

Presiding Supervisor Jacobs called the Organizational Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held via Zoom and streamed on Facebook Live due to the COVID-19 pandemic to order at 6:01 PM, and the Pledge of Allegiance was waived due to the format of the meeting.

Supervisor Jacobs welcomed those attending the meeting and made the announcement that the meeting from December 17, 2020 was not recorded and streamed due to technical difficulties that evening. She did refer the Board members and the public to the Town’s website on which the official minutes of that meeting will be posted.

PRESENT:

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

ABSENT:

Tim Vendel	Highway Superintendent
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OTHERS PRESENT: Donald Young, Esq., Town Attorney

SUPERVISOR APPOINTMENTS

Supervisor Jacobs stated that she had appointed Councilman Cody Phillips as Deputy Supervisor and Teresa Flye as Clerk to the Supervisor for 2021.

LIAISON/COMMITTEE APPOINTMENTS

Supervisor Jacobs asked Town Clerk Phillips-Lomb to read the following liaison/committee appointments:

2021 LIAISON/COMMITTEE APPOINTMENTS:

CODY PHILLIPS:

ASSESSMENT

SEWER

KAREL AMBROZ:

BUILDING DEPARTMENT, MS4, FIRE MARSHAL, DRAINAGE

COURT

UNION NEGOTIATIONS

SUSIE JACOBS:

CODE ENFORCEMENT/COMPLIANCE

UNION NEGOTIATIONS

WESTERN WAYNE AMBULANCE

SCOTT BRYSON:

LIBRARY

PARKS

RECREATION

AMBER LINSON:

CEMETERIES

HISTORICAL SOCIETY

WESTERN WAYNE AMBULANCE

Following the reading of the liaison/committee appointments, Supervisor Jacobs stated the following:

“I just want to say for the councilmembers, just a point of record that your liaison is a go-between for the Town Board, us, and the department. You are not managing, you are a liaison between those departments and us, keeping us all informed as to what is going on in the department and how we can assist them. And, the day-to-day operations of those departments are with the Town Supervisor. So, if anyone has any questions regarding how the liaison system works, or the intent of it or how we use it here in Walworth, please let me know and I would be happy to sit down with you and we can have some discussion.”

HIGHWAY SUPERINTENDENT APPOINTMENT – DEPUTY HIGHWAY SUPERINTENDENT

Timothy Vendel, Highway Superintendent, has appointed Mr. Kevin Switzer, as Deputy Highway Superintendent, with a term expiring December 31, 2021.

RECEIVER OF TAXES APPOINTMENT – DEPUTY RECEIVER OF TAXES

Deb Amsler, Receiver of Taxes, has appointed Ms. Trumaine Gibbs, as Deputy Receiver of Taxes, with a term expiring December 31, 2021.

TOWN CLERK APPOINTMENT

Town Clerk Aimée Phillips-Lomb has appointed Lauren Friedl as Deputy Town Clerk.

RESOLUTION 1-21: TOWN BOARD APPOINTMENTS

Councilman Bryson offered the following Resolution to appoint the following:
Seconded by Councilman Ambroz to wit:

Zoning Board	Tiffany Paine-Cirincione	12/31/2025
Zoning Board Council	Donald Young, Esq.	12/31/2021
Planning Board	Chris Paap	12/31/2024
Planning Board	Lou Villanova	12/31/2025
Planning Board Council	Donald Young, Esq.	12/31/2021
Assessment Review Board	Melissa Cocola	9/30/2021
Assessment Review Board	Coleen Thomson	9/30/2022
NYSAOT Delegate	Philip Williamson	12/31/2021
NYSAOT Alternate	Susie C Jacobs	12/31/2021
Dog Control Officer	Lea Dill	12/31/2021
Deputy Dog Control Officer	Andrea Colocillo	12/31/2021
Engineer for the Town	LaBella Assoc. PC	12/31/2021
Parks & Rec Committee	Steve Gallaher	12/31/2025
Parks & Rec Committee	Amy Dier-Chirdon	12/31/2025
Parks & Rec Committee Chair	Mike Dermady	12/31/2025
Ethics Board	Douglas Weeks	12/31/2021
Ethics Board/Employee	Cheri LeMay	12/31/2021
Ethics Board	Morris Owen	12/31/2021
Ethics Board	Robert Seaman	12/31/2021
Ethics Board/Employee	Phil Williamson	12/31/2021

Ethics Board	Steve Gallaher	12/31/2021
Ethics Board	Cody Szatkowski	12/31/2021
Personnel Committee	Linda Kleeman	12/31/2021
Personnel Committee	Emily Kunz	12/31/2021
Personnel Committee	Teresa Flye	12/31/2021
Personnel Committee Chair	Phillip Williamson	12/31/2021
Confidential Secretary	Teresa Flye	12/31/2021
Town Historian	Eugene Bavis	12/31/2021

Adopted this 7th day of January, 2021 at the 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 2-21: JUSTICE COURT

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

BE IT RESOLVED that the Justice Court will be held at the Walworth Town Offices as follows:

- 1st & 3rd Wednesday - Regular Court at 7:00 PM
- 1st Wednesday - A.D.A. Court at 6:00 PM
- 4th Monday - A.D.A. Court at 9:00 AM

Date and times are subject to change.

Adopted this 7th day of January, 2021 at the 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 3-21: LEGAL PAPER DESIGNATION

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

BE IT RESOLVED that the *Times of Wayne County* shall be the legal newspaper for the Town of Walworth for 2021.

Adopted this 7th day of January, 2021 at the 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 4-21: AUTHORIZE THE TOWN SUPERVISOR THE DAY TO DAY ADMINISTRATION AND SUPERVISION OF TOWN AND SPECIAL IMPROVEMENT DISTRICT FUNCTIONS PURSUANT TO TOWN LAW SECTION 29(16)

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

BE IT RESOLVED, that the Town Board authorizes the Town Supervisor the duties of day-to- day administration and supervision of Town and Special Improvement District functions pursuant to (Town Law, §29(16)).

Adopted this 7th day of January, 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 5-21: TOWN BOARD MEETINGS

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

The following was submitted:

<u>DATE</u>	<u>TIME</u>	<u>MEETING</u>
JANUARY 7, 2021	6:00 PM	ORGANIZATIONAL
JANUARY 7, 2021	6:30 PM	REGULAR
JANUARY 21, 2021	4:00 PM	REGULAR
	6:00 PM	EX SESSION WORK SESSION
FEBRUARY 4, 2021	6:30 PM	REGULAR
FEBRUARY 18, 2021	6:30 PM	REGULAR
MARCH 4, 2021	4:00 PM	REGULAR
MARCH 18, 2021	6:30 PM	REGULAR
APRIL 1, 2021	6:30 PM	REGULAR
APRIL 15, 2021	6:30 PM	REGULAR
MAY 20, 2021	6:30 PM	REGULAR

JUNE 17, 2021	6:30 PM	REGULAR
JULY 15, 2021	6:30 PM	REGULAR
AUGUST 19, 2021	6:30 PM	REGULAR
AUGUST 26, 2021	8 AM – 7 PM	BUDGET WORKSESSION WITH DEPARTMENTS
SEPTEMBER 2, 2021	1 PM – 7 PM	BUDGET WORK SESSION
SEPTEMBER 9, 2021	1 PM – 7 PM	BUDGET WORK SESSION
SEPTEMBER 16, 2021	3 PM – 6:00 PM	BUDGET WORK SESSION
SEPTEMBER 16, 2021	6:30 PM	REGULAR MEETING
SEPTEMBER 23, 2021	6:30 PM	BUDGET WORK SESSION/TENTATIVE BUDGET TO TOWN CLERK
OCTOBER 7, 2021	6:30 PM	BUDGET PUBLIC HEARING
OCTOBER 21, 2021	6:30 PM	REGULAR / ADOPTION OF BUDGET
NOVEMBER 4, 2021	6:30 PM	REGULAR
NOVEMBER 18, 2021	6:30 PM	REGULAR
DECEMBER 2, 2021	6:30 PM	REGULAR
DECEMBER 16, 2021	6:30 PM	REGULAR

Work Sessions / Budget Work Sessions are Town Board Meetings; an Agenda will be available.

BE IT RESOLVED that the Town Board meetings will be held at the Walworth Town Offices, 3600 Lorraine Drive, Walworth, according to the submitted schedule.

Adopted this 7th day of January, 2021 at the 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 6-21: AUTHORIZE SPENDING LIMITS FOR BUDGETED EXPEDITURES

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

BE IT RESOLVED that the following 2021 Budgeted Expenditures by Department heads is authorized without Town Board approval.

Town Supervisor	\$7,500.00
Highway Superintendent	\$7,500.00
Sewer Superintendent	\$7,500.00
Parks	\$2,000.00
Recreation	\$2,000.00

Combination of the Department Head and the Town Supervisor, spending limits for budgeted expenditures, is permitted to increase the total amount authorized.

Town Attorney Young commented as to the wording of resolution and offered that “prior to Town Board approval” be added in the place of “without Town Board approval”. Councilman Phillips made the motion to amend Resolution 6-21 to state “prior to Town Board approval”. Councilman Bryson seconded the motion.

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

Motion carried.

RESOLUTION 6-21: AUTHORIZE SPENDING LIMITS FOR BUDGETED EXPEDITURES, AS AMENDED

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

BE IT RESOLVED that the following 2021 Budgeted Expenditures by Department heads is authorized prior to Town Board approval.

Town Supervisor	\$7,500.00
Highway Superintendent	\$7,500.00
Sewer Superintendent	\$7,500.00
Parks	\$2,000.00
Recreation	\$2,000.00

Combination of the Department Head and the Town Supervisor, spending limits for budgeted expenditures, is permitted to increase the total amount authorized.

Adopted this 7th day of January, 2021 at the 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 7-21: OFFICIAL DEPOSITORIES

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

BE IT RESOLVED that the following banks be declared official depositories for Town Officials:

Supervisor	Lyons National Bank, Federal Home Loan Bank
Judge Young	Citizens Bank
Judge Majchrzak	Lyons National Bank
Town Clerk	Lyons National Bank
Receiver of Taxes	Lyons National Bank
Sewer Superintendent	Lyons National Bank

Adopted this 7th day of January, 2021 at the 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 8-21: AUTHORIZING TOWN CODE ARTICLE II BRUSH , GRASS AND WEEDS PER SECTION 128-3 AND ARTICLE III ABANDONED EQUIPMENT AND RUBBISH PER SECTION 128-9

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

The following was submitted:

BE IT RESOLVED, per Article II Brush, Grass and Weeds § 128-3 and Article III Abandoned Equipment and Rubbish § 128-9 regulation by Town board: The Town Board may, by resolution require a notice to be served upon owner, executor, administrator, agent, or any person having a vested or contingent interest in such property, as shown by the records of the Assessor of the Town of Walworth ordering them to cut, trim or remove from the property brush, grass, weeds, or to spray poisonous shrubs and/or weeds and/or to remove from the property abandoned equipment and rubbish on such property pursuant to § 64, Subdivision 5-a, and § 130, Subdivision 5, of Town Law.

BE IT FURTHER RESOLVED, the Code Enforcement Officer be authorized to serve notice, when required, on any property owner, executor, administrator, agent, or any person having a vested or contingent interest in such property in violation of Article II Brush, Grass and Weeds, per § 128-3 and Article III Abandoned Equipment and Rubbish per § 128-9. However prior authorization of mowing and/or removal of abandoned equipment and rubbish (which must be paid for by the Town until collected with tax payment by the property owner, executor, administrator, agent, or any person having a vested or contingent interest in such property or purchaser in case of sale) by the Code Enforcement Officer with approval by the Town Supervisor or Deputy Supervisor in the absence of the Supervisor would be required.

BE IT FURTHER RESOLVED, Adoption of Resolution supersedes any and all other Resolution.

Town Attorney Young suggested that this resolution may not be necessary to be adopted annually as it was in the code of the Town. Discussion ensued.

Adopted this 7th day of January, 2021 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	No
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

**RESOLUTION 9-21: CHECK-SIGNING AND FACSIMILIE SIGNATURE
AUTHORIZATION**

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

BE IT RESOLVED, that Susie C. Jacobs, Town Supervisor, and Cody Phillips, Deputy Town Supervisor, are authorized to sign checks and authorize facsimile signatures for monies deposited in the Official depositories Banks.

Adopted this 7th day of January, 2021 at the 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 10-21: OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

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

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Walworth hereby require the Supervisor, Town Clerk, Receiver of Taxes, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Walworth approve the document entitled “Town of Walworth Official Undertaking of Municipal Officers and Employees” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Adopted this 7th day of January, 2021 at the 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 11-21: NYS RETIREMENT ESTABLISHING STANDARD WORK DAY FOR EMPLOYEES

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

The following was submitted:

Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

**Standard Work Day
 Resolution for Employees*
 RS 2418**
 (Rev. 7/11)

BE IT RESOLVED, that the Town of Walworth, Location code 30118, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Sewer Laborer	6.00
Sewer Technician	8.00
Recreation Assistant	8.00
Motor Equipment Operator	6.00
Zoning Board Chairperson	6.00
Records Access Officer	6.00
Ethics Board Member	6.00

On this 7 day of January, 2021

 (Signature of clerk) Date enacted: January 7, 2021

I, Aimée Phillips-Lomb, clerk of the governing board of the Town of Walworth

 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 7 day of January, 2021, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my hand and the seal of the
 Town of Walworth _____
 (Name of Employer)

(Seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

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Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day Resolution for Employees* RS 2418

(Rev. 7/15)

BE IT RESOLVED, that the Town of Walworth, Location code 30116, hereby establishes the following ~~as~~ standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Sewer Superintendent	8.00
Justice Town Clerk	8.00
Laborers	0.00
Technicians	8.00
Groundskeeper	8.00
Head Groundskeeper	8.00
Court Constable	8.00
Clerks	8.00

On this 7 day of January, 2021

(Signature of clerk) Date enacted: January 7, 2021

I, Aimée Phillips-Lomb, clerk of the governing board of the Town of Walworth,
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 7 day of January, 2021, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

Town of Walworth

(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

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Standard Work Day Resolution for Employees* RS 2418
(Rev. 7/11)

Office of the New York State Comptroller
New York State and Local Retirement System
Employees Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

BE IT RESOLVED, that the Town of Walworth, Location code: 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Title	Standard Work Day (Hour/day)
Sewer Clerk	8.00
Code Enforcement Officer	6.00
Building Inspector	6.00
Assistant to the Assessor	8.00
Recreation Director	8.00
Recreation Assistant Director	6.00
Account Clerk	8.00
Court Clerk	6.00

On this 7 day of January, 2021
Date enacted: January 7, 2021

I, Alma Phillips Lantz, clerk of the governing board of the Town of Walworth, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 7 day of January, 2021, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Walworth.

(Name of Employee)

(Seal)

*To be used for all employees. Obsolete for Elected and Appointed Officials on 08/18/11 (RSJ2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Adopted this 7th day of January, 2021 at the 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 12-21: TO SET CALENDAR SEASON FOR SEASONAL PARK LABORER EMPLOYEES (2) AS APRIL 11, 2021 BEGINNING OF PAY PERIOD #9 TO OCTOBER 23, 2021 PAY PERIOD #22, OR AS NEEDED PER APPROVAL BY TOWN SUPERVISOR

Councilman Phillips offered the Resolution and moved its adoption as amended. Seconded by Councilman Bryson to wit:

WHEREAS, The Town of Walworth employs 2 seasonal park laborers; and

WHEREAS, the Town Board is required to set the calendar season for a 26-week period annually via resolution;

BE IT RESOLVED that the Walworth Town Board authorizes to set the calendar season for the 2 seasonal park laborers commencing April 11, 2021, pay period #9 and ending October 23, 2021, pay period #22, or as needed per approval by the Town Supervisor.

Adopted this 7th day of January, 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 13-21: ANNUAL REVIEW OF INVESTMENT POLICY

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

WHEREAS, the Town Board has reviewed the Investment policy adopted 2/21/19, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk’s Office.

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Walworth approve the document entitled “Investment Policy, adopted 2/21/19”.

Town Attorney Young stated that the “resolved” portion of the resolution is not needed, and the the “whereas” section can be amended to then serve as the “resolved” statement. Councilman Ambroz made the motion to amend the resolution to reflect the recommendations of the Town Attorney. Councilman Bryson seconded the motion.

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

Motion carried.

RESOLUTION 13-21: ANNUAL REVIEW OF INVESTMENT POLICY, AS AMENDED

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Investment policy adopted 2/21/19, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk’s Office.

Adopted this 7th day of January, 2021 at the 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 14-21: ANNUAL REVIEW OF PROCUREMENT POLICY

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Procurement policy adopted 1/3/19, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk’s Office.

Adopted this 7th day of January, 2021 at the 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 15-21: ANNUAL REVIEW OF NEW YORK STATE NON-DISCRIMINATION AND HARASSMENT POLICY

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

WHEREAS, the Town Board has reviewed the New York State Non-Discrimination and Harassment Policy adopted 10/3/2019 and finds that no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk’s Office.

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Walworth approve the document entitled “New York State Non-Discrimination and Harassment Policy” adopted on 10/3/2019.

Adopted this 7th day of January, 2021 at the 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 16-21: ANNUAL REVIEW OF LOCAL LAW CHAPTER 18 ETHICS, CODE OF

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Local Law Chapter 18, Ethics, Code of, adopted 1/22/15, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 7th day of January, 2021 at the 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 17-21: AUTHORIZING THE ANNUAL ISSUANCE / RENEWAL OF PETTY CASH FUNDS TO DEPARTMENTS AUTHORIZED WITH PETTY CASH (TABLED)

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

Whereas, the Town of Walworth Policy and Procedures adopted August 19, 2010 outlines the issuance of Petty Cash to Departments authorized with Petty Cash, and

Whereas, this Resolution will authorize the issuance and renewal of Departments with Petty Cash.

BE IT RESOLVED that the Town Board authorizes the issuance/renewal of Petty Cash according to the Policy and Procedure Manual.

Discussion ensued regarding the departments that use petty cash and the amounts issued. Councilwoman Linson made the motion to table Resolution 17-21 until the next meeting of the Town Board on January 21, 2021.

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

Motion carried.

RESOLUTION 18-21: AUTHORIZE REGISTRATION AND ATTENDANCE FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR MEETINGS, TRAININGS & WORKSHOPS AS RECORDED WITH THE 2021 ADOPTED TOWN BUDGET

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

WHEREAS, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2021 budget preparations; and

WHEREAS, the 2021 budget was adopted included the attendance to these meetings, trainings and workshops; and

BE IT RESOLVED that Town Officials, Employees and appointed Board Members are authorized to register and attend meetings, trainings and workshops as requested during the 2021 budget preparations and approved with the adoption of the 2021 Town Budget is permitted without prior Town Board Approval.

Adopted this 7th day of January, 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 19-21: AUTHORIZE MILEAGE REIMBURSEMENT, WHEN THE TOWN VEHICLE IS NOT AVAILABLE, FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR TOWN BUSINESS AS RECORDED WITH THE 2021 ADOPTED TOWN BUDGET

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

WHEREAS, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2021 budget preparations; and

WHEREAS, the 2021 budget was adopted included the Mileage Reimbursement to attend meetings, trainings and workshops; and

BE IT RESOLVED that Town Officials, Employees and appointed Board Members are authorized to request mileage reimbursement (Voucher) when the town vehicle is not available for Town business as requested during the 2021 budget preparations and included in the adoption of the 2021 Town Budget is permitted without prior Town Board Approval.

Adopted this 7th day of January, 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 20-21: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF LABELLA ASSOCIATES, D.P.C., FOR ENGINEERING SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2021

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

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the agreement with LaBella Associates, D.P.C., for engineering services for the Town of Walworth for the year 2021.

Adopted this 7th day of January, 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 21-21: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF DONALD YOUNG, ESQ., FOR LEGAL SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2021

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

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the agreement with Donald Young, Esq., for legal services for the Town of Walworth for the year 2021.

Adopted this 7th day of January, 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 22-21: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF NICHOLAS J. FIORENZA, ESQ., FOR LEGAL SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2021

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

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the agreement with Nicholas J. Fiorenza, Esq., for legal services for the Town of Walworth for the year 2021.

Adopted this 7th day of January, 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 23-21: TOWN HALL BUSINESS HOURS FOR DEPARTMENTS
MONDAY THROUGH FRIDAY 8AM – 4PM**

Councilman Bryson offered the following Resolution and moved its adoption. Seconded by Supervisor Jacobs to wit:

WHEREAS, To provide convenient service to the Town Hall customers Departments will be opened Business hours of Monday – Friday 8AM – 4 PM.

BE IT RESOLVED, that the Town Hall Business Hours will be Monday - Friday 8AM –4PM, unless otherwise posted.

Adopted this 7th day of January, 2021 at the 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 24-21: ADOPTION OF THE MEETING RULES OF ORDER FOR THE
TOWN BOARD OF WALWORTH**

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

The following was submitted:

Meeting Rules of Order – Town Board of Walworth

RULE 1. Organizational Meeting. The organizational meeting of the Walworth Town Board shall be held once annually on or before the 8th of January. The Supervisor shall preside over all meetings of the Board and shall have the authority to preserve order and decorum in debate.

The Board, under the Supervisor, shall then proceed with:

- a) The adoption of dates and times for the Board’s regularly scheduled meetings.
- b) The appointment of the Attorney for the Town, Engineer for the Town and any other elective or appointive officers required by law.
- c) The adoption or amendment of the Rules of Order for the ensuing year.
- d) Other matters that the Supervisor wishes to bring before this meeting.
- e) Liaisons: The Supervisor shall, at the organizational meeting, appoint Town Board members as liaisons, subcommittees or chairs to subcommittees to the various departments, committees or organizations as deemed necessary. These assignments may be made or changed at a later time.

RULE 2. Regular Meetings: Regular meetings of the Board shall be held on the 1st and 3rd Thursday of each month beginning at 6:30PM, with the exception of June, July and August (where the meetings shall be held only on the 3rd Thursday of the month), unless otherwise specified by the Board during the organizational meeting or otherwise.

RULE 3. Special Meetings: Special meetings shall be held at the call of the Town Clerk upon direction of the Supervisor, or upon written request (paper or electronic mail) to the Supervisor signed by two members of the Board.

A notice in writing stating the time, place and general purpose of the special meeting shall be delivered, by paper or electronic mail, upon each member of the Board by the Town Clerk at least 48 hours before the date and time fixed for holding the meeting.

However, in lieu of the above, the Supervisor, at a regular meeting, may announce the time, place and purpose of a special meeting and if the majority of the Board approves it, the special meeting shall be held at the appointed time and place without further written notification to the Town Board members, but reasonable notice shall be given to members of the Board not in attendance at such meeting.

However, in the case of an emergency in the discretion of the Supervisor, the Supervisor may call a Special Meeting upon such notice as may be practicable under the circumstances.

In any event, meetings shall be noticed and held in compliance with NY Open Meetings Law.

RULE 4. Place of Meetings: All meetings shall be held at the Walworth Town Hall, unless otherwise designated.

RULE 5. Presence of the Attorney: The Attorney for the Town shall be present during meetings, as needed.

RULE 6. Order of Business: The regular order of business at each session shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Review of Prior Meeting Minutes
4. Presentations
5. Elected Officials Reports
6. Committees/Liaisons Reports
7. Resolutions
8. Communications
9. New and Other Business / Resolutions
10. Public Participation
11. Executive Session (for stated reason) (if needed)
12. Additional Resolutions due to Executive Session (if needed)
13. Adjournment

The Supervisor, who is charged with presiding over the meeting, may change the order of business, including the order of addressing resolutions.

RULE 7. Roll Call: On roll call, the Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

RULE 8. Review of Prior Meeting Minutes: Minutes of previous meeting shall be reviewed and, if accurate, approved by the Board.

RULE 9. Communications: Communications to the Town Board, or otherwise sent to a Town Official relating to Town business, sent before distribution of the agenda, including but not limited to petitions, notices, departmental reports (which would not otherwise be addressed

during the “reports” section of the agenda), letters, etc., shall be recorded in a summary report by the Town Clerk, noting the author, date and any subject line reference. Such communications report and communications shall be distributed to the Town Board with the agenda. Such communications may be read, discussed or otherwise addressed at this time at the discretion of the Board.

RULE 10. Resolutions and Motions:

Resolutions may be addressed during the Resolutions portion of the agenda or during New/Other Business.

The Town Board agrees that it is the intent of this Board to address Resolutions under the “Resolutions” portion of the meeting so that draft Resolutions may be distributed, reviewed and considered by the Town Board and the public prior to having to act thereon. However, the Town Board also agrees that some issues may arise on short notice, and there should be an opportunity to address such issues under New/Other Business. However, addressing Resolutions under the New/Other Business should be the exception, not the rule.

If, at a Town Board meeting, the Board directs preparation of a resolution for the future, it shall be prepared and present on the next agenda or as otherwise agreed upon by the Town Board.

If a proposed written Resolution is submitted to the Supervisor sufficiently in advance of distribution of the agenda by a Town Board member and sponsored by one other Town Board member, then it shall be placed on the agenda.

If a proposed written resolution is submitted in advance by any other Town official or employee, the Supervisor shall have the discretion to determine whether it shall be included on the agenda.

All proposed written Resolutions shall be submitted to the Supervisor in advance of the distribution date of the agenda, with sufficient time to permit review by the Supervisor, Town Attorney, etc., where needed, who may suggest modifications to form or otherwise.

Resolutions on the Agenda: Proposed resolutions submitted with the agenda distribution shall be addressed during the Resolution section of the meeting. They may be approved, denied, modified, amended, tabled, etc., by vote of the Board.

Resolutions under New Business: Resolutions not submitted with the agenda distribution may be proposed during the New and Other Business Section of the agenda and, if seconded, may be acted upon. Since these resolutions were not submitted in advance, they may also be tabled by vote of the Board. The Town Board agrees that, as a matter of policy, Resolutions under this section shall be submitted only in situations of emergency or where submission as part of the regular agenda wasn't otherwise reasonably practicable.

RULE 11. Rules of Debate: When a Resolution is proposed and properly seconded, the procedure and rules of debate shall be governed by the following rules:

1. The Supervisor shall ask the Town Board members if they would like to discuss the Resolution and afford each Town Board member the opportunity to discuss amongst the Town Board.
2. Once it appears that discussion is complete, the Supervisor shall call for vote, and each member may then vote.
3. Alternatively, any Town Board member, including the Supervisor, may call to table a Resolution and have it addressed at a future Town Board meeting. If seconded, such motion to table shall be voted upon.
4. Also, alternatively, prior to a vote on the Resolution, any Town Board member, including the Supervisor, may move to amend a resolution. Such motion would require a second and a vote to succeed. The amended resolution may then be moved.
5. A moving or seconding member may, at any time prior to a vote, withdraw their support of the motion, in which case, the motion may be moved and seconded by other Town Board member(s).

RULE 12. Agenda:

The Supervisor shall be primarily responsible for compiling the agenda, which shall be completed and distributed electronically to the Town Board by the Supervisor or designee no later than the close of business on the Friday prior to the next Thursday meeting, or otherwise six days ahead of the next meeting.

At the time of distribution or as soon as practicable thereafter, but wherever reasonably possible no later than Monday prior to the upcoming Thursday meeting, the agenda shall be posted on the Town website. The Town Clerk will assist the Supervisor with preparing and distributing the agenda.

Where reasonably practicable, Resolutions and relevant items shall be included with the distribution of the agenda. The Town Clerk may collect such items and provide them to the Supervisor or designee for distribution.

The agenda shall indicate a “last revised date,” and shall also explicitly provide that it is “subject to revision and change up to and through the date of the subject meeting.”

The agenda may be modified after distribution, but such changes shall be made as soon as reasonably possible. Such later additions and modifications shall be an exception, not the rule. Where the agenda is updated after distribution, it shall be provided as soon as reasonably practicable to the Town Board members via electronic mail.

The latest revised version of the agenda shall be made available to the Town Board members and also to the public at the subject Town Board meeting.

Items not placed on the agenda may, in any event, be raised (verbally or otherwise) as new or other business during such portion of the meeting.

RULE 13. All Department Heads and Liaisons shall as promptly as possible report to the Supervisor upon proposed resolutions, communications or other matters as may be referred or otherwise relevant to him/her.

RULE 14. Unfinished Business (Resolutions):

Resolutions tabled at a prior Town Board meeting shall be placed on the Agenda on an upcoming Town Board meeting, unless otherwise specified, or unless otherwise disposed of.

RULE 15. Public Participation: Public participation for members of the public (i.e., other than members of the Board) shall occur at this time and shall be conducted in accordance with any rules the Town Board may adopt in relation thereto.

Rule 16: Public Hearings: It shall be the duty of the Supervisor to preside over all public hearings, general or special. Each person addressing the Board shall state their Name and Address for the record from the podium (exceptions allowed).

RULE 16. Order of Voting: The Clerk shall maintain a record of order of voting by roll call, and the Supervisor shall be called last.

RULE 17. Executive Session: Upon successful motion, the Board shall go into executive session, presided over by the Supervisor, during which time any matters permitted under the New York State Open Meetings Law may be addressed. Only members of the Town Board shall participate in the executive session, except that such other persons may be called into the session as may be necessary.

If the need for an executive session is known in advance of distribution of the agenda, such session shall be listed on the agenda, including the general reason therefor.

If the need for an executive session is not known in advance of distribution of the agenda, an executive session may be called for by motion at this time.

In any event, in accordance with law, a valid reason pursuant to NY Open Meetings Law shall be announced prior to entering into executive session.

RULE 18. If the adopted Rules are or become at any time in conflict with the statutory law (where such law is not otherwise intentionally and legally superseded), the statutory law shall take precedence.

RULE 19. Decorum. No member of the public shall engage in any booing, clapping, obscene language or acts or otherwise disrupt the business of the Board, and meeting shall otherwise be conducted in accordance with any rules of decorum and procedure the Town Board may implement.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby approves the Meeting Rules of Order for the Town Board of the Town of Walworth.

Adopted this 7th day of January, 2021 at the 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.

ADJOURNMENT:

Motion by Councilwoman Linson to adjourn.

Seconded by Councilman Bryson.

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

Motion carried.

Time: 6:42 PM.

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk