

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 4:00 PM. Supervisor Jacobs led those present in the recitation of the Pledge of Allegiance.

PRESENT:

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

ABSENT: Timothy Vendel Highway Superintendent

OTHERS PRESENT: Donald Young, Esq., Town Attorney; Gene Bavis, Town Historian; Deb Amsler, Receiver of Taxes; Laurie Waltermyer, Town Court Clerk; Robert Burns, Sewer Superintendent.

MINUTES

Motion by Councilman Ambroz that the minutes of January 7, 2021 Organizational Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Bryson.

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

Motion carried.

Motion by Councilman Ambroz that the minutes of January 7, 2021 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Phillips.

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

Motion carried.

Motion by Councilman Ambroz that the minutes of January 7, 2021 Organizational Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Bryson.

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

Motion carried.

Motion by Councilman Bryson that the minutes of January 14, 2021 Special Meeting are approved as submitted by the Town Clerk. Seconded by Councilwoman Linson.

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

Motion carried.

PRESENTATION: Gene Bavis, Town Historian

Mr. Bavis, introduced by Councilwoman Linson, began his presentation with a brief review of his background serving the Town in various roles, involvement with the Walworth Historical Society, Town Historian and now as Chairman of the Wayne County Bicentennial Committee. Mr. Bavis explained to the Town Board that it was recently discovered that the founding dates of various towns throughout Wayne County were incorrect, Walworth included. He stated that many of these Towns recorded their foundation dates as the date the resolution passed, not the date on which it was to take effect. Mr. Bavis shared that the resolution to found Walworth was passed on April 20, 1829, but it was to take effect on April 5, 1830, therefore the Town record will need to show this. Finally, Mr. Bavis shared articles and upcoming posts from the Bicentennial Committee that will be released in upcoming months. Discussion ensued regarding the Committee and the discovery of the historical documents, and the Town Board thanked the Town Historian for his work and dedication to the Town.

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

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

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

01/04/21 16:28:23

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 December, 2020:

DATED: January 4, 2021

Gene Bavis
SUPERVISOR

	Balance 11/30/20	Increase	Decreases	Balance 12/31/20
A GENERAL FUND				
CASH IN CHECKING	120,000.00	183,099.70	183,099.70	120,000.00
CASH IN SAVINGS	461,793.55	180,566.26	183,099.70	459,260.11
MONEY MARKET ACCT	664,990.39	280.75	0.00	665,191.19
FETTS CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIRS/ALTERA	23,789.58	0.73	14,730.00	9,061.31
INDO EQUIPMENT/SOFTWARE	1,047.18	0.01	0.00	1,047.19
TOWN CLERK EQUIPMENT RESERVE	3,123.78	0.94	0.00	3,124.72
COMPUTER EQ RESERVE SAVINGS	29,550.54	6.88	0.00	29,557.42
TOWN HALL CAPITAL RESERVE	130,592.01	31.54	29,150.00	104,973.55
DOG REMUNERATION RESERVE FUND	4,094.13	1.20	0.00	4,095.33
EMPLOYEE BENEFIT RESERVE	1,978.53	0.59	0.00	1,979.12
FRSE EQ RESERVE SAVINGS	65,377.83	19.45	0.00	65,397.28
RETIREMENT CONTRIBUTION RESERV	10,089.92	3.03	0.00	10,091.95
HARLET SIDEWALK RESERVE FUND	25,592.27	7.13	1,858.49	23,741.91
RESERVE FOR RESIGNED MANAGEMENT	20,011.97	4.72	4,290.40	15,726.29
TOTAL	1,562,260.44	363,947.17	432,208.39	1,513,999.32
CM1- PARK SPECIAL REVENUE FUND				
CASH - CHECKING	0.00	1,054.20	1,054.20	0.00
CASH - SAVINGS	102,348.30	2,302.10	1,054.20	103,596.20
TOTAL	102,348.30	3,356.30	2,108.40	103,596.20
CM6- CEMETERIES				
CASH	0.00	0.00	0.00	0.00
CASH - SAVINGS	11,574.54	0.00	0.00	11,574.54
TOTAL	11,574.54	0.00	0.00	11,574.54
DA HIGHWAY FUND				
CASH IN CHECKING	320,000.00	215,904.15	215,904.15	320,000.00
CASH IN SAVINGS	322,933.92	136,199.17	215,904.15	243,222.94
MONEY MARKET ACCT	841,903.18	142.73	0.00	841,945.91
EMPLOYEES BENEFITS RESERVE	6,563.69	1.97	0.00	6,565.57
MACHINERY RESERVE SAVINGS	23,624.95	7.10	0.00	23,632.05
RETIREMENT CONTRIBUTION RESERV	10,089.92	3.03	0.00	10,091.95
TOTAL	1,624,714.66	352,272.15	431,808.30	1,545,178.51
L LIBRARY FUND				
CASH	0.00	0.00	0.00	0.00

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MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/20	Increases	Decreases	Balance 12/31/20
TOTAL	0.00	0.00	0.00	0.00
MS SELF INSURANCE FUND				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	1,302.55	0.39	0.00	1,302.94
TOTAL	1,302.55	0.39	0.00	1,302.94
SD1- WALWORTH CONSOLIDATED				
CASH IN CHECKING	0.00	639.76	639.76	0.00
CASH IN SAVINGS	96,421.69	0.00	639.76	95,781.93
TOTAL	96,421.69	639.76	1,279.52	95,781.93
SD2- CRYSTAL CREEK DRAINAGE				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	3,019.73	0.00	0.00	3,019.73
CRYSTAL CREEK DRAINAGE RES SAV	6,701.69	2.01	0.00	6,703.70
TOTAL	9,721.42	2.01	0.00	9,723.43
SF1- WALWORTH FIRE DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
RP2- WEST WALWORTH FIRE PROTECTION				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	1,859.52	0.56	0.00	1,859.08
TOTAL	1,859.52	0.56	0.00	1,859.08
SF3- LINCOLN FIRE PROTECTION				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	4,120.11	1.24	0.00	4,121.35
TOTAL	4,120.11	1.24	0.00	4,121.35
SL1- WALWORTH LIGHT DISTRICT				
CASH IN CHECKING	0.00	1,629.00	1,629.00	0.00
CASH IN SAVINGS	4,443.75	1,086.00	1,357.50	4,172.25
TOTAL	4,443.75	2,715.00	2,986.50	4,172.25
SL2- HARVEST HILL LIGHT DISTRICT				
CASH IN CHECKING	0.00	522.71	522.71	0.00
CASH IN SAVINGS	8,884.91	9.89	889.74	8,994.06
TOTAL	8,884.91	522.71	1,045.42	8,932.25
SL3- CANANDA LIGHT DISTRICT				
CASH IN CHECKING	0.00	2,135.73	2,135.73	0.00
CASH IN SAVINGS	11,950.96	0.00	2,135.73	9,815.23

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MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/20	Increases	Decreases	Balance 12/31/20
TOTAL	11,950.96	2,135.73	4,271.46	9,815.23
SL4- BROOKSIDE LIGHT DISTRICT				
CASH IN CHECKING	0.00	10.76	10.76	0.00
CASH IN SAVINGS	440.91	0.00	10.76	430.15
BROOKSIDE REPAIR RESERVE	4,704.24	1.41	0.00	4,705.65
TOTAL	5,145.15	11.17	11.31	5,133.90
SL5- ORCHARD VIEW LIGHT DISTRICT				
CASH - CHECKING	0.00	113.42	113.42	0.00
CASH - SAVINGS	5,941.49	0.00	113.42	5,828.07
TOTAL	5,941.49	113.42	226.84	5,828.07
SM CANANDA SIDEWALK DISTRICT				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	32,619.36	0.00	0.00	32,619.36
TOTAL	32,619.36	0.00	0.00	32,619.36
SP JOHN'S PARK DISTRICT				
CASH - SAVINGS	0.00	0.00	0.00	0.00
	2,784.29	0.00	0.00	2,784.29
TOTAL	2,784.29	0.00	0.00	2,784.29
SS WALWORTH SEMER DISTRICT #1				
CASH IN CHECKING	0.00	63,406.98	63,406.98	0.00
CASH IN SAVINGS	171,858.27	46,950.89	94,277.01	124,532.15
MONEY MARKET	409,806.87	23,495.12	0.00	433,301.99
PEITY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	101,527.23	0.00	0.00	101,527.23
SEWER RESERVE SAVINGS	120,755.02	7,538.54	0.00	128,293.56
SEWER CAPITAL RESERVE	527,599.31	158.55	0.00	527,757.86
TOTAL	1,432,457.16	141,610.88	157,683.99	1,416,384.05
SW1- WALWORTH WATER DISTRICT #1				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
SPECIAL RESERVE, WATER STORAGE	38,460.53	0.00	0.00	38,460.53
	2,319.15	0.06	0.00	2,319.21
TOTAL	40,779.68	0.06	0.00	40,779.74
SW19- WATER EXT #19 LIN/SWA/CO				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	2,092.43	0.00	0.00	2,092.43
TOTAL	2,092.43	0.00	0.00	2,092.43
SW20- WATER EXT #20 ARBOR/TUMMONDS				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
	800.16	0.00	0.00	800.16

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MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/20	Increases	Decreases	Balance 12/31/20
TOTAL	800.16	0.00	0.00	800.16
TA TRUST & AGENCY				
CASH	118,094.81	178,207.41	193,268.13	101,033.90
TOTAL	119,094.62	178,207.41	193,268.13	101,033.90
V DEBT SERVICE				
	0.00	0.00	0.00	0.00
ARBDR/TOWNONDS RESERVE SAVINGS	10,884.43	3.27	0.00	10,887.70
LIN/SWAD RESERVE SAVINGS	16,405.63	4.93	0.00	16,410.56
TOTAL	27,290.06	8.20	0.00	27,298.26
TOTAL ALL FUNDS	4,508,274.22	1,042,545.16	1,206,908.37	4,343,911.01

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

Motion carried.

TOWN CLERK

Motion by Councilwoman Linson to accept the Town Clerk’s Annual Report for 2020. Seconded by Councilman Bryson.

TOWN OF WALWORTH	
TOWN CLERK'S 2020 ANNUAL REPORT	
01/15/2021	
08:49:20	
RECEIPTS	
39 MISCELLANEOUS	3,183.75
36 B/D/M RECORDS SEARCH	1,030.00
1 GENEALOGICAL SEARCH	22.00
43 MARRIAGE LICENSES	1,657.50
DECALS	10,231.00
1 DOG PICK UP	52.26
4 PERC/NEW/SEPTIC REPAIR	600.00
43 RECREATION	12,622.00
14 TOWN TOPICS ADVERTI	1,755.00
3 OTHER REC REVENUES	474.00
13 ZONING BOARD REVIEW	455.00
19 PB REVIEW FEES/OTHER	10,759.48
240 BUILDING PERMITS	16,871.50
1 VOELCKERS AUTO SALV YARD	62.50
1 GALVIN TRAILER PARK	510.00
21 OTHER INCOME BUILDING	1,265.50
19 FARMER'S MARKET	720.00
8 SEPTIC INSP (NEW CONSTR)	600.00
1 INSPECTION	64,147.00
1 REC FIELD MAINTENANCE	75.00
63 PARK EXPENDABLE TRUST	22,765.00
2 CEMETERY FEES	700.00
3 SEWER APPLICATION WALWOR	2,550.00
81 ESCROW - BLDG PERMITS	14,950.00
1085 DOG LICENSES	12,336.00
TOTAL RECEIPTS:	\$180,404.49
DISBURSEMENTS	
PAID TO SUPERVISOR FOR GENERAL FUND	126,824.99
DECALS SEPARATE MONTHLY REPORT	546.05
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	14,950.00
PAID TO SUPERVISOR FOR CEMETERY/PARK EXPENDABLE	23,465.00
PAID TO SUPERVISOR FOR SEWER APPLICATION FEES	2,550.00
DECALS SEPARATE MONTHLY REPORT- EFT	9,704.95
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	1,441.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	922.50
TOTAL DISBURSEMENTS:	\$180,404.49


 Aimee Phillips, TOWN CLERK

JANUARY 15, 2021

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 Phillips to accept the Receiver of Taxes’ Monthly Report, dated 1/15/2021.
 Seconded by Councilman Bryson.

Town of Walworth	Board Report	01/15/2021
Tax dollars collected		
Principal	\$1,676,493.17	
Interest	\$0.00	
Mail fee	\$0.00	
Total	<u>\$1,676,493.17</u>	

Tax dollars disbursed to the town			
Ck#	650	\$130.00	Brookside Light Dist
Ck#	651	\$1,000.00	Parkview Green Dist
Ck#	652	\$1,500.00	Orchard View Light Dist
Ck#	653	\$2,573.00	Arbor/Tummonds #20
Ck#	654	\$3,777.66	Omitted Town Tax
Ck#	655	\$5,700.00	Harvest Hill Light Dist
Ck#	656	\$7,000.00	Gananda Sidewalk Dist
Ck#	657	\$10,125.00	Cemeteries
Ck#	658	\$14,700.00	Walworth Light Dist
Ck#	659	\$17,500.00	Gananda Light Dist
Ck#	660	\$24,678.00	Walworth Ext #19
Ck#	661	\$59,431.00	Drainage
Ck#	662	\$72,851.97	Relevied Water
Ck#	663	\$193,106.00	W Walworth FD
Ck#	664	\$203,857.00	Lincoln FD
Ck#	665	\$261,274.00	Library
Ck#	666	\$321,468.00	Walworth FD.
Ck#	667	\$336,627.00	WWTP Capital Sewer
		<u>\$1,537,298.63</u>	

Receiver of Taxes *Deb Amster 1/15/2021* 1 of 1

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

Motion carried.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT - No report.

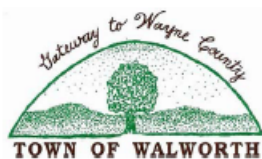
COMMITTEE / LIAISONS' REPORTS**COUNCILMAN BRYSON**

Councilman Bryson reported that the Library is back to contactless pickup due to a brief closure and quarantine period, though appointments to enter the Library are on hold. He stated that the review of the renovation/expansion plans for Library are now being reviewed and should be completed soon. He stated that weekly meetings with the Parks and Recreation Departments have been established as the departments transition.

COUNCILWOMAN LINSON – No report.**COUNCILMAN PHILLIPS**

Councilman Phillips shared that the Assessment Department has submitted its annual report for 2020.

Motion by Councilman Ambroz to accept the 2020 Annual Report of the Assessment Department. Seconded by Councilwoman Linson.



TOWN OF WALWORTH
Assessor
3600 Lorraine Drive
Walworth, NY 14568
assessor@townofwalworthny.gov
(315) 986-1400 phone
(315) 986-1440 fax

2020 Year End Board Report
January 20, 2021

As with all departments in the town, 2020 was a year where the Assessment Department adapted frequently to the changing guidelines and protocols that came with the COVID-19 pandemic. During this time, we continued our usual services, met residents' needs whether working remotely or in the building, worked on the Regional Sewer Plant project, and, most prominently, have been working to complete the town-wide revaluation.

Major highlights from 2020 include:

- Renewal of all residents' 2019 exemptions (where applicable) and processing of new exemption applications for 2020.
- Working remotely to hold informal meetings with residents regarding their assessments leading up to Grievance Day in 2020.
- Participation in the planning of the Regional Sewer Plant project with the team, and creation of the special assessment roll needed to levy the necessary taxes.
- 2021 Exemptions:
 - o Mailing out of exemption renewal applications to all residents
 - o Collection and entry (ongoing) of new applications
 - o Mailing out letters and applications to residents who may be eligible for exemptions per NYS information.
 - o Mailing out notices to residents receiving Senior and Disability exemptions per Governor Cuomo's Executive Order in December 2020
- Ongoing work on the town-wide reassessment, including:
 - o Sending out data mailers in March 2020 to update property data and inventory.
 - o Using Pictometry to update inventory and for parcel analysis.
 - o Meeting and discussing with residents to resolve discrepancies in parcel inventory and information.
 - o Revaluation of the vacant land parcels in town.
 - o Updating costs and rates in the RPSV-4 system.
 - o Valuing of residential, farm, and commercial properties.
- Other:
 - o Continuing to work closely with the Building Department on inspections, permits and Certificates of Compliance/Occupancy, and other property information.
 - o Assessor and Assistant continuing their education as needed (Assessor – continuing ed courses; Assistant – certification courses)

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The first half of 2021 will continue to be a busy time for the department.

As we begin to wrap up the final part of the revaluation process, we will be holding informational meetings and sharing a presentation our department has created to help residents better understand the process and how to proceed with concerns.

In March, we will begin the process of notifying residents via mail of their reassessments, setting up informal meetings, and preparing for Grievance Day. We will be working diligently to ensure that all residents have the chance to speak with us and express questions or concerns, be it remotely or in-person. This will all be leading up to the final roll (dated July 1, 2021).

Respectfully submitted,

Mei Halstead
Sole Assessor

Councilman Ambroz shared that he has had communications with the Building Inspector, and the Walworth Court still has restricted hours due to the pandemic. He encouraged those who arrive at a time when the court is closed to call the phone number listed on the window for assistance.

SUPERVISOR JACOBS

Supervisor Jacobs stated that Town Hall hours are 8:00 AM through 4:00 PM Monday through Friday, and asked members of the public to call to make appointments with departments, if possible as the Town is still operating at a fifty percent employee capacity.

RESOLUTIONS:

RESOLUTION 32-21: AUTHORIZATION FOR TOWN BOARD TO SIGN THE AGREEMENT TO SPEND HIGHWAY FUNDS

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

WHEREAS, the Town Highway Superintendent has received the Agreement to Spend Highway Funds pursuant to the provision of Section 284 of the Highway Law; and

WHEREAS, the sum of \$630,444.00 may be expended for general repairs upon 58.25 miles of Town highways, included sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof;

NOW THEREFORE BE IT RESOLVED, that the Town Board is hereby authorized to sign the Agreement to Spend Highway Funds.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

RESOLUTION 33-21: ABSTRACT 1, APPROVAL

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

To: Walworth Town Board

From: Cheri LeMay-Town
Comptroller

Date: 21-Jan-21

Re:

Abstract
#1

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 1-153

A	General Fund	\$79,433.47
DA	Highway Fund	\$32,405.61
SS	Sewer Fund	\$29,195.84
CM1	Park Special Revenue Fund	\$983.27
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$278.62
SL2	Harvest Hill Light District	\$529.85
SL3	Gananda Light District	\$1,082.50
SL4	Brookside Light District	\$11.36
SL5	Orchard View Light District	\$119.57
SM	Gananda Sidewalk District	\$0.00
CM6	Cemeteries	\$0.00
SP	John's Park District	\$0.00
MS	Unemployment Self Insured Fund	\$0.00
SW19	Water Ext #19	\$0.00
SW20	Water Ext #20	\$0.00
L	Library	\$0.00
SF3	Lincoln Fire Dept	\$0.00
SF2	West Walworth Fire Dept	\$0.00
SD2-	Crystal Creek	\$0.00
	Total Payments	\$144,040.09

Voucher Number 1-12

Trust & Payroll \$56,890.27

Checks will be issued January 21, 2021

Checks Reviewed Prior To Mailing 1/21/2021 _____

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

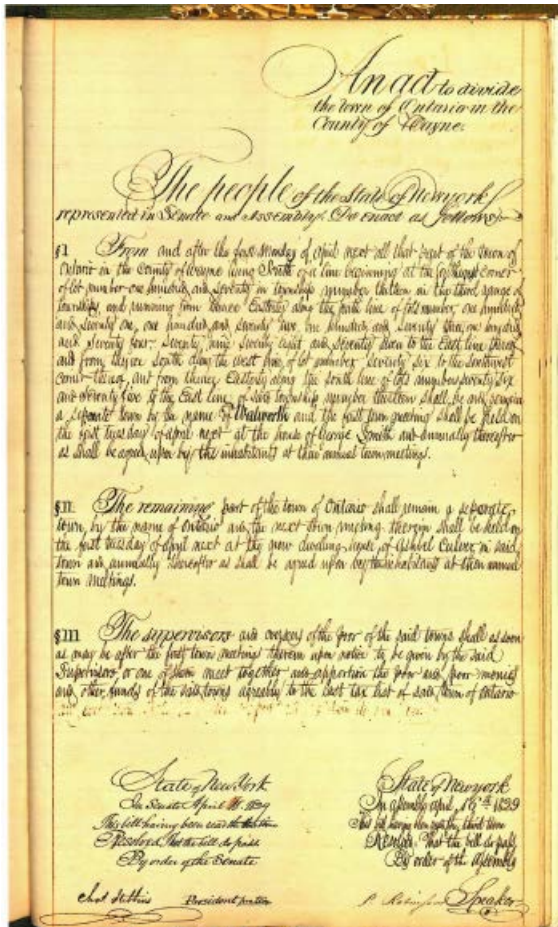
Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 34-21: TO ACKNOWLEDGE AND ACCEPT DOCUMENTS PERTAINING TO THE ESTABLISHMENT OF THE TOWN OF WALWORTH INTO TOWN RECORDS

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

The following was submitted:



WHEREAS, the Town Historian has recently discovered historical documents which indicate the date of the establishment of the Town of Walworth; and

WHEREAS, these documents may be entered into Town records with the review and approval of the Town Board;

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby acknowledges the receipt of the Town of Walworth establishment documents and approves the addition of these documents into Town records.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

RESOLUTION 35-21: EXTENSION OF TEMPORARY PANDEMIC PURCHASING POLICY

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

WHEREAS, as a result of the pandemic, NY State has implemented PAUSE, resulting in the temporary shutdown of many businesses; and

WHEREAS, as a result of the same, sales tax revenue to municipalities is expected to decline significantly, likely causing a revenue budget shortfall; and

WHEREAS, as a result of such, municipalities are well advised to curb spending in an attempt to soften the effects of the sales tax revenue shortfall; and

WHEREAS, as such, the Town of Walworth seeks to extend the policy to limit spending during this time implemented on April 16, 2020.

NOW, THEREFORE, BE IT, RESOLVED, that until July 1, 2021, the following spending policy shall be in effect and shall be required to be complied with:

1. In general, all purchases and spending shall be limited to those items/services/goods/etc. that are 1) necessary, 2) for which their need is relatively immediate, and 3) only where related to essential functions/services of the Town.
2. The authorized purchaser shall make a determination as to whether the purchase satisfies this policy. However, where uncertain, the authorized purchaser may request direction from the Town Supervisor.
3. Should an authorized purchaser fail to comply with this policy, to the fullest extent permitted by law the Town Board may revoke the authorized purchasers' authority to make purchases, which authority may only be reinstated upon approval by the Town Board.
4. Should purchasing authority be revoked as per the above, during the period of such revocation, the otherwise authorized purchaser may pursue prospective purchases by submitting purchase requests to the Town Supervisor, who will review and approve or deny the same in compliance with this policy; and

BE IT FURTHER, RESOLVED, that this policy shall remain in effect from the date of adoption hereof until the 1st of July, 2021, unless revoked prior thereto; and

BE IT FURTHER, RESOLVED, that this policy shall constitute amendments, limited in duration as set forth herein, to the Town's Procurement Policy and the Town's Dept. Head Budgeted Expenditures Policy.

Councilwoman Linson inquired as to the necessity for the continuing the policy, and Supervisor Jacobs explained that it was being done as a precaution. Discussion ensued.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 36-21: TO AWARD REQUESTED LOSAP POINTS TO THE WEST WALWORTH VOLUNTEER FIRE DEPARTMENT PARTICIPANTS DURING COVID-19 PANDEMIC

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

WHEREAS, the Town is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the West Walworth Volunteer Fire Department (Fire Department) in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, during the COVID-19 pandemic and in response to the Governor's Executive Order 202 of 2020, the Fire Department modified its emergency response protocols and cancelled many events during the period March 1, 2020 to August 31, 2020; and

WHEREAS, as a result of these modifications and cancellations, active volunteer firefighters will have fewer opportunities to earn points during calendar year 2020, making it more difficult to earn the required 50 points to earn the LOSAP benefit for calendar year 2020; and

WHEREAS, the GML has been amended to add § 217(p), which allows the Town Board (Board) to award up to five (5) points per month during the Period, with a pro-rated amount awarded for a partial month, by resolution of the Board; and

WHEREAS, the § 217(p) requires the Board to adopt said resolution by April 30, 2021; and

WHEREAS, the Fire Department has provided the Board with documentation regarding the events that were cancelled and how response protocols were changed during the Period; and

WHEREAS, the Board has considered these factors and how they will impact active volunteer firefighters from earning 50 points in calendar year 2020; and

WHEREAS, the Board has determined it appropriate and necessary to award points for the Period;

NOW, THEREFORE BE IT RESOLVED, that the Town Board approves the granting of five (5) points for each complete month of the Period, pro-rated for the partial months; and be it further

RESOLVED, that based on the Period and the necessary pro-ration for the partial months, each active volunteer firefighter is to be awarded a total of twenty-seven (27) points in 2020, in addition to any points earned by the active volunteer firefighter during calendar year 2020; and be it further

RESOLVED, that the Board may modify this resolution by April 30, 2021 in the event that additional information is provided that would lead the Board to determine that additional points for the Period should be awarded.

Councilman Ambroz stated for the record that the Town Board has reviewed the requests and documentation received from the fire departments.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

RESOLUTION 37-21: TO AWARD REQUESTED LOSAP POINTS TO THE LINCOLN FIRE DEPARTMENT PARTICIPANTS DURING COVID-19 PANDEMIC

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

WHEREAS, the Town is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the Lincoln Fire Department (Fire Department) in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, during the COVID-19 pandemic and in response to the Governor's Executive Order 202 of 2020, the Fire Department modified its emergency response protocols and cancelled many events during the period March 1, 2020 to May 31, 2020; and

WHEREAS, as a result of these modifications and cancellations, active volunteer firefighters will have fewer opportunities to earn points during calendar year 2020, making it more difficult to earn the required 50 points to earn the LOSAP benefit for calendar year 2020; and

WHEREAS, the GML has been amended to add § 217(p), which allows the Town Board (Board) to award up to five (5) points per month during the Period, with a pro-rated amount awarded for a partial month, by resolution of the Board; and

WHEREAS, the § 217(p) requires the Board to adopt said resolution by April 30, 2021; and

WHEREAS, the Fire Department has provided the Board with documentation regarding the events that were cancelled and how response protocols were changed during the Period; and

WHEREAS, the Board has considered these factors and how they will impact active volunteer firefighters from earning 50 points in calendar year 2020; and

WHEREAS, the Board has determined it appropriate and necessary to award points for the Period;

NOW, THEREFORE BE IT RESOLVED, that the Town Board approves the granting of five (5) points for each complete month of the Period, pro-rated for the partial months; and be it further

RESOLVED, that based on the Period and the necessary pro-ration for the partial months, each active volunteer firefighter is to be awarded a total of ten (10) points in 2020,

in addition to any points earned by the active volunteer firefighter during calendar year 2020; and be it further

RESOLVED, that the Board may modify this resolution by April 30, 2021 in the event that additional information is provided that would lead the Board to determine that additional points for the Period should be awarded.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

RESOLUTION 38-21: ADOPTION OF PETTY CASH PROCEDURE AND POLICY

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

The following was submitted:

PETTY CASH POLICY

PURPOSE

The Town Board may by resolution establish a petty cash fund for an employee, upon request, at the lowest practical amount. Monies in any such fund may be used for the purpose of making change when such is required in the performance of official duties, as well as for the payment, in advance of authorization for properly itemized bills for materials, supplies or services furnished to the town for the conduct of its affairs.

ESTABLISHMENT OF PETTY CASH FUND

Any request to establish a petty cash fund should be addressed to the Town Supervisor and Comptroller in writing, who will then bring the request to the Town Board. The request should identify the custodian and department head, the purpose of the fund, amount of the request, and security procedures to safeguard petty cash funds. Approval of petty cash fund will be given by Town Board resolution. Disapproval will be communicated to the department head in writing with an explanation.

CUSTODIAN AND CONTROL OF PETTY CASH FUND

Custody of the petty cash fund will be assigned to only one employee, unless otherwise stated in the adopted Town Board resolution, to maintain accountability and security of the fund. The assigned petty cash custodian will handle all petty cash transactions and will secure the fund in a locked location separate from other cash drawers.

PROCEDURE

Each fund must be audited by the department head on a monthly basis. A log of this procedure will be maintained and signed off each month by the department head and the responsible petty

cash custodian. Any issuance of Petty Cash may be audited by the Town Board at any time. All expenditures made from this fund will be submitted monthly by voucher for reimbursement. Attached to the voucher will be original itemized receipts supporting each expenditure. Each fund will be reimbursed for an amount equal to the total of such expenditures after audit and approval.

Any bill or portion of any bill not approved by the Board shall be a personal liability of the Officer for which the fund was established, and they shall promptly reimburse the petty cash fund in the amount of such disallowances. If reimbursement is not made the amount may be withheld from salary payment and, if necessary, subsequent salary payments and paid into the appropriate petty cash fund until an amount equal to the amount disallowed has been repaid. In addition to the financial responsibility and liability for wage deductions, any violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense (per Civil Service Law Section 75).

The transfer of a petty cash fund to another custodian or physical location must be approved by the Town Board. All underutilized funds shall be closed.

BE IT RESOLVED that the Town Board hereby adopts the Petty Cash Procedure and Policy.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

Due to the passing of Resolution 38-21, tabled Resolution 17-21 has been voided.

RESOLUTION 39-21: TO SET WAGES FOR DEPUTY RECEIVER OF TAXES FOR 2021

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

WHEREAS, the Receiver of Taxes appoints a Deputy Received of Taxes; and

WHEREAS, the Deputy Receiver of Taxes is a compensated position annually; and

BE IT RESOLVED, that the wages of the Deputy Receiver of Taxes be set in the amount of \$1,250.00 for 2021, budgeted amount.

Adopted this 21st day of January, 2021 at a meeting of the Town Board.

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

Resolution carried.

COMMUNICATION:

- **Town of Walworth Wastewater Treatment Plant Monthly Report**, December 2020

Supervisor Jacobs reviewed the following Town Board meeting dates:

TOWN BOARD MEETINGS:

DATE	TIME	MEETING TYPE
FEBRUARY 4, 2021	6:30 PM	REGULAR
FEBRUARY 18, 2020	6:30 PM	REGULAR
MARCH 4, 2020	4:00 PM	REGULAR
MARCH 18, 2020	6:30 PM	REGULAR

NEW BUSINESS:

Supervisor Jacobs stated that she would like the Town Board to consider an increase in the line of credit with Lyons National Bank from \$50,000 to \$100,000 for the payment of bills. Discussion ensued, and it will be further discussed at the next Town Board meeting on February 4, 2021.

Supervisor Jacobs stated that the Town Board would then recess to conduct the annual audits of Town Departments. She explained that it is not a requirement to do so as an exterior auditor also conducts audits, but a process that the Town Board does in addition to the exterior audit.

TOWN BOARD AUDITS OF DEPARTMENTS

Supervisor Jacobs instructed that the Town Board will have a presentation by Town Departments and will be permitted to ask questions or request to review documents, as desired of those Department Heads/Clerks present. The Departments were reviewed in the following order beginning at 4:55 PM):

- Receiver of Taxes (Deborah Amsler)
- Town Clerk (Aimée Phillips-Lomb)
- Chief Fiscal Officer (Susie Jacobs)
- Justice Court (Laurie Waltermeyer)
- Sewer (Rob Burns)

*Audit documents as submitted and recorded are on file in the Town Clerk's office.

The audits ended at 5:59 PM.

The meeting of the Town Board reconvened at 5:59 PM and the following resolutions were presented:

RESOLUTION 40-21: CHIEF FISCAL OFFICER

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

RESOLVED, to file the Findings and Order Upon Audit for the records of the Chief Fiscal Officer / Town Comptroller reviewed by the Town of Walworth Town Board on January 21, 2021. The records appear satisfactory with no findings.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 41-21: RECEIVER OF TAXES AND ASSESSMENTS

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

RESOLVED, to file the Findings and Order Upon Audit for the records of the Receiver of Taxes & Assessments reviewed by the Town of Walworth Town Board on January 21, 2021. The records appear satisfactory with no findings.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 42-21: TOWN CLERK FINANCIAL BOOKS

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

RESOLVED, to file the Findings and Order Upon Audit for the records of Town Clerk reviewed by the Town of Walworth Town Board on January 21, 2021. The records appear satisfactory with no findings.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 43-21: SEWER

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

RESOLVED, to file the Findings and Order Upon Audit for the records of the Sewer Clerk / Sewer Superintendent reviewed by the Town of Walworth Town Board on January 21, 2021. The records appear satisfactory with no findings.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 44-21: JUSTICE COURT

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

RESOLVED, to file the Findings and Order Upon Audit for the records of the Justice Court reviewed by the Town of Walworth Town Board on January 21, 2021. The records appear satisfactory with no findings.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 45-21: JUSTICE COURT SUMMARY REPORT OF CASES CLOSED

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

The following was submitted:

Walworth Town Court	For offenses between:				
Summary of Cases Started	01/01/2020 & 12/31/2020				
All Judges					
Report date: 01/20/2021					
STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	51	11	0.00	500.00	0.00
VTL	670	453	21225.00	30127.00	0.00
CIV	26	22	0.00	0.00	460.00
TO	7	6	160.00	0.00	0.00
TL	9	9	0.00	0.00	0.00
VOP	1	1	0.00	0.00	0.00
PHL	1	1	0.00	0.00	0.00
ECL	4	1	47.50	2.50	0.00
CPL	1	0	0.00	0.00	0.00
TOTALS	770	504	21432.50	30629.50	460.00
ADDITIONAL INFORMATION					
Number of DWIs - 1192:	25	Closed: 4	Fines/Fees: \$3360.00		
Number of AUOs - 511:	26	Closed: 10	Fines/Fees: \$1291.00		
Number of Speeds - 1180:	194	Closed: 125	Fines/Fees: \$25563.00		
Number of Defendants:	622				
Total Number Charges:	770				
Average Charges/Defendant:	1.24				
Number of Small Claims:	14				

NOTE: Dollars are calculated for fines assessed, not amount collected.

Adopted this 21st day of January, 2021 at the meeting of the Town Board.

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

Resolution carried.

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; the proposed acquisition/sale/lease of real property when publicity might affect value; and matters relating to collective negotiations under the Taylor Law.

Seconded by Councilman Ambroz.

Supervisor Jacobs requested that Town Attorney Young and Sewer Superintendent Burns remain in the meeting room 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: 6:04 PM.

RECONVENE:

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

Time: 7:59 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: 7:59 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk