

Presiding Supervisor Jacobs called the Regular Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held at via Zoom and streamed on Facebook Live due to the COVID-19 pandemic to order at 6:41 PM and the Pledge of Allegiance was waived due to the format of the meeting.

PRESENT:

Susie Jacobs	Supervisor
Amber Linson	Councilwoman
Scott Bryson	Councilman
Karel Ambroz	Councilman
Cody Phillips	Councilman
Aimée Phillips-Lomb	Town Clerk

ABSENT: Timothy Vendel Highway Superintendent

OTHERS PRESENT: One (1) Town newspaper reporter.

MINUTES

Motion by Councilman Ambroz that the minutes of February 4, 2021 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilwoman Linson.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

ELECTED OFFICIALS’ REPORTS (Highway, Town Clerk, Justice, Receiver of Taxes):

The Supervisor’s Report for the month of January 2021 was submitted to the Town Board.

Motion by Councilman Ambroz to accept the Supervisor’s Report for the month of January 2021. Seconded by Councilwoman Linson.

02/02/2021 13:11:08

MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF WALWORTH:

Pursuant to Section 125 of the Town Law, I hereby report the following detailed statement of all moneys received and disbursed by me during the month of January, 2021.

DATED: February 2, 2021

James Flewry
SUPERVISOR

	Balance 12/31/2020	Increases	Decreases	Balance 01/31/2021
A GENERAL FUND				
CASH IN CHECKING	120,000.00	176,544.57	176,544.57	120,000.00
CASH IN SAVINGS	459,246.11	63,933.50	176,244.57	346,934.04
MONEY MARKET ACCT	665,181.18	175.79	0.00	665,356.97
PETTY CASH	820.00	200.00	0.00	1,020.00
HIGHWAY BUILDING REPAIR/ALTERA	9,081.31	2.39	0.00	9,083.70
BLDG EQUIPMENT/SOFTWARE	1,047.19	0.01	0.00	1,047.20
TOWN CLERK EQUIPMENT RESERVE	3,124.72	0.82	0.00	3,125.54
COMPUTER EQ RESERVE SAVINGS	29,558.94	7.78	0.00	29,566.72
TOWN HALL CAPITAL RESERVE	104,973.55	27.61	0.00	105,001.16
DOG ENUMERATION RESERVE FUND	4,005.35	1.05	0.00	4,006.40
EMPLOYEE BENEFIT RESERVE	1,975.12	0.52	0.00	1,975.64
PARK EQ RESERVE SAVINGS	65,396.70	17.20	0.00	65,413.90
RETIREMENT CONTRIBUTION RESERV	10,091.95	2.65	0.00	10,094.60
HAMLET SIDEWALK RESERVE FUND	23,740.91	6.25	0.00	23,747.16
RESERVE FOR RECORDS MANAGEMENT	15,726.29	4.14	0.00	15,730.43
TOTAL	1,913,999.32	240,524.68	353,089.94	1,401,434.06
CM1- PARK SPECIAL REVENUE FUND				
CASH - CHECKING	0.00	983.27	983.27	0.00
CASH - SAVINGS	703,886.20	350.00	983.27	102,962.93
TOTAL	103,886.20	1,333.27	1,966.54	102,962.93
CM6- CEETERIES				
CASH - SAVINGS	11,574.54	10,825.00	0.00	22,399.54
TOTAL	11,574.54	10,825.00	0.00	22,399.54
DA HIGHWAY FUND				
CASH IN CHECKING	120,000.00	88,487.64	88,487.64	120,000.00
CASH IN SAVINGS	243,222.94	107,669.17	88,487.64	262,404.47
MONEY MARKET ACCT	541,665.92	142.49	0.00	541,808.41
EMPLOYEES BENEFITS RESERVE	6,565.57	1.73	0.00	6,567.30
MACHINERY RESERVE SAVINGS	23,632.05	6.22	0.00	23,638.27
RETIREMENT CONTRIBUTION RESERV	10,091.95	2.65	0.00	10,094.60
TOTAL	945,178.43	196,309.99	176,975.28	964,513.05
L LIBRARY FUND				
CASH - CHECKING	0.00	261,274.00	0.00	261,274.00

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MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2020	Increases	Decreases	Balance 01/31/2021
TOTAL	0.00	261,274.00	0.00	261,274.00
MS SELF INSURANCE FUND				
CASH IN SAVINGS	1,302.94	0.34	0.00	1,303.28
TOTAL	1,302.94	0.34	0.00	1,303.28
SD1- WALWORTH CONSOLIDATED				
CASH IN CHECKING	0.00	7,187.66	7,187.66	0.00
CASH IN SAVINGS	95,781.93	59,431.00	7,187.66	148,025.27
TOTAL	95,781.93	66,618.66	14,375.32	148,025.27
SD2- CRYSTAL CREEK DRAINAGE				
CASH IN CHECKING	0.00	1,651.18	1,651.18	0.00
CASH IN SAVINGS	3,019.73	1,651.18	1,651.18	3,019.73
CRYSTAL CREEK DRAINAGE RES SAV	6,703.70	1.76	0.00	6,705.46
TOTAL	9,723.43	3,304.12	3,302.36	9,725.19
SP1- WALWORTH FIRE DISTRICT				
TOTAL	0.00	0.00	0.00	0.00
SP2- WEST WALWORTH FIRE PROTECTION				
CASH IN SAVINGS	1,859.08	193,157.29	0.00	195,016.37
TOTAL	1,859.08	193,157.29	0.00	195,016.37
SP3- LINCOLN FIRE PROTECTION				
CASH IN SAVINGS	4,121.35	203,911.71	0.00	208,033.06
TOTAL	4,121.35	203,911.71	0.00	208,033.06
SL1- WALWORTH LIGHT DISTRICT				
CASH IN CHECKING	0.00	278.62	278.62	0.00
CASH IN SAVINGS	6,172.25	14,700.00	278.62	18,593.63
TOTAL	6,172.25	14,978.62	557.24	18,593.63
SL2- HARVEST HILL LIGHT DISTRICT				
CASH IN CHECKING	0.00	529.85	529.85	0.00
CASH IN SAVINGS	8,020.25	5,700.00	529.85	13,200.40
TOTAL	8,020.25	6,229.85	1,059.70	13,200.40
SL3- GANANDA LIGHT DISTRICT				
CASH IN CHECKING	0.00	2,165.00	2,165.00	0.00
CASH IN SAVINGS	9,815.23	18,502.50	2,165.00	26,232.73

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MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2020	Increases	Decreases	Balance 01/31/2021
TOTAL	9,815.23	20,747.50	4,330.00	26,232.73
SL4- BROOKSIDE LIGHT DISTRICT				
CASH IN CHECKING	0.00	11.36	11.36	0.00
CASH IN SAVINGS	430.15	130.00	11.36	548.79
BROOKSIDE REPAIR RESERVE	4,705.65	1.24	0.00	4,706.89
TOTAL	5,135.80	142.60	22.72	5,255.68
SL5- ORCHARD VIEW LIGHT DISTRICT				
CASH - CHECKING	0.00	119.57	119.57	0.00
CASH - SAVINGS	5,828.07	1,500.00	119.57	7,208.50
TOTAL	5,828.07	1,619.57	239.14	7,208.50
SM GANANDA SIDEWALK DISTRICT				
CASH IN SAVINGS	32,619.36	7,000.00	0.00	39,619.36
TOTAL	32,619.36	7,000.00	0.00	39,619.36
SP JOHN'S PARK DISTRICT				
CASH - SAVINGS	2,784.29	1,000.00	0.00	3,784.29
TOTAL	2,784.29	1,000.00	0.00	3,784.29
SS WALWORTH SEWER DISTRICT #1				
CASH IN CHECKING	0.00	83,086.90	83,086.90	0.00
CASH IN SAVINGS	124,532.25	525,771.33	92,655.90	557,647.68
MONEY MARKET	433,301.99	9,698.04	0.00	443,000.03
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	202,398.39	53.24	0.00	202,451.63
SEWER EQ RESERVE SAVINGS	128,293.56	33.75	0.00	128,327.31
SEWER CAPITAL RESERVE	527,757.86	138.03	0.00	527,895.89
TOTAL	1,416,384.05	618,782.09	175,742.80	1,859,423.34
SW1- WALWORTH WATER DISTRICT #1				
CASH IN SAVINGS	38,460.53	0.00	0.00	38,460.53
SPECIAL RESERVE, WATER STORAGE	2,319.21	0.00	0.00	2,319.21
TOTAL	40,779.74	0.00	0.00	40,779.74
SW19- WATER EXT #19 LIN/SWA/CO				
CASH IN SAVINGS	2,092.43	24,678.00	0.00	26,770.43
TOTAL	2,092.43	24,678.00	0.00	26,770.43
SW20- WATER EXT #20 ARBOR/TUMMONDS				
CASH IN SAVINGS	800.16	2,573.00	0.00	3,373.16

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MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2020	Increases	Decreases	Balance 01/31/2021
TOTAL	800.16	2,573.00	0.00	3,373.16
TA TRUST & AGENCY				
CASH	101,033.90	521,333.42	228,521.61	393,845.71
TOTAL	101,033.90	521,333.42	228,521.61	393,845.71
V DEBT SERVICE				
ARBOR/TUMMONDS RESERVE SAVINGS	10,887.70	2.86	0.00	10,890.56
LIN/SWA/CO RESERVE SAVINGS	16,410.56	4.32	0.00	16,414.88
TOTAL	27,298.26	7.18	0.00	27,305.44
TOTAL ALL FUNDS	4,343,911.01	2,396,350.86	960,182.65	5,780,079.22

Roll call vote: Councilwoman Linson Aye
 Councilman Bryson Abstain
 Councilman Ambroz Aye
 Councilman Phillips Aye
 Supervisor Jacobs Aye

Motion carried.

2021 TOWN OF WALWORTH COMPREHENSIVE PLAN ADVISORY COMMITTEE APPOINTMENTS:

Supervisor Jacobs stated that the Town of Walworth Comprehensive Plan is up for review this year, and read the following list of her appointments to the **2021 Comprehensive Plan Advisory Committee:**

Susie C. Jacobs, Committee Chair
Aimée Phillips-Lomb, Town Clerk
Deborah Amsler, Receiver of Taxes & Assessments, Prior Planning Board Member
Norman Druschel, Town Building Inspector
Michael Kunzer, Zoning Board Member
Richard Johnson, Planning Board Member
Emily Kunz, Assistant To The Assessor
Richard Manca, Walworth Resident

Supervisor Jacobs stated that she is still looking for two additional residents to serve on the committee, preferably one from both the Gananda and Lincoln areas. She discussed the commitments required and stated that appointed members are required to take an oath of office.

TOWN CLERK – No report.

RECEIVER OF TAXES – No report.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT - No report.

COMMITTEE / LIAISONS' REPORTS**COUNCILMAN BRYSON**

Councilman Bryson reported that the renovation/expansion plans for Library are now being reviewed and should be completed by Monday, February 22, 2021. He also stated that the spring programming schedule for the Recreation Department is looking good as restrictions are being lifted by the Governor, and he shared that the Town Topics publication is coming out in March. Councilman Bryson also shared that formal guidelines for use of the Lodge in Ginegaw Park are being drafted, and the new Recreation Leader will begin the week of February 22, 2021.

COUNCILWOMAN LINSON

Councilwoman Linson shared that she had recently attended meeting of the Walworth Historical Society and recounted items discussed including the need for two Board members. Also, she shared that the Wayne County Bicentennial Committee is looking for submissions to include in its Book of Memoirs.

Councilwoman Linson mentioned that the Town's website may need updating, and Supervisor Jacobs shared that an update to the website is in process.

COUNCILMAN PHILLIPS

Councilman Phillips referred to the Town of Walworth Wastewater Treatment Plant and Assessment Department monthly reports:

TOWN OF WALWORTH WASTEWATER TREATMENT PLANT

3451 Ontario Center Road
Walworth NY 14568

Rob Burrus, Sewer Superintendent
sewer@townofwalworthny.gov

315-986-5415 PHONE

February 5, 2021

To: Councilman Cody Phillips

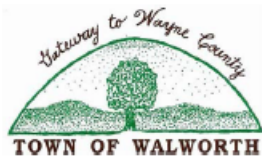
Regarding: Wastewater Treatment Plant Monthly Report

Please see following the January 2021 monthly report for the Wastewater Treatment Plant. Please let me know if you have any questions. We will start submitting this report for the first board meeting of the month, as opposed to the last one of the month.

- Daily maintenance and monitoring.
- Daily process and required sampling.
- Daily required sampling for DEC and Baldwin Richardson Foods.
- Operated the DAF sludge thickener for a total of 6 days.
- Hauled 24,000 gallons of thickened sludge for disposal; 20 to Canandaigua and 4 to the City of Rochester.
- Completed Baldwin Richardson Foods billing & January DMR's.
- Responded to 12 UFPO requests.
- Plow / Salted Town Hall - 9 trips.
- Plowed sidewalks 4 trips.
- Working on consolidation project with WCWSA.
- Working with LaBella & DEC to re-classify McAlpin as Significant Industrial User and prepare paperwork to DEC for review at their request.
- Working on Pizza Shop / Brewery Sewer Application with applicant in Town of Macedon.
- Met with Baldwin Richardson Foods on sewer concerns.
- Working with LaBella on Lehighwood Estates pump station.
- Met with EDR Engineering on pump station construction for consolidation project.

Thank you.

Rob Burrus, Sewer Superintendent



TOWN OF WALWORTH
Assessor
3600 Lorraine Drive
Walworth, NY 14568
assessor@townofwalworthny.gov
(315) 986-1400 phone
(315) 986-1440 fax

Assessment Department Report
for February 2021 (Review of January 2021)

- Bank codes, mailing addresses, names, etc. continue to be revised in roll as requests received.
- Sales, transfers, splits/merges, and sales report completed.
- Sales verification forms sent to residents with transfers to be completed and returned.
- Building permits, C of Cs and C of Os continued to be entered into RPS, with updates to property cards being sketched and properties valued as applicable.
 - All information to be entered up until March 1, 2021, for taxable status date.
- Residents have been assisted both via phone and in person at the Town Hall with questions and paperwork for tax information, exemptions, property questions, etc.
- Continue to work with Deb Amsler to correct or update resident information as needed.
- Continue to work with Building Dept regarding changes to properties, structures on properties, attend new build and renovation inspections, and share pertinent information between depts.
- **Revaluation Update: as of February 2021, the revaluation is completed.**
 - Final steps include:
 - Working with state to move values over in RPS-V4 system.
 - Finalizing permits, C of Os and C of Cs up until March 1, 2021 and revaluing properties as needed to reflect updates.
 - Printing informational letters to be sent with assessment notices in March.
 - Preparing for informal meetings with residents.

Respectfully submitted,

Mel Halstead
Sole Assessor

Councilman Phillips stated that the Town of Walworth Revaluation is complete and commended both Assessor Mel Halstead and Assistant to the Assessor Emily Kunz, as well as the current and

former Town Boards, for their decisions and work at conducting the revaluation of the Town internally.

COUNCILMAN AMBROZ

Councilman Ambroz informed the Board that the Court will reopen with limited capacity to hear cases beginning February 22, 2021.

SUPERVISOR JACOBS

Supervisor Jacobs shared the following with those present:

- In-person Town Board meetings hopefully will resume in April 2021
- Excess Fund Balance amounts in General and Highway funds, will be transferred into Town reserve accounts
- Interfund transfers were completed in January 2021, not December 2020, this was ok with auditors
- There will be building maintenance and upkeep projects taking place at the Town Hall this year, please see her to provide input on potential projects
- Public Employer Health Emergency Plan for the Town of Walworth is complete and is being distributed to all Town employees
- Information is being gathered for possible FEMA reimbursement for COVID expenses
- There have been phone and internet issues at the Town Hall, and she is working with Verizon to resolve issues. She encouraged the public to send e-mails or call cell phones if not able to get through to Town Hall employees

RESOLUTIONS:

RESOLUTION 49-21: ABSTRACT 2, APPROVAL

Councilman Ambroz offered the Resolution and moved its adoption. Seconded by Councilman Phillips to wit:

To: Walworth Town Board

From: Cheri LeMay-Town
Comptroller

Date: 19-Feb-
21

Re: Abstract
#2
Attached please find a copy of the Abstracts by Fund. I have audited

all claims and will be transferring funds to cover payments by Fund as follows:

Voucher Numbers 154-296

A	General Fund	\$137,524.05
DA	Highway Fund	\$75,092.44
SS	Sewer Fund	\$57,079.74
CM1	Park Special Revenue Fund	\$309.30

SD1	Walworth Consolidated Drainage	\$300.00
SL1	Walworth Light District	\$292.61
SL2	Harvest Hill Light District	\$552.71
SL3	Gananda Light District	\$1,136.68
SL4	Brookside Light District	\$12.07
SL5	Orchard View Light District	\$127.38
SM	Gananda Sidewalk District	\$0.00
CM6	Cemeteries	\$0.00
SP	John's Park District	\$0.00
MS	Unemployment Self Insured Fund	\$0.00
SW19	Water Ext #19	\$0.00
SW20	Water Ext #20	\$0.00
L	Library	\$261,274.00
SF3	Lincoln Fire Dept	\$160,021.00
SF2	West Walworth Fire Dept	\$175,682.00
SD2-	Crystal Creek	\$0.00
	Total Payments	\$869,403.98

Voucher Number 13-42

Trust & Payroll	\$384,268.89
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Checks will be issued Febraury 19, 2021

Checks Reviewed Prior To Mailing 02/19/2021_____

Adopted this 18th day of February, 2021 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Abstain
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 50-21: AUTHORIZE THE TOWN SUPERVISOR TO INCREASE THE OVERALL LYONS NATIONAL BANK CREDIT LINE LIMIT TO \$75,000.00

Councilman Phillips offered the following Resolution and moved its adoption. Seconded by Councilwoman Linson to wit:

WHEREAS, the Town of Walworth holds a credit card line with Lyons National Bank and the credit line is able to be increased to cover the purchases;

WHEREAS, the credit line limit is in need of being increased to \$75,000.00 in order to complete online utility payments;

BE IT RESOLVED that the Town Supervisor is authorized to increase the overall Lyons National Bank credit line limit to \$75,000.00 to be used for Town purchases as per the Town of Walworth credit card use policy.

Discussion ensued regarding the need and benefits of the increase, as well as credit protection for the credit cards. Councilman Bryson asked to have this reviewed after a few months to ensure the increase was needed.

Adopted this 18th day of February, 2021 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 51-21: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE NYCLASS MUNICIPAL COOPERATION AGREEMENT

Councilman Ambroz offered the Resolution and moved its adoption. Seconded by Councilman Phillips to wit:

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (“Section 119-o”) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis; and

WHEREAS, the Town of Walworth wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019; and

WHEREAS, the Town of Walworth wishes to assure the safety and liquidity needs of their funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that Susie c. Jacobs, Town Supervisor of the Town of Walworth is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement Amended and Restated as of March 28, 2019.

Discussion ensued regarding needs for additional information prior to voting on this resolution (interest rate data, plans for funds, etc.).

Supervisor Jacobs made the motion to table Resolution 51-21 until the Town Board meeting on March 4, 2021. Councilwoman Linson seconded the motion.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

COMMUNICATION:

- **Town of Walworth Building and Zoning Monthly Report**, January 2021
- **Town of Walworth Wastewater Treatment Plant Monthly Report**, dated February 5, 2021
- **Letter from Ric Carley**, dated January 25, 2021
- Town Employees currently in process of completing New York State Non-Discrimination and Harassment Training
- Public Employer Health Emergency Plan for the Town of Walworth has completed all required reviews and will be distributed to Town employees (to be reviewed annually).
- **Assessment Department Report**, February 2021

Supervisor Jacobs reviewed the following Town Board meeting dates:

TOWN BOARD MEETINGS:

DATE	TIME	MEETING TYPE
MARCH 4, 2021	4:00 PM	REGULAR & 6PM WORK SESSION, EXECUTIVE SESSION, ATTORNEY CLIENT PRIVILEGE
MARCH 18, 2021	6:30 PM	REGULAR
APRIL 1, 2021	6:30 PM	REGULAR
APRIL 15, 2021	6:30 PM	REGULAR

ADJOURNMENT:

Motion by Councilwoman Linson to adjourn. Seconded by Councilman Ambroz.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

Time: 7:21 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk