

A Regular Meeting of the Town Board of the Town of Collins, County of Erie, State of New York was held at the Town Hall, 14093 Mill Street, Collins, NY on Monday the 12th day of January 2026.

Present: Kenneth Martin, Supervisor
Brenda Overhoff, Councilmember
Jeffrey Pfeifer, Councilmember
Raymond Porter, Councilmember
Jacquelyn McLean, Councilmember
James Musacchio, Atty for Town
Becky Jo Summers, Town Clerk

Also Present: David and Diane Gamel, Candee Termer, Zachary Nobles, Deputies Brad Mohawk and Shane Miller

Supervisor Martin called the meeting to order at 7:00 PM with the pledge to the Flag.

RESOLUTION #70: AGENDA APPROVAL

Motion made by Supervisor Martin and seconded by Councilmember Overhoff that the agenda be accepted as presented.

ADOPTED Aye 5 Overhoff, Pfeifer, Porter, McLean, Martin
Nay 0

Resolution #71: MINUTES APPROVAL

Motion made by Supervisor Martin, seconded by Councilmember McLean to approve the minutes of the December 8, 2025 regular meeting.

ADOPTED Aye 5 Overhoff, Pfeifer, Porter, McLean, Martin
Nay 0

RESOLUTION # 72: APPROVE 2025 BUDGET MODIFICATIONS & TRANSFERS TO RESERVES

Motion made by Councilmember Pfeifer and seconded by Councilmember Porter that the following 2025 Budget Modifications & Transfers to Reserves are:

ADOPTED Aye 5 Overhoff, Pfeifer, Porter, McLean, Martin
Nay 0

Budget Transfers:

General Townwide Fund

From	A1990.4	Contingent	3,652.00
To	A1110.1A	Justice Clerk Personal	3,652.00
From	A1620.400	Building Contractual	579.00
To	A1620.420	Building Light	579.00
From	A1620.400	Building Contractual	981.00
To	A1620.440	Building Telephone	981.00
From	A1620.400	Building Contractual	196.00
To	A1620.460	Building Supplies	196.00
From	A1990.4	Contingent	1,471.00
To	A3510.1	Animal Control Personal	1,471.00
From	A5010.4	Highway Superintendent Cont'l	58.00
To	A5010.1	Highway Superintendent Personal	58.00
From	A5132.430	Garage Heat	539.00
To	A5132.400	Garage Contractual	539.00
From	A1990.4	Contingent	1,058.00
To	A5182.4	Street Lighting Contractual	1,058.00

Highway Part-Town Fund

From	DB5110.400	General Repairs Contractual	923.00
To	DB5130.1	Machine Personal	923.00
From	DB5110.400	General Repairs Contractual	5,059.00
To	DB5142.1	Snow Removal Personal	5,059.00
From	DB5110.400	General Repairs Contractual	19,018.00

To	DB5148.1	Other Governments Personal	19,018.00
From	DB5110.400	General Repairs Contractual	3,008.00
To	DB5148.404	Other Governments Contractual Other	3,008.00
From	DB5110.400	General Repairs Contractual	1,485.00
To	DB9030.8	Social Security	1,485.00

Refuse & Garbage Fund

From	SR8160.400	Refuse Contractual	72.00
To	SR8160.420	Refuse Light	72.00

Water District 1 Fund

From	SW1-8320.400	Source & Supply Contractual	2,132.00
To	SW1-8320.411	Source & Supply Contractual Power	2,132.00
From	SW1-1420.4	Legal	220.00
To	SW1-8379.2	Water Equipment & Capital Outlay	220.00

Water District 3 Fund

From	SW3-8320.400	Source & Supply Contractual	9.00
To	SW3-8320.415	Source & Supply Contractual Power	9.00

Transfers to Reserves:

Fund	Budgeted:	Transfer from:	Transfer to:
B	100,000.00	B 0962.400 To Fund Reserve	B 230 Capital Reserve
DB	200,000.00	DB 0962.400 To Fund Reserve	DB 202 Capital Reserve
SR	5,000.00	SR 0962.400 To Fund Reserve	SR 230 Capital Reserve
SW3	30,000.00	SW3 0962.400 To Fund Reserve	SW3 231 Capital Reserve
SW4	7,000.00	SW4 0962.400 To Fund Reserve	SW4 231 Capital Reserve

Approval / Adoption of Abstract

Resolution # 73: ABSTRACT APPROVAL

Motion by Councilmember McLean seconded by Councilmember Overhoff that the bills be paid on abstract #13 for 2025 dated January 12, 2025 for listed vouchers # 686 – 745 for \$ 90,022.43 and abstract # 1 for 2026 dated January 12, 2026 for listed vouchers # 1- 18 for \$ 79,360.37:

13 of 2025

General – Townwide	22,952.56	Water District # 1	3,292.94
General – Part Town	1,065.18	Water District # 3	899.10
Highway	55,109.17	Water District # 4	3,488.59
Street Lighting	1,113.45	Total	\$ 90,022.43
Special Refuse Fund	2,101.44		

1 of 2026

General – Townwide	29,977.64	Water District # 1	262.80
Highway	9,102.19	Water District # 3	82.80
Special Lighting	12.60	Water District # 4	14.40
Emergency dispatch	39,907.94	Total	\$ 79,360.37

ADOPTED	Aye	5	Overhoff, Pfeifer, Porter, McLean, Martin
	Nay	0	

Supervisor Martin read a Legislative Update regarding the Governor signing a bill to allow for a disability exemption for veterans with a 100 percent disability rating. This bill established a new real property tax exemption related to veterans with service-connected disabilities. A list of statutory requirements would have to be met. If not the veteran is not eligible for the total exemption.

Deputy Mohawk handed out the December 2025 report showing the number of calls they responded to.

Reports of Department Heads and Committees

Building and Grounds report was handed out by Councilmember McLean.

REGULAR MEETING

TOWN OF COLLINS

JANUARY 12, 2026 ³

Code Enforcement Officer handed out his annual report of 52 applications for a value of \$2,450,158.00. Fees collected totaled \$ 11,887.90.

Liberty Fest committee will start to meet in February.

Town Clerk reported sales of \$ 6,792.80 with the town's portion \$ 3,772.60.

Water reports were sent out to the board and Supervisor Martin explained them to the new councilmembers.

Board Reports

Supervisor Martin reported the town auditors will be here March 9th to start the audit. He also went to the prison and reported there is 86 National Guard members there.

New Business

1. Resolution needed to approve the Professional Services Agreement with MDA Consulting Engineers, PLLC for general engineering services

RESOLUTION # 74: **APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MDA CONSULTING ENGINEERS, PLLC FOR GENERAL ENGINEERING SERVICES**

Motion made by Councilmember Porter seconded by Councilmember Overhoff that the following resolution is:

ADOPTED	Aye	5	Overhoff, Pfeifer, Porter, McLean, Martin
	Nay	0	

WHEREAS, the Town of Collins has asked MDA Consulting Engineers PLLC to provide a proposal for general engineering services to the Town of Collins.

NOW THEREFORE BE IT RESOLVED that the Collins Town Board hereby approves the engineering services agreement with MDA Consulting Engineers, PLLC to provide general engineering services for assistance with consultation and engineering services on small projects within the Town at an estimated cost of \$10,000.00 and that the Town Supervisor be authorized to sign the agreement.

2. Resolution needed to approve excess 2025 sales tax allocation to A-Fund

RESOLUTION # 75: **APPROVE EXCESS 2025 SALES TAX ALLOCATION TO A FUND**

Motion made by Supervisor Martin, seconded by Councilmember Overhoff to allocate the excess 2025 sales tax revenue of \$47,319.43 to the A Fund, and modify the appropriate 2025 budget line as follows:

A1120 - Sales Tax Distribution, increased by \$47,319.43 from \$154,000.00 to \$201,319.43.

ADOPTED	Aye	5	Overhoff, Pfeifer, Porter, McLean, Martin
	Nay	0	

3. Resolution needed to authorize negotiations with the highest-ranked qualified firm, MDA Consulting Engineers, PLLC pursuant to a request for qualifications for engineering services related to the Town's sanitary sewer study and authorizing upon successful negotiations the award of a Professional Services Agreement for such services

RESOLUTION # 76: **AUTHORIZE NEGOTIATIONS WITH THE HIGHEST-RANKED QUALIFIED FIRM, MDA CONSULTING ENGINEERS, PLLC, PURSUANT TO A REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATED TO THE TOWN'S SANITARY SEWER STUDY AND AUTHORIZING, UPON SUCCESSFUL NEGOTIATION, THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR SUCH SERVICES**

Motion made by Supervisor Martin seconded by Councilmember McLean that the following resolution is:

ADOPTED	Aye	5	Overhoff, Pfeifer, Porter, McLean, Martin
	Nay	0	

WHEREAS, on September 23, 2025, the Town of Collins ("Town") issued and advertised a Request for Qualifications seeking qualified firms to provide general planning services, and the preparation

of an engineering report and perform a system asset management and collection and pump station evaluation for the Town ("Services"); and

WHEREAS, proposals received from qualified firms in response to the RFQ were evaluated and ranked, with two firms responding, MDA Consulting Engineers, PLLC and LaBella Associates, and both firms were ranked as responsive and qualified, with MDA Consulting Engineers, PLLC as the highest-ranked firm; and

WHEREAS, the Town Board wishes to authorize the Town Supervisor to negotiate a professional services agreement with the highest-ranked firm, MDA Consulting Engineers, PLLC, including a scope of services and fees for the Services; and

WHEREAS, the Town Board finds that it is in the best interests of the Town to proceed as indicated in this Resolution and authorize negotiations with the qualified firms in order to enter into a professional services agreement for the Services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF COLLINS AS FOLLOWS:

Section 1. Negotiations Authorized with MDA Consulting Engineers, PLLC for services related to the Town's Sanitary Sewer Study. The Town Supervisor is hereby authorized to negotiate a professional services agreement with MDA Consulting Engineers, PLLC, including a scope of services and fees for the Services and, if necessary, authorization is granted to readvertise for additional engineering proposals if successful negotiations cannot be completed with the firm.

Section 2. Implementation. The Town Supervisor is hereby authorized to take any further action as necessary to implement the purposes of this Resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

New Topics

1. Town of Collins – Village of Gowanda Fire Protection District No. 1 Agreement – Supervisor Martin handed out an information sheet and map showing the area of the district for the board to read. The agreement shows a 2% increase each year for three years.

With no further business, on a motion of Councilmember Pfeifer seconded by Councilmember Overhoff the meeting was adjourned at 7:52 PM.

Becky Jo Summers, Town Clerk