

Presiding Supervisor Jacobs called the Special Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 6:00 PM.

<u>PRESENT:</u>	Susie C. Jacobs	Supervisor
	Larry Ruth	Councilman
	Cody Phillips	Councilman
	Karel Ambroz	Councilman
	Aimée Phillips	Town Clerk

<u>ABSENT:</u>	Tim Vendel	Highway Superintendent
	Vaughn Pembroke	Councilman

OTHERS PRESENT: Councilman-Elect Scott Bryson, Councilwoman-Elect Amber Linson, Norman Druschel, Building Inspector; Teresa Maioli, Clerk to the Supervisor; Cheri LeMay, Town Comptroller; and two (2) members of the public.

Supervisor Jacobs welcomed those present and congratulated the newly elected Town Board members on their successes. She stated that the work session was meant as an orientation for those new to the Town Board with the intent that it will aid in a smooth transition for all.

The following was reviewed:

- Newly-Elected Training – Supervisor Jacobs
- Orientation Manual – Supervisor Jacobs
- Discrimination and Harassment Training – Teresa Maioli
- Security System – Teresa Maioli
- Voucher Review Procedure – Cheri LeMay
- Emergency Manual – Town Clerk Phillips
- Fire Drills – Norm Druschel
- Information on Setting Up E-Mails – Teresa Maioli
- Payroll – Teresa Maioli
- New Employee Package – Cheri LeMay
- Retirement – Town Clerk Phillips

At 6:55 PM, the meeting adjourned, and Supervisor Jacobs provided a tour of the Town Hall building to Mr. Bryson and Ms. Linson.

ADJOURNMENT:

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

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Absent
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

Time: 6:55 PM

Respectfully Submitted,

Aimee Phillips
Town Clerk