

WALWORTH TOWN BOARD – 19 MARCH 2020 REGULAR MEETING

Presiding Supervisor Jacobs called the Regular Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 6:31 PM and led those present in the Pledge of Allegiance.

<u>PRESENT:</u>	Susie Jacobs	Supervisor
	Amber Linson	Councilwoman (*via videoconference
	Scott Bryson	Councilman
	Cody Phillips	Councilman
	Karel Ambroz	Councilman
	Aimée Phillips-Lomb	Town Clerk
<u>ABSENT:</u>	Timothy Vendel	Highway Superintendent

OTHERS PRESENT: Donald Young, Esq., Town Attorney; Teresa Maioli, Clerk to the Supervisor.

Supervisor Jacobs welcomed those attending the meeting in person and via Facebook Live, explaining that due to COVID-19, the Town Board was holding a business meeting. The meeting was being streamed via videoconference in adherence to the social distancing protocols put in place by local and State governments.

Supervisor Jacobs indicated the need to enter into an attorney client privilege meeting with the Town’s attorney at 6:33 PM. Town Clerk Phillips-Lomb and Clerk to the Supervisor Maioli exited the meeting room.

At 7:16 PM, the Town Board exited the attorney client privilege meeting ended and the normal business meeting of the Walworth Town Board resumed.

MINUTES

Motion by Councilman Ambroz that the minutes of March 5, 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.

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

SUPERVISOR’S REPORT: Financial report

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

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 February, 2020:

DATED: March 3, 2020

James Gamba
SUPERVISOR

	Balance 01/31/2020	Increases	Decreases	Balance 02/29/2020
A GENERAL FUND				
CASH IN CHECKING	120,000.00	207,113.45	207,113.45	120,000.00
CASH IN SAVINGS	350,180.55	507,578.02	248,613.48	1,017,145.08
MONEY MARKET ACCT	362,488.25	209.19	0.00	362,697.44
PETTY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	23,683.03	13.49	0.00	23,702.52
BLOG EQUIPMENT/SOFTWARE	1,001.08	1,500.01	0.00	2,501.09
TOWN CLERK EQUIPMENT RESERVE	3,110.72	1.77	0.00	3,112.49
COMPUTER EQ RESERVE SAVINGS	19,424.41	10,016.76	0.00	29,443.17
TOWN HALL CAPITAL RESERVE	119,547.60	10,073.77	0.00	129,621.37
DOG ENONERATION RESERVE FUND	1,869.40	1.06	0.00	1,870.46
EMPLOYEE BENEFIT RESERVE	1,966.27	1.12	0.00	1,967.39
PARK EQ RESERVE SAVINGS	45,103.49	20,037.07	0.00	65,140.56
RETIREMENT CONTRIBUTION RESERV	10,046.71	5.72	0.00	10,052.43
HAMLET SIDEWALK RESERVE FUND	25,485.19	14.51	0.00	25,499.70
RESERVE FOR RECORDS MANAGEMENT	19,928.21	11.35	0.00	19,939.56
TOTAL	1,112,862.91	1,156,577.33	455,726.98	1,813,713.26
CM1- PARK SPECIAL REVENUE FUND				
CASH - CHECKING	0.00	1,192.38	1,192.38	0.00
CASH - SAVINGS	104,111.41	4,580.00	1,192.38	107,499.03
TOTAL	104,111.41	5,772.38	2,384.76	107,499.03
CM6- CEMETERIES				
CHECKING	0.00	2,000.00	2,000.00	0.00
CASH - SAVINGS	21,199.54	0.00	2,000.00	19,199.54
TOTAL	21,199.54	2,000.00	4,000.00	19,199.54
DA HIGHWAY FUND				
CASH IN CHECKING	120,000.00	149,031.03	149,031.03	120,000.00
CASH IN SAVINGS	100,405.99	1,557,524.64	149,031.03	1,508,898.60
MONEY MARKET ACCT	438,637.60	249.77	0.00	438,887.37
EMPLOYEES BENEFITS RESERVE	6,536.12	3.72	0.00	6,539.84
MACHINERY RESERVE SAVINGS	23,526.08	13.40	0.00	23,539.48
RETIREMENT CONTRIBUTION RESERV	10,046.71	5.72	0.00	10,052.43
TOTAL	699,152.50	1,706,827.28	298,062.06	2,107,917.72
L LIBRARY FUND				
CASH - CHECKING	275,025.00	0.00	275,025.00	0.00

MONTHLY REPORT OF SUPERVISOR

	Balance 01/31/2020	Increases	Decreases	Balance 02/29/2020
TOTAL	275,025.00	0.00	275,025.00	0.00
MS SELF INSURANCE FUND				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	3,843.14	2.19	0.00	3,845.33
TOTAL	3,843.14	2.19	0.00	3,845.33
SD1- WALWORTH CONSOLIDATED				
CASH IN CHECKING	0.00	5,639.76	5,639.76	0.00
CASH IN SAVINGS	108,459.05	0.00	5,639.76	102,819.29
TOTAL	108,459.05	5,639.76	11,279.52	102,819.29
SD2- CRYSTAL CREEK DRAINAGE				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	4,670.91	0.00	0.00	4,670.91
CRYSTAL CREEK DRAINAGE RES SAV	6,673.64	3.80	0.00	6,677.44
TOTAL	11,344.55	3.80	0.00	11,348.35
SP1- WALWORTH FIRE DISTRICT				
CASH IN CHECKING	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SP2- WEST WALWORTH FIRE PROTECTION				
CASH IN CHECKING	0.00	175,682.00	175,682.00	0.00
CASH IN SAVINGS	6,471.51	193,119.61	175,682.00	23,909.12
TOTAL	6,471.51	368,801.61	351,364.00	23,909.12
SP3- LINCOLN FIRE PROTECTION				
CASH IN CHECKING	0.00	160,021.00	160,021.00	0.00
CASH IN SAVINGS	206,009.33	26.19	160,021.00	46,014.52
TOTAL	206,009.33	160,047.19	320,042.00	46,014.52
SL1- WALWORTH LIGHT DISTRICT				
CASH IN CHECKING	0.00	496.94	496.94	0.00
CASH IN SAVINGS	11,473.85	0.00	496.94	10,976.91
TOTAL	11,473.85	496.94	993.88	10,976.91
SL2- HARVEST HILL LIGHT DISTRICT				
CASH IN CHECKING	0.00	516.66	516.66	0.00
CASH IN SAVINGS	12,990.37	0.00	516.66	12,473.71
TOTAL	12,990.37	516.66	1,033.32	12,473.71
SL3- CANANDA LIGHT DISTRICT				
CASH IN CHECKING	0.00	1,083.52	2,167.26	-1,083.74
CASH IN SAVINGS	21,525.03	0.00	1,083.52	20,441.51

CONTINUED ON NEXT PAGE

MONTHLY REPORT OF SUPERVISOR

	Balance 01/31/2020	Increases	Decreases	Balance 02/29/2020
TOTAL	21,525.03	1,083.52	3,250.78	19,357.77
SL4- BROOKSIDE LIGHT DISTRICT				
CASH IN CHECKING	0.00	10.39	10.39	0.00
CASH IN SAVINGS	519.81	0.00	10.39	509.42
BROOKSIDE REPAIR RESERVE	4,684.54	2.47	0.00	4,687.21
TOTAL	5,204.35	13.06	20.78	5,196.63
SL5- ORCHARD VIEW LIGHT DISTRICT				
CASH - CHECKING	0.00	108.71	108.71	0.00
CASH - SAVINGS	6,736.00	0.00	108.71	6,627.29
TOTAL	6,736.00	108.71	217.42	6,627.29
SM GANANDA SIDEWALK DISTRICT				
CASH IN CHECKING	0.00	97.80	97.80	0.00
CASH IN SAVINGS	34,290.09	0.00	97.80	34,192.29
TOTAL	34,290.09	97.80	195.60	34,192.29
SP JOHN'S PARK DISTRICT				
CASH - SAVINGS	4,134.29	0.00	0.00	4,134.29
TOTAL	4,134.29	0.00	0.00	4,134.29
SS WALMORTH SEWER DISTRICT #1				
CASH IN CHECKING	0.00	60,779.24	60,779.24	0.00
CASH IN SAVINGS	218,417.17	112,707.42	95,430.41	235,694.18
MONEY MARKET	311,226.19	27,593.40	0.00	338,819.59
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	201,490.86	114.73	0.00	201,605.59
SEWER EQ RESERVE SAVINGS	113,338.78	64.54	0.00	113,403.32
SEWER CAPITAL RESERVE	497,594.23	7,509.95	0.00	505,104.18
TOTAL	1,342,147.23	208,769.28	156,209.65	1,394,726.86
SW1- WALMORTH WATER DISTRICT #1				
CASH IN SAVINGS	38,460.53	0.00	0.00	38,460.53
SPECIAL RESERVE, WATER STORAGE	2,318.55	0.06	0.00	2,318.61
TOTAL	40,779.08	0.06	0.00	40,779.14
SW19- WATER EXT #19 LIN/SWA/CO				
CASH IN SAVINGS	27,722.43	0.00	0.00	27,722.43
TOTAL	27,722.43	0.00	0.00	27,722.43
SW20- WATER EXT #20 ARBOR/TURKONDS				
CASH IN SAVINGS	5,046.16	2,779.00	0.00	7,825.16

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MONTHLY REPORT OF SUPERVISOR

	Balance 01/31/2020	Increases	Decreases	Balance 02/29/2020
TOTAL	5,046.16	2,779.00	0.00	7,825.16
TA TRUST & AGENCY				
CASH	417,739.47	181,370.95	499,761.88	99,348.54
TOTAL	417,739.47	181,370.95	499,761.88	99,348.54
V DEEP SERVICE				
ARBOR/TURKONDS RESERVE SAVINGS	10,838.89	6.17	0.00	10,845.06
LIN/SWA/CO RESERVE SAVINGS	18,798.84	10.70	0.00	18,809.54
TOTAL	29,637.73	16.87	0.00	29,654.60
TOTAL ALL FUNDS	4,507,925.02	3,800,924.39	2,379,567.63	5,929,281.78

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT - No report.

COMMITTEE / LIAISONS' REPORTS

COUNCILMAN BRYSON

Councilman Bryson stated that he had met with the fire marshal, Norman Druschel, and that Mr. Druschel had performed 5 fire inspections this month. Councilman Bryson also indicated that he had met with the Board of Trustees of the Walworth-Seely Public Library recently and discussed programming and staffing changes, and updates on the renovation project.

COUNCILWOMAN LINSON

Councilwoman Linson indicated that she had met with Dog Control Officer Lea Dill, and asked if some updates could be made to the website with Mrs. Dill's contact information and licensing protocols, information, etc.

COUNCILMAN PHILLIPS – No report.

COUNCILMAN AMBROZ:

Councilman Ambroz stated that there was a meeting scheduled with the Wayne County Soil and Water Conservation District for the next week, that will now be “to be determined”.

SUPERVISOR JACOBS – No report.

RESOLUTIONS:

RESOLUTION 71-20: ABSTRACT 3, APPROVAL

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

To: Walworth Town Board
From: Cheri LeMay-Town Comptroller
Date: 17-Mar-20
Re: Abstract #03
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	306-463	
A	General Fund	\$100,699.10
DA	Highway Fund	\$62,756.16
SS	Sewer Fund	\$55,138.03
CM1	Park Special Revenue Fund	\$206.30
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$463.61
SL2	Harvest Hill Light District	\$497.70
SL3	Gananda Light District	\$1,083.74
SL4	Brookside Light District	\$9.07
SL5	Orchard View Light District	\$92.48
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	\$24,320.00
SW20	Water Ext #20	\$6,080.00
L	Library	\$0.00
SF3	Lincoln Fire Dept	\$0.00
SF2	West Walworth Fire Dept	\$0.00
	Total Payments	\$251,346.19
Voucher Number 28-38		
	Trust & Payroll	\$47,633.35

Checks will be issued March 17, 2020
Checks Reviewed Prior To Mailing 03/17/2020 _____

Adopted this 19th day of March, 2020 at the meeting of the Town Board.

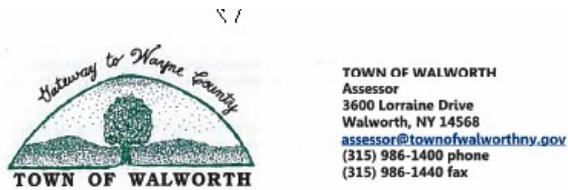
Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 72-20: AUTHORIZE PROVISIONAL EMPLOYEE EMILY KUNZ TO MOVED TO A PERMANENT EMPLOYEE, EFFECTIVE MARCH 29, 2020

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

The following was submitted:



March 10, 2020

To the Walworth Town Board:

I would like to recommend that Emily Kunz, Assistant to the Assessor for the Town of Walworth, be moved from Probationary Employee to Permanent Employee of the town.

Since beginning her employment on September 30th, we began Emily's training and enrolling her in available courses. In December of 2019, Emily completed Fundamentals of Data Collection and passed the examination; in January of 2020, she completed and passed the Fundamentals of Assessment Administration course and exam.

Emily has been trained in and is sharing the following responsibilities:

- Exemptions, including: Application dates and guidelines; eligibility; processing and completion of the applications; assisting residents in completing
 - For Enhanced STAR: Emily is enrolled in the New York State Assessment Community and has been trained in processing applications in the Income Verification Program
- Sales and Transfers, including: understanding and processing 5217s in RPS-V4 system; updating exemptions; updating inventory and property files accordingly; mailing and processing sales verification forms; updating time adjusted sales price reports
- Updating of Property Files, including: processing permits, certificates of occupancy and certificates of conformance; accompanying the Building Inspector on home inspections for new builds and additions; sketching new builds and additions to homes and adding inventory to cards; updating improvement lists.
- Working in the RPS-V4 system, including: processing sales and transfers; updating inventory; inputting permits and certificates of occupancy/conformance; running reports; printing labels.
- Various Office Duties, including: record keeping of splits and merges; filing and retention time of documents; ordering of supplies and creation of vouchers; assistance with board reports and attending meetings as necessary.
- Taxable Status Date Events and Responsibilities, including: inputting of exemptions and inventory changes; mailing out change in assessment notices; setting up informal meetings with residents; preparing for the grievance process.
- Revaluation process, including: timeline of events in the revaluation; mailing out and processing of data mailers; updating of and purging of property files.

X /

- Working with the Receiver of Taxes to correct addresses, update contact information, assist both the receiver and assessor in apportionments of tax bills, and contacting residents to answer questions and concerns.

In addition, Emily is currently signed up for a training course in the RPS-V4 system (April 20-21), and we will continue to train Emily on the duties and responsibilities in the assessment department as we move into the revaluation process.

Respectfully submitted,

Mel Halstead
Sole Assessor

BE IT RESOLVED the Walworth Town Board hereby authorizes that Emily Kunz be moved from Provisional to Permanent Full-Time employment, effective March 29, 2020.

Adopted this 19th day of March, 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 73-20: TOWN BOARD APPOINTMENT OF PER DIEM DEPUTY DOG CONTROL OFFICER

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

Per Diem Dog Control Officer at \$25.00 a pickup plus mileage (no dog bite cases)	Andrea Colocillo	Walworth, NY	Term effective: 3/19/2020 – Expiring: 12/31/2020
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Adopted this 19th day of March, 2020 at a meeting of the Town Board.

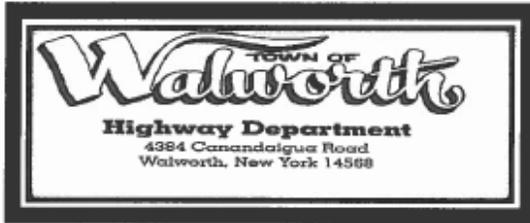
Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 74-20: AUTHORIZE HIGHWAY SUPERINTENDENT TO EXPEND FOR REPAIRS OF BRINGING FUEL PUMPS AT HIGHWAY DEPARTMENT UP TO CODE

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

The following was submitted:



Timothy M. Vendel
Highway Superintendent

Phone: (315) 524-3150
Fax: (315) 524-9247

March 19, 2020

Ms. Susie Jacobs
Walworth Town Supervisor
1600 Lorraine Drive
Walworth, NY 14568

RE: Purchase of New Gas Pumps for the Highway Department

Susie:

We currently have GASBOY Split Capacity Gas and Diesel fuel storage and pump system (9100 Series) that we purchased new from Jeffrey Fuels. The system was installed in 1991, however, we kept the existing pumps that were purchased in 1971. Although the fuel storage system was "groundbreaking" when they first came out, we continue to be plagued by the challenges that come with trying to keep a system that is now over 50 years old in an operational state.

As you know, all the fuel pumps for town use are located at our facility, and not only do the Highway, Building, Sewer and Rec departments get their fuel here, but Lincoln, West Walworth, and Walworth Fire Departments, and the Walworth Ambulance fuel up from our facility as well. Our pumps are outdated to the point that we can no longer get keys for the keyboard, so we are unable to replace any lost or broken keys. Additionally, it is becoming increasingly harder, and in some cases almost to the point of impossible, to acquire parts for the pumps, which could make the wait time for repairs such that it could be anywhere from a week onward before a pump gets repaired. My concern is that we are going to put in a situation where one of the pumps is down, and we won't have immediate access to fuel. Given that all of our Town Departments, and our Fire Departments and Ambulance fuel up from our facility, not having accessibility to either gas or diesel in an emergency situation could end with devastating results, something which I know no Town employee wants to see occur.

When attempting to obtain quotes, we learned that the current system is not in compliance with DEC regulations, and therefore, along with new pumps, the system must be brought up to code as well. Please see the attached quote from the Pump Doctor to see what is required to bring the system up to code.

As you can see, this is an old, outdated, and non-compliant fuel system. Therefore, I have asked the Town to approve the purchase of a new fueling system which is to be included in the 2020 Highway Department Budget. The new system would include two new pumps, keyless software, and transaction recording. The upgrade was not included in the budget, as we did not find out about that until we sought to obtain quotes for the pumps.

Thank you,

Tim Vendel
Highway Superintendent
cc: Town Board Members

The Pump Doctor Inc.
 2706 Hemlock Road
 Eden, NY 14057
 thepumpdoctor@gmail.com
 Phone # 716-992-3181
 Fax # 716-992-3186

Estimate	
DATE	ESTIMATE NO.
2/19/2020	518

NAME / ADDRESS Walworth Highway 4384 Casandajiga Rd. Walworth, NY 14568	Ship To Walworth Highway 4384 Casandajiga Rd. Walworth, NY 14568
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DUE DATE	REP	P.O. NO.
1/17/2020	BWA	

DESCRIPTION	QTY	TOTAL
The Pump Doctor Inc. proposes to fix DEC issues with plumbing for fuel pumps. The selected valves will need to be relocated to the top of tanks. The secondary contained underground pipes will need a transition ramp installed on down to convert flexible pipe to steel pipe at the tank location. We will install new fill boxes and new overflow prevention valves on fill pipes to prevent spills on ground. We will make brackets to hang off style to mount fill boxes. We will use customer excavator to dig pipes up to install transition ramp.		
Bravo transition ramp 2 - 1 1/2" pipe entry	1	1,135.00
Decal entry box for XP-150-SC	2	191.00
OPW swedge end for pipe	1	250.00
3" - 10 Gallon Remote Spill Box - Top Connection w/ 2" AL male QD adaptor, BR Ball Valve, Hand Pump - Powder Coated Steel	2	3,676.00
2" Pressure Fill Overfill Prevention Valve, Aluminum Body, w/ 2" Female Threaded x 4" Female Threaded Connection, CARB EPR	2	2,280.56
2" x 6' Aluminum Drop Tube - CARB EPR Approved	2	98.32
Materials		2,000.00
Shipping and Handling		300.00
Labor (shop time to make brackets for fill boxes)	6	540.00
Labor Prevaling Wage	48	5,040.00
Travel Time	12	960.00
TOTAL		

Sales Tax (8.0%)

SIGNATURE

Page 1

The Pump Doctor Inc.
 2706 Hemlock Road
 Eden, NY 14057
 thepumpdoctor@gmail.com
 Phone # 716-992-3181
 Fax # 716-992-3186

Estimate	
DATE	ESTIMATE NO.
2/19/2020	518

NAME / ADDRESS Walworth Highway 4384 Casandajiga Rd. Walworth, NY 14568	Ship To Walworth Highway 4384 Casandajiga Rd. Walworth, NY 14568
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DUE DATE	REP	P.O. NO.
1/17/2020	BWA	

DESCRIPTION	QTY	TOTAL
Overhead on 4 M&F locations		2,071.00
		\$0.00
QUOTED PRICE GOOD FOR 30 DAYS	TOTAL	\$19,145.88

Sales Tax (8.0%) \$0.00

SIGNATURE

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BE IT RESOLVED, that the Highway Superintendent is hereby authorized to expend for repairs of bringing fuel pumps at the Highway Department up to code in an amount not to exceed \$19,145.88. Procurement form submitted and on file in Town Clerk's office.

Adopted this 19th day of March, 2020 at the meeting of the Town Board.

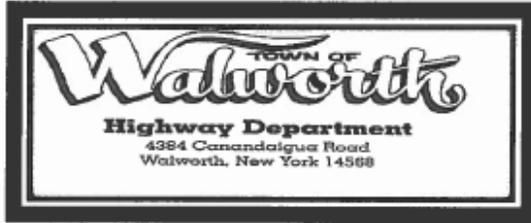
Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 75-20: AUTHORIZE HIGHWAY SUPERINTENDENT TO PURCHASE NEW FUEL PUMPS FOR THE TOWN HIGHWAY BARN

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

The following was submitted:



Timothy M. Vendel
Highway Superintendent

Phone: (315) 524-3150
Fax: (315) 524-9247

March 19, 2020

vs. Susie Jacobs
Walworth Town Supervisor
1600 Lorraine Drive
Walworth, NY 14568

RE: Purchase of New Gas Pumps for the Highway Department

Susie:

We currently have GASBOY Split Capacity Gas and Diesel fuel storage and pump system (9100 Series) that we purchased new from Jeffrey Fuels. The system was installed in 1991, however, we kept the existing pumps that were purchased in 1971. Although the fuel storage system was "groundbreaking" when they first came out, we continue to be plagued by the challenges that come with trying to keep a system that is now over 50 years old in an operational state.

As you know, all the fuel pumps for town use are located at our facility, and not only do the Highway, Building, Sewer and Rec departments get their fuel here, but Lincoln, West Walworth, and Walworth Fire Departments, and the Walworth Ambulance fuel up from our facility as well. Our pumps are outdated to the point that we can no longer get keys for the keyboard, so we are unable to replace any lost or broken keys. Additionally, it is becoming increasingly harder, and in some cases almost to the point of impossible, to acquire parts for the pumps, which could make the wait time for repairs such that it could be anywhere from a week onward before a pump gets repaired. My concern is that we are going to put in a situation where one of the pumps is down, and we won't have immediate access to fuel. Given that all of our Town Departments, and our Fire departments and Ambulance fuel up from our facility, not having accessibility to either gas or diesel in an emergency situation could end with devastating results, something which I know no Town employee wants to see occur.

When attempting to obtain quotes, we learned that the current system is not in compliance with DEC regulations, and therefore, along with new pumps, the system must be brought up to code as well. Please see the attached quote from the pump doctor to see what is required to bring the system up to code.

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Thank you,


Tim Vendel
Highway Superintendent
cc: Town Board Members

The Pump Doctor Inc.
 2706 Hemlock Road
 Eden, NY 14057
 office@thepumpdoctorinc.com
 Phone # 716-992-3181
 Fax # 716-992-3186

Estimate

DATE	ESTIMATE NO.
2/13/2020	532

NAME / ADDRESS Walworth Highway 4384 Canastota Rd. Walworth, NY 14568
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Ship To Walworth Highway 4384 Canastota Rd. Walworth, NY 14568

DUE DATE	REP	P.O. NO.
3/31/2020	BWA	

DESCRIPTION	QTY
The Pump Doctor Inc. proposes to supply and install new diesel and unleaded fuel pumps and a new electronic reader system with network based software at the outside fueling island. The system will have wireless communication to building. We will need a cove circuit for electronic equipment which we will pull through existing conduit. If there are problems pulling wire there may be extra labor and materials. We have arrived at this price by using Scanwell pricing ID #119478.	
Fleet Hood Office Software (see site)	1
Atlas Single, Front Load Pump (alkalresened Diesel)	1
Atlas PRIME Payment Terminal Single Sided	1
Atlas PRIME Controller Internal Dispenser	1
RS-485 - PLUS OR PRIME	1
Totalizer, Elec. Mech. Access (Gal)	1
Gasboy Service Offering - 1 Year	1
Wireless option on communication	
Atlas Single, Front Load Pump (alkalresened Unleaded)	1
Atlas PRIME Payment Terminal Single Sided	1
RS-485 - PLUS OR PRIME	1
Totalizer, Elec. Mech. Access (Gal)	1
Eltec Mixer Tag - 10 per lot (\$9.40 ea.)	7
TOTAL	

Sales Tax (8.00)

SIGNATURE

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The Pump Doctor Inc.
 2706 Hemlock Road
 Eden, NY 14057
 office@thepumpdoctorinc.com
 Phone # 716-992-3181
 Fax # 716-992-3186

Estimate

DATE	ESTIMATE NO.
2/13/2020	532

NAME / ADDRESS Walworth Highway 4384 Canastota Rd. Walworth, NY 14568
--

Ship To Walworth Highway 4384 Canastota Rd. Walworth, NY 14568

DUE DATE	REP	P.O. NO.
3/31/2020	BWA	

DESCRIPTION	QTY
Support Post Unleaded Mount *THIS IS UNIT PRICE NOT SPARE PARTS PRICE*	2
1" ISW Hose Retriever K2-Clamp & Rest *THIS IS UNIT PRICE NOT SPARE PARTS PRICE*	1
1" ISW Hose (1 1/2" OD) Retriever K2-Clamp & Rest *THIS IS UNIT PRICE NOT SPARE PARTS PRICE*	1
3/4" x 12' HOSE, EAGLEFLO FERM X SWV	1
1" X 18' EAGLEFLO FERM X SWV HOSE	1
3/4" x 8' HOSE, GAL EAGLEFLO MDM	1
1" x 8' HOSE, GAL BREAKAWAY HOSE	1
3/4" Twister Swivel	1
1" Twister Swivel	1
3/4" Cue Twist Magnetic Breakaway	1
1" Cue Twist Magnetic Breakaway	1
3/4" Unleaded Poppet Nozzle, Blk	1
1" 78B Diesel Nozzle, UL Listed, Yellow, w/o Retaining Ring	1
Materials	
Labor Prevailing Wage	48
TOTAL	

Sales Tax (8.00)

SIGNATURE

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The Pump Doctor Inc.
 2706 Hemlock Road
 Eden, NY 14057
 office@thepumpdoctorinc.com
 Phone # 716-992-3181
 Fax # 716-992-3186

Estimate

DATE	ESTIMATE NO.
2/13/2020	532

NAME / ADDRESS
Walworth Highway 4384 Casandigua Rd. Walworth, NY 14568

Ship To
Walworth Highway 4384 Casandigua Rd. Walworth, NY 14568

DUE DATE	REP	P.O. NO.
3/31/2020	BWA	

DESCRIPTION	QTY
Travel Time - multiple trips	24
QUOTED PRICE GOOD FOR 30 DAYS	
TOTAL	\$33,270.48

Sales Tax (0.00)

\$0.00

SIGNATURE _____

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BE IT RESOLVED, that the Highway Superintendent is hereby purchase new fuel pumps for the Town of Walworth Highway barns in an amount not to exceed \$33,270.48. Procurement form submitted and on file in Town Clerk's office.

Adopted this 19th day of March, 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 76-20: APPROVAL OF AGREEMENTS TO PROCEED WITH THE WAYNE COUNTY WATER AND SEWER AUTHORITY REGIONAL WASTEWATER TREATMENT PLANT PROJECT

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

WHEREAS, the Town of Walworth owns and operates a decades old wastewater treatment plant that is in need of substantial repairs, upgrades and/or improvements, all at substantial cost; and

WHEREAS, other local municipalities also have wastewater treatment plants in need of repairs, upgrades and/or improvements; and

WHEREAS, as regulations for wastewater treatments continue to change and evolve, even after the currently needed upgrades and improvements are made, it is likely that many more such upgrades and improvements will be required over time, all at substantial cost; and

WHEREAS, in lieu of upgrading and continuing to independently operate each of such existing wastewater treatment plants, the Wayne County Water and Sewer Authority (“WCWSA”) and the Town of Macedon, Town of Marion, Town of Palmyra, Town of Walworth and Village of Palmyra (the “Participating Municipalities”) have expressed their intent to work together cooperatively to develop a single facility and conveyance system that would meet all their collective needs (the “Regional Plant”); and

WHEREAS, consistent with this intent, on or about June 1, 2019, the Town of Walworth executed a Memorandum of Understanding with the WCWSA, formally expressing its intent and desire to participate in the Regional Plant project, subject to funding commitments to the WCWSA; and

WHEREAS, the WCWSA has subsequently received substantial funding commitments from the State of New York, totaling approximately \$12.5 Million Dollars towards the cost of the Regional Plant Project, which in total will cost approximately \$50 Million Dollars; and

WHEREAS, the Regional Plant is expected to have a maximum flow capacity of approximately 3.1 million gallons per day of wastewater, which is expected to be sufficient to address both the current and future projected flows of all Participating Municipalities; and

WHEREAS, the WCWSA has crafted agreements that specify the terms and conditions, including the costs, applicable to the Participating Municipalities as it relates to the Regional Plant, such agreements comprising the “Amended and Restated Agreement” for the “Western Regional Wastewater Treatment System Improvements and Services” and the “Control Agreement” (the “Agreements”); and

WHEREAS, in accordance therewith, in sum, the WCWSA will finance, construct and operate the Regional Plant and, the Participating Municipalities will convey their wastewater to the Plant for treatment, will pay the WCWSA their pro rata share for the construction of the Regional Plant, and will permit the WCWSA to collect fees related to operation and maintenance costs of the Regional Plant; and

WHEREAS, the WCWSA has completed its environmental review of the Regional Plant project and has issued a Negative Declaration in association therewith; now, therefore, be it

RESOLVED, that the Walworth Town Board, including on behalf of its sewer districts, hereby approves the Agreements and authorizes execution of the same.

Adopted this 19th day of March, 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.

COMMUNICATION:

- Letter from NYS DOT regarding approval for Sherburne Road traffic study
- Assessment Department Report, February 2020

NEW AND OTHER BUSINESS:

RESOLUTION 77-20: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE WILLIAMSON LAW BOOK COMPANY ANNUAL SOFTWARE SUPPORT CONTRACT FOR RECORDS MANAGEMENT SOFTWARE, BUDGETED ITEM

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

The following was submitted:



Adopted this 19th day of March, 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 78-20: REGARDING PUBLIC MEETINGS DURING COVID19 PANDEMIC

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

WHEREAS, the pandemic resulting from COVID-19, also known as the coronavirus, has begun to and will continue to create unanticipated and serious consequences to our Town, our State and our world; and

WHEREAS, in response to the pandemic, a number of measures have been implemented by State and local government, including, for example, that Wayne County has declared a State of Emergency, schools have been closed, businesses have been closed, density restrictions have been imposed, etc.; and

WHEREAS, the impacts on the Town, including Town officials, employees and residents are many and varied, and, given as much, the State of New York, by Executive Order adopted on Friday, March 13, 2020, has temporarily suspended and/or modified certain rules and regulations, including those under the New York Open Meetings Law (“OML”) as they relate public meetings of local governments; and

WHEREAS, specifically, said Executive Order temporarily suspends the OML requirement that public meetings (such as town/village board, planning board and zoning board meetings) be kept open for physical in-person public access, and such Order specifically authorizes the holding of public meetings via telephone conference, video conference, etc.; and

WHEREAS, out of concern for potential impacts of the pandemic, and consistent with the measures being implemented by State and Federal government, the Town of Walworth will use all resources available to it in order to protect its officials, employees and residents, including the authority of said Executive Order.

NEW, THEREFORE, BE IT RESOLVED, that, until further notice, for the protection and health of the public, the Town employees and Town officials, and in order to comply with governmental directives that gatherings be limited to ten people or less, the Walworth Town Board hereby temporarily modifies its meeting rules to permit public meetings of the Town to be held in accordance with such Executive Order, including, but not limited to, as follows:

1. Public meetings may be cancelled by the Supervisor in the Supervisor’s discretion, in which case the Supervisor shall cause the Town Board members to be notified as soon as reasonably practicable via email, phone, text or otherwise, and the public shall be notified via the Town website.
2. Public meetings of the boards of the Town of Walworth will no longer be open for physical, in-person participation by the public; and
3. Public meetings may now additionally be held by the boards of the Town of Walworth via phone conference, video conference or a combination thereof; and
4. Regardless of the manner in which such meetings are held, they shall be recorded and such recordings such be preserved for the use of the public; and
5. Regardless of the manner in which such meetings are held, best efforts shall be made to ensure such meetings are broadcast live to the public (despite and due to the fact that the public will not be physically present) such that said meetings may be heard and/or viewed live through audio or visual channels such as speaker phone, phone conference, internet streaming, radio/TV broadcast, etc.; and
6. Proper notice of such meetings shall be made, describing how the public may hear and/or view such meetings.

Adopted this 19th day of March, 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 79-20: REGARDING WAIVER OF LATE FEES AND REFUND OF PARKS RESERVATIONS

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

WHEREAS, the pandemic resulting from COVID-19, also known as the coronavirus, has begun to and will continue to create unanticipated and serious consequences to our Town, our State and our world; and

WHEREAS, in response to the pandemic, a number of measures have been implemented by State and local government, including, for example, that Wayne County has declared a State of Emergency, schools have been closed, businesses have been closed, etc.; and

WHEREAS, the impacts on Town residents are many and varied, and, given the same, the Town would like to accommodate residents during these trying times by permitting waiver of late fees due to the many and varied impacts of the pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the Walworth Town Board hereby authorizes those Town of Walworth employees who collect fees to waive any late fees where the cause giving rise so such late fee is reasonably related to the impacts of the current pandemic; and, be it further

RESOLVED, that the Walworth Town Board hereby authorizes the Town recreation department to refund any fees collected for reservation of park facilities (where such facilities have not yet been used by the reserving party), including cabins, upon request of any resident at least 48 hours in advance of the reservation date.

Adopted this 19th day of March, 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 80-20: APPROVING HOURLY PAY- COVID-19

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

WHEREAS, the novel coronavirus (COVID-19) pandemic has resulted in the Federal, State and County governments declaring a state of emergency; and

WHEREAS, the Governor, pursuant to Executive Order No. 202.4, has made certain mandates regarding the response to COVID-19, including the ability of local governments to authorize that its employees work remotely, and

WHEREAS, the Town of Walworth (“Town”) will, in light of this Executive Order and other applicable mandates, assign specified Town employees to work remotely, and

WHEREAS, the Town desires to pay its hourly employees during the curtailment of traditional Town operations due to the COVID-19 pandemic, it is

NOW, THEREFORE, RESOLVED that:

1. The Walworth Town Board hereby declares the COVID-19 pandemic is an emergency for the Town.
2. Effective immediately, and until this policy is terminated or amended upon notice from the Town Supervisor, to the greatest extent practicable and unless otherwise directed, Town employees shall work remotely and shall perform their regular duties or duties as may be assigned to them by the Town. Employees shall receive their regular rate of straight time pay. Overtime is not authorized.
3. There shall be no change in employee benefits.
4. This resolution shall apply only for the specific and limited purpose of addressing the unique challenges presented by the outbreak of COVID-19. It shall not set any precedent or practice regarding any aspect of the Resolution.
5. This Resolution shall take effect immediately.

Adopted this 19th day of March, 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.

Supervisor Jacobs thanked the staff, by reading each staff member’s name aloud, for their work and dedication to the Town during this challenging time. The Town Board echoed Supervisor Jacobs’ sentiments indicating that safety is the highest priority and thanking the Supervisor for her work as well.

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: 7:36 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk