

Presiding Supervisor Jacobs called the Regular Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held at 3600 Lorraine Drive, Walworth, New York and streamed on Facebook Live due to the COVID-19 pandemic to order at 6:30 PM. Supervisor Jacobs led those present in the recitation of the Pledge of Allegiance.

**PRESENT:**

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:** Donald Young, Esq., Town Attorney; Teresa Maioli, Clerk to the Supervisor; Ed Parkhurst, President, Western Wayne Ambulance, Inc; Cody Szatkowski, Vice President, Western Wayne Ambulance, Inc.

Supervisor Jacobs welcome those present and updated the Town Board members on the following:

- New York has suspended new jury trials due to COVID-19 pandemic, current criminal and civil trials will continue until completion
- Drainage report was received from the Wayne County Soil & Water Conservation District
- Wayne County Sheriff’s Office published a press release concerning Thanksgiving and the pandemic
- Supervisor Jacobs and Assessment Department attended the “Understanding Your Assessment” training in Ontario recently. Training will be coming to Walworth in the near future
- The Wayne County 2021 Tentative Budget has been released and Supervisor reviewed highlights. The Public Hearing on the County’s budget will be held on December 1, 2020 at 7:00 PM in Lyons
- Senator Pam Helming attended a recent Board of Supervisors meeting and shared that State funding projects for 2020 remain on schedule, many of those in Wayne County. Broadband projects will continue to be funded, with a commitment of \$1.5 million for Wayne County, but any additional funding amounts will not be known until after the first of the year.

**MINUTES**

Motion by Councilwoman Linson that the minutes of November 5, 2020 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Ambroz.

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

Motion carried.

Supervisor Jacobs shared that the presentation scheduled for this meeting by Jim Lee, Director of Wayne County Advanced Life Support Services; has been rescheduled to take place at the meeting of the Town Board on December 3, 2020. She asked Town Clerk Phillips-Lomb to read aloud the following e-mail:

**Susie Jacobs**

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**From:** E911- Lee, Jim <JLee@co.wayne.ny.us>  
**Sent:** Thursday, November 19, 2020 1:36 PM  
**To:** 'townsupervisor@townofwalworthny.gov'  
**Subject:** Town Board Meeting

Supervisor Jacobs,

In follow up to a voicemail message that I left on your office phone yesterday, I find that I have double booked for this evening, as I believe that I'm scheduled to attend your Town Board meeting. I'm wondering if there is a possibility to rescheduling my visit to your next meeting. If that's not possible, I may be able to reschedule my other appointment for tonight, but I would need to know as soon as possible if that must be done.

With respect to the Town's interest in possibly working with Western Wayne Ambulance to secure property for a base of operation, let me again say that the project has my full endorsement. As you know through your role on the County Board, the County has not, to date, contributed financially to the bases of operation at locations where our ALS vehicles are housed, beyond work dedicated specifically to the County's operation. Therefore, at this time, we cannot commit County funds to this potential building project. This lack of financial commitment is not, however, indicate that we are not interested in housing a Paramedic and vehicle in this potential new base, as we are most interested in this prospect, and we appreciate the willingness of Western Wayne to establish quarters for our use.

With respect to Western Wayne Ambulance, when discussing the evolution of EMS, and the way that, I believe, agencies need to adapt for the future, I often refer to Western Wayne as an example of the right way to do things. I believe that they have carefully and thoughtfully proceeded forward in the development of their agency by combining two smaller agencies. They have not, and do not, spend beyond their means, and always look to make sound decisions that protect their operational and financial future. The most difficult part of starting a new EMS agency is making it through the first year. The members and Board of Western Wayne have set themselves up for success in the future. I would strongly encourage the Town of Walworth to assist them, if possible, in locating a parcel for their base of operation. It's important for the success of the operation, and for the residents of Walworth.

Please let me know if I could reschedule my visit to your Town Board, and again, my sincere apology for the scheduling oversight.

Jim Lee  
Director, Wayne County ALS  
315 946 5712

**ELECTED OFFICIALS' REPORTS** (Highway, Town Clerk, Justice, Receiver of Taxes):**SUPERVISOR'S REPORT: Financial report**

The Supervisor's Report for the month of October 2020 was submitted to the Town Board.

Motion by Councilman Bryson to accept the Supervisor's Report for the month of October 2020.  
Seconded by Councilman Ambroz.

11/19/2020 11:53:56

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 October, 2020.

DATED: November 3, 2020

*[Signature]*  
SUPERVISOR

	Balance 09/30/2020	Increases	Decreases	Balance 10/31/2020
<b>A GENERAL FUND</b>				
CASH IN CHECKING	120,000.00	136,936.50	136,936.50	120,000.00
CASH IN SAVINGS	448,216.02	39,771.36	201,083.50	286,903.88
MONEY MARKET ACCT	664,585.18	233.85	0.00	664,799.03
PETTY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	23,774.17	7.60	0.00	23,781.77
BLDG EQUIPMENT/SOFTWARE	2,501.16	0.01	0.00	2,501.17
TOWN CLERK EQUIPMENT RESERVE	3,121.89	1.00	0.00	3,122.89
COMPUTER EQ RESERVE SAVINGS	29,552.15	9.44	0.00	29,561.60
TOWN HALL CAPITAL RESERVE	130,019.20	41.55	0.00	130,060.75
DOG ENFORCEMENT RESERVE FUND	4,001.72	1.28	0.00	4,003.00
EMPLOYEE BENEFIT RESERVE	1,973.33	0.63	0.00	1,973.96
PARK EQ RESERVE SAVINGS	65,337.45	20.88	0.00	65,358.33
RETIREMENT CONTRIBUTION RESERV	10,082.81	3.22	0.00	10,086.03
HAMLET SIDEWALK RESERVE FUND	25,576.77	8.17	0.00	25,584.94
RESERVE FOR RECORDS MANAGEMENT	19,999.85	6.38	0.00	20,006.24
<b>TOTAL</b>	<b>1,549,535.71</b>	<b>173,021.88</b>	<b>338,020.00</b>	<b>1,384,537.59</b>
<b>CM1- PARK SPECIAL REVENUE FUND</b>				
CASH - CHECKING	0.00	286.26	286.26	0.00
CASH - SAVINGS	98,133.97	685.00	286.26	98,532.71
<b>TOTAL</b>	<b>98,133.97</b>	<b>971.26</b>	<b>572.52</b>	<b>98,532.71</b>
<b>CM6- CEMETERIES</b>				
CASH - SAVINGS	0.00	0.00	0.00	0.00
CASH - SAVINGS	19,074.54	0.00	0.00	19,074.54
<b>TOTAL</b>	<b>19,074.54</b>	<b>0.00</b>	<b>0.00</b>	<b>19,074.54</b>
<b>DA HIGHWAY FUND</b>				
CASH IN CHECKING	120,000.00	165,835.98	165,835.98	120,000.00
CASH IN SAVINGS	102,516.11	517,021.45	166,835.98	452,701.58
MONEY MARKET ACCT	841,175.14	172.96	400,000.00	541,348.10
EMPLOYEES BENEFITS RESERVE	6,559.62	2.10	0.00	6,561.72
MACHINERY RESERVE SAVINGS	23,610.63	7.95	0.00	23,618.58
RETIREMENT CONTRIBUTION RESERV	10,082.81	3.22	0.00	10,086.03
<b>TOTAL</b>	<b>1,203,944.31</b>	<b>683,043.26</b>	<b>732,671.96</b>	<b>1,154,315.61</b>
<b>L LIBRARY FUND</b>				
	0.00	0.00	0.00	0.00

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MONTHLY REPORT OF SUPERVISOR

	Balance 09/30/2020	Increases	Decreases	Balance 10/31/2020
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>M5 SELF INSURANCE FUND</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	1,301.76	0.42	0.00	1,302.18
<b>TOTAL</b>	<b>1,301.76</b>	<b>0.42</b>	<b>0.00</b>	<b>1,302.18</b>
<b>SD1- WALWORTH CONSOLIDATED</b>				
CASH IN CHECKING	0.00	639.76	639.76	0.00
CASH IN SAVINGS	97,701.21	0.00	639.76	97,061.45
<b>TOTAL</b>	<b>97,701.21</b>	<b>639.76</b>	<b>1,279.52</b>	<b>97,061.45</b>
<b>SD2- CRYSTAL CREEK DRAINAGE</b>				
CASH IN CHECKING	0.00	1,651.18	1,651.18	0.00
CASH IN SAVINGS	4,470.91	0.00	1,651.18	3,019.73
CRYSTAL CREEK DRAINAGE RES SAV	6,697.63	2.14	0.00	6,699.77
<b>TOTAL</b>	<b>11,168.54</b>	<b>1,653.32</b>	<b>3,302.36</b>	<b>9,719.50</b>
<b>SF1- WALWORTH FIRE DISTRICT</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SF2- WEST WALWORTH FIRE PROTECTION</b>				
CASH IN CHECKING	0.00	22,124.00	77,154.00	84.00
CASH IN SAVINGS	23,981.40	0.59	22,124.00	1,857.99
<b>TOTAL</b>	<b>23,981.40</b>	<b>22,124.59</b>	<b>44,248.00</b>	<b>1,857.99</b>
<b>SF3- LINCOLN FIRE PROTECTION</b>				
CASH IN CHECKING	0.00	42,036.00	42,036.00	0.00
CASH IN SAVINGS	46,153.61	1.32	42,036.00	4,118.93
<b>TOTAL</b>	<b>46,153.61</b>	<b>42,037.32</b>	<b>84,072.00</b>	<b>4,118.93</b>
<b>SL1- WALWORTH LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	3,045.89	3,045.89	0.00
CASH IN SAVINGS	7,752.49	0.00	3,045.89	4,706.60
<b>TOTAL</b>	<b>7,752.49</b>	<b>3,045.89</b>	<b>6,091.78</b>	<b>4,706.60</b>
<b>SL2- HARVEST HILL LIGHT DISTRICT</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	9,067.02	0.00	0.00	9,067.02
<b>TOTAL</b>	<b>9,067.02</b>	<b>0.00</b>	<b>0.00</b>	<b>9,067.02</b>
<b>SL3- GANANDA LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	1,044.81	1,044.81	0.00
CASH IN SAVINGS	14,061.67	0.00	1,044.81	13,016.86

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**MONTHLY REPORT OF SUPERVISOR**

	Balance 09/30/2020	Increases	Decreases	Balance 10/31/2020
TOTAL	14,081.89	1,044.81	2,089.42	13,016.86
<b>SL4- BROOKSIDE LIGHT DISTRICT</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
BROOKSIDE REPAIR RESERVE	451.14	0.00	0.00	451.14
TOTAL	451.14	0.00	0.00	451.14
<b>SL5- ORCHARD VIEW LIGHT DISTRICT</b>				
CASH - SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SM GANANDA SIDEWALK DISTRICT</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SP JOHN'S PARK DISTRICT</b>				
CASH - SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SS WALWORTH SEWER DISTRICT #1</b>				
CASH IN CHECKING	0.00	43,910.51	43,910.51	0.00
CASH IN SAVINGS	222,051.68	137,024.33	179,765.91	179,310.10
MONEY MARKET	273,732.25	135,957.29	0.00	409,689.54
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	202,215.01	64.43	0.00	202,279.44
SEWER EQ RESERVE SAVINGS	120,681.86	38.57	0.00	120,720.43
SEWER CAPITAL RESERVE	527,279.68	168.52	0.00	527,448.20
TOTAL	1,346,060.48	317,163.85	223,676.42	1,439,547.91
<b>SW1- WALWORTH WATER DISTRICT #1</b>				
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
TOTAL	38,460.53	0.00	0.00	38,460.53
<b>SW19- WATER EXT #19 LIN/SWA/CO</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SW20- WATER EXT #20 ARBOR/TUMMONDS</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

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**MONTHLY REPORT OF SUPERVISOR**

	Balance 09/30/2020	Increases	Decreases	Balance 10/31/2020
TOTAL	800.16	0.00	0.00	800.16
<b>TA TRUST &amp; AGENCY</b>				
CASH	93,337.59	218,359.37	162,373.77	149,323.19
TOTAL	93,337.59	218,359.37	162,373.77	149,323.19
<b>V DEBT SERVICE</b>				
ARBOR/TUMMONDS RESERVE SAVINGS	0.00	0.00	0.00	0.00
LIN/SWA RESERVE SAVINGS	10,877.83	3.48	0.00	10,881.31
TOTAL	10,877.83	3.48	0.00	10,881.31
TOTAL ALL FUNDS	4,640,694.51	1,463,116.01	1,598,397.95	4,505,212.57

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 reiterated that the drainage report had been received from the Wayne County Soil & Water Conservation District, and stated that he, the Building Inspector and Highway Superintendent are looking into better options for resolving drainage issues throughout the Town. Councilman Bryson also shared that he is working with the Building Department to compile a checklist of annual maintenance responsibilities and tasks that need to be completed for departments. He spoke regarding two recent fires that took place in Town and commended the Fire Marshal for his response to those calls. Finally, Councilman Bryson stated that the Library had had a successful virtual Halloween parade and there is an upcoming movie and pizza event.

#### **COUNCILWOMAN LINSON**

Councilwoman Linson stated that the Wayne County Bicentennial Committee will hold its next meeting on Friday, November 20, 2020 via ZOOM. She also shared the following report from the Dog Control Officer:

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From: [norlea@aol.com](mailto:norlea@aol.com)  
To: [alinson@townofwalworthny.gov](mailto:alinson@townofwalworthny.gov)  
Cc: [Amiee@aol.com](mailto:Amiee@aol.com)  
Sent: 11/19/2020 12:16:23 PM Eastern Standard Time  
Subject: Monthly report - 11/19/2020

Things have been quiet for the most part this past month.

Closed out two 10 day quarantine on dog bite cases.  
Follow up on one case - owners agreed to putting up chain link fence for containment. Inspected containment fencing. Appropriate fencing was put up. Other case, small dog bite, containment recommended and approved.

Dog owners complied to my request for containment of dogs which I was pleased with.  
Neither bite victims wanted to file dangerous dog charges.

A few dog barking complaints which I followed up on with dog owners... All seems quiet.

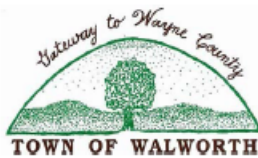
A few calls on lost cats, wild life in yards, referred to other resources.

Lea Dill



#### **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](mailto:assessor@townofwalworthny.gov)  
 (315) 986-1400 phone  
 (315) 986-1440 fax

Assessment Department Report  
 for November 2020 (Review of October 2020)

- Sewer Project Updates:
  - Revised Special Assessment Roll completed and filed with Town Clerk
    - Updated to reflect total number EDUs, amount per EDU, and totals per property address
- 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.
- Working with Deb Amsler, Receiver of Taxes, to coordinate window hours in January and February for exemption questions and receiving paperwork from residents to cut down on foot traffic in lobby.
- Mailed out letters and applications to residents who may be eligible for senior exemptions (first-time applicants) based on data received from NYS
- Exemption Renewals:
  - Letters with updated COVID procedures written and mailed to residents
  - Applications labeled and mailed to residents
  - Exemption checklists created to assist residents in understanding what materials are needed to renew exemptions (specifically senior and disability exemptions)
- 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 have been completed (**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 Burnas, Sewer Superintendent  
[sewer@townofwalworthny.gov](mailto:sewer@townofwalworthny.gov)

315-986-3415 PHONE

November 9, 2020

To: Councilman Cody Phillips

Regarding: Wastewater Treatment Plant Monthly Report

Please see following the October 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 23 days
- Hauled 100,000 gallons of thickened sludge for disposal; 76 to Canandaigua and 24 to the City of Rochester.
- Completed Baldwin Richardson Foods billing & October DMR's.
- Responded to 92 UFPO requests.
- Responded to 3 after hour call in.
- Continued cleaning of pump stations.
- Generator inspections completed.
- Working on consolidation project with Town of Macedon and WCWSA.
- Checking collection system, visual inspections of manholes and addressing issues as found.
- Prepping equipment for snow removal.
- Working with Labella & DEC to re-classify McAlpin as Significant Industrial User and prepare paperwork to DEC for review at their request.
- Intermunicipal Agreement between towns of Macedon and Walworth.

Thank you.

Rob Burnas,  
 Sewer Superintendent

**COUNCILMAN AMBROZ**

Councilman Ambroz shared events are winding down for the Parks and Recreation Department due to the winter season and COVID-19, and he encouraged the public to contact Parks and Recreation Director Jackie VanLare with any questions.

**SUPERVISOR JACOBS**

Supervisor Jacobs stated that Code Enforcement and the attorney are working on the last draft of the Town code updates. She also shared that there was a plumbing issue at the Town Hall the past Tuesday which has been resolved, and the a water heater will need to be replaced in the Town Hall.

**RESOLUTIONS:**

**RESOLUTION 158-20: FINANCIAL TRANSFERS**

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

November 20, 2020 TOWN BOARD MEETING

BE IT RESOLVED that the Town Comptroller be authorized to modify budget as follows:

\$5,000.00 transfer from SS599 Sewer Fund Balance to SS8130.406 Chemicals to cover expenses

\$499.94 transfer from A599 Fund Balance to A7110.42 Park Maintenance to cover expenses

\$1454.00 transfer from A599 Fund Balance to A3620.45 Bldg Scanner/Permit to cover expenses. Money will be transferred from the Reserve to Fund Balance.

\$4318.98 transfer from A599 Fund Balance to A1620.21 Town Office Equipment Computer to cover expenses

Adopted this 19<sup>th</sup> day of November, 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 159-20: ABSTRACT 11, APPROVAL**

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

To: Walworth Town Board

From: Cheri LeMay-Town Comptroller

Date: 19-Nov-20

Re:

Abstract  
#11

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:

	1468-	
Voucher Numbers	1649	
A	General Fund	\$234,996.72
DA	Highway Fund	\$149,711.55
	Sewer	
SS	Fund	\$82,665.14
CM1	Park Special Revenue Fund	\$1,644.41
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$262.85
	Harvest Hill Light	
SL2	District	\$514.06
SL3	Gananda Light District	\$1,065.90
SL4	Brookside Light District	\$10.23
SL5	Orchard View Light District	\$105.87
SM	Gananda Sidewalk District	\$1,291.00
CM6	Cemeteries	\$7,500.00
SP	John's Park District	\$180.00
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	\$479,947.73

Voucher Number 128-137

Trust & Payroll \$78,321.87

Checks will be issued November 20, 2020

Checks Reviewed Prior To Mailing 11/20/2020 \_\_\_\_\_



Adopted this 19<sup>th</sup> day of November, 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.

**COMMUNICATIONS:**

- **Letter of resignation e-mail from Stan Weller**, dated November 9, 2020. Motion by Councilman Bryson to accept and file. Seconded by Councilman Ambroz.

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

Motion carried.

Councilman Ambroz thanked Mr. Weller for his years of service to the Town of Walworth.

Councilman Phillips inquired as to the process for filling positions on various Town Boards and committees. Supervisor Jacobs shared the appointment and application process.

- **Town of Walworth Wastewater Treatment Plant Monthly Report**, November 2020
- **2020 Fee Schedule has been distributed to Department Heads for review.** Motion by Councilman Ambroz to acknowledge distribution of 2020 Fee Schedule. Seconded by Councilwoman Linson.

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

Motion carried.

Town Clerk Phillips-Lomb shared that Department Heads have until December 3, 2020 to submit changes and the 2021 Fee Schedule will come before the Town Board at its meeting on December 17, 2020.

- **Planning and Zoning Board 2021 Meeting Calendar**
- **Assessment Department Monthly Report, November 2020**
- **Letter from Walworth Town Court Justice Hon. Charles Young regarding audit of records and docket, dated November 19, 2020**

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

**PUBLIC PARTICIPATION:**

Western Wayne Ambulance, Inc. President Ed Parkhurst and Vice President Cody Szatkowski addressed the Board regarding their desire to lease land from the Town on which to relocate their current base and construct a pole barn. Discussion ensued regarding the following:

- Financial position and prospects for Western Wayne Ambulance, Inc.
- Call coverage statistics
- Growth/business plan
- Space needs
- Cost estimates and timeline of planning/construction
- Fundraising
- Potential locations

At 7:56 PM, Supervisor Jacobs stated that there would be a brief recess. The meeting reconvened at 7:59 PM.

**NEW AND OTHER BUSINESS**

**RESOLUTION 160-20: AUTHORIZATION TO EXECUTE OUT OF DISTRICT SEWER USE AGREEMENTS**

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

**WHEREAS**, the Town of Walworth currently serves a number of residents that reside outside of a Town of Walworth sewer district, but nonetheless request and receive sewerage services from the Town of Walworth; and

**WHEREAS**, such services are governed by contract and/or agreement, typically known as “Out of District Sewer Use Agreements,” because said properties are not within a Town sewer district; and

**WHEREAS**, given the Town’s participation in the regional sewer treatment plant, such Out of District Sewer Use Agreements need to be revised, updated, and executed by the Town and the users; and

**WHEREAS**, the Attorney for the Town has prepared such revised and updated Out of District Sewer Use Agreements.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to execute such Out of District Sewer Use Agreements with all out of district users currently receiving sewerage services from the Town of Walworth.

Supervisor Jacobs asked Town Attorney Young to explain the necessity for this resolution, and Mr. Young spoke on the reasoning and answered questions posed by the Town Board members.

Adopted this 19<sup>th</sup> day of November, 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.

**EXECUTIVE SESSION:**

Motion by Councilman Ambroz to enter into executive session to discuss proposed, pending or current litigation; and 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.

Seconded by Councilman Phillips.

Town Clerk Phillips-Lomb and Town Attorney Young were asked to remain in the executive session.

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

Motion carried.

Time: 8:05 PM

At 8:11 PM, Councilman Ambroz made the motion to move into attorney client privilege. Supervisor Jacobs seconded the motion.

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

Motion carried.

**RECONVENE:**

Councilman Ambroz made the motion to reconvene the meeting. Councilwoman Linson seconded the motion.

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

Motion carried.

Time: 8:55 PM

**ADJOURNMENT:**

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

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

Motion carried.

Time: 8:56 PM

Respectfully Submitted,

Aimée Phillips-Lomb  
Town Clerk