

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 6:32 PM and led those present in the Pledge of Allegiance.

PRESENT:

Susie Jacobs	Supervisor
Amber Linson	Councilwoman
Scott Bryson	Councilman
Cody Phillips	Councilman
Karel Ambroz	Councilman
Timothy Vendel	Highway Superintendent
Aimée Phillips-Lomb	Town Clerk

ABSENT: No members of the Town Board were absent.

OTHERS PRESENT: Jacqueline VanLare, Recreation Director; Laurie Waltermeyer, Town Court Clerk; Philip Williamson, Code Enforcement Officer; Emily Kunz, Assistant to the Assessor; Donald Young, Esq., Town Attorney; one (1) Town Newspaper Reporter and eight (8) attendees.

MINUTES

Motion by Councilman Bryson that the minutes of February 6, 2020 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilwoman Linson.

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

Motion carried.

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

SUPERVISOR’S REPORT: Financial report

Motion by Councilman Ambroz to accept the Supervisor’s Report for the month of January 2020 as submitted. Seconded by Councilman Phillips.

02/04/2020 19:22:30

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 January, 2020:

DATED: February 4, 2020

[Signature]
SUPERVISOR

	Balance 12/31/2019	Increases	Decreases	Balance 01/31/2020
A GENERAL FUND				
CASH IN CHECKING	135,030.50	210,638.38	225,668.88	120,000.00
CASH IN SAVINGS	511,244.16	57,574.77	210,638.38	358,180.55
MONEY MARKET ACCT	362,493.81	194.44	0.00	362,688.25
PSTY CASH	880.00	0.00	60.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	23,674.44	12.59	0.00	23,687.03
BLDG EQUIPMENT/SOFTWARE	1,001.07	0.01	0.00	1,001.08
TOWN CLERK EQUIPMENT RESERVE	3,109.07	1.65	0.00	3,110.72
COMPUTER EQ RESERVE SAVINGS	19,416.09	10.32	0.00	19,426.41
TOWN HALL CAPITAL RESERVE	119,484.07	63.53	0.00	119,547.60
DOG ENUMERATION RESERVE FUND	1,868.41	0.99	0.00	1,869.40
EMPLOYEE BENEFIT RESERVE	1,955.23	1.04	0.00	1,966.27
PARK EQ RESERVE SAVINGS	45,079.52	23.97	0.00	45,103.49
RETIREMENT CONTRIBUTION RESERV	10,041.37	5.34	0.00	10,046.71
HANLEY SIDEWALK RESERVE FUND	25,471.65	13.54	0.00	25,485.19
RESERVE FOR RECORDS MANAGEMENT	19,917.62	10.99	0.00	19,928.21
TOTAL	1,280,679.01	268,551.16	436,367.26	1,112,862.91
CM1- PARK SPECIAL REVENUE FUND				
CASH - CHECKING	0.00	1,477.02	1,477.02	0.00
CASH - SAVINGS	101,882.71	3,220.36	991.66	104,111.41
TOTAL	101,882.71	4,697.38	2,468.68	104,111.41
CM6- CEMETERIES				
CASH - SAVINGS	5,199.54	16,000.00	0.00	21,199.54
TOTAL	5,199.54	16,000.00	0.00	21,199.54
DA HIGHWAY FUND				
CASH IN CHECKING	131,995.00	180,009.07	192,004.07	120,000.00
CASH IN SAVINGS	231,691.00	48,724.06	180,009.07	100,405.99
MONEY MARKET ACCT	438,404.51	233.09	0.00	438,637.60
EMPLOYEES BENEFITS RESERVE	6,532.65	3.47	0.00	6,536.12
MACHINERY RESERVE SAVINGS	23,513.58	12.90	0.00	23,526.08
RETIREMENT CONTRIBUTION RESERV	10,041.37	5.34	0.00	10,046.71
TOTAL	842,178.11	228,987.53	372,013.14	699,152.50
L LIBRARY FUND				
CASH - CHECKING	0.00	275,025.00	0.00	275,025.00

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MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2019	Increases	Decreases	Balance 01/31/2020
TOTAL	0.00	275,025.00	0.00	275,025.00
MS SELF INSURANCE FUND				
CASH IN CHECKING	0.00	333.00	333.00	0.00
CASH IN SAVINGS	4,174.10	2.04	333.00	3,843.14
TOTAL	4,174.10	335.04	666.00	3,843.14
SD1- WALWORTH CONSOLIDATED				
CASH IN CHECKING	0.00	593.10	593.10	0.00
CASH IN SAVINGS	14,621.15	94,431.00	593.10	108,459.05
TOTAL	14,621.15	95,024.10	1,186.20	108,459.05
SD2- CRYSTAL CREEK DRAINAGE				
CASH IN SAVINGS	4,670.91	0.00	0.00	4,670.91
CRYSTAL CREEK DRAINAGE RES SAV	6,670.09	3.55	0.00	6,673.64
TOTAL	11,341.00	3.55	0.00	11,344.55
SF1- WALWORTH FIRE DISTRICT				
TOTAL	0.00	0.00	0.00	0.00
SF2- WEST WALWORTH FIRE PROTECTION				
CASH IN SAVINGS	6,468.07	3.44	0.00	6,471.51
TOTAL	6,468.07	3.44	0.00	6,471.51
SF3- LINCOLN FIRE PROTECTION				
CASH IN SAVINGS	2,042.86	203,966.47	0.00	206,009.33
TOTAL	2,042.86	203,966.47	0.00	206,009.33
SL1- WALWORTH LIGHT DISTRICT				
CASH IN CHECKING	0.00	1,051.78	1,051.78	0.00
CASH IN SAVINGS	-174.37	12,700.00	1,051.78	11,473.85
TOTAL	-174.37	13,751.78	2,103.56	11,473.85
SL2- HARVEST HILL LIGHT DISTRICT				
CASH IN CHECKING	0.00	503.65	503.65	0.00
CASH IN SAVINGS	7,794.02	5,700.00	503.65	12,990.37
TOTAL	7,794.02	6,203.65	1,007.30	12,990.37
SL3- GANDADA LIGHT DISTRICT				
CASH IN CHECKING	0.00	1,074.15	1,074.15	0.00
CASH IN SAVINGS	7,799.18	14,800.00	1,074.15	21,525.03

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CONTINUED ON NEXT PAGE

MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2019	Increases	Decreases	Balance 01/31/2020
TOTAL	7,799.18	15,874.15	2,140.30	21,525.03
SL4- BROOKSIDE LIGHT DISTRICT				
CASH IN CHECKING	0.00	5.55	9.84	0.00
CASH IN SAVINGS	399.36	130.00	9.55	519.81
BROOKSIDE REPAIR RESERVE	4,682.05	2.49	0.00	4,684.54
TOTAL	5,081.41	142.04	19.19	5,204.25
SLS- ORCHARD VIEW LIGHT DISTRICT				
CASH - CHECKING	0.00	97.80	97.80	0.00
CASH - SAVINGS	5,333.80	1,900.00	97.80	6,736.00
TOTAL	5,333.80	1,997.80	195.60	6,736.00
SM GANANDA SIDEWALK DISTRICT				
CASH IN CHECKING	0.00	2,683.95	2,683.95	0.00
CASH IN SAVINGS	29,974.04	7,000.00	2,683.95	34,290.09
TOTAL	29,974.04	9,683.95	5,367.90	34,290.09
SP JOHN'S PARK DISTRICT				
CASH - CHECKING	0.00	320.00	320.00	0.00
CASH - SAVINGS	3,954.29	500.00	320.00	4,134.29
TOTAL	3,954.29	820.00	640.00	4,134.29
SS WALWORTH SEWER DISTRICT #1				
CASH IN CHECKING	4,473.81	160,461.27	164,935.08	0.00
CASH IN SAVINGS	138,242.57	268,127.05	187,952.45	218,417.17
MONEY MARKET	292,150.33	19,075.86	0.00	311,226.19
PEITY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	201,383.79	107.07	0.00	201,490.86
SEWER EQ RESERVE SAVINGS	113,278.55	60.23	0.00	113,338.78
SEWER CAPITAL RESERVE	488,749.81	8,844.42	0.00	497,594.23
TOTAL	1,238,378.86	456,675.90	352,887.53	1,342,167.23
SW1- WALWORTH WATER DISTRICT #1				
CASH IN SAVINGS	38,460.53	0.00	0.00	38,460.53
SPECIAL RESERVE, WATER STORAGE	2,318.49	0.06	0.00	2,318.55
TOTAL	40,779.02	0.06	0.00	40,779.08
SW19- WATER EXT #19 LIN/SWA/CO				
CASH IN SAVINGS	3,172.43	24,550.00	0.00	27,722.43
TOTAL	3,172.43	24,550.00	0.00	27,722.43
SW20- WATER EXT #20 ARBOR/TUMMONDS				
CASH IN SAVINGS	2,376.16	2,670.00	0.00	5,046.16

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MONTHLY REPORT OF SUPERVISOR

	Balance 12/31/2019	Increases	Decreases	Balance 01/31/2020
TOTAL	2,376.16	2,670.00	0.00	5,046.16
2A TRUST & AGENCY				
CASH	93,833.15	488,715.25	164,808.93	417,739.47
TOTAL	93,833.15	488,715.25	164,808.93	417,739.47
V DEBT SERVICE				
ARBOR/TUMMONDS RESERVE SAVINGS	10,833.11	5.76	0.00	10,838.89
LIN/SWAD RESERVE SAVINGS	18,788.85	9.99	0.00	18,798.84
TOTAL	29,621.96	15.75	0.00	29,637.73
TOTAL ALL FUNDS	3,736,510.52	2,113,294.00	1,341,879.50	4,507,925.02

0-507-006-01
61-19
0-507-006-01
HC Adjusted
January

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

Motion carried.

RECEIVER OF TAXES

Motion by Councilman Ambroz to accept the Receiver of Taxes’ Monthly Report, dated 2/19/2020. Seconded by Councilwoman Linson.

Town of Walworth Board Report 02/19/2020

Taxes

Collected	(3412 records)	91.35%
Principal		\$ 7,641,670.83
Interest		\$ 445.52
Mail fee		\$ -
Total		\$ 7,642,116.35

Uncollected	(323 records)	8.65%
Principal		\$ 774,568.79

Receiver of Taxes
 Deborah Amsler *Deborah Amsler 2/19/2020*

Town of Walworth
Board Report

02/19/2020

Total disbursed to the town

beginning balance	\$	1,047,143.23	
Ck# 640	\$	193,106.00	W Walworth FD
Ck# 641	\$	683,639.00	General
Ck# 642	\$	1,440,167.00	Highway
	\$	3,364,055.23	Paid in Full

Total disbursed to the county

Ck# 644	\$	3,000,000.00	Wayne County
	\$	3,000,000.00	

Receiver of Taxes
Deborah Amsler

Deborah Amsler
2/19/2020

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44 Town of Walworth	Totals-to-date (Summary)		2020	XT44 XT44000 GL values
Original Amt Due:	8,418,009.88			
STaR Savings	0.00			
Adjustment Amt:	-1,770.06			
Adjustment Amt Due:	8,416,239.82	+ 0.00 + 0.00	8,416,239.82	-8,416,009.88
STaR Updates	0.00			
Checks:	7,331,975.53			
Cash:	57,391.39			
Cash & Checks:	7,389,366.92	- 0.00	7,389,366.92	7,374,687.83
Utilities (5.6.7)	251,642.86	+ 0.00 + 0.00	251,642.86	253,412.92
Paid at County <small>includes interest & Mail fee</small>	7,641,009.78			
Over/Under Adjust	+ 0.00			
Principal Paid:	7,641,670.83	0.00		
5% Penalty		0.00		
Interest Total Due:	8,249.18			
Interest Paid	445.52	0.00	445.52	-288.23
Interest Balance Due	7,803.66			
Mail Fee Due:	0.00			
Mail Fee Paid	0.00			
Mail Fee Paid at Co	0.00	0.00		
Mail Fee Balance Due	0.00			
Prin + Int + mail Paid	7,642,116.35	+ 0.00	7,642,116.35	
Balance Due:	783,479.02			
Principal Due:	774,568.79	0.00	774,568.79	790,198.16
Total Adjusted Roll + Interest + Mail	8,416,685.14			
Record Count:	3,788			
Exempts (0 bill)	53			
	3735			
Paid Records	3412	0	91.35 % collected	
Unpaid Records	323		8.65 % uncollected	

*** End of Report ***

Deborah Amsler
2/19/2020

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

Motion carried.

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT

Highway Superintendent Vendel stated that his department has completed approximately 95 plow runs to date and all equipment is running well.

JUSTICE COURT - No report.

COMMITTEE / LIAISONS’ REPORTS

COUNCILMAN BRYSON

Councilman Bryson stated that he had met the fire marshal, Norm Druschel and the Building Clerk, Barb Goulette, regarding their process for fire inspections. He also informed the Board that January had been a good month for the Walworth-Seely Public Library for programming and services. Due to the upcoming start to the expansion project, discussions are beginning regarding alternate locations for programming.

COUNCILWOMAN LINSON

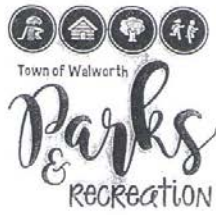
Councilwoman Linson indicated that she will be has been communicating with the Dog Control Officer and will be meeting with her in the near future.

COUNCILMAN PHILLIPS

Councilman Phillips reported that “all is well” at the Sewer Department, but one of its pickup trucks was heavily damaged by a vehicle fire recently.

COUNCILMAN AMBROZ:

Councilman Ambroz presented the following report on behalf of the Parks and Recreation Department:



Jacqueline VanLare, Parks & Recreation Director
 Office of the Department of Parks & Recreation
 Town of Walworth • Wayne County, NY

February 14, 2020

Attention:

Susie Jacobs, Walworth Town Supervisor
 Walworth Town Board

RE: February Monthly Report

Parks Department

- Motion lights and Hand Dryers were installed in the Lodge restrooms.

Recreation Department

- We have just finished our travel basketball season for both boys and girls. This year we had more than 60 participants playing. Our program had the most teams in the Wayne County league.
- Registration is now open for Spring programming, and we are working on putting together our summer program offerings, which will be available at the end of April.



3600 Lorraine Drive
 Walworth, NY 14568



(p) 315 986 1400
 (f) 315 986 1440



walrec@townofwalworthny.gov
 www.townofwalworthny.gov



Town of Walworth Parks
 & Recreation Department

Respectfully Submitted,

Jacqueline VanLare
 Director of Parks and Recreation

SUPERVISOR JACOBS:

Supervisor Jacobs asked if Emily Kunz, Assistant to the Assessor, wanted to share any information with the Board. Mrs. Kunz stated that exemptions are being processed and will be mailed out on March 1, 2020.

Councilman Bryson asked if Parks and Recreation Director, Jackie VanLare or Town Court Clerk, Laurie Waltermyer wanted to share any information. Mrs. VanLare reported that there is an upcoming corned beef and cabbage dinner on March 10, 2020. Mrs. Waltermyer stated that many tickets have been processed, and there have been some new laws passed. Also, she has obtained a quote for painting and will meet with Supervisor Jacobs to follow up.

RESOLUTIONS:

RESOLUTION 43-20: FINANCIAL TRANSFERS

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

February 20, 2020 TOWN BOARD MEETING

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

\$2376.90 from A599 Fund Balance to A1910.41 Unallocated Insurance to cover current expenses

\$16,579.84 from DA599 Fund Balance to DA9040.82 Highway EB- Work Comp to cover expenses

Adopted this 20th day of February, 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 44-20: ABSTRACT 2, APPROVAL

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

To: Walworth Town Board

From: Cheri LeMay-Town Comptroller

Date: 20-Feb-20

Re:

Abstract
#02

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 122-305

A	General Fund	\$137,362.89
DA	Highway Fund	\$169,950.31

	Sewer	
SS	Fund	\$38,926.14
CM1	Park Special Revenue Fund	\$1,054.24
SD1	Walworth Consolidated Drainage	\$5,000.00
SL1	Walworth Light District	\$496.94
	Harvest Hill Light	
SL2	District	\$516.66
SL3	Gananda Light District	\$1,083.52
SL4	Brookside Light District	\$10.39
SL5	Orchard View Light District	\$108.71
SM	Gananda Sidewalk District	\$97.80
CM6	Cemeteries	\$2,000.00
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	\$275,025.00
SF3	Lincoln Fire Dept	\$160,021.00
SF2	West Walworth Fire Dept	\$175,682.00
	Total Payments	\$967,335.60

Voucher Number 7-27

Trust & Payroll \$364,164.06

Checks will be issued February 20, 2020

Checks Reviewed Prior To Mailing 02/20/2020 _____

Adopted this 20th day of February, 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 45-20: ADOPTION OF THE MEETING RULES OF ORDER FOR THE TOWN BOARD OF WALWORTH

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

The following was submitted:

Meeting Rules of Order – Town Board of Walworth

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RULE 9. Communications: Communications to the Town Board, or otherwise sent to a Town Official relating to Town business, sent before distribution of the agenda, including but not limited to petitions, notices, departmental reports (which would not otherwise be addressed during the “reports” section of the agenda), letters, etc., shall be recorded in a summary report by the Town Clerk, noting the author, date and any subject line reference. Such communications report and communications shall be distributed to the Town Board with the agenda. Such communications may be read, discussed or otherwise addressed at this time at the discretion of the Board.

RULE 10. Resolutions and Motions:

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

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

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

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

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

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

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

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

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

1. The Supervisor shall ask the Town Board members if they would like to discuss the Resolution and afford each Town Board member the opportunity to discuss amongst the Town Board.
2. Once it appears that discussion is complete, the Supervisor shall call for vote, and each member may then vote.
3. Alternatively, any Town Board member, including the Supervisor, may call to table a Resolution and have it addressed at a future Town Board meeting. If seconded, such motion to table shall be voted upon.
4. Also, alternatively, prior to a vote on the Resolution, any Town Board member, including the Supervisor, may move to amend a resolution. Such motion would require a second and a vote to succeed. The amended resolution may then be moved.

5. A moving or seconding member may, at any time prior to a vote, withdraw their support of the motion, in which case, the motion may be moved and seconded by other Town Board member(s).

RULE 12. Agenda:

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

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

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

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

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

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

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

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

RULE 14. Unfinished Business (Resolutions):

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

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

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

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

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

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

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

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

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

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

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

Adopted this 20th day of February, 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 46-20: REVIEW AND ADOPTION OF THE VOUCHER PROCESSING PROCEDURE IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

VOUCHER PROCESSING PROCEDURE

PURPOSE

The purpose of this procedure is to establish an effective and efficient voucher processing system that ensures proper use of Town resources, provides managers with useful information and complies with all applicable laws and regulations.

PROCEDURE

A sample voucher form is attached and available on the shared drive. Instructions for completing the voucher are as follows:

Department Section: Indicate the department that is being charged for the services or supplies.

Claimant Name & Address Section: Type or print the vendor's name and address. The check will be drawn in that name and mailed to that address. Check invoice to make sure the address being used is the correct address for payments. On occasion the address used for payments is not the same as the Vendor's mailing address.

Date Section: This should be the date of invoice or voucher date.

Invoice Number Section: If the bill/invoice has a number, the number should be listed here. If more than one invoice is included on the voucher all invoice numbers should be listed.

Description of Materials or Service Section: All invoices must be itemized. In the space provided in the body of the voucher, show where applicable: (1) dates of service or delivery; (2) quantities; (3) description of charges and purpose; (4) unit price; (5) amount. To write "See Attached Invoice" is not acceptable.

Department Approval Section: To be completed by employee submitting voucher for payment.

- The voucher should:
- a) be mathematically correct
 - b) show all discounts to which the Town is entitled
 - c) not include charges for taxes from which the Town is exempt
(tax exempt form is on shared if you need one)
 - d) not include charges previously claimed and paid
 - e) equal amount (front of voucher) of attached invoices
 - f) indicate goods or services for which payment is claimed were in fact received and services actually rendered. Attach delivery slips signed by the employee receiving material where applicable
 - g) not contain any white out or correction tape. Corrections must be crossed

- out and initialed with corrected information added in ink
- h) contain all necessary billing documents (bills, invoices, delivery slips, statements, etc)
- i) complete the “Funding Secured by the Following” providing procurement form, bid documents, contract, resolution and if needed Supervisor signature authorizing the claim

If a vendor issues a monthly billing statement, all bills/invoices should be kept until the statement has been received. At that time invoices should be matched to the statement. After statement has been verified the claim can be submitted for payment. This avoids duplicate payments.

All vouchers are due for submission, according to the yearly schedule provided by the Town Comptroller, before the third Thursday of the month. Vouchers should be submitted on a timely basis. It is not necessary to save all vouchers until the required submittal date.

Any portion of the bill/invoice that is requested to be returned with the payment by the vendor, should be detached and paper clipped to the front of the voucher.

All vouchers will be audited by the Town Board prior to approval for payment.

A claim may be rejected if any of the above conditions are not met. Whether or not a claim may be resubmitted for audit and approval will depend on the nature of the deficiency noted during the audit.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Voucher Processing Procedure in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 47-20: REVIEW AND ADOPTION OF THE LEGAL NOTICES POLICY IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

LEGAL NOTICES POLICY

All legal notices that are required by law will come out of the General Fund Line A1670.41. All other notices that are discretionary for the individual departments will come out of that department’s budget unless otherwise authorized by the Town Board.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Legal Notices Policy in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 48-20: REVIEW AND ADOPTION OF THE MEALS AND REFRESHMENTS POLICY IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

MEALS AND REFRESHMENTS

PURPOSE

The Walworth Town Board recognizes that from time to time it may be appropriate to provide meals and/or refreshments at meetings and/or events which are being held at the Town Hall.

POLICY

Any expenditure made on such meals and/or refreshments must be reasonable, itemized and should be appropriately documented with a receipt, and submitted to the Town Board for the purposes of audit and possible reimbursement.

Examples of authorized categories of expenditures include but are not limited to refreshments for recognition events, Tri-Board Meetings, community meetings, employee trainings and other meetings at which Town business may be conducted.

All expenditures under this policy must be pre-approved by the Town Board and/or the Supervisor.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Meals and Refreshments Policy in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 49-20: REVIEW AND ADOPTION OF THE EMPLOYEE USE OF TOWN OWNED PROPERTY IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

EMPLOYEE USE OF TOWN OWNED PROPERTY POLICY

The use of Town owned major equipment by employees (trucks, loaders, bulldozers, backhoes, tractors etc.) is strictly prohibited. The use of vehicles which may be assigned to the Highway Superintendent or Department heads is exempt from this policy.

Occasional use of minor equipment by employees (hand tools, brooms, rakes, traffic cones, string trimmers, etc) is allowed with permission from the Department Head. The equipment must be signed out and inspected by the Department Head and any damage be noted when signed out.

When the equipment is signed back in it will again be inspected by the Department Head for any damage. Any loss or damage is the sole responsibility of the person who signed it out.

Any personal injury or property damage resulting from use of Town equipment is not the responsibility of the Town.

The use of Town property is intended for use by the employee only.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Employee Use of Town Owned Property Policy in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 50-20: REVIEW AND ADOPTION OF THE BANK RECONCILIATION PROCEDURE IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

BANK RECONCILIATION PROCEDURE**PROCEDURE**

Bank Statements are received on a monthly basis for all Town accounts. If, the cancelled checks are not returned with the Bank Statement, the Town has the ability to examine electronic images of checks written. Monthly statements are to be date stamped when received. Pre-numbered checks are to be used for all disbursements other than petty cash. Printed statements will be date stamped when received. The bank reconciliation should be performed by a person whose job duties do not include maintaining either the cash receipt or disbursement book or receiving or disbursing cash (Dual Control). The employee performing the reconciliation should balance to the statement using the worksheet provided. The reconciliation should be completed in ink. Corrections must be crossed out and initialed with corrected information added in ink. No white out or correction tape used. This worksheet will show all outstanding deposits, checks or any unusual reconciling item. After completion of the reconciliation process the employee should date and sign each page of the bank statement and initial and date the check register at the point the reconciliation was performed.

SUPERVISOR'S OFFICE

The Chief Fiscal Officer of the Town, the Supervisor is responsible for the recordkeeping of the Town funds. The Supervisors books are maintained by the Town Comptroller / Clerk to the Supervisor. The Clerk to the Supervisor should reconcile and initial and date the statements and books. The Supervisor should examine each of these bank statements and reconciliations after completion. The Supervisor should examine canceled checks/electronic images of checks and examine the reconciliations for any unusual reconciling item. The Supervisor should initial and date each page of the bank statement and reconciliation, after the examination is complete. This is an important internal control step to ensure that reconciliations are performed timely and accurately.

JUSTICE COURT

Monthly, the court should prepare formal bank reconciliations, as detailed in the "Handbook for Town and Village Justices and Court Clerks". The bank balance as of the last day of the month should be compared to the balance in the checkbook. The differences between these two amounts should be reconciled to determine why there is a difference. These differences will be affected by deposits in transit, checks written that have not cleared and bail held as of month end.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Bank Reconciliation Procedure in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 51-20: REVIEW AND ADOPTION OF THE ANNUAL AUDIT REQUIREMENTS POLICY IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

ANNUAL AUDIT REQUIREMENTS

PURPOSE

With certain exceptions, Town Law 123 requires that on or before the twentieth day of January, each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the Town Board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers and cancelled checks or check images as authorized by General Municipal Law Section 99-b.. No member of the Town Board may sit as such when any account in which he or she is interested is being audited.

In addition, the Town Board must examine the criminal and civil dockets of each Town Justice and cause to be entered in the minutes of its proceedings that such dockets have been duly examined and that the fines and fees therein shown to have been collected have been turned over to the proper officials as required by law.

In addition, the Town Board, at any time, may require any town officer or employee to submit to the Board for examination, the officer or employee’s books, dockets, records, receipts, warrants, vouchers and cancelled checks or check images as authorized by General Municipal Law Section 99-b.

The purpose of this audit is to provide assurance that public moneys are handled properly; identify conditions that need improvement; and provide some oversight and review into the municipality’s financial operations.

POLICY

On or before the twentieth day of January the Town Supervisor / Town Comptroller, Town Clerk, Receiver of Taxes, Sewer Superintendent and Court Justices will be asked to provide at a minimum the following records:

1. Cash receipt records and supporting documents
2. Cash disbursement records and supporting documents
3. Bank statements and supporting documents

The Board will be determining that the following concerns are met:

1. Financial records are complete and up to date
2. Condition and accuracy of the records
3. Transactions are recorded properly
4. Accountability is computed monthly
5. Required reports are made timely and accurately

During the audit, if any member of the Town Board has concerns relating to the recordkeeping process it should be discussed with the appropriate officer or employee to obtain an explanation.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Annual Audit Requirements Policy in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 52-20: REVIEW AND ADOPTION OF THE ELECTRONIC BANKING POLICY IN THE TOWN OF WALWORTH POLICY/PROCEDURE MANUAL

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

The following was submitted:

ELECTRONIC BANKING POLICY

The Town of Walworth recognizes the use of various electronic banking transactions as a faster, easier, and more efficient substitute of paper transactions. Electronic banking uses computer and electronic technology to streamline the processing and recording of receipts and disbursement, while reducing the cost of processing these transactions. Receipts, disbursements and transfers in proper circumstances can be processed via electronic funds transfer (EFT) services, whether transferring funds from a savings to a

checking account at the same bank or making a payment to a vendor's bank across the country. Internal controls, such as written policies and procedures, authorizations, segregation of duties and monitoring, however, are still important in the new technological world.

The Town of Walworth also recognizes that most banking institutions no longer provide cancelled paper checks to their customers, but instead offer an electronic image obtained online or on a CD. As such, the Town Board authorizes the acceptance of these electronic images in lieu of cancelled checks as required by statute.

Scope – Electronic banking activities will be used for, but not limited, to the following:

1. Online banking services (reviewing account balances, retrieving bank statements, downloading copies of cancelled checks, making stop payments, etc.)
2. Electronic depositing of checks received
3. Pre-authorized debit payments (Complete Payroll Processing & the NYS Retirement State and Local Retirement System).
4. EFT or Wire Transfers

Online Banking Services are recognized as standard practice and procedure for maintaining an effective cash management program. Access to any of the Town of Walworth online bank accounts will be managed by the Town Supervisor to allow other users restricted access as necessary for banking functions as needed. (Examples of various online banking functions include monitoring account balances, issuing stop payment orders, retrieving copies of cancelled checks, ordering deposit slips, etc.)

Electronic Funds Transfers (EFT's) and Wire Payments can only be initiated by the Town Supervisor or the Town Comptroller. The recording of such transactions will be captured manually by the Town Comptroller through the use of journal entries. Dual approvals are required for any transaction with an end recipient not a Town of Walworth account or in a different financial institution.

Pre-authorized Debit Payments are authorized by the Town Supervisor or Town Comptroller and are restricted to payroll related deductions payments. Any such debit payment must be taken from the Payroll bank account. Recording of such transactions will be captured through the payroll system or manually by the Town Comptroller through the use of journal entries.

Revenue Collection

1. Electronic Deposits of Checks by means of utilizing a secure banking check scanning device for checks received are authorized as delegated by the Town Supervisor. The use of an electronic scanning device helps improve security, efficiency and cost effectiveness of making deposits. Recording of such deposits will be the responsibility of the department in which the transaction occurred through the standard posting of the cash receipts monthly journal.
2. Electronic payments received from customers are acceptable and may be recorded via manual journal entries or through the regular cash receipts transaction journal.

Monitoring: The Town Board is responsible for implementing adequate internal controls for each of the electronic banking methods utilized. An effective internal control system includes, but is not limited to, segregation of computers, segregation of duties, proper authorization, and adequate documentation for all electronic transactions.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the Electronic Banking Policy in the Town of Walworth Policy/Procedure Manual.

Adopted this 20th day of February, 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 53-20: AUTHORIZE THE TOWN CLERK TO SIGN THE SPEED REDUCTION REQUEST FORM PERTAINING TO SHERBURNE ROAD

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

WHEREAS, concerns have been raised by residents of the Town of Walworth regarding the current speed limit on sections of Sherburne Road; and

WHEREAS, the Town of Walworth inquired to Wayne County as to the procedure to request a speed reduction; and

WHEREAS, Wayne County Superintendent of Public Works instructed the Town of Walworth to complete and submit form TE9a to begin the process;

The following was submitted:

Regional Traffic Engineer
 Region No. 4
 Department of Transportation

Gentlemen:

The Town Board of the Town of Walworth, by a resolution adopted February 20, 2020 and the County Superintendent of Highways of the County of Wayne, hereby request the Department of Transportation, pursuant to Section 1622.1 of the Vehicle and Traffic Law, to establish a lower maximum speed at which vehicles may proceed on **Sherburne Road**, a Town Road between **Ontario Center Road** (Route 350) and **Walworth Palmyra Road** (Main Street).

Upon receipt of the notice that the regulation herein requested has been established, the County of Wayne will provide, install, and maintain signs in accordance with the Vehicle and Traffic Law and conforming to the Manual of Uniform Traffic Control Devices of the Department of Transportation.

Dated: _____

 Town Clerk

Dated: _____

 County Superintendent

BE IT RESOLVED, The Walworth Town Clerk is authorized to sign the speed reduction request form and submit the form to the Wayne County Department of Public Works.

Adopted this 20th day of February, 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 54-20: DECLARE THE FORD F-550 TRUCK AS SURPLUS AND AUTHORIZE DISPOSAL

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

The following was submitted:



3451 Ontario Center Road
Walworth NY 14568

Rob Burns, Sewer Superintendent
sewer@townofwalworthny.gov

315-986-3415 PHONE

February 3, 2020

Attention:
Susie C.Jacobs, Walworth Town Supervisor
Walworth Town Board Members

Re: F-550 insurance claim - total loss

I would like to inform the Town Board that we have settled the insurance claim for the Ford F-550 truck, Vehicle ID number 1FDAF57S83EC57742, that burned on January 6, 2020. This was a total loss and the Sewer Department has received check number 50289288 from Liberty Mutual in the amount of \$29,042.00. We are also requesting permission to accept the check and declare this truck as surplus.

Please do not hesitate to contact me if you have any questions.

Respectfully submitted,

Rob Burns,
Sewer Superintendent

BE IT RESOLVED, that the Town Board hereby authorizes the Town of Walworth Sewer Department to declare the Ford F-550 as surplus and authorizes its disposal.

Adopted this 20th day of February, 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 55-20: AUTHORIZE THE TOWN BOARD TO SIGN THE 2019 SERVICE AWARD PROGRAM SPONSOR APPROVAL FORM FOR THE WEST WALWORTH FIRE DEPARTMENT

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

The following was submitted:

BE IT RESOLVED, that the Town Board is authorized to sign the 2019 Service Award Program Sponsor Approval Form for the West Walworth Fire Department.

Adopted this 20th day of February, 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 56-20: TO AUTHORIZE THE RESIDENTIAL SUBDIVISION
COMMONLY KNOWN AS “LEHRWOOD ESTATES SUBDIVISION” TO PROCEED
AS A CLUSTER SUBDIVISION**

Councilman Phillips moved the following Resolution for adoption. Seconded by Councilwoman Linson to wit:

WHEREAS, Marathon Engineering has made application on behalf of its client, Lehrwood Estates, LLC (the “Applicant”) to the Town of Walworth for a residential subdivision at or about Mildahn Road commonly known and referred to as “Lehrwood Estates Subdivision” (the “Application”); and

WHEREAS, as part of such Application, the Applicant requested approval to proceed as a cluster subdivision pursuant to Section 180-18 of the Walworth Town Code; and

WHEREAS, by Resolution 91-19, dated April 4, 2019, the Town Board authorized the processing by the Planning Board as a cluster subdivision, however, such authorization has since expired; and

WHEREAS, the Applicant has expressed that it would like to continue to proceed with such Application as a cluster subdivision, so as to permit 98 residential lots on the ~76 acre parcel, with lot sizes small than would otherwise be permitted by the Code.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the processing of the Application pursuant to Section 180-18 of the Walworth Town Code as a cluster subdivision, to permit a maximum of 98 residential lots with lot sizes approximating those shown on the accompanying plans (such lots and lot sizes to be finalized by the Planning Board), all subject to the following conditions:

1. That the Application be subject to review by the Planning Board, including in accordance with Chapter 151, Subdivision of Land; Site Plan review; and
2. That the Application be developed in accordance with the Town’s Construction Specifications and Design Standards, unless waived by the Planning Board in accordance with the Town Code; and
3. That, for safety, convenience and the general welfare of the public, including in order to permit for safe and convenient internal pedestrian circulation, particularly given the increased density permitted as a result of this cluster subdivision authorization, the sidewalks are to be required on one side of the streets a part of the proposed subdivision; and
4. For safety and the general welfare of the public, three way stop signs shall be provided on the north portion of the development on Roads “C” and “D;” and
5. For safety and the general welfare of the public, street lighting with LED fixtures shall be provided at the intersections. The style, height and other details shall be determined by the Planning Board; and
6. That open space will be not be owned by the Town. Deed restrictions, protection and ownership details shall be approved by the Planning Board and Town Attorney; and
7. That details relating to ownership and maintenance of the stormwater management facilities, including to and around the facilities, will be subject to Town Board approval, as well as approval by the Town Attorney and Town Engineer; and
8. A tree shall be provided in the front yard of each lot, outside of the right of way. Species shall be determined by the Planning Board; and

9. A Sanitary Sewer District shall be formed in accordance with law, subject to approval by the Town Board; and
10. The Everwild pump station shall be upgrade/modified/addressed to accommodate the additional volume from the proposed 98 units, all to the satisfaction of the Town Engineer. The Applicant will be responsible for such upgrades, including financially, to the extent responsible for the need therefore; and
11. The Dewberry pump station shall be upgrade/modified/addressed to accommodate the additional volume from the proposed 98 units, all to the satisfaction of the Town Engineer. The Applicant will be responsible for such upgrades, including financially, to the extent responsible for the need therefore; and
12. The 100 Base Flood Elevation shall be established and all buildings shall be constructed to prescribed elevations once established; and
13. The open cut for utilities on Mildahn Road shall be completed in accordance with the direction of the Town Highway Superintendent and the details thereof shall be indicated on the design plans; and
14. Fire hydrants shall be located as close to the street intersections as possible, subject to the approval of the West Walworth Fire Chief; and
15. The needs for parkland or fees in lieu thereof shall be addressed by the Planning Board.

Prior to adopting the resolution, Supervisor Jacobs asked the Town Attorney to summarize the resolution and clarify the difference between a “subdivision” and a “cluster subdivision”. Discussion ensued and Supervisor Jacobs called for a vote of the Town Board.

Adopted this 20th day of February, 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 57-20: AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN PROFESSIONAL SERVICES AGREEMENT WITH INTEGRATED SYSTEMS

Councilwoman Linson offered Resolution 57-20 and moved its adoption. Seconded by Councilman Ambroz to wit:



Professional Services Agreement

The following is a listing of all Professional Services Agreements that Integrated Systems is offering for **Engineering Services and Software Development**. It includes Network and System troubleshooting, programming, end user technical support, cabling and travel. The hours may be used for any combination of services. The larger the time block purchased, the greater the savings per hour. Contract rates cover work performed by any Integrated Systems Engineer at one unit per hour, except for services requiring a Senior Engineer whose hours are billed at 1.3 units per hour; those services include; Server Implementations, Network Design and Engineering, and at client request.

Professional Service Agreement Terms:

Payment in full is due before any project/support is started.
Purchase of Professional Service Agreements are non refundable.

Clients with PSA receive priority telephone response time over non-PSA clients.
 Banked Unused Time **does not** expire
 (average response time: less than 1 hour)
 Clients with PSA receive priority on-site response time for troubleshooting & technical support over non-PSA clients.
 Clients with PSA have the option to have updates delivered via modem; mail; or on-site delivery.
 Travel time is billed as straight time
 Weekend/Overtime hours will be billed at 2 X regular rate
 Modem/Phone charges are the responsibility of the client and are always billable.
 Engineer's time is billable when:
 - Working on additions/updates to programs / integration/ research
 - Travel time between office and customer's location
 - Time involved in gathering information for projects
 - For support covering overnight staff, lodging, meals billed at \$150.00 per day.
 - No extra charges for ground travel, flight costs are billed to the customer.
 Statements of time spent on this contract are available at the Client's Request

LIMITATION OF WARRANTY LIABILITY: The obligation of Integrated Systems under the warranty is limited to the repair or replacement, at Integrated Systems option, of a non-conforming product, part or component thereof, except consumable accessories, within a reasonable time after notification. The client's remedies are limited to Integrated Systems obligations stated herein, subject to the "EXCLUSIVE REMEDY" set forth in the paragraph below. This warranty extends only to the client. **THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS.** Integrated Systems has not made and makes no guarantee or warranty, including implied warranty or merchantability or fitness, that the system, equipment, or services supplied will avert, avoid or prevent the loss of data or information or the consequences therefrom, which the system or service is designed to provide. It is mutually understood and agreed that in executing this Agreement, client is not relying on any advice or advertisement of Integrated Systems. Client agrees that any representation, promise, condition, inducement or warranty, express or implied, including those of merchantability and fitness, not included in writing in this Agreement shall not be binding upon any "party." The client assumes all risk for loss or damage to the client equipment and data files except as specified herein.
EXCLUSIVE REMEDY: Because of the nature of the services rendered and the system as a whole, it is

impractical and extremely difficult to fix the actual damages, if any, which may result from failure on the part of Integrated Systems to perform its responsibilities under this contract. Client does not desire this contract to provide full liability for loss, damage or injury due directly or indirectly to occurrences, or consequences therefrom, which the service or system is designed to deter or avert. In the event Integrated Systems should be found liable for loss, damage or injury due to a failure of the equipment or services provided under this Agreement or the equipment in any respect, its liability shall be limited to \$250.00, as the agreed upon liquidated damages and not as a penalty. Such liquidated damages is the exclusive remedy for any failure of services or equipment, and the provisions of this paragraph shall apply if loss, damage or injury, irrespective of cause or origin, results directly or indirectly to a person or property from the performance or nonperformance of any obligation of Integrated Systems from negligence, active or otherwise, of Integrated Systems, its agents or employees. It is intended and expressly agreed that the purpose of the preceding provisions are to set an upper limit to the amount recoverable by the client and to fix liability of Integrated Systems at a specific sum of \$250.00. If client desires additional liability coverage, it shall be his responsibility to secure it from an insurance carrier or other agency of his choice, at his own expense. The client shall bring no suit against Integrated Systems more than one (1) year after the accrual of the cause of action therefore.

The Client agrees that, during the term of this Agreement and for a period of twenty-four (24) months thereafter, it will not actively solicit an Integrated Systems employee as a candidate or possible candidate for any position with the client or potential client, without first obtaining the written permission of Integrated Systems. Due to the difficulty of assessing damages in the event of a breach of this provision, the parties agree that Client will pay Integrated Systems, upon Integrated Systems written notice to the Client, an amount equal to three times the annual wages of any Integrated Systems employee who is referred by Client in violation of this provision. The Client will also reimburse Integrated Systems for any attorney's fees incurred by Integrated Systems in collecting amounts owed under this provision.

Contract	Hours	Rate/Hour	Total Cost	Savings
None		\$ 155.00		None
A	10	\$95.00	\$ 950.00	\$ 600.00
B	25	\$ 90.00	\$ 2250.00	\$ 1625.00
C	50	\$ 85.00	\$ 4250.00	\$ 3500.00
D	100+	\$ 75.00	\$ 7500.00+	\$ 8000.00+

Contract Selected: _____

I have read the above terms and conditions of the time contracts. I understand and agree to the above conditions and terms of the contract:

Client: _____
 Address: _____
 Client Signature: _____ Date: _____

Integrated Systems Signature: _____ Date: _____

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is authorized to sign the Professional Services Agreement Contract D at an amount not to exceed \$7,500.00 from Town Office – Computer Maintenance – A1620.44, budgeted item.

Adopted this 20th day of February, 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 58-20: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO SALVAGE

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

The following was submitted:

WHEREAS, application has been made to the Town Board of the Town of Walworth for a License to conduct an automobile wrecking yard, junk yard, or act as a junk dealer at British Auto Salvage, 600 Penfield Road, Walworth, New York, in said for the year 2020 pursuant to Chapter 99 of the Town of Walworth Municipal Code.

WHEREAS, the Building Inspector / Fire Marshal has completed the annual inspection of Voelckers Automobile Salvage Yard on February 12, 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 British Auto Salvage.

Adopted this 20th day of February, 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 59-20: AUTHORIZE TOWN SUPERVISOR TO SIGN THE MICHELSON LAWN AND LANDSCAPE AGREEMENT FOR JOHN’S PARK AT \$90.00 PER TRIP THREE TIMES A MONTH UNTIL OCTOBER 1, 2020; BUDGETED ITEM

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

Michielson Lawn and Landscape

Spring Clean-Up:	
Lawn Maintenance:	John's Park \$90.00/Trip
Landscape Ornamental Maintenance:	(3x) a month
Mulching and Edging:	until October
Weed Control:	1st 2020.
Fall Clean-Up:	

Service/ Billing Address:

Name Town of Walworth
 Address 3600 Kerckhoff Dr.
 Town/ Zip Code Walworth NY 14568
 Phone # _____
 Alternate Phone # _____
 Fax # _____

Customer Agreement- Terms and Conditions

- ❖ Service Contract extends through the season it is subject to.
- ❖ Lawn Service Includes: one cut per trip, string trimming and blowing of debris (unless additional trips specified)
- ❖ Michielson Lawn & Landscape is fully insured.
- ❖ Customer is responsible for payment by the 15th of every month. If payment is not received, lawn service will STOP until payment is made.
- ❖ LATE PAYMENTS are subject to a \$30 LATE FEE per month.
- ❖ Labor rate is subject to change based upon each service and or machinery to complete job/service.

Property Owner/ Manager Signature _____ Date _____
 Michielson Lawn & Landscape Signature _____ Date 2-1-20

Thank you for your business- Andrew

Please make checks payable to: Michielson Lawn & Landscape.
 Return signed contract → to: 3261 Sherwood Drive - Walworth, NY 14568 - 585.756.8830

WHEREAS, the Town of Walworth has contracted with Michielson Law and Landscape, 3261 Sherwood Drive, Walworth, New York 14568 for the past several years for the lawn mowing of John’s Park; and

WHEREAS, the Town of Walworth desires to continue to contract with Michielson Lawn and Landscape for the lawn mowing of John’s Park; therefore,

BE IT RESOLVED, that the Town Supervisor is hereby authorized to sign the quote provided by Michielson Lawn and Landscape for 2020 for lawn mowing of John’s Park three times a month at a rate of \$90.00 per trip, budgeted item.

Supervisor Jacobs asked Code Enforcement Officer Phil Williamson to provide an explanation as to the history regarding the mowing of Town parks and cemeteries. Discussion ensued concerning the bid process.

(Councilman Bryson exited the meeting at 7:39 PM and re-entered at 7:41 PM.)

Adopted this 20th day of February, 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.

COMMUNICATION:

- **NYS Agriculture and Markets – Municipal Shelter Inspection Report**, dated 12/4/2019.
- **NYS Division of Building Standards and Codes Annual electronic filing of the Uniform Code and Energy Code Administration and Enforcement Report for year 2019.**
- **Walworth Fire Department will install Knoxbox(es) at: Town Offices, Ginegaw Lodge, Highway Department and Walworth Sewer Department.**
- **Letter from FEMA regarding STARR II engineering analysis**, dated January 21, 2020.
- **Letter from NYS DOT regarding Plank Road speed limit review**, dated January 22, 2020.
- **Contract Modification Agreement Between Town of Walworth and International Brotherhood of Teamsters, Local 118**, dated February 3, 2020.
- **Town of Walworth Wastewater Treatment Plant Monthly Report**, dated February 3, 2020
- **New York State Department of Conservation Nuisance Beaver Permit has been obtain for 2020** (on file in the Town Clerk’s office)
- **Town of Walworth Assessment Department Report for January 2020**

Supervisor Jacobs shared that there will be an attorney client privilege meeting with the Town Board on March 11, 2020 at 3:00 PM. She also spoke regarding upcoming mental health first aid training that is being sponsored by Wayne County Department of Mental Health and encouraged those present to attend.

TOWN BOARD MEETINGS:

DATE	TIME	MEETING TYPE
MARCH 5, 2020	6:30 PM	REGULAR
MARCH 19, 2020	6:30 PM	REGULAR
APRIL 2, 2020	6:30 PM	REGULAR
APRIL 16, 2020	6:30 PM	REGULAR
MAY 7, 2020	6:30 PM	REGULAR

Supervisor Jacobs stated that the next regular meeting on March 5, 2020 at 6:30 PM will include a presentation by Wayne County Water and Sewer Authority Executive Director Martin Aman updating the Town Board and public on the Wastewater Treatment Plant Expansion Project.

NEW AND OTHER BUSINESS:

Unsafe Building Hearing – 684 Bills Road

Mr. Phil Williamson addressed the Town Board and provided a brief history of the Town’s enforcement process concerning an unsafe structure located at 684 Bills Road. He stated that he had invited the executor of the estate for the property to address the Town Board at a hearing taking place during this meeting. Ms. Kathleen Groell addressed the Board and provided an update as to the status of the removal of items from within the structure and explained the difficulty she is encountering with the logistical and financial aspects of having the structure demolished. Ms. Groell asked the Town Board for an extension in order to comply with the Notice and Order to Abate and Unsafe Structure issued by the Town. Discussion ensued and the Town Board did agree to grant this extension as follows:

RESOLUTION 60-20: TO GRANT OWNER OF PROPERTY LOCATED AT 684 BILLS ROAD 14 DAY EXTENSION OF NOTICE AND ABATE UNSAFE STRUCTURE ORDER WITH REQUIREMENT OF WRITTEN UPDATE OF PLANS FOR PROPERTY SUBMITTED TO TOWN BOARD

WHEREAS, at its meeting on December 19, 2019, the Town Board of the Town of Walworth authorized the Code Enforcement Officer to send a “Notice and Order to Abate Unsafe Structure” to the owners of property located at 684 Bills Road; and

WHEREAS, the Code Enforcement Officer did send such notice dated January 9, 2020 to the owners John and Mary Wilson (deceased) in which certain conditions were included to “obtain a demolition permit” and “the securing or removal of the structure within 30 days of the service of the notice and shall be completed within 60 days thereafter, unless for good cause shown such time shall be extended by the Town Board of the Town of Walworth”; and

WHEREAS, Ms. Kathleen M. Groell, executor of the estate of Mr. and Mrs. Wilson, did appear before the Town Board at its regularly scheduled meeting on February 20, 2020; and

WHEREAS, Ms. Groell requested an extension of time to comply with the Notice and Order;

NOW, THEREFORE, BE IT RESOLVED by the Walworth Town Board that the extension be granted for 14 days with the understanding and agreement that Ms. Groell will again appear before the Town Board for the purpose of updating with a letter stating plans for the property including estimates for the Town Board to review and determine if further action is required.

Adopted this 20th day of February, 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.

Supervisor Jacobs requested a recess at 8:15 PM, and the meeting reconvened at 8:23 PM.

Personnel Committee – Elected Officials Discussion

Mr. Phil Williamson addressed the Town Board explaining that he had been asked to meet with the Personnel Committee regarding the current salaries of the Town’s elected officials. Mr. Williamson presented and reviewed a report regarding the history of the officials’ salaries and a salary comparison between Walworth and surrounding towns. Discussion ensued regarding guidance for consistency in the future and whether current salaries still need to be adjusted. The discussion will be continued at future meetings.

PUBLIC PARTICIPATION

Mrs. Deborah Williams addressed the Town Board indicating that she had appreciated the discussion on the topics and resolutions presented at the meeting and commended the Board members on its respect and treatment of the Bills Road issue.

EXECUTIVE SESSION:

Motion by Councilwoman Linson to enter into executive session to discuss medical, financial, credit, or employment history of a particular person/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension; discussion relating to proposed, pending or current litigation; and matters relating to collective negotiations under the Taylor Law.

Seconded by Councilman Bryson.

The Town Attorney was requested to remain for the executive session.

Roll call vote:

Councilwoman Linson	Aye
Councilman Bryson	Aye
Councilman Ambroz	Aye
Councilman Phillips	Aye
Supervisor Jacobs	Aye

Motion carried.

Time: 9:25 PM

RECONVENE:

Motion by Councilwoman Linson to reconvene the regularly scheduled meeting. Seconded by Councilman Ambroz.

Time: 10:08 PM.

Roll call vote:

Councilwoman Linson	Aye
Councilman Bryson	Aye
Councilman Ambroz	Aye
Councilman Phillips	Aye
Supervisor Jacobs	Aye

Motion carried.

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: 10:08 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk