143.55
DB:	829-834,845	20,705.73
SM:	805,836,846	<u>456.05</u>
		\$31,238.05

**TOTAL OF APPROVED CLAIMS FOR 2014: \$131,630.39**

Second: Ricotta.

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

Item 26. BE IT RESOLVED that the following claims, as set forth in **Abstract #1 for 2015** have been audited and are approved for payment by the Town Board:

A:	#1-9, 15, 16, 20	\$6,002.00
B:	#10-12,17	715.00
DA:	#13	480.00
DB:	#14,19	3,554.06
SR:	18	<u>12,747.42</u>
TOTAL:		\$23,518.48

Moved: Ricotta. Second: Seege.

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

Item 27. ADJOURNMENT. Motion to adjourn at 9:45PM by Seege. Second: Mathis. Carried.

Respectfully submitted,

Margaret J. Orrange  
 North Collins Town Clerk