

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 7:00 PM and led those present in the Pledge of Allegiance.

**PRESENT:**

Susie Jacobs	Supervisor
Larry Ruth	Councilman
Vaughn Pembroke	Councilman
Cody Phillips	Councilman
Karel Ambroz	Councilman
Timothy Vendel	Highway Superintendent
Aimée Phillips	Town Clerk

**ABSENT:** No members of the Town Board were absent.

**OTHERS PRESENT:** Jacqueline VanLare, Park and Recreation Director; Philip Williamson, Code Enforcement Officer; one (1) Town Newspaper Reporter and eight (8) attendees.

### **MINUTES**

#### **December 20, 2018 Regular Meeting**

Motion by Councilman Ruth that the minutes of December 20, 2018 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Phillips.

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

Motion carried.

**PUBLIC PARTICIPATION** – No comments from the public.

### **ELECTED OFFICIAL REPORTS:**

**HIGHWAY SUPERINTENDENT** – No report.

### **TOWN CLERK**

#### **RESOLUTION 25-19: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE A MOBILE HOME PARK FOR GALVIN'S MOBILE HOME PARK**

Councilman Ruth offered the following Resolution 25-19 and moved its adoption. Seconded by Councilman Pembroke to wit:

The following was submitted:

**WHEREAS**, application has been made to the Town Board of the Town of Walworth for a License to maintain and operate a mobile home park (Section 1 & 2) at Galvin's Mobile Home Park, 1612 Hennessey Road, Walworth, New York, in said for the year 2019 pursuant to §180.42.

**WHEREAS**, the Building Inspector / Fire Marshal has completed the annual inspection of Galvin’s Mobile Home Park on January 3, 2019; 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 Galvin’s Mobile Home Park.

Adopted this 3<sup>rd</sup> day of January, 2019, at a meeting of the Town Board.

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

Resolution carried.

**COMMITTEE / LIAISON REPORTS:**

**COUNCILMAN PEMBROKE**

Councilman Pembroke reported that the Sewer Department removed approximately 84,000 lbs of sludge from Baldwin Richardson Foods, maintenance at the Wastewater Plant had been performed and that the Department had snowplowed the parking lots at the Town Hall and at the Walworth Fire Department.

**COUNCILMAN RUTH** – No report.

**COUNCILMAN PHILLIPS** – No report.

**COUNCILMAN AMBROZ**

Councilman Ambroz reported that negotiations with the union are still ongoing.

**SUPERVISOR JACOBS** – No report.

**OTHER BUSINESS:**

**RESOLUTION 26-19: ABSTRACT 13, APPROVAL**

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

To: Walworth Town Board  
  
Cheri LeMay-Town  
From: Comptroller  
  
Date: 3-Jan-19

Re: Abstract #13

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 2339-2397

A	General Fund	\$15,727.01
DA	Highway Fund	\$21,951.27
SS	Sewer Fund	\$7,716.89
CM1	Park Special Revenue Fund	\$0.00
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$0.00
SL2	Harvest Hill Light District	\$0.00
SL3	Gananda Light District	\$0.00
SL4	Brookside Light District	\$0.00
SL5	Orchard View Light District	\$0.00
SM	Gananda Sidewalk District	\$0.00
CM6	Cemeteries	\$0.00
SF2	West Walworth Fire Dept	\$0.00
SF3	Lincoln Fire Dept	\$0.00
SW19	Water Ext #19	\$0.00
SW20	Water Ext #20	\$0.00
	Total Payments	\$45,395.17

Voucher Numbers #193-194

Trust & Payroll	\$219.01
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Checks will be issued January 04, 2019

Checks Reviewed Prior To Mailing 01/04/2019 \_\_\_\_\_

Adopted this 3<sup>rd</sup> day of January, 2019 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 27-19: Authorize the Town Supervisor to sign the Williamson Law Book Company Annual Software Support Contract for: Municipal Accounting Software, Building & Codes Enforcement Software and Town Clerk Plus Software, Budgeted items**

Councilman Phillips offered the following Resolution 27-19 and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:

## Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

December 15, 2018

Town of Walworth  
3600 Lorraine Dr.  
Walworth, NY 14568

### ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s):

#### Municipal Accounting Software (1/1/19 through 12/31/19)

This agreement between Williamson Law Book Company (WLB) and the Town of Walworth (referred to as customer); will provide ongoing software support and maintenance to the customer as described herein.

Williamson Law Book Company (WLB) agrees to provide the customer with:

- Support: WLB will provide support to assisting the software. Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge. (Excluding additional training required by the customer)

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support Contract shall be \$1,059.00 as specified on the enclosed invoice.

**\*\*\*Please sign and return one copy of this contract with your payment\*\*\***

Thank you,



Williamson Law Book Company

Accepted for the Town of Walworth

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

December 15, 2018

Town of Walworth  
3600 Lorraine Dr.  
Walworth, NY 14568

### ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s):

#### Building & Codes Enforcement Software

(1/1/19 through 12/31/19)

This agreement between Williamson Law Book Company (WLB) and the Town of Walworth (referred to as customer); will provide ongoing software support and maintenance to the customer as described herein.

Williamson Law Book Company (WLB) agrees to provide the customer with:

- Support: WLB will provide support to assisting the software. Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge. (Excluding additional training required by the customer)

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support Contract shall be \$1,425.00 as specified on the enclosed invoice.

**\*\*\*Please sign and return one copy of this contract with your payment\*\*\***

Thank you,



Williamson Law Book Company

Accepted for the Town of Walworth

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

December 15, 2018

Town of Walworth  
3600 Lorraine Dr.  
Walworth, NY 14568

### ANNUAL SOFTWARE SUPPORT CONTRACT

Enclosed is an invoice renewing your Software Support coverage for the following program(s):

#### Town Clerk Plus Software (1/1/19 through 12/31/19)

This agreement between Williamson Law Book Company (WLB) and the Town of Walworth (referred to as customer); will provide ongoing software support and maintenance to the customer as described herein.

Williamson Law Book Company (WLB) agrees to provide the customer with:

- Support: WLB will provide support to assisting the software. Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge. (Excluding additional training required by the customer)

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support Contract shall be \$706.00 as specified on the enclosed invoice.

**\*\*\*Please sign and return one copy of this contract with your payment\*\*\***

Thank you,

Williamson Law Book Company

Accepted for the Town of Walworth

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted this 3<sup>rd</sup> day of January, 2019 at the meeting of the Town Board.

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

Resolution carried.

**CORRESPONDENCE:**

**E-mail from Charles Buss, Zoning Board of Appeals training completion document, dated December 24, 2018. Motion to accept and file.**

**Barb Goulette**

**From:** Charles Buss <bussc2208@gmail.com>  
**Sent:** Monday, December 24, 2018 1:23 PM  
**To:** Barbara Goulette  
**Subject:** zba training  
**Attachments:** ZBA overview.PNG

Please see attached.  
Chuck B

The screenshot shows a web browser window with a blue background. At the top left, there is a navigation menu with the following items: Menu, Glossary, Notes, 1. Zoning Board of Appeals Overview..., 2. Mandatory Year Pre-Course Kno..., 3. Zoning Basics, 4. The Job of the Zoning Board of ..., 5. Rules for ZBA Members, 6. ZBA Membership, 7. Training Requirements, 8. Open Meeting Rules, 9. Appellate Jurisdiction, 10. Petition Applicants, 11. Enforcement, 12. Interpretations of Land Use Laws, 13. Request for an Area Variance, 14. Use Variances, 15. Grant Minimum Variance Nea..., 16. Public Hearing, 17. Notice to Adjacent Municipalities, 18. County Planning Agency Referral, 19. Conditions of Approval, 20. State Environmental Quality Re..., 21. Make Findings That Support A..., 22. Taking Action on Applications, 23. Challenging a Decision of the Z..., 24. Meeting Four Pre-Course Re..., 25. New York Department of State. The main content area features a large red stamp that says 'COMPLETED'. Below the stamp, the text reads: 'Congratulations! You have completed the Department of State's Zoning Board of Appeals Overview course. Please check the Department's website for additional training opportunities, both online and in-person.' At the bottom right of the browser window, there are navigation buttons: a back arrow, a play/pause button, a refresh button, and buttons for '< PREV' and 'NEXT >'. The browser's address bar is partially visible at the top, showing 'Zoning Board of Appeals Overview Course (67-04 / 68-03)'. The browser's title bar at the very top reads 'Resources'.

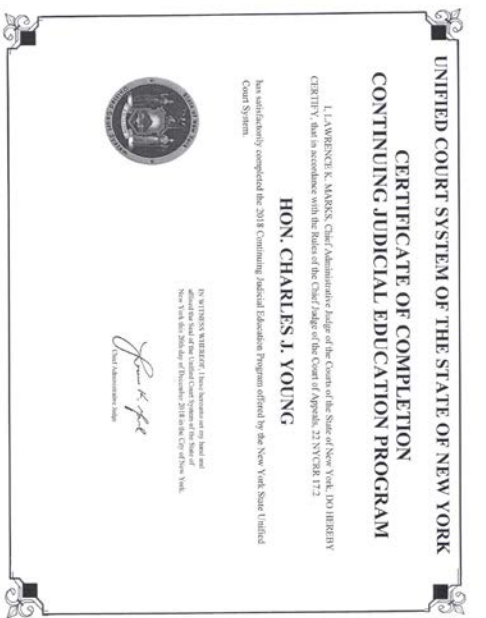


Motion by Councilman Phillips to accept and file. Seconded by Councilman Ruth.

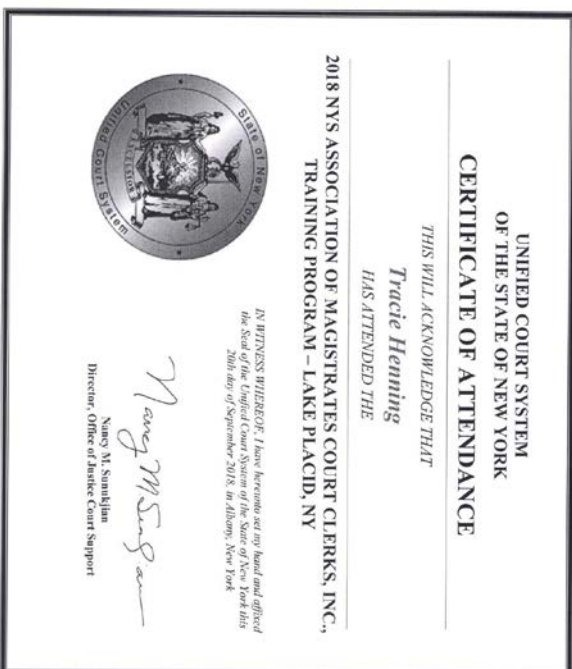
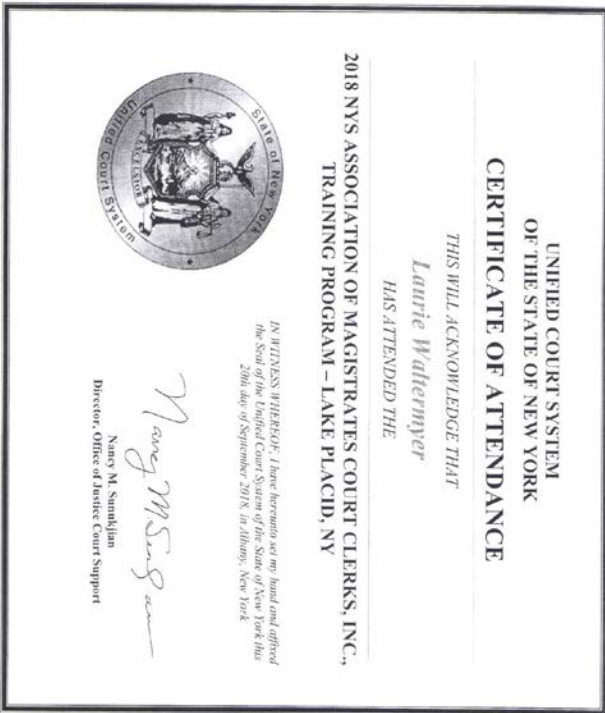
Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilman Ambroz	Aye
	Councilman Phillips	Aye
	Supervisor Jacobs	Aye

Motion carried.

**Walworth Town Court Training Certificates**, received January 2, 2019. Motion to accept and file.







Motion by Councilman Pembroke to accept and file. Seconded by Councilman Ruth.

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

Motion carried.

**COMMUNICATION:**

Supervisor Jacobs shared that the 2019 Town Board meeting schedule will be posted online.

**PUBLIC PARTICIPATION**

Two members of the public addressed the board:

- 1) Mrs. Jen Piskorowski inquired as to what the protocol is for the removal of road debris from motor vehicle accidents. Highway Superintendent Vendel stated that the tow truck operators are responsible, but many do not clean up the debris. He said that he would call Wayne County Sheriff's Office and speak to Sheriff Virts regarding this issue. She also spoke regarding a past post that Councilman Phillips had made on social media concerning a map of motor vehicle accidents around the area and how she found the data to be interesting and helpful. Councilman Phillips stated that he would repost that map.
- 2) Tony Sclamo, of 384 Haley Road requested clarification for the reports that "negotiations are ongoing" with the union. He wondered when the past contract had expired and what will happen if a new contract is not agreed upon soon. Supervisor Jacobs stated that the contract expired on December 31, 2018, but the Town and the union agreed to maintain the same terms of the expired contract until the new one is passed.

**RESOLUTION 28-19: AUTHORIZE TOWN COMPTROLLER TO PAY 2019 DUES TO ONTARIO-WAYNE STORMWATER COALITION AS PER INTERMUNICIPAL AGREEMENT IN THE AMOUNT OF \$5000.00 FROM BUDGET LINE SD1-8540.42**

Councilman Ruth offered the Resolution 28-19 and moved its adoption. Seconded by Councilman Ambroz to wit:



Ontario-Wayne Stormwater Coalition  
480 North Main Street  
Canandaigua, NY 14424  
[www.owsc.org](http://www.owsc.org)

January 1<sup>st</sup>, 2019

RE 2019 Ontario-Wayne Stormwater Coalition

Dear Member,

Please find the enclosed invoice for the 2019 Ontario-Wayne Stormwater Coalition dues outlined in the six-year Intermunicipal Agreement signed December of 2012.

During the past year, the Coalition has been working with all members to ensure compliance with the SPDES Stormwater permits. This is facilitated through regular Coalition meetings, shared services between municipalities and the Soil & Water Conservation Districts and other partners.

In 2019 the coalition will continue to utilize an intern to provide Stormwater services to each coalition member. In addition the coalition will assist each member in completing the required joint annual report and provide education and out reach as required by the SPDES Stormwater permits. The coalition sub-committee annually updates the budget to ensure that the most efficient use of member contributions are being utilized effectively. As permit requirements change we will continue to adapt our resources to ensure municipal compliance.

For a complete update on Coalition activities, please attend one of our regularly scheduled meetings or check with your municipal representative for recent coalition activities.

Thank you for your continued interest in the Ontario-Wayne Stormwater Coalition, and please call me anytime if you have any questions.

Sincerely,

*Brian Frey*

Brian Frey-Wayne County Highway  
Chairperson  
Ontario-Wayne Stormwater Coalition

**BE IT RESOLVED**, that the Town Comptroller is hereby authorized to pay the 2019 dues to the Ontario-Wayne Stormwater Coalition as per the Intermunicipal Agreement in the amount of \$5000.00 from budget line SD1-8540.42.

Adopted this 3<sup>rd</sup> day of January, 2019 at a meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 29-19: AUTHORIZATION FOR TOWN BOARD TO SIGN THE AGREEMENT TO SPEND HIGHWAY FUNDS**

Councilman Ruth offered the following Resolution and moved its adoption. Seconded by Councilman Ambroz 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 \$611, 964 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 3<sup>rd</sup> day of January, 2019 at a meeting of the Town Board.

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

Resolution carried.

**ADJOURNMENT:**

Motion by Councilman Ruth to adjourn. Seconded by Councilman Pembroke.

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

Motion carried.

Time: 7:19 PM

Respectfully Submitted,

Aimee Phillips  
Town Clerk