

THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS HELD ON TUESDAY, MARCH 10TH, 2020, AT 8:30PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.

PRESENT:	Supervisor	John Tobia
	Councilmen:	Ellen M. Mathis
		Michael W. Perry
		Peter Robbins - Excused
		William Moritz
	Town Clerk	Lynn M. DiVincenzo
Town Attorney	Richard Schaus - Excused	
Highway Supt.	David J. Winter - Excused	

Item 1. Supervisor John Tobia called the meeting to order and led the Pledge to the Flag, and prayer.

Discussion took place in regards to what will be needed for the Town Clerk and Town Bookkeeper to work from home during the COVID-19 shut down. Two log-me-in accounts are about \$300.00 each for two laptops, one for the Bookkeeper and one for the Town Clerk. The Town Bookkeeper will need a Verizon WIFI for internet use. The Town Clerk has internet and WIFI at her house.

Crystal Cocca, Bookkeeper, also stated that she will look into a fogger like the one the North Collins School District has for disinfecting purposes.

Item 2.

MOVED John Tobia:

BE IT RESOLVED, The North Collins Town Board approves the Town Bookkeeper and Town Clerk to purchase two log-me-in accounts, and two laptops to ensure the town is up and running through the COVID-19 shut down.

SECONDED: Michael Perry

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

Item 12. **ADJOURNMENT.**

MOTION to adjourn at 8:40pm by Ellen Mathis .

SECONDED: William Moritz. Carried.

Respectfully Submitted By,

Lynn DiVincenzo
Town Clerk

THE REGULAR MONTHLY MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS HELD ON WEDNESDAY, MARCH 18TH, 2020, AT 7:00PM IN THE NORTH COLLINS TOWN HALL, 10569 MAIN STREET, NORTH COLLINS, NEW YORK.

PRESENT:	Supervisor	John Tobia
	Councilmen:	Ellen M. Mathis - EXCUSED Michael W. Perry Peter Robbins William Moritz - EXCUSED
	Town Clerk	Lynn M. DiVincenzo
	Town Attorney	Richard Schaus
	Highway Supt.	David J. Winter

Item 1. Supervisor John Tobia called the meeting to order and led the Pledge to the Flag, and prayer.

Supervisor John Tobia called a State of Emergency on Tuesday, March 17th, 2020 at 11am. The Town of North Collins has one confirmed COVID-19 case at this time. The Community Center is closed except for the Red Cross Blood Drive, which will be held on Thursday, March 19th.

Item 2. Approved the FEBRUARY 2020 meeting minutes, as previously presented.
MOVED Mike Perry
SECONDED: Peter Robbins
ROLL CALL: Ayes: Robbins, Tobia, Perry. Noes: 0. Motion carried.

AUDIT OF BILLS

Item 3.

MOVED Peter Robbins:
BE IT RESOLVED that the following claims, as set forth in Abstract #3 and in the amount of \$91,081.70 are approved for payment by the Town Board:
A#99,100,101,102,103,105,107,109,110,111,112,114,115,117,118,120,121,122,123,124,125,126,127,128,131,132,133,136,137,138,139,141,142,143,144,145,146,147,161,162,166,167,168,169,170,172
B# 101,103,108,113,116,123,135,141,142,172,
DA# 136,149,150,151,152,153,154,155,163,
DB# 104,105,106,156,157,158,159,160,164,165,170,171,
SF# 130,140,140,
SR# 119
SW#134

SECONDED: Mike Perry
ROLL CALL: Ayes: Robbins, Tobia, Perry. Noes 0. Motion carried.

Item 4. **VISITOR:**
Judge Ricotta reported that courts are cancelled until May 15th.

Item 5. **HIGHWAY:** Everything is going well and getting things done.

Item 6. **CODE ENFORCEMENT OFFICER:** Nothing

LIBRARY: Library closed until further notice

HISTORIAN:

MOVED Mike Perry:
BE IT RESOLVED, The North Collins Town Board approves the 2019 Historian annual report and instructs the historian to file with the State.
SECONDED: Peter Robbins
ROLL CALL: Ayes: Robbins, Tobia, Perry. Noes 0. Motion carried.

RECREATION: All activities have been cancelled due to the COVID-19 shut down.

MOVED John Tobia:

BE IT RESOLVED, The North Collins Town Board approves the North Collins Recreation to move forward with Forte Credit Card Company on the North Collins Recreation web page. The North Collins Recreation will not incur any charges; all charges will go to the customer.

SECONDED: Peter Robbins

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

Item 8, **COUNCILMEN**

Moritz – Excused

Robbins – All good

Perry – Fixed a hot water tank and fixed a leak at the EMS building

Mathis – Excused

Item 9. **SUPERVISOR:**

MOTION by Mike Perry, seconded by Peter Robbins, to accept the Supervisors report for February 2020. Carried

Item 9. **TOWN CLERK:**

Monthly Town Clerks Report: Total Revenues \$7916.00, Dog \$51.00 DEC \$23.62 Marriage, Supervisors \$ 7941.38

Dog Control submitted report for village and town.

Everything has been cancelled at the community center except for the blood drive.

Garbage is scheduled for Friday.

Item 10. **ATTORNEY:** Richard Schaus, in regards to the Lawtons Water Project, explained that we are saving \$7,500.00 if we go with the Muller water meters. It does not have to go out to bid. People at the county and engineer level verbally stated that this is good.

RESOLUTIONS:

MOVED John Tobia:

BE IT RESOLVED, the North Collins Town Board hereby authorizes MDA Consulting Engineers, PLLC, to put out to bid the Bid Documents & Technical Specifications for the Lawtons Water District Contract No. 1 dated January 13, 2020 and revised February 25, 2020, with the following tentative schedule to award said Contract: March 20, 2020 - Authorize Advertisement for Bids; April 1, 2020 at 10:00 a.m. at North Collins Town Hall – Pre-Construction Bid Meeting; April 17, 2020 at 7:30 p.m. - Public Bid Opening at monthly meeting of the Town Board; April 22, 2020 @ 7:00 p.m.

Contract to be awarded at a special Town Board Meeting at 7:00 p.m.

SECONDED: Peter Robbins

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

MOVED John Tobia:

BE IT RESOLVED, the North Collins Town Board approves a special meeting on April 17th at 7:00pm for bid opening and one on April 22nd at 7pm to award the bid for Lawton's Water and instructs the Town Clerk to advertise the meeting in the Dunkirk Observer.

SECONDED: Peter Robbins

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

MOVED John Tobia:

**Resolution for Lawtons Water District
Purchase of Water Meters & Radios**

WHEREAS, the Lawtons Water Project is proceeding to the bid and construction phase;
and

WHEREAS, the town's engineer (MDA Consulting Engineers, PLLC is recommending to the Town Board that it should purchase the water meters, radios and reading equipment for the Lawtons Water District at a reduced cost; and

WHEREAS, the town's engineer has recommended that the town standardize the meters

and meter reading system with the same systems used by the Village of North Collins in order to provided for standardization and to allow for potential shared services in the future between the Village and the Town; and

WHEREAS, the desired meters (Muller meters) are available through a sole source, being EJ Prescott, Inc. (EJP), who is currently providing reduced pricing on the meters, radios and reading equipment when purchased together; and

WHEREAS, the reduced promotional pricing will result in a cost savings to the town of approximately \$7,500 if ordered before March 31, 2020;

NOW THEREFORE, BE IT RESOLVED, the Town Supervisor is hereby authorized and directed to purchased the necessary meters, radios and radio reading equipment for the Lawtons Water District Project, including a 4” bulk water meter and necessary appurtenances, 41 residential grade water meters, 42 meter radios, all mobile reading equipment, and a software maintenance support package from EJ Prescott, Inc. for the combined sum of \$23,710 as per the attached recommendation from MDA Consulting Engineers, PLLC and the attached purchase orders from EJ Prescott, Inc. dated March 2, 2020 and March 3, 2020.

SECONDED: Mike Perry

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

MOVED John Tobia:

BE IT REOLVED, The Town Board instructs the Town Clerk to advertise the Lawton’s Water Bid in the Dunkirk Observer.

SECONDED: Mike Perry

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

Item 11. **ADJOURNMENT.**

MOTION to adjourn at 7:14 pm by Mike Perry.

SECONDED: Peter Robbins. Carried.

Respectfully Submitted By,

Lynn DiVincenzo
Town Clerk