

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 6:43 PM and the Pledge of Allegiance was waived due to the format of the meeting.

Supervisor Jacobs welcomed those present and requested a moment of silence in respect of those members of the community who passed away in 2020.

<u>PRESENT:</u>	Susie Jacobs	Supervisor
	Amber Linson	Councilwoman
	Scott Bryson	Councilman
	Cody Phillips	Councilman
	Karel Ambroz	Councilman
	Aimée Phillips-Lomb	Town Clerk

ABSENT: No members of the Town Board were absent.

OTHERS PRESENT: Teresa Maioli, Clerk to the Supervisor; Philip Williamson, Code Enforcement Officer and one (1) Town Reporter.

MINUTES

Motion by Councilwoman Linson that the minutes of December 3, 2020 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Phillips.

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):

SUPERVISOR’S REPORT: Financial report

The Supervisor’s Report for the month of November 2020 was submitted to the Town Board.

Motion by Councilwoman Linson to accept the Supervisor’s Report for the month of November 2020. Seconded by Councilman Ambroz.

44/01/2020 13:26:04

MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF WALWORTH:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of November, 2020:

DATED: December 1, 2020

James P. Corbett
SUPERVISOR

	Balance 10/31/2020	Increases	Decreases	Balance 11/30/2020
A GENERAL FUND				
CASH IN CHECKING	120,000.00	288,013.70	288,013.70	120,000.00
CASH IN SAVINGS	282,901.88	468,363.33	289,467.70	461,797.55
MONEY MARKET ACCT	664,799.03	191.36	0.00	664,990.39
PEPPY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	23,781.77	8.81	0.00	23,790.58
BLDG EQUIPMENT/SOFTWARE	2,501.17	1,454.01	2,908.00	1,047.18
TOWN CLERK EQUIPMENT RESERVE	3,122.89	0.89	0.00	3,123.78
COMPUTER EQ RESERVE SAVINGS	29,541.60	8.46	0.00	29,550.06
TOWN HALL CAPITAL RESERVE	130,054.75	37.26	0.00	130,092.01
DOG EMPOWERMENT RESERVE FUND	4,003.00	1.15	0.00	4,004.15
EMPLOYER BENEFIT RESERVE	1,973.96	0.57	0.00	1,974.53
PARK EQ RESERVE SAVINGS	65,358.33	18.72	0.00	65,377.05
RETIREMENT CONTRIBUTION RESERV	10,086.03	2.09	0.00	10,088.92
HANLEY SIDWALK RESERVE FUND	25,584.94	7.33	0.00	25,592.27
RESERVE FOR RECORDS MANAGEMENT	20,006.24	5.73	0.00	20,011.97
TOTAL	1,384,537.59	758,182.25	580,389.40	1,562,260.44
CM1- PARK SPECIAL REVENUE FUND				
CASH - CHECKING	0.00	1,644.41	1,644.41	0.00
CASH - SAVINGS	98,532.71	5,460.00	1,444.41	102,748.30
TOTAL	98,532.71	7,104.41	3,288.82	102,348.30
CM6- CEMETERIES				
CHECKING	0.00	7,500.00	7,500.00	0.00
CASH - SAVINGS	19,074.54	0.00	7,500.00	11,574.54
TOTAL	19,074.54	7,500.00	15,000.00	11,574.54
DA HIGHWAY FUND				
CASH IN CHECKING	120,000.00	130,146.36	130,146.36	120,000.00
CASH IN SAVINGS	452,701.58	378.70	130,146.36	322,933.92
MONEY MARKET ACCT	541,348.10	155.09	0.00	541,503.19
EMPLOYEES BENEFIT RESERVE	6,561.72	1.88	0.00	6,563.60
MACHINERY RESERVE SAVINGS	23,618.18	6.77	0.00	23,624.95
RETIREMENT CONTRIBUTION RESERV	10,086.03	2.89	0.00	10,088.92
TOTAL	1,154,315.61	130,691.69	260,292.72	1,024,714.58
L LIBRARY FUND				
	0.00	0.00	0.00	0.00

MONTHLY REPORT OF SUPERVISOR

	Balance 10/31/2020	Increases	Decreases	Balance 11/30/2020
TOTAL	0.00	0.00	0.00	0.00
MS SELF INSURANCE FUND				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	1,302.18	0.37	0.00	1,302.55
TOTAL	1,302.18	0.37	0.00	1,302.55
SD1- WALWORTH CONSOLIDATED				
CASH IN CHECKING	0.00	639.76	639.76	0.00
CASH IN SAVINGS	97,061.45	0.00	639.76	96,421.69
TOTAL	97,061.45	639.76	1,279.52	96,421.69
SD2- CRYSTAL CREEK DRAINAGE				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	3,019.73	0.00	0.00	3,019.73
CRYSTAL CREEK DRAINAGE RES SAV	6,699.77	1.92	0.00	6,701.69
TOTAL	9,719.50	1.92	0.00	9,721.42
SP1- WALWORTH FIRE DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SP2- WEST WALWORTH FIRE PROTECTION				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	1,857.99	0.53	0.00	1,858.52
TOTAL	1,857.99	0.53	0.00	1,858.52
SP3- LINCOLN FIRE PROTECTION				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	4,118.93	1.18	0.00	4,120.11
TOTAL	4,118.93	1.18	0.00	4,120.11
SL1- WALWORTH LIGHT DISTRICT				
CASH IN CHECKING	0.00	262.85	262.85	0.00
CASH IN SAVINGS	4,706.60	0.00	262.85	4,443.75
TOTAL	4,706.60	262.85	525.70	4,443.75
SL2- HARVEST HILL LIGHT DISTRICT				
CASH IN CHECKING	0.00	514.06	514.06	0.00
CASH IN SAVINGS	9,067.02	0.00	514.06	8,552.96
TOTAL	9,067.02	514.06	1,028.12	8,552.96
SL3- GANANDA LIGHT DISTRICT				
CASH IN CHECKING	0.00	1,065.90	1,065.90	0.00
CASH IN SAVINGS	13,016.86	0.00	1,065.90	11,950.96

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MONTHLY REPORT OF SUPERVISOR

	Balance 10/31/2020	Increases	Decreases	Balance 11/30/2020
TOTAL	13,016.86	1,065.90	2,131.80	11,950.96
SL4- BROOKSIDE LIGHT DISTRICT				
CASH IN CHECKING	0.00	10.23	10.23	0.00
CASH IN SAVINGS	451.14	0.00	10.23	440.91
BROOKSIDE REPAIR RESERVE	4,702.89	1.35	0.00	4,704.24
TOTAL	5,154.03	11.58	20.46	5,145.15
SL5- ORCHARD VIEW LIGHT DISTRICT				
CASH - CHECKING	0.00	105.87	105.87	0.00
CASH - SAVINGS	5,047.36	0.00	105.87	5,941.49
TOTAL	5,047.36	105.87	211.74	5,941.49
SM GANANDA SIDEWALK DISTRICT				
CASH IN CHECKING	0.00	1,291.00	1,291.00	0.00
CASH IN SAVINGS	33,910.36	0.00	1,291.00	32,619.36
TOTAL	33,910.36	1,291.00	2,582.00	32,619.36
SP JOHN'S PARK DISTRICT				
CASH - CHECKING	0.00	180.00	180.00	0.00
CASH - SAVINGS	2,964.29	0.00	180.00	2,784.29
TOTAL	2,964.29	180.00	360.00	2,784.29
SS WALMORTH SEWER DISTRICT #1				
CASH IN CHECKING	0.00	100,434.89	100,434.89	0.00
CASH IN SAVINGS	179,310.10	92,983.16	100,434.89	171,858.37
MONEY MARKET	409,689.94	117.33	0.00	409,806.87
WETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	202,279.64	57.95	0.00	202,337.59
SEWER EQ RESERVE SAVINGS	120,720.43	34.59	0.00	120,755.02
SEWER CAPITAL RESERVE	527,448.20	151.11	0.00	527,599.31
TOTAL	1,439,547.91	393,779.03	200,869.78	1,432,457.16
SW1- WALMORTH WATER DISTRICT #1				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
SPECIAL RESERVE, WATER STORAGE	38,460.53	0.00	0.00	38,460.53
	2,319.09	0.06	0.00	2,319.15
TOTAL	40,779.62	0.06	0.00	40,779.68
SW19- WATER EXT #19 LIN/SWA/CO				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	2,092.43	0.00	0.00	2,092.43
TOTAL	2,092.43	0.00	0.00	2,092.43
SW20- WATER EXT #20 ARBOR/TUMMONDS				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	800.16	0.00	0.00	800.16

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MONTHLY REPORT OF SUPERVISOR

	Balance 10/31/2020	Increases	Decreases	Balance 11/30/2020
TOTAL	800.16	0.00	0.00	800.16
TA TRUST & AGENCY				
CASH	149,323.19	128,790.00	159,018.57	119,094.62
TOTAL	149,323.19	128,790.00	159,018.57	119,094.62
V DEBT SERVICE				
ARBOR/TUMMONDS RESERVE SAVINGS	0.00	0.00	0.00	0.00
LIN/SWA/CO RESERVE SAVINGS	10,881.31	3.12	0.00	10,884.43
	16,400.93	4.70	0.00	16,405.63
TOTAL	27,282.24	7.82	0.00	27,290.06
TOTAL ALL FUNDS	4,505,212.57	1,230,060.28	1,226,998.63	4,508,274.22

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

Aye
 Aye
 Aye
 Aye
 Aye

Motion carried.

RECEIVER OF TAXES – No report.

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT – No report.

COMMITTEE / LIAISONS' REPORTS

COUNCILMAN BRYSON

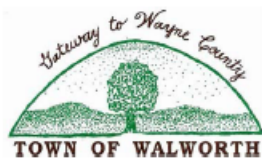
Councilman Bryson stated that the Building Inspector has received and is reviewing the final plans for the Library expansion project. He also shared that the Library has received and deposited 90% of the grant funds from New York State, with the remaining 10% to be sent after the completion of the project. Discussions have taken place with the fire marshal regarding Knox boxes at commercial properties and this will be further discussed at a later date. He stated that the only current drainage issues are related to problems with beaver dams within the Town.

COUNCILWOMAN LINSON

Councilwoman Linson stated that the Cemetery Committee met that day and is looking into precedents for buy-back options for those who would like to sell back cemetery plots to the Town. This will come before the Board at a future date. The next meeting will be held in the spring. Councilwoman Linson also shared that the Wayne County Bicentennial Committee has advertised a presentation on the Bicentennial and directed those interested to the committee's Facebook page.

COUNCILMAN PHILLIPS

Councilman Phillips stated that the following reports had been received from the Assessment Department and Wastewater Treatment Plant:



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 December 2020 (Review of November 2020)

- Bank codes, mailing addresses, names, etc. continue to be revised in roll as requests received.
- Sales, transfers, and splits/merges 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.
- 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.
- Completed sewer relievers for town.
- Ran back up and delivered to county office for January tax bill information.
- Worked with Deb Amsler on including exemption information in her tax bill mailer, which she generously offered to do to help reduce in-person contact.
- Revaluation work underway, including:
 - Verifying parcels with Pictometry to look for changes, updates, etc.
 - Updating parcels in RPS to reflect current inventory and conditions from property description reports (**completed**)
 - Reviewing and updating land tables (**completed**)
 - Updating MSIs (miscellaneous improvements) to reflect accurate inventory (**completed**)
 - Review of sales, ag land, entry of back permits (since 3/1/2020), and entry of property description reports (**completed**)
 - Updating cost sheets (**completed**)
 - Updated trends, models, re-ran costs (**completed**)
 - Currently valuing residential properties
 - Working with Office of Real Property Tax Services to coordinate next steps (ongoing)
- The Assessment Dept continues to work with the Building Dept to answer resident questions regarding changes to properties, structures on properties, and to stay up to date on any resident issues that may involve both departments, as well as to share information regarding changes to inventory and improvements as needed.

Respectfully submitted,

Mel Halstead
Sole Assessor

TOWN OF WALWORTH WASTEWATER TREATMENT PLANT

3451 Ontario Center Road
Walworth NY 14568

Rob Burns, Sewer Superintendent
sewer@townofwalworth.ny.gov

315-906-3415 PHONE

December 16, 2020

To: Councilman Cody Phillips

Regarding: Wastewater Treatment Plant Monthly Report

Please see following the November 2020 monthly report for the Wastewater Treatment Plant. Let me know if you have any questions.

- 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 18 days
- Hauled 60,000 gallons of thickened sludge for disposal; 52 to Canandaigua and 8 to the City of Rochester.
- Completed Baldwin Richardson Foods billing & November DMR's.
- Responded to 51 UFPO requests.
- Responded to 2 after hour call in.
- Salted Town Hall - 4 trips.
- Working on consolidation project with Town of Macedon and WCWSA.
- Working with Labella & DEC to re-classify McAlpin as Significant Industrial User and prepare paperwork to DEC for review at their request.
- Out of Sewer District customer contracts mailed and many questions have been answered.
- Working on Pizza Shop / Brewery Sewer Application with applicant in Town of Macedon.
- Contractor issues with pump station for Lehrwood Estates.

Thank you.

Rob Burns,
Sewer Superintendent

Councilman Phillips shared that the Assessment Department is awaiting word on a possible executive order to be issued by the Governor regarding STAR exemptions, and that the department is ahead of schedule with the Town's revaluation.

COUNCILMAN AMBROZ

Councilman Ambroz shared things are quiet in the Parks and Recreation Department due to the winter season and COVID-19, and stated that the Court has had more restrictions put into place for conducting business and trials.

SUPERVISOR JACOBS

Supervisor Jacobs stated that the Town code updates had been submitted to General Code, are under review and should be brought to the Town Board early next year.

Councilman Phillips commended the Town departments for the snow removal they have performed, and Supervisor Jacobs reminded the public that there is no parking permitted on Town of Walworth roads after November 1st, annually.

RESOLUTIONS:

RESOLUTION 161-20: TO AUTHORIZE TOWN SUPERVISOR TO SIGN SOURCEWELL LEASE FOR LEASE OF MAIL PROCESSING EQUIPMENT

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

The following was submitted:

LEASE - Sourcewell - Purchase Order
 Sourcewell Contract #: 04-1917-NP
 Sourcewell Membership #: 105079

Customer		Vendor		Ship To	
Organization	Town of Walworth	Company Name	Quandt Leasing USA, Inc. FEDERAL EIN 94-2954524	Organization	Town of Walworth
Address	3630 Lonake Drive	Address	479 Whittiers Farms Rd	Attention	Teresa Mowl
City State Zip	Walworth NY 14568	City State Zip	Millard CT 06461	Address	3630 Lonake Drive
Phone	(315) 966-1400	Phone	(860) 466-8045	City State Zip	Walworth NY 14568
		Fax	(315) 301-3930	Phone	(315) 966-1400
				Email	super@townofwalworth.org

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$347.84	\$20,870.40

Lease payment specified above for products listed below includes equipment maintenance, water rental, motor fuels, postal rate changes, software licenses/updates/subscription fees, delivery, installation, operator training, and lease document fees.

QTY	Product ID	Description
1	UX5AF	UX-5 Series Base w/ Autofeeder, Stacker, Catch Tray & Ink Cartridge
1	UX5WPS	UX Series 5 lb Weighing Platform
1	UX54CT	UX54 Catch Tray
1	UX54INT2SE	2 Station Expert 2 Auto Far + CIS Scanner + NJL License and OMS-500 Trail

2) Payments will be sent to:
 Quandt Leasing USA Inc.
 Dept 3682
 PO Box 13204
 Dallas TX 75213-3682
 Federal ID Number 94-2954524

3) Send all correspondence to:
 Quandt Leasing USA Inc.
 479 Whittiers Farms Rd
 Millard CT 06461
 Phone: 303-301-3468, Fax: 303-301-3600

Authorized by: _____ Date: _____
 Print Name: _____ Title: _____

Discussion ensued regarding escape clauses, lease terms and costs, need and efficiency.

Councilman Phillips made the motion to amend the resolution to state that the cost of the lease would be \$548.84 for a term of 63 months. Supervisor Jacobs seconded the motion.

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

Motion failed.

Supervisor Jacobs called for a vote on Resolution 161-20, as originally written.

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

Resolution failed.

RESOLUTION 162-20: TO AUTHORIZE TOWN SUPERVISOR TO SIGN QUADIENT LEASE FOR LEASE OF POSTAGE METER MACHINE

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

WHEREAS, the current lease for the postage meter machine for use at the Walworth Town Hall is about to expire; and

WHEREAS, a quote was obtained for renewal of the lease with Quadient Leasing USA in the amount of \$182.99 per month for a term of 63 months;

THEREFORE, BE IT RESOLVED that the Town Supervisor is hereby authorized to sign the lease with Quadient Leasing USA for a postage meter machine with a cost of \$182.99 per month for a term of 63 months.

Adopted this 17th day of December, 2020 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 163-20: FINANCIAL TRANSFERS

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

December 17, 2020 TOWN BOARD MEETING

BE IT RESOLVED that the Town Comptroller be authorized to perform the following transfers:

\$3,500.00 transfer from SS599 Sewer Fund Balance to SS8130.406 Sewer Chemicals/Disposal to cover expenses

\$5,000.00 transfer from SS599 Sewer Fund Balance to SS8130.409 Sewer Treatment Disposal to cover expenses

\$7,500.00 transfer from SS599 Sewer Fund Balance to SS231E Sewer Equipment Reserve Per Rob Burns Sewer Superintendent. Money originally deposited into SS2771E.

\$154.26 transfer from A599 Fund Balance to A1220.42 Supervisor Office Expense to cover expenses

\$35.31 transfer from A599 Fund Balance to A1355.42 Assessment Office Expense to cover expenses

\$3,600.00 transfer from A599 Fund Balance to A1620.21 Town Office Equipment Computer to cover expenses

\$12,000.00 transfer from A599 Fund Balance to A1620.42 Build Maint. to cover expenses

\$2,500.00 transfer from A599 Fund Balance to A1620.43 Town Office/copier Supplies to cover expenses

\$50.00 transfer from A599 Fund Balance to A1620.44 Town Computer Maint. to cover expenses

\$34.54 transfer from A599 Fund Balance to A7110.21 Park Equipment to cover expenses

\$120.00 transfer from A599 fund Balance to A8020.43 Plan Board Engineering Fees to cover expenses

\$4,397.50 transfer from A599 Fund Balance to A9060.81 Employee Health Benefits to cover expenses.

Adopted this 17th day of December, 2020 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 164-20: ABSTRACT 12, APPROVAL

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

To: Walworth Town Board

From: Cheri LeMay-Town
Comptroller

Date: 17-Dec-20

Re: Abstract #12
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 1650-1794

A	General Fund	\$53,157.21
DA	Highway Fund	\$89,327.54
SS	Sewer Fund	\$21,051.43
CM1	Park Special Revenue Fund	\$527.10
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$271.50
SL2	Harvest Hill Light District	\$522.71
SL3	Gananda Light District	\$2,135.73
SL4	Brookside Light District	\$10.76
SL5	Orchard View Light District	\$113.42
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	\$167,117.40

Voucher Number 138-160

Trust & Payroll \$75,354.67

Checks will be issued December 17, 2020

Checks Reviewed Prior To Mailing 12/17/2020_____

Adopted this 17th day of December, 2020 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 165-20: APPROVAL OF TOWN EMPLOYEE REQUESTS FOR VACATION TIME CARRY OVER FROM 2020 TO 2021

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

WHEREAS, Town of Walworth part-time and full-time regular employees receive paid vacation time; and

WHEREAS, if any employee does not use the vacation time earned and wishes to carry over those hours into the new calendar year, that employee must submit a formal request for management approval, as per the Town of Walworth Employee Handbook;

WHEREAS, each employee making this request understands that he or she may only carry over a maximum of five (5) days, the total hours dependent on his or her work day;

BE IT RESOLVED, the Town of Walworth employee vacation time requests be approved to be carried over from 2020 to 2021.

Adopted this 17th day of December, 2020 at a meeting of the Town Board.

*Employee requests are on file in the Town Clerk’s Office.

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

Resolution carried.

RESOLUTION 166-20: AUTHORIZATION TO ISSUE PETTY CASH FUNDS TO THE RECEIVER OF TAXES FOR THE 2021 TAX COLLECTION

Councilwoman Linson offered Resolution 166-20 and moved its adoption. Seconded by Councilman Ambroz to wit:

WHEREAS, the Town of Walworth will provide the Receiver of Taxes with a Petty Cash Funds for 2021 Tax Collection in the amount \$200.00.

BE IT RESOLVED, the funds for Petty Cash is given to the Receiver of Taxes and Assessments for the 2021 Tax Collection in the amount of \$200.00.

Adopted this 17th of December, 2020 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 167-20: AUTHORIZING THE TOWN CLERK TO ADVERTISE THE TOWN ORGANIZATIONAL MEETING AND REGULAR MEETING

Councilwoman Linson offered Resolution 167-20 and moved its adoption. Seconded by Councilman Phillips to wit:

RESOLVED that the Town Clerk advertise the Town Organizational Meeting for Thursday, January 7, 2021 at 6:00 PM and the Town Board Regular Meeting for Thursday, January 7, 2021 at 6:30 PM.

Adopted this 17th day of December, 2020 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 168-20: AUTHORIZING THE TOWN COMPTROLLER TO PERFORM TRANSFERS, ENCUMBRANCES AND THE ESTABLISHMENTS OF ACCOUNTS NECESSARY TO CLOSE THE TOWN OF WALWORTH BOOKS FOR THE CALENDAR YEAR 2020

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

BE IT RESOLVED that the Town Comptroller be authorized to perform transfers, encumbrances and establishment of accounts necessary to close the Town of Walworth Books for the calendar year 2020.

Adopted this 17th day of December, 2020 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 169-20: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE AGREEMENT WITH MENGEL METZGER BARR & CO LLP RAYMOND WAGER, CPA, P.C. DIVISION, FOR 2021 AUDIT OF TOWN DEPARTMENTS, 2021 BUDGETED ITEM

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

BE IT RESOLVED that the Town Supervisor is hereby authorized to sign the agreement with the Mengel Metzger Barr & Co. LLP Raymond Wager, CPA, P.C. division for 2021 audit of Town departments, 2021 budgeted item.

*Documents on file in the Town Clerk’s office.

Adopted this 17th day of December, 2020 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 170-20: ACCEPTANCE OF THE REPORT FROM RAYMOND F. WAGER, CPA, P.C. FOR THE TOWN OF WALWORTH WAYNE COUNTY, NY AGREED UPON PROCEDURES –JUSTICE ACCOUNTS FOR THE YEAR ENDED DECEMBER 31, 2019 AS SUBMITTED

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

BE IT RESOLVED that the report from Raymond F. Wager, CPA, P.C. for the Town of Walworth, Wayne County, NY –Justice Accounts For The Year ended December 31, 2019 is hereby accepted as submitted.

*Document on file in the Town Clerk’s office.

Adopted this 17th day of December, 2020 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 171-20: ACCEPTANCE OF THE REPORT FROM RAYMOND F. WAGER, CPA, P.C. FOR THE TOWN OF WALWORTH WAYNE COUNTY, NY AGREED UPON PROCEDURES –BASIC FINANCIAL STATEMENTS AND COMMUNICATING INTERNAL CONTROL RELATED MATTERS, IDENTIFIED IN AN AUDIT FOR THE YEAR ENDED DECEMBER 31, 2019 AS SUBMITTED

Councilwoman Linson offered Resolution 171-20 and moved its adoption. Seconded by Councilman Ambroz to wit:

BE IT RESOLVED that the report from Raymond F. Wager, CPA, P.C. for the Town of Walworth, Wayne County, NY – Basic Financial Statements and Communicating Internal Control Related Matters, Identified In An Audit –For The Year ended December 31, 2019 is hereby accepted as submitted.

*Document on file in the Town Clerk’s office.

Adopted this 17th day of December, 2020 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 172-20: TO AUTHORIZE TOWN CLERK TO CONDUCT DOG ENUMERATION FOR ALL PROPERTIES IN TOWN OF WALWORTH

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

WHEREAS, Article 7, Section 110 (4) License fees, of the Agriculture and Markets Law states in part; In addition to the fee charged pursuant to subdivision one of this section, any municipality issuing dog licenses pursuant to this article is hereby authorized to provide for the assessment of additional surcharges for the purpose of: Recovering costs associated with enumeration conducted pursuant to subdivision six of section one hundred thirteen of this article should a dog be identified as unlicensed during such enumeration...; and

WHEREAS, The Code of the Town of Walworth Chapter 56-5 A(1) Licensing Requirements states in part: Enumeration. Upon determination by the Walworth Town Board, the Town Board shall by resolution establish enumeration procedures and fees. Should a dog be identified as unlicensed during enumeration, the enumeration fees collected shall be used to pay the expenses incurred by the municipality; and

WHEREAS, the Town of Walworth conducted a dog mail-in enumeration (census) in 2018;

NOW BE IT RESOLVED, that the Town Board of the Town of Walworth authorizes the Town Clerk to conduct a Dog Mail-in Enumeration for all properties in the Town of Walworth beginning January 1, 2021 through May 1, 2021. *An additional* charge of \$10.00 to be applied to those dogs identified as unlicensed as per Article 7 and the Town of Walworth Code beginning May 2, 2021.

Adopted this 17th day of December, 2020 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 173-20: ADOPTION OF THE PROPOSED 2021 TOWN OF WALWORTH FEE SCHEDULE

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

The following was submitted:

Town of Walworth Fee Schedule 2021

ADVERTISING ON TOWN PROPERTY

No fee at this time

ALARM SYSTEMS (FALSE ALARMS)

TYPE	FEE
RESPONSE TO FIRST THREE (3) FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	No fee at this time
RESPONSE TO EACH OF THE NEXT THREE (3) FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	\$100.00 for each response
RESPONSE TO EACH SUBSEQUENT FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	\$250.00 for each response

ANIMALS

TYPE	LOCAL FEE	STATE FEE
SPAYED/NEUTERED	\$9.00	\$1.00
UN-SPAYED/UN-NEUTERED	\$16.00	\$3.00
SERVICE DOGS - EXEMPT SPAYED/NEUTERED	-	\$1.00
SERVICE DOGS - EXEMPT UN-SPAYED/UN-NEUTERED	-	\$3.00

ANIMALS

PUREBRED LICENSES	LOCAL FEE	STATE FEE	
1-10 DOGS	\$30.00	\$1.00 S/N	\$3.00 US/UN
11-25 DOGS	\$55.00	\$1.00 S/N	\$3.00 US/UN
26 & UP	\$105.00	\$1.00 S/N	\$3.00 US/UN
REPLACEMENT TAG	\$3.00		
LATE FEE AFTER 60 DAYS	\$5.00 per license		
ENUMERATION FEE	To be established by Town Board Resolution		
IMPOUND FEES		COUNTY FEE PER DAY	
1ST PICK-UP FEE	\$25.00	\$20.00	
2ND PICK-UP FEE	\$50.00	\$40.00	

CONTINUED ON NEXT PAGE

3RD PICK-UP FEE	\$75.00	\$50.00
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ASSESSING
No fee at this time

HIGHWAY DEPARTMENT
No fee at this time

JUNKYARDS AND JUNK DEALERS

COMMENT	FEE
New and Annual Renewal Fee Per Application Per Calendar Year	\$125.00

PARKS AREAS

AREA	RESIDENT FEE	NON-RESIDENT FEE
LODGE	Fees may be changed by Town Board Resolution	
OPEN AIR PAVILION		

RECREATION AREAS

Fees established by Resolution 133-20

AREA	RESIDENT FEE	NON-RESIDENT FEE
SKATING RINK RENTAL	N/A	N/A

PUBLIC ASSEMBLY

COMMENT	FEE
Public Assembly Permit per Application per	\$125.00

RECEIVER OF TAXES

No fee at this time

RECORDS

COMMENT	FEE
RESEARCH FEE	\$20.00

SEWERS

COMMENT	FEE
SEWER RATES	SET BY LOCAL LAW
NEW CONNECTIONS:	
APPLICATION/CONNECTION	\$800.00
INSPECTION	\$50.00

STORM WATER MANAGEMENT

COMMENT	FEE	OTHER
ANNUAL INSPECTION OF STORMWATER	\$100.00	ALSO SEE CHAPTER 74 ENTITLED
FEES FOR SERVICES PERFORMED BY TOWN	\$100.00 per Inspection	ALSO SEE CHAPTER 74 ENTITLED
ARTICLE IV		
INSPECTIONS AT CONSTRUCTION SITE BUILDING INSPECTOR HOURLY RATE INCLUDING BENEFITS FOR 2019	\$33.72 hr. x hours at site supported by the daily time sheet as submitted by the Building Inspector	
SEWER HOOKUP	See chapter 139 - Sewers	
WATER SYSTEM CONNECTION FEE	Amount of fee shall be the same fee charged to the	

CONTINUED ON NEXT PAGE

TOWN CEMETERY

COMMENT	TYPE	FEE
BURIAL COST	EXCAVATING - FULL SIZE BOX WITH VAULT	\$600.00
	EXCAVATING - CREMATIONS	\$200.00
	EXCAVATING - BABIES	\$250.00
SALE OF LOTS (PER GRAVE)	SITE	\$500.00
	HALF LOT (4 GRAVE SITES)	\$2,000.00
	FULL LOT (8 GRAVE SITES)	\$4,000.00
FOUNDATIONS	SINGLE STONE OR MARKER (12x24)	\$200.00
	DOUBLE STONE OR MARKER (14x36)	\$400.00
	SPECIAL SIZE (Exceeds double size)	.75 cu ft
DIS-INTERMENTS	FULL SIZE & CHILDREN	\$800.00
	CREMATIONS	\$200.00

TOWN CLERK

TYPE	FEE
MARRIAGE	\$40.00
CERTIFIED COPY BIRTH/DEATH/MARRIAGE	\$10.00
GENEALOGY REQUESTS	\$22.00
FOIL REQUEST	Fees prescribed by law
RETURN CHECK	\$20.00
ZONING MAPS	
11x14	\$2.50
24x36	\$20.00

Building Fees (2021)

STRUCTURE	PERMIT FEE	ESCROW FEE	PARK & RECREATION	OTHER
911 REFLECTIVE HOUSE NUMBERS	\$25.00	\$0.00		
ADDITION/REMODEL	\$100.00	\$100.00		
ADMINISTRATION FEE	\$100.00			
AIRCONDITIONING	\$60.00	\$100.00		
BREEZEWAY	\$60.00			
CARPORT	\$60.00	\$100.00		Include Escrow if Electrical Inspection is needed
CENTRAL AIR CONDITIONING REPLACEMENT	\$60.00	\$100.00		
COMMERCIAL: NONRESIDENTIAL/INDUSTRIAL BUILDING, ADDITION, RENOVATION, ALTERATION &	250 OR .10 per sq foot (whichever is greater)	\$1,500.00 1/2 BUILDING PERMIT BUT NOT LESS		\$75 septic insp if applicable
CONSTRUCTION COMMENCED PRIOR TO PERMIT ISSUED	\$100.00			ADMINISTRATIVE FEE: ADD TO PERMIT FEE FOR STRUCTURE
DECK	\$60.00			
DEMOLITION - BUILDING	\$75.00	\$0.00		
DWELLING - 1LOT DEVELOPMENT(SFH)	\$175.00	(\$500.00 minimum)	650	\$.10 per sq ft over 2500 sq ft plus \$75 septic inspection if not on public sewer
DWELLING - MULTIFAMILY	\$400.00	\$400.00 plus \$50 per unit in excess of 3 units	400 each; 4 or less units/ 150 for each dwelling for apartment bldg	\$75 septic inspection fee if not on public sewer
ELECTRICAL BY CONTRACTOR	\$60.00	\$100.00		
ELECTRICAL	\$60.00	\$100.00		
ELECTRICAL TRANSFER	\$60.00	\$100.00		
EXCAVATION & TOP SOIL	\$60.00	\$0.00		Plus Consulting/Professional Fees Incurred by
FARM BUILDING	\$60.00	\$100.00		\$1 per each 100 sq ft over 5000 sq ft; Include Escrow if Electrical Inspection is needed
FILLING OF LAND	\$60.00	\$0.00		Plus Consulting/Professional Fees Incurred by
FIRE PLACE/WOOD STOVE/CHIMNEY INSTALL	\$60.00	\$0.00		\$40 Reinspection Fee
FURNACE REPLACEMENT	\$60.00	\$0.00		
GARAGE (Not a Pole Barn)	\$60.00	\$100.00		Include Escrow if Electrical Inspection is needed
GENERATOR - COMMERCIAL	\$150.00	\$100.00		

CONTINUED ON NEXT PAGE

GENERATOR - RESIDENTIAL	\$60.00	\$100.00	
HOT TUB	\$60.00	\$100.00	\$30 each addition inspection
PROPERTY HOUSE NUMBERS	\$25.00		
MANUFACT HOME			
PLACEMENT IN A PARK	\$125.00	\$650.00	
MANUFACT HOME-PRIVATE	\$150.00	\$500.00	Plus .10 per sq ft over 2500 sq ft plus 75 Septic
PERGOLA	\$60.00	\$0.00	
PLUMBING REPAIR	\$60.00	\$0.00	
POLE BARN (RESIDENTIAL)	\$75.00	\$100.00	Include Escrow if Electrical Inspection is needed
PROPERTY MAINTENANCE	\$60.00	\$0.00	\$40 Reinspection Fee
PORCH	\$60.00	\$100.00	Include Escrow if Electrical Inspection is needed
RECERTIFICATION/ADMIN	\$60.00	\$0.00	
RENEWAL (RESIDENTIAL)	\$60.00	\$0.00	*\$50 minimum-depends on original permit
RENEWAL (COMMERCIAL)	\$250.00		*\$250 minimum-depends on original permit
(HOME,BASEMENT,ATTIC...)	\$75.00	\$100.00	Include Escrow if Electrical Inspection is needed
REROOF/TEAR OFF	\$60.00	\$0.00	2nd Layer - No Permit Unless Metal
RESEARCH (printed C of C, C of O, Permit, Electrical Inspections)	\$35 (Except FOIL)	\$0.00	\$50 each field visitation
SEPTIC SYSTEM	\$175.00		Includes \$100 Percolation Fee
SHED/ACCESSORY BUILDING	\$60.00		\$50 each additional inspect in excess of 2 inspect
SIGNS & BILLBOARDS	\$60.00		DOES NOT INCLUDE GARAGE OR FARM
SUNROOM	\$60.00	\$100.00	Include Escrow is Electrical Inspection is needed
SWIMMING POOL	\$60.00	\$200.00	PLUS \$30 each additional inspection
TELECOM TOWER			Escrow + Maintenance Bond (Removal Bond) Law 180-43.4 (I)
INSTALL/REPLACE	\$1,000.00	\$1,500.00	
TELECOM TOWER: ADD ADDITIONAL ANTENNA	\$750.00	\$100.00	Include Escrow if Electrical Inspection is Needed
TOP SOIL EXCAVATION/REMOVAL	.06 PER CUBIC	\$0.00	With Town Board Approval
TOWER ANTENNA (RESIDENTIAL), WINDMILL, SOLAR PANEL, GREEN POWER	\$75.00	\$100.00	Plus \$75 each additional inspection
TRUSS PLACARD FEE	\$15.00	\$0.00	
WATER HEATER PLACEMENT	\$60.00	\$0.00	
WINDOWS	\$60.00	\$0.00	

PLANNING BOARD SUBDIVISION AND/OR SITE PLAN REVIEW FEES (2021)

SUBDIVISION APPLICATION FEE - In addition to the Application Fee, All fees incurred as per Town Code §74-2*	\$400.00 each lot
SITE PLAN APPLICATION FEE - In addition to the Application Fee, All fees incurred as per Town Code §74-2*	\$400.00 each lot
PERCOLATION TEST	100-per lot or septic repair
RECERTIFICATION	\$50.00
CONCEPT	\$25.00
ADMINISTRATION FEE	\$100.00
HOME OCCUPATION - MAJOR A or B	\$100.00
HOME OCCUPATION - MINOR	\$25.00
Application fee of \$75.00, plus Consultant & Professional Fees to be invoiced as per Town Code §74-2*	\$75.00 plus
Application fee of \$50.00, plus Consultant & Professional Fees to be invoiced as per Town Code §74-2*(approved site plan & preexisting building)	\$50.00 plus

ZONING BOARD FEE (Chapter 180-47)

Application Fee - Commercial and Industrial	\$100.00	Note: In addition to the Application Fee, All fees incurred as per Town Code §74-2*
Application Fee - Residential	\$50.00	
Administrative Fee	\$100.00	

OTHER

Water System Connection Fee	Determined by Wayne County Water Authority
(Encroachment with Easement)	\$60.00 With Town Board Approval
Development of Non-residential Zoning District	\$100 per 100 sq ft

***Town Code §74-2: Consultant Fees to be borne by Applicant**

All consultant fees incurred for the consulting, professional or other related services described herein shall be borne by the applicant. A deposit may be required in advance to cover the estimated costs. Should no escrow be required, the costs will be billed to the applicant on a monthly basis.

INSPECTIONS

Storm Water Control Facility Annual	\$100.00	
Construction Site	\$33.72/hr	Submit Daily Time Sheet
Septic	\$75.00	Plus \$50 each additional insp.
Sewer	\$50.00	

BE IT RESOLVED, the 2021 Town of Walworth Fee Schedule is adopted and becomes effective January 1, 2021. Schedule is on file in the Town Clerk’s office.

Adopted this 17th day of December, 2020 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 174-20: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE A MOBILE HOME PARK FOR GALVIN’S MOBILE HOME PARK

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

The following was submitted:

WHEREAS, application has been made to the Town Board of the Town of Walworth for a License to maintain and operate a mobile home park (Section 1 & 2) at Galvin’s Mobile Home Park, 1612 Hennessey Road, Walworth, New York, for the year 2020 pursuant to §180.42.

WHEREAS, the Building Inspector / Fire Marshal has completed the annual inspection of Galvin’s Mobile Home Park on December 8, 2020; and has found no violations.

BE IT RESOLVED, that the Town Clerk issue the License and collect the fees according to the Walworth Fee Schedule to Galvin’s Mobile Home Park.

Adopted this 17th day of December, 2020, 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 175-20: RELEASE MAINTENANCE BOND FOR WALWORTH PLAZA LLC, AND TO AUTHORIZE THE PREPAYMENT FOR THE RELEASE OF FUNDS

Councilwoman Linson offered Resolution 175-20 and moved its adoption. Seconded by Councilman Phillips to wit:

The following was submitted:



www.wcwsa.org

12/17/2020

Norman Druschel
Building Inspector
Town of Walworth

Re: Tops LLC, 2140 Walworth Penfield Road

Mr. Druschel,

At your Request I am providing you with a confirmation that the Wayne County Water and Sewer Authority is in concurrence with the Town of Walworth regarding the adequacy of the installation of the Water Distribution system associated with the Tops LLC, Development located at 2140 Walworth Penfield Road. The installed Water Main has been in service and operable, and we would support the Town of Walworth's decision to accept full dedication of the Water Main and associated appurtenances and to release the Maintenance Bond.

If you have any further Questions please feel free to contact me.

Respectfully,

Jason Monroe
Director of Operations
Wayne County Water and Sewer Authority

cc: Martin Amin, Executive Director, Wayne County Water and Sewer Authority

TOWN OF WALWORTH
 BUILDING DEPARTMENT
 3600 Lorraine Drive
 Walworth, New York 14568
 Phone: (315) 986-1400
 Fax: (315) 986-1440

Norm Druschel
 Building Inspector

Phil Williamson
 Code Enforcement Officer

December 7, 2020

Susie Jacobs
 Supervisor
 Town of Walworth

Re: Maintenance agreement on water mains

Dear Susie:

We have received letters from Jason Monroe of the Wayne County Water Authority for release of the maintenance bonds for the installation water main at Tops supermarket and MaCalpin industries. Based on those letters we can now release those bonds. If you have any questions please contact me.

Norman Druschel
 Building Inspector
 Town of Walworth

WHEREAS, the Town Supervisor has received a recommendation from the Wayne County Water and Sewer Authority authorizing the release of five thousand dollars and zero cents (\$5,000.00) from the Maintenance Bond for storm water control measures at Walworth Plaza, LLC which was verified by the Town Building Inspector;

NOW, THEREFORE, BE IT RESOLVED that Walworth Plaza, LLC. is authorized a release from its Maintenance Bond in the amount of \$5,000.00 as requested and a prepayment is also hereby authorized for the release of those funds.

Adopted this 17th day of December, 2020 at a meeting of the Town Board, as amended.

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

Resolution carried.

RESOLUTION 176-20: RELEASE MAINTENANCE BOND FOR MCALPIN INDUSTRIES, INC, AND TO AUTHORIZE THE PREPAYMENT FOR THE RELEASE OF FUNDS

Councilwoman Linson offered Resolution 176-20 and moved its adoption. Seconded by Councilman Ambroz to wit:

The following was submitted:



www.wcwsa.org

12/1/2020

Norman Druschel
Building Inspector
Town of Walworth

Re: McAlpin Industries, 856 Walworth Penfield Road

Mr. Druschel,

At your Request I am providing you with a confirmation that the Wayne County Water and Sewer Authority is in concurrence with the Town of Walworth regarding the adequacy of the installation of the Water Distribution system associated with the McAlpin Industries Development located at 856 Walworth Penfield Road. The Wayne County Water And Sewer Authority Installed Water Main has been in service and operable, and we would support the Town of Walworth's decision to accept full dedication of the Water Main and associated appurtenances and to release the Maintenance Bond.

If you have any further Questions please feel free to contact me.

Respectfully,

Jason Monroe
Director of Operations
Wayne County Water and Sewer Authority

cc. Martin Aman, Executive Director, Wayne County Water and Sewer Authority

3377 Daansen Road -Walworth, New York 14568 - (315) 986-1929 - Fax (315) 986-1687

**TOWN OF WALWORTH
BUILDING DEPARTMENT**
3600 Lorraine Drive
Walworth, New York 14568
Phone: (315) 986-1400
Fax: (315) 986-1440

Norm Druschel
Building Inspector

Phil Williamson
Code Enforcement Officer

December 7, 2020

Susie Jacobs
Supervisor
Town of Walworth

Re: Maintenance agreement on water mains

Dear Susie;

We have received letters from Jason Monroe of the Wayne County Water Authority for release of the maintenance bonds for the installation water main at Tops supermarket and MaCalpin industries. Based on those letters we can now release those bonds. If you have any questions please contact me.

Norman Druschel
Building Inspector
Town of Walworth

WHEREAS, the Town Supervisor has received a recommendation from the Wayne County Water and Sewer Authority authorizing the release of three thousand six hundred dollars and

zero cents (\$3,600.00) from the Maintenance Bond for storm water control measures at McAlpin Industries, Inc. which was verified by the Town Building Inspector;

NOW, THEREFORE, BE IT RESOLVED that McAlpin Industries, Inc. is authorized a release from its Maintenance Bond in the amount of \$3,600.00 as requested and a prepayment is also hereby authorized for the release of those funds.

Adopted this 17th day of December, 2020 at a meeting of the Town Board, as amended.

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

Resolution carried.

RESOLUTION 177-20: AUTHORIZE TRANSFER OF FUNDS FROM ESCROW ACCOUNT INTO FUND BALANCE TO OFF-SET PREVIOUS PAYMENTS MADE IN THE AMOUNT OF \$9,088.70 FOR ORCHARD VIEW, LLC PHASES 2A, 2B AND 3A

Councilman Phillips offered Resolution 177-20 and moved its adoption. Seconded by Councilwoman Linson to wit:

The following was submitted:

To: Susie Jacobs, Supervisor
 From: Phil Williamson
 Date: December 15, 2020
 Re: Transfer of Escrow Funds to Fund Balance – Orchard View LLC, Phase 2A, 2B & 3A per request from Norm Druschel, Building Inspector.

After auditing the above project, it has been determined the amount of Nine Thousand Eighty-Eight Dollars and seventy cents (\$6114.70 Phase 3 & \$2,974.00 Phase 2A & B = \$9,088.70) should be transferred from the "Escrow Account" into Fund Balance to off-set the previous payments made.


 Phil Williamson

NOW, THEREFORE, BE IT RESOLVED that the transfer of funds from the Escrow Account into Fund Balance to off-set previous payments made is hereby authorized in the amount of \$9,088.70 for Orchard View, LLC, Phases 2A, 2B and 3A per request from Norm Druschel, Building Inspector, Town of Walworth.

Adopted this 17th day of December, 2020 at a meeting of the Town Board, as amended.

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

Resolution carried.

RESOLUTION 178-20: AUTHORIZE TRANSFER OF FUNDS FROM ESCROW ACCOUNT INTO FUND BALANCE TO OFF-SET PREVIOUS PAYMENTS MADE IN THE AMOUNT OF \$7,948.61 FOR WALWORTH PLAZA (TOPS)

Councilwoman Linson offered Resolution 178-20 and moved its adoption. Seconded by Councilman Ambroz to wit:

The following was submitted:

To: Susie Jacobs, Supervisor
 From: Phil Williamson
 Date: December 15, 2020
 Re: Transfer of Escrow Funds to Fund Balance – Walworth Plaza (TOPS), Town of Walworth.

After auditing the above project, it has been determined the amount of Seven Thousand Nine Hundred, Forty-Eight and sixty-one cents (\$7,948.61) should be transferred from the "Escrow Account" into Fund Balance to off-set the previous payments made.


 Phil Williamson

NOW, THEREFORE, BE IT RESOLVED that the transfer of funds from the Escrow Account into Fund Balance to off-set previous payments made is hereby authorized in the amount of \$7,948.61 for Walworth Plaza (TOPS), Town of Walworth.

Adopted this 17th day of December, 2020 at a meeting of the Town Board, as amended.

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

Resolution carried.

RESOLUTION 179-20: AUTHORIZE TRANSFER OF FUNDS FROM ESCROW ACCOUNT INTO FUND BALANCE TO OFF-SET PREVIOUS PAYMENTS MADE IN THE AMOUNT OF \$20,925.00 FOR LEHRWOOD ESTATES

Councilman Ambroz offered Resolution 179-20 and moved its adoption. Seconded by Councilwoman Linson to wit:

The following was submitted:

To: Susie Jacobs, Supervisor
 From: Phil Williamson
 Date: December 15, 2020
 Re: Transfer of Escrow Funds to Fund Balance – Lehrwood Estates, Mildahn Road Subdivision, Town of Walworth.

After auditing the above project, it has been determined the amount of Twenty Thousand, Nine Hundred Twenty-Five Dollars and no cents should be transferred from the "Escrow Account" into Fund Balance to off-set the previous payments made.


 Phil Williamson

NOW, THEREFORE, BE IT RESOLVED that the transfer of funds from the Escrow Account into Fund Balance to off-set previous payments made is hereby authorized in the amount of \$20,925.00 for Lehrwood Estates, Mildahn Road Subdivision, Town of Walworth.

Adopted this 17th day of December, 2020 at a meeting of the Town Board, as amended.

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

Resolution carried.

RESOLUTION 180-20: ADOPTION OF THE PARKING AND SNOW CLEARING GUIDELINES

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

The following was submitted:

For the benefit and safety of all employees the Town Board has adopted the following parking and snow clearing guidelines as follows:

- Beginning November 1 and ending April 1 each year.
- During normal business hours Monday thru Friday, Employee parking will be along the West side (nearest Lorraine Drive) of the upper parking lot. If the number of employee cars exceed the spaces needed, along the west side then additional spaces beginning at the north end next to the sidewalk may be used.
- The need for snow clearing and application of ice control materials for the following parking lot(s) and sidewalks during normal business hours will be determined by those responsible for these services.
 1. Upper parking lot and sidewalk.
 2. Lower parking lot and sidewalk.

3. Middle parking lot including the fenced in area will be a back bladed driving area only.

4. Trooper area, will be a back bladed driving area only.

- After normal business hours the need for snow clearing in specific parking areas and required emergency exits from the building will be determined by those responsible for these services.
- If you have any questions and or concerns please direct them to the Supervisors office, do not call those engaged in providing the snow clearing and/or ice control directly.
- All employees are encouraged to follow these guidelines for your safety and the safety of others. If a choice is made not to follow the adopted guidelines, please understand the person making the choice has done so at their own risk.

Adopted this 17th day of December, 2020 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.

COMMUNICATIONS:

- **Letter from Charter Communications**, dated December 4, 2020
- **Letter of intent from Western Wayne Ambulance**, dated December 9, 2020
- **Assessment Department Report**, December 2020
- **Town of Walworth Wastewater Treatment Plant Monthly Report**, November 2020
- **Letter from Buzz and Becky Appleman**, dated December 11, 2020

Supervisor Jacobs acknowledged that the Town Board is in receipt of the letter from the Applemans regarding the hire of a full-time staff member in the Parks and Recreation Department and that the Town Board will reply.

Supervisor Jacobs shared that the Town Board Organization and Regular meetings in January will be held virtually via ZOOM and streamed on Facebook Live. Legal Notices will be published with more detailed information.

EXECUTIVE SESSION:

Motion by Councilman Ambroz to enter into executive session to discuss medical, financial, credit, or employment history of a particular person/corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension; and collective bargaining negotiations per Article 14 of Civil Service Law.

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: 8:16 PM

RECONVENE:

Councilman Ambroz made the motion to reconvene the meeting. Councilman Phillips seconded the motion.

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

Motion carried.

Time: 9:32 PM

ADJOURNMENT:

Motion by Councilman Ambroz to adjourn. Seconded by Councilman Phillips.

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

Motion carried.

Time: 9:32 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk