

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 6:47 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: Donald Young, Esq., Town Attorney

MINUTES

Motion by Councilman Ambroz that the minutes of December 17, 2020 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Bryson.

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

Motion carried.

Supervisor Jacobs stated that, due to technical difficulties with Zoom during the December 17, 2020 meeting, the meeting was not recorded or streamed. The official minutes from that meeting will be posted on the Town’s website.

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

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT - No report.

COMMITTEE / LIAISONS’ REPORTS

COUNCILMAN BRYSON

Councilman Bryson reported that the Library is back to contactless pickup due to the pandemic, and virtual programming still ongoing. He stated the that review of the renovation/expansion plans for Library were delayed due to the pandemic and the holidays, but should be completed soon. He updated the Board stating that the Lehrwood Estates subdivision project is moving

along with the sewers being almost done, the base material is about 75% complete and the gutters/stone for the development should be completed in spring. Lastly, Councilman Bryson shared that the Fire Marshal has started fire inspections for 2021.

COUNCILWOMAN LINSON

Councilwoman Linson stated that the Town Historian will be available to attend the next Town Board meeting, if requested. She also stated that the Cemetery Committee has met and an updated/new Cemetery policy will be brought to the Town Board at its next meeting.

COUNCILMAN PHILLIPS

Councilman Phillips shared that the Assessment Department is on track for completion of revaluation by March 1st, and stated that there may be a presentation on the revaluation process in February. Councilman Phillips encouraged residents to go to the links on Town's website for information on Wastewater Treatment Plant project.

COUNCILMAN AMBROZ

Councilman Ambroz informed those present that the Walworth Court has been serving the public on restricted hours due to the pandemic. He shared that residents should anticipate Spring programming announcements soon from the Recreation Department.

SUPERVISOR JACOBS

Supervisor Jacobs reiterated that Town Code updates should be coming to the Town Board for review in the near future. Additionally, she shared that the Town Hall currently has 6 months of PPE are in stock and precautions are being followed to fight spread of COVID.

RESOLUTIONS:

RESOLUTION 25-21: ABSTRACT 13, APPROVAL

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

To: Walworth Town Board

From: Cheri LeMay-Town Comptroller

Date: 7-Jan-21

Re:

Abstract
#13

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:

	1795-
Voucher Numbers	1828

A	General Fund	\$14,869.91
DA	Highway Fund	\$5,506.46
	Sewer	
SS	Fund	\$2,960.78
CM1	Park Special Revenue Fund	\$0.00
SD1	Walworth Consolidated Drainage	\$6,541.43
SL1	Walworth Light District	\$0.00
	Harvest Hill Light	
SL2	District	\$0.00
SL3	Gananda Light District	\$0.00
SL4	Brookside Light District	\$0.00
SL5	Orchard View Light District	\$0.00
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	\$0.00
SF3	Lincoln Fire Dept	\$0.00
SF2	West Walworth Fire Dept	\$0.00
SD2-	Crystal Creek	\$0.00
	Total Payments	\$29,878.58

Voucher Number 161

Trust & Payroll \$232.56

Checks will be issued January 07, 2021

Checks Reviewed Prior To Mailing 1/07/2021_____

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 26-21: AUTHORIZING TOWN SUPERVISOR TO SIGN DOCUMENTS FOR TOWN VEHICLE LEASE

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

WHEREAS, it was determined that a second leased vehicle to be used by authorized employees replacing personal vehicles would be a good business decision for the Town; and

WHEREAS, Supervisor Jacobs requested bids through the New York State Offices of General Services; and

WHEREAS, only one response was received; and

WHEREAS, the town currently has a retail lease through Van Bortel Chevrolet and a comparison quote has been requested from that dealership; and

WHEREAS, after the quotes have been compared, including distance and employee travel time to and from the dealership for required maintenance, Supervisor Jacobs is requesting authorization to enter into a 36-month Retail Lease Agreement with the selected dealership;

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized to sign the documents to enter into a 36-month lease for a Town vehicle to be used by Town employees. Procurement form on file.


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 27-21: AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN SENSOR MONITORING SERVICE AGREEMENT WITH INTEGRATED SYSTEMS

Councilwoman Linson offered Resolution 27-21 and moved its adoption. Seconded by Councilman Bryson to wit:



Integrated Systems
 Phone: (385) 924-8670
 Fax: (385) 924-8942
 50 Victor Heights Parkway
 Victor, NY 14556

Quote
 No.: **8208**
 Date: 12/23/2020

Prepared for:
 Shane Jacobs
 Town of Walworth
 3600 Lorraine Drive
 Walworth, NY 14568 U.S.A.

Prepared by: Shane Kenyon
 Account No.: 44
 Phone: (315) 986-1400
 Fax: (315) 986-1440

Quantity	Item ID	Description	UOM	Sell	Total
1.00	* Quoted Item	Silver Monitoring Services - 50 Nodes	EA	\$2,495.00	\$2,495.00
<p>24 x 7 Sensor Monitoring and 8x5 Technician Assisted alert notification for up to 50 sensors (1) Remote Probe Installation/ Setup on the customer owned Microsoft OS Enabled Computer (1) MAP Creation that visually displays sensor health with 24x7 access to MAP and sensor health 10 Hours remote technician support services Quarterly Sensor Statistics Reports Coverage Dates: 1/29/2021 - 1/28/2022</p>					

Your Price: **\$2,495.00**

Total: **\$2,495.00**

Prices are firm until 1/31/2021 Terms: Upon Receipt

Prepared by: Shane Kenyon, shane.kenyon@integratednet.com

Date: 12/23/2020

Accepted by: _____

Date: _____

quote.qst

Printed: 12/23/2020 12:51:03PM

Page 1

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is authorized to sign the sensor monitoring service agreement with Integrated Systems at an amount not to exceed \$2,495.00, budgeted item.

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 28-21: AUTHORIZE THE TOWN CLERK TO ISSUE A 2021 PUBLIC ASSEMBLY PERMIT TO GREYSTONE GOLF LLC

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

WHEREAS, an application has been made to the Town Board of the Town of Walworth for a 2021 Public Assembly Permit - Seasonal to Greystone Golf LLC, 1400 Atlantic Avenue, Walworth, NY 14568; pursuant to the Town of Walworth Municipal Code, Chapter 131 Public Assembly.

WHEREAS, the Fire Marshall has completed the Inspection on June 10, 2020; where no violations were cited.

BE IT RESOLVED, that the Town Clerk issue the Permit and collect the fees according to the Town Fee Schedule.

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 29-21: ADOPTION OF RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)

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

The following was submitted:

RESOLVED, by the Town Board of the Town of Walworth that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, us hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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 30-21: ADOPTING THE NEW YORK STATE RECORDS RETENTION AND DISPOSITION SCHEDULE LGS-1 BE MAINTAINED AS THE TOWN OF WALWORTH SUBJECT MATTER LIST FOR FREEDOM OF INFORMATION REQUESTS THROUGH 12/31/2021

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

BE IT RESOLVED, that the New York State Record Retention and Disposition Schedule LGS-1 be maintained as the Town of Walworth Subject Matter List for Freedom of Information requests through December 31, 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 31-21: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE WILLIAMSON LAW BOOK COMPANY ANNUAL SOFTWARE SUPPORT CONTRACT FOR MUNICIPAL ACCOUNTING SOFTWARE, BUILDING & CODES ENFORCEMENT SOFTWARE AND TOWN CLERK PLUS SOFTWARE, BUDGETED ITEMS

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

The following was submitted:

Williamson Law Book Company
790 Canning Parkway Victor, New York 14564

December 15, 2020

Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568

ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Municipal Accounting & Budget Preparation Software
(1/1/21 through 12/31/21)

This agreement is between Williamson Law Book Company (WLB) and the Town of Walworth (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$1,080.00 as specified on the enclosed invoice.

Please sign and return one copy of this contract with your payment

Thank you,



Williamson Law Book Company

Accepted for the Town of Walworth

By: _____ Title: _____ Date: _____

Williamson Law Book Company
790 Canning Parkway Victor, New York 14564

December 15, 2020

Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568

ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Building & Codes Enforcement Software
(1/1/21 through 12/31/21)

This agreement is between Williamson Law Book Company (WLB) and the Town of Walworth (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$1,454.00 as specified on the enclosed invoice.

Please sign and return one copy of this contract with your payment

Thank you,

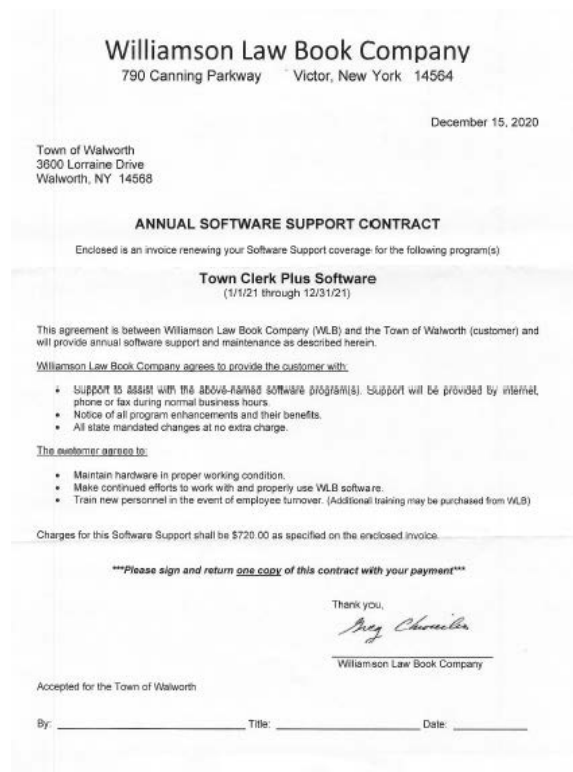


Williamson Law Book Company

Accepted for the Town of Walworth

By: _____ Title: _____ Date: _____

CONTINUED ON NEXT PAGE



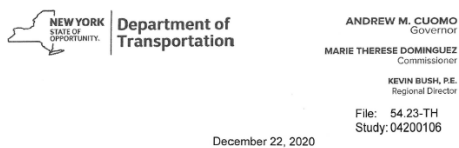
Adopted this 7th day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

COMMUNICATION:

Supervisor Jacobs asked Town Clerk Phillips-Lomb to read the following letter from the New York State Department of Transportation regarding the Canandaigua Road traffic study:



December 22, 2020

Ms. Aimee Phillips, Clerk
Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568

Dear Ms. Phillips:

We have completed our review of Canandaigua Road, between Route 441 and Gananda Parkway, relative to the establishment of a lower speed limit. Our review included an observation of the roadway characteristics, analysis of vehicle speed, and review by the State Police.

A representative from this office visited the site to evaluate roadway characteristics and analyze vehicle speed by use of radar. We also met with the Traffic Supervisor from the New York State Police at this location to seek his input about lowering the speed limit. In consideration of the roadway characteristics, radar data, and review by the State Police, it has been determined that a reduction of the speed limit is not warranted at this time.

During our review, we noted the potential for the town to review the curves on Canandaigua Road to determine if advisory speed panels for the curve warning signs would be appropriate. Additionally, the town could work with the Blue Heron Hill Golf Club to upgrade the pedestrian crossing south of its entrance. Updating warning signs to current standards and ensuring proper placement of warning signs may enhance safety in this section. These changes would be the responsibility of the Town of Walworth Highway Department.

Sincerely,
Paul J. Spitzer
Paul J. Spitzer, P.E.
Regional Traffic Engineer

PJS/AOQ/CAR

cc: T. Sgt. B. Bernard, State Police Troop "E"
K. Rooney, Highway Superintendent, Wayne County

Supervisor Jacobs shared that the Gananda Parkway Steering Committee has been meeting regarding improving that area of roadway and implementing the recommendations provided in the letter. She stated that the recommendations of the Committee will be presented on January 13, 2021. Discussion ensued.

Supervisor Jacobs stated that the next Town Board regular meeting will be held in person and streamed on Facebook Live on January 21st, 2021 at 4:00 PM.

Supervisor Jacobs shared the following:

- The postage machine equipment is on hold and will be discussed at a later date as a new agreement needs to be drafted as a result of the resolution passed at the December 17, 2020 meeting
- The Town Board needs to send a response to the Appleman’s letter submitted last month. Supervisor Jacobs will forward a draft to the Town Board for review.
- COVID vaccination clinic information will be posted on the Town’s website and on Facebook, and Supervisor Jacobs is hoping to bring a COVID testing clinic to the Town in the near future.

Councilman Phillips thanked the Town Board and commended the members for their work last year, and stated that he is looking forward to working together again this year.

ADJOURNMENT:

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

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

Motion carried.

Time: 7:24 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk