

Presiding Supervisor Jacobs called the Regular Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held at via Zoom and streamed on Facebook Live due to the COVID-19 pandemic to order at 6:30 PM and the Pledge of Allegiance was waived due to the format of the meeting.

Prior to roll call, Supervisor Jacobs asked for a moment of silence in respect of those affected by the pandemic.

<u>PRESENT:</u>	Susie Jacobs	Supervisor
	Amber Linson	Councilwoman
	Scott Bryson	Councilman
	Karel Ambroz	Councilman
	Aimée Phillips-Lomb	Town Clerk

<u>ABSENT:</u>	Cody Phillips	Councilman
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Supervisor Jacobs informed the Town Board and the public that Department Heads were not asked to join the meeting, therefore no additional elected officials or employees were in attendance.

OTHERS PRESENT: No members of the public were in attendance of the meeting.

Supervisor Jacobs read the following statement:

“We have been planning and implementing changes to keep our Town residents and employees safe. With the lifting of the Governor’s PAUSE, your Town government is ready to reopen the town hall on May 18th. Many ways of doing business will change and you will find our staff is dedicated to providing excellent customer service and still focused on meeting your needs. The town hall has launched a plan to keep everyone safe as we move through the different phases of the COVID-19 emergency. Safety equipment is being installed and training for employees on new procedures will be completed by our May 18th opening date. As we move forward, please use our website for updates, news and forms. Many transactions can be done contact-less for increased safety and convenience. While normal has changed, we are here to serve you.

I am always available to help at 315.986.1400 x1.”

MINUTES

Motion by Councilwoman Linson that the minutes of April 16, 2020 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Ambroz.

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

Motion carried.

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

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT – No report.

JUSTICE COURT - No report.

COMMITTEE / LIAISONS' REPORTS

COUNCILMAN BRYSON

Councilman Bryson stated that he had been participating in conversations with Walworth-Seely Public Library Director Anne Brown regarding reopening the Library to the public. He stated that the reopening date is uncertain due to awaiting directives from the Governor's office as well as from the Pioneer Library System. At this time, the Library will continue to offer programming virtually for the public. Councilman Bryson also indicated that the fire marshal, Norman Druschel, has been given access to the Town's fire departments' fire notification systems via his cell phone so that he may be alerted to fire calls. Additionally, Councilman Bryson informed the Board that he has had discussions with the Code Enforcement Officer and Fire Marshal regarding a fireworks vendor who would like to sell fireworks in the Tops Plaza in June and early July.

COUNCILWOMAN LINSON

Councilwoman Linson stated that she hopes to hear from the Cemetery Committee soon. Supervisor Jacobs updated the Board that, due to the pandemic, the Cemetery Committee will need to conduct the placement of the flags for Memorial Day differently. The Clerk to the Supervisor will coordinate with Councilwoman Linson to divide up members to take one cemetery each for placement of flags.

COUNCILMAN PHILLIPS

No report.

COUNCILMAN AMBROZ:

Councilman Ambroz stated that the Farmers' Market in Ginegaw Park is scheduled to open on June 23, 2020. Precautions will be taken to adhere to CDC guidelines due to COVID-19 with limited vendors and food options.

SUPERVISOR JACOBS

Supervisor Jacobs shared the following from the Assessment Department:

- The Tentative 2020 Assessment Roll has been prepared
- The Assessment Department is completing informals and stipulations (for assessments) via phone and email with residents
- Grievance Day will be held on May 28th from 4-8PM at the Town Hall, which includes preparing materials and necessary paperwork for stipulations and communicating with the Board of Assessment Review (Walworth's Grievance Day was set by the local law passed in 2019)
- All necessary notifications and information for the public regarding these matters has been either published in the Times of Wayne County and/or posted on the town website as applicable

Supervisor Jacobs also stated that the Code Enforcement Officer is working with the Town attorney and General Code to review and update the Town's code book.

Councilman Bryson asked Supervisor Jacobs to share the purpose, process and members of the Board of Assessment Review (BAR).

RESOLUTIONS:

RESOLUTION 87-20: TO GRANT OWNER OF PROPERTY LOCATED AT 5041 LINCOLN ROAD AN EXTENSION OF NOTICE AND ABATE UNSAFE STRUCTURE ORDER UNTIL JUNE 20, 2020

Councilwoman Linson offered Resolution 87-20 and moved its adoption. Seconded by Councilman Bryson to wit:

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 5041 Lincoln Road; and

WHEREAS, the Code Enforcement Officer did send such notice dated January 9, 2020 to the owner, ALPCO, 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, the owner had communicated with the Code Enforcement Officer due to unforeseen circumstances, the deadline(s) could not be met; and

WHEREAS, the Code Enforcement Officer had requested an extension of time until May 1, 2020 for the owner to comply with the Notice and Order;

WHEREAS, due unforeseen circumstances relating to the COVID-19 pandemic, the May 1, 2020 deadline cannot be met;

NOW, THEREFORE, BE IT RESOLVED by the Walworth Town Board that the extension be granted until June 20, 2020 to allow the owner to complete the project as outlined in the “Notice and Order to Abate Unsafe Structure”, dated January 9, 2020.

Discussion ensued regarding next steps for this order should the terms not be met on the date specified. Councilman Bryson stated that he would like this matter to be resolved, and Councilman Ambroz requested that this be discussed at the next physical meeting of the Walworth Town Board in an executive session.

Adopted this 7th day of May, 2020 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Bryson	Aye
	Councilman Ambroz	No
	Councilman Phillips	Absent
	Supervisor Jacobs	Aye

Resolution carried.

RESOLUTION 88-20: TO GRANT OWNER OF PROPERTY LOCATED AT 684 BILLS ROAD EXTENSION OF NOTICE AND ABATE UNSAFE STRUCTURE ORDER UNTIL JUNE 20, 2020 WITH CONDITION ALL REQUIRED ACTIONS MUST BE FOLLOWED

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

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 owner, Kathy Groell, 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, the owner had appeared before the Town Board and communicated with the Code Enforcement Officer that due to unforeseen circumstances, the deadline(s) could not be met; and

WHEREAS, the Code Enforcement Officer had requested an extension of time until May 1, 2020 for the owner to comply with the Notice and Order;

WHEREAS, due unforeseen circumstances relating to the COVID-19 pandemic, the May 1, 2020 deadline cannot be met;

NOW, THEREFORE, BE IT RESOLVED by the Walworth Town Board that the extension be granted until June 20, 2020 to allow the owner to complete the project as outlined in the “Notice and Order to Abate Unsafe Structure”, dated January 9, 2020.

Adopted this 7th day of May, 2020 at a meeting of the Town Board.

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

Resolution carried.

RESOLUTION 89-20: THE BALLROOM AT CAREY LAKE, INC. FIREWORKS PERMIT

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

WHEREAS, that the Town of Walworth recognizes the need to encourage and foster existing businesses within the Town. As such, the Town recognizes that The Ballroom at Carey Lake, Inc., operates a party and banquet facility located within the Town; and

WHEREAS, the property on which the business is located has very unique characteristics not found on other properties within the Town; and

WHEREAS, the property is 210 acres of mostly undeveloped land with a large body of water; and

WHEREAS, the property is located in a relatively low developed portion of the Town on Route 441 and is readily accessible and open to the public at large; and

WHEREAS, The Ballroom at Carey Lake, Inc. has contracted with Young Explosives Corporation for fireworks displays previously. The displays are requested/contracted for activities such as wedding parties being held at the banquet house but have been available for general public enjoyment by anyone in the public wishing to view; and

WHEREAS, The Ballroom at Carey lake, Inc. will be applying for a Fire Works Permit for a period not to exceed ONE YEAR, commencing the 1st day of January, 2020 and terminating on the 31st day of December, 2020, and

WHEREAS, the unique nature of the property affords public safety not readily available at other properties within the Town during the displays, and

WHEREAS, the Town requires notification to the Town Clerk of any potential Fireworks Displays; and that no Fireworks Displays should occur until notification has been completed;

NOW, THEREFORE, BE IT RESOLVED, that both parties have made it known to the Town Board that they wish to continue the contractual relationship;

BE IT RESOLVED, that given the unique property characteristics, its location available for general public enjoyment, the willingness of The Ballroom at Carey Lake, Inc. to publicly post notice in its venue and Town Hall regarding dates and times of displays, and provide copies of appropriate insurances to the Town Clerk, it is resolved that the Town of Walworth acknowledges the existence of and generally approves of such contractual relationship between these two parties in the year 2020.

Adopted this 7th day of May, 2020 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 90-20: AUTHORIZE TOWN SUPERVISOR TO SIGN ANNUAL RENEWAL CONTRACT (26775C) FROM “THE METRO GROUP, INC.” FOR WATER TREATMENT SERVICE AT 3600 LORRAINE DRIVE, WALWORTH, NY FOR ONE THOUSAND FOUR HUNDRED FIFTY DOLLARS AND NO CENTS (\$1,450.00) PAYABLE ON OR ABOUT MAY 1, 2020

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

The following was submitted:

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The Metro Group, Inc.
Building Solutions Since 1925

50-23 Twenty-Third St.
Long Island City, NY 11101
Tel: (718) 725-2200
Fax: (718) 725-8677
WWW.MetroGroupInc.com

Contract Renewal Notice

TOWN OF WALWORTH
3600 LORRAINE DR.
WALWORTH, NY 14568
ACCTS PAYABLE

May 01, 2020
Customer ID: TOW076
Contract: 26775C
From: 05/23/20 to 05/22/21

Dear sir or madam:

The Metro Group will provide service for the following:

00 TOWN OF WALWORTH - 3600 LORRAINE DR.
Water treatment Service at the above location Billed Annually \$1,450.00

Please return a signed copy of your contract as soon as possible so we can continue your service. The parties indicate their acceptance of this agreement by signature of their authorized representatives.

Company Name: TOWN OF WALWORTH The Metro Group, Inc.

By: _____ By: **Jason Korn**
Email Address: _____ JASON KORN
Account Executive
jkorn@metrogroupinc.com

P.O. # _____ Date ____/____/____

Preventative Maintenance Contract	
Extension Total	\$1,450.00
Pay This Amount	\$1,450.00

Should you wish to pay for your contract at this time please pay the amount listed above
A separate invoice will be mailed to you on the contract anniversary date: terms net 30

WHEREAS, the Town of Walworth has contracted with “The Metro Group, Inc.” 50-23 Twenty Third St., Long Island City, NY 11101 (with a local office in Rochester, NY) as the provider of “Water Treatment Services” for the HVAC System including the Cooling Tower; and

WHEREAS, the ”Water Treatment” is preventative maintenance designed to control and inhibit the build up of scale, and mineral deposits by monthly testing and adjusting the chemicals in the system, the Town of Walworth desires to renew the contract with “The Metro Group, Inc.”; therefore

BE IT RESOLVED, that the Town Supervisor is hereby authorized to sign the agreement between “The Metro Group, Inc. for Water Treatment Services” as presented for the period beginning 5/23/2020 to 5/22/2021 per the terms of said agreement this 7th day of May 2020 at a meeting of the Town Board.

Adopted this 7th day of May, 2020 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 91-20: AUTHORIZE TOWN SUPERVISOR TO SIGN ANNUAL RENEWAL CONTRACT (26775C) FROM “THE METRO GROUP, INC.” FOR WATER TREATMENT SERVICE AT 3600 LORRAINE DRIVE, WALWORTH, NEW YORK FOR TWO THOUSAND DOLLARS AND NO CENTS (\$2,000.00) TOTAL AMOUNT, PAYABLE ON OR ABOUT MAY 1, 2020

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

The following was submitted:

The Metro Group, Inc.
Building Solutions Since 1925

50-23 Twenty Third St.
Long Island City, NY 11101
Tel: (718) 725-7280
Fax: (718) 725-8677
WWW.MetroGroupInc.com

Contract Renewal Notice

TOWN OF WALWORTH
3600 LORRAINE DR.
WALWORTH, NY 14568
ACCTS PAYABLE

May 01, 2020
Customer ID: TCW076
Contract: 26775C
From: 05/23/20 to 05/22/21

Dear sir or madam:
The Metro Group will provide service for the following:
00 TOWN OF WALWORTH - 3600 LORRAINE DR.
Water Treatment Service at the above location Billed Annually \$2,000.00

Please return a signed copy of your contract as soon as possible so we can continue your service. The parties indicate their acceptance of this agreement by signature of their authorized representatives.

Company Name: TOWN OF WALWORTH The Metro Group, Inc.
By: _____ By: **Jason Korn**
Email Address: _____ JASON KORN
Account Executive
P.O. # _____ Date / / jkorn@metrogroupinc.com

Preventative Maintenance Contract	
Extension Total	\$2,000.00
Pay This Amount	\$2,000.00

Should you wish to pay for your contract at this time please pay the amount listed above
A separate invoice will be mailed to you on the contract anniversary date: terms net 30

WHEREAS, the Town of Walworth has contracted with “The Metro Group, Inc.” 50-23 Twenty Third St., Long Island City, NY 11101 (with a local office in Rochester, NY) as provider of “Water Treatment Services” for Legionella Testing every 90 Days, Cooling Tower Inspection every 90 Days and monthly Bacteria Reports; and

WHEREAS, the ”Legionella testing, Cooling Towner Inspection, and Monthly Bacteria Reports are required by State Health Department Rules and Regulations, the Town of Walworth desires to continue to contract with “The Metro Group, Inc.” for such services, therefore,

BE IT RESOLVED, that the Town Supervisor is hereby authorized to sign the agreement between “The Metro Group, Inc. for Water Treatment Services” as presented for the period from 5-23-2020 and to 5-22-2021 per terms of the agreement this 7th day of May, 2020 at a meeting of the Town Board.

Adopted this 7th day of May, 2020 at a meeting of the Town Board.

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

Resolution carried.

COMMUNICATION:

- Letter from NYS DOT regarding Sherburne Road Speed Limit - Town of Walworth (NYSDOT Study 04200034), dated April 27, 2020
- Charter Communications – Upcoming Changes, letter dated May 1, 2020

NEW AND OTHER BUSINESS:

Supervisor Jacobs also shared the 2019 AUD had been filed with the State Comptroller’s Office and the Town Clerk will publish the appropriate legal notice for public access to the report.

Supervisor Jacobs shared the following dates for upcoming Town Board meetings:

DATE	TIME	MEETING TYPE
MAY 21, 2020	6:30 PM	REGULAR
JUNE 18, 2020	6:30 PM	REGULAR

Councilwoman Linson asked Supervisor Jacobs to review what the Town is doing to re-open the Town Hall building and departments. Councilwoman Linson also thanked the Town of Walworth employees for their work and dedication to the Town and its residents.

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	Absent
	Supervisor Jacobs	Aye

Motion carried.

Time: 7:11 PM

Respectfully Submitted,

Aimée Phillips-Lomb
Town Clerk