

THE REGULAR MONTHLY MEETING OF THE TOWN BOARD OF THE TOWN OF NORTH COLLINS WAS HELD ON WEDNESDAY, OCTOBER 14TH, 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 Michael W. Perry Peter Robbins William Moritz
	Town Clerk	Lynn M. DiVincenzo
	Town Attorney	Richard Schaus- EXCUSED
	Highway Supt.	David J. Winter - NOT IN ATTENDANCE

Item 1. Supervisor John Tobia called the meeting to order and led the Pledge to the Flag and prayer at 7pm.

Item 2. Approved the September 2020 meeting minutes as previously presented.

MOVED: Ellen Mathis

SECONDED: Peter Robbins

ROLL CALL: Ayes: Tobia, Mathis, Moritz, Robbins and 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 #9 and in the amount of \$223,004.15 are approved for payment by the Town Board:

A#494,495,498,499,500,501,503,505,506,507,508,511,512,513,515,517,518,519,521,522,524,525,

526,527,528,541,548,550,551,553,556,557,559,560,561,562,565,567,568,569,570,

B# 497,498,499,506,509,514,518,520,550,552,559,566,

DA# 529,530,531,532,540,

DB# 493,503,504,533,534,535,536,537,538,539,542,543,544,545,546,554,555,

SF#

SR# 563,

SW# 496,502,510,516,518,523,547,549,558,564

SECONDED: Ellen Mathis

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

Item 4. **VISITORS: NONE**

Item 5. **LAWTONS WATER DISTRICT UPDATE:** Did a wonderful job. The left over money will go to buying extra parts for the Lawton's Water District.

Item 6. **COUNCILMEN:**

Moritz – Remind people to do the census.

Perry – Did a walk through with Tom Wilder about the Lawtons Water. Mike was at the Town Park to help locate water lines and shut off valves.

Robbins – Parks and building is slow process, with waterlines and electrical lines to locate, but are making good process.

Mathis - Everything Good

Item 7. **HIGHWAY:** Report Given - Submitted CHIPS, EWR and PAVE NY Reimbursement paper work on 9/1/2020. Awaiting NYS decision on percentage of allocation to be given.

Resubmitted all paperwork on 9/23/2020 due to the 20% reduction in reimbursement.

Signed and submitted the Shared Services Agreement between NYSDOT and the Town of North Collins on 9/17/2020. Awaiting final signatures and official copies to be returned to the Town.

Submitted Annual Certification of Local Highway Mileage to the NYSDOT on 9/29/2020

Mutual Aid to the Towns of Brant, Evans and Eden

Continuing off Road Ditching, Readyng all plow trucks for the winter season.

300 tons of sand and salt in inventory.

MOVED: Ellen Mathis

BE IT RESOLVED, the North Collins Town Board approves the budget transfer of Chips money in the amount of \$55,621.61 from DB5112.4 into DB5110.4.

Seconded: Peter Robbins

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

RECREATION: Afterschool program is up and running with extra caution with the COVID-19. Aerobics is under way Saturdays 9-10am to Mondays 7-8 pm. Sign up is prepaid, on line, or at the town hall.

CODE ENFORCEMENT: 12 new permits. Everything is going smooth.

Item 8. **RESOLUTIONS:**

MOVED: John Tobia

BE IT RESOLVED, The North Collins Town Board has set up a Forte Credit Card Program for the North Collins Recreation Department to utilize in their payment process of recreation program fees.

WHEREAS, The Program is set up and ready to accept payments and that payees for all Recreation Programs will be encouraged to use the Forte Credit Card Program.

WHEREAS, Any additional charges over recreation charges for Forte service fees will be paid by the payee.

WHEREAS, Any payee that cannot utilize the Forte Program will be allowed to pay in cash or check. Cash or checks that are received will be received and receipted by one of the Co-Directors currently appointed as an employee of the Town of North Collins.

WHEREAS, There will be one receipt book in force at any time. Sequential receipts must be followed. Any cash or checks that are collected by the Co-Director will be turned over to the Town Clerk within 24 hours. The cash and/or checks will be accompanied by the "yellow" receipt that was issued by the Co-Director. The Town Clerk will in turn issue a receipt to the Co-Director for receipts of those funds.

WHEREAS, At the close of each month, the Co-Director will issue the North Collins Bookkeeper a monthly report showing sequential receipts ensuring that all monies received have been recorded appropriately and match the amount the Town Clerk will forward to the bookkeeper.

THEREFORE, We believe that this process will instill internal controls and will grossly eliminate the possibility of missing funds.

FURTHER RESOLVED, The North Collins Town Board grants that children of all paid employees, coaches and or/program leaders will be allowed to participate in recreation programs at no charge.

WHEREAS, The Co-Directors will maintain a "volunteer" list for all programs.

THEREFORE, If a paid employee, coach and or program leader chooses to pay for their children in lieu of this procedure, the payment will be made to the Town of North Collins and recorded on the books as a donation.

NOW THEREFORE BE IT RESOLVED, The North Collins Town Board accepts this plan of action for the North Collins Recreation Department in order to instill a more transparent process.

SECONDED: Ellen Mathis

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

MOVED: John Tobia

BE IT RESOLVED, that the North Collins Town Board will set a Public Hearing on October 19th, 2020 at 4:00pm for the Community Development Block Grant. The Town Board instructed the Town Clerk to place the notice for public hearing in Dunkirk Observer.

SECONDED: Ellen Mathis

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

MOVED: John Tobia

BE IT RESOLVED, the North Collins Town Board approves Lynn DiVincenzo to be the ZBA secretary for \$15.00 per hour.

SECONDED: Ellen Mathis

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

MOVED: John Tobia

BE IT RESOLVED, the Town Assessor and Town Clerk are hereby authorized to relevel and reassess all delinquent water bills in the Lawtons Water District upon the Town Property Tax Bill for that property on the following year's property tax bill.

SECONDED: Ellen Mathis

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

Item 09. **TOWN CLERK:**

Monthly Town Clerks Report: Total Revenues: \$9,570.00, Dog \$139.00, DEC \$6,181.60, Supervisors \$3,159.40, Marriage \$90.00

There will be a ZBA Meeting on Tuesday 10/20/202, early voting is October 24-Nov 1st weekends- Noon to 6pm, weekdays Noon- 9pm

If any Town department needs anything from Office Max, let the clerk know soon.

Attended a Zoom meeting on a program called "Town Cloud". It does agendas virtually and it is free trial for 2 months.

Item 10. **SUPERVISOR:**

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

Food Pantry is open on Wednesdays.

Clear Lake has a committee to help clean it up. Contact Bob Ross if you would like to be a part of the committee.

We were approved through the Cares Act for COVID- 19 in the amount of \$143,000.00

We are having a Community Block Grant Public Hearing on Monday October 19th at 4pm

We are looking to do upgrades to the kitchen and bathrooms, Adult exercise equipment at senior center and Rural Transit.

MOVED: John Tobia

BE IT RESOLVED: The North Collins Town Board approves the State to put up No Parking signs on Route 75(Sisson Highway) near Clear Lake.

SECONDED: Peter Robbins

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

Town submitted requirements for the audit.

Check out the Towns website for Halloween safety tips.

Motion made by John Tobia, seconded by William Moritz, to close the regular business meeting and open the Public Hearing at 7:30pm. Carried

Motion by John Tobia, seconded Peter Robbins, to open the Public Hearing at 7:30pm. Carried

Budget Hearing 2021

Revenues: Analyze costs for recreation activities and after school care, Uncertainty of reductions in AIM Funding, CHIPS and Sales & Tax, Assessor working diligently to maximize tax revenue creating equitable taxes to all tax payers. Maximizing CARES Act revenue to increase the safety of our buildings and tax payers.

Expenditures: No increase in salaries across the board, holding all budget lines flat, approving new vehicle for Highway Vehicle, increase in State Retirement, Workers Compensation and Health insurance.

Opened up for questions from audience: No questions asked.

MOVED: John Tobia

BE IT RESOLVED, The North Collins Town Board adopts the Preliminary Budget to the Final Budget for year 2021.

Seconded: William Moritz

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

Motion by John Tobia, seconded by Ellen Mathis, to close the Public Hearing at 7:35pm. Carried
Motion by Ellen Mathis, seconded by William Moritz, to open the regular business meeting at 7:35pm. Carried.

Item 11. **ATTORNEY:** Excused

Item 12. **ADJOURNMENT. Motion** to adjourn at 7:36pm by John Tobia
SECONDED by Mike Perry . Carried.

Respectfully Submitted By,

Lynn DiVincenzo
Town Clerk