

Presiding Supervisor Jacobs called the Regular Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, New York via Zoom and streamed on Facebook Live due to the COVID-19 pandemic to order at 6:30 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:** Teresa Maioli, Clerk To The Supervisor; Jacqueline VanLare, Parks and Recreation Director (via ZOOM); Laurie Waltermyer, Town Court Clerk (via ZOOM); Rob Burns, Sewer Superintendent (via ZOOM); Melissa Halstead, Sole Assessor (via ZOOM).

Supervisor Jacobs welcomed those attending the meeting and thanked the those present and the public for their continued patience throughout the pandemic.

**MINUTES**

Motion by Councilwoman Linson that the minutes of May 21, 2020 Regular 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.

**DEPARTMENT HEAD UPDATES**

Supervisor Jacobs asked those department heads present in person or via ZOOM to provide a brief update on their departments:

Highway Superintendent Tim Vendel stated that ditching and pipework projects had been done, as well as a project on Haley Road due to the CHIPS money having been received by the Town. He shared other road projects around the Town and stated that some drainage work had also been completed in Ginegaw Park.

Parks and Recreation Director Jackie VanLare shared that the Lodge rentals are set to resume in July and new sanitation protocols are in place in accordance with CDC guidelines. She also stated that the Recreation Department is planning an abbreviated summer programming schedule all dependent on the State moving into Phase 4 of re-opening. Mrs. VanLare also informed those present that the Farmers’ Market is set to open on Tuesday, June 23, from 3-6 PM, with special shopping hours for seniors from 2:30-3PM. Finally, she thanked the Highway and Sewer Departments for the recent work in Ginegaw Park, and also Supervisor Jacobs and the Town Board for making the project a priority.

Sewer Superintendent Rob Burns stated that having worked restricted hours at the beginning of the pandemic, the wastewater plant was fully operational during that time. Now that the weather is better and the hours have returned to normal, the Department has been able to begin outdoor maintenance. Lastly, he thanked the Town for its support during COVID-19.

Walworth Court Clerk Laurie Waltermyer shared that the Walworth Court office is open and the first court date was held on June 17, 2020. She stated that the protocols for court may need to be adapted, but it is going well. She also stated that the Department has approximately 300 tickets to process and she is trying to process most of them by mail.

Sole Assessor Mel Halstead shared that the final assessment roll is complete, and July 1, 2020 marks the beginning of the re-evaluation of the Town. She cautioned residents that there will be staff driving around the Town taking pictures of properties to ensure information is up to date.

Town Clerk Phillips-Lomb thanked her Deputy Town Clerk Lauren Friedl for her continuing work at the Town Hall and during the Town Hall closure. She stated that the Town Clerk’s office is functioning normally but with new protocols in place.

Supervisor Jacobs thanked all departments for their work during the pandemic.

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

**SUPERVISOR’S REPORT: Financial report**

The Supervisor’s Report for the month of May 2020 was submitted to the Town Board.

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

**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 May, 2020:

DATED: June 2, 2020

*James Jacobs*  
SUPERVISOR

	Balance 04/30/ 2020	Increase	Decrease	Balance 05/31/2020
<b>A GENERAL FUND</b>				
CASH IN CHECKINGS	120,000.00	158,860.38	158,860.38	120,000.00
CASH IN SAVINGS	417,537.11	314,669.80	458,860.65	673,346.26
MONEY MARKET ACCT	363,301.31	300,335.42	0.00	663,636.73
PETTY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	23,728.56	11.91	0.00	23,740.47
BLDG EQUIPMENT/SOFTWARE	2,501.11	0.01	0.00	2,501.12
TOWN CLERK EQUIPMENT RESERVE	3,115.91	1.56	0.00	3,117.47
COMPUTER EQ RESERVE SAVINGS	29,479.92	14.80	0.00	29,494.72
TOWN HALL CAPITAL RESERVE	129,769.78	69.16	0.00	129,838.94
DOG ENumeration RESERVE FUND	1,872.52	0.54	0.00	1,873.06
EMPLOYEE BENEFIT RESERVE	1,969.55	0.99	0.00	1,970.54
PARK EQ RESERVE SAVINGS	65,212.12	32.74	0.00	65,244.86
RETIREMENT CONTRIBUTION RESERV	10,063.47	5.05	0.00	10,068.52
HAMLET SIDEWALK RESERVE FUND	25,027.71	22.82	0.00	25,050.53
RESERVE FOR RECORDS MANAGEMENT	19,961.47	10.02	0.00	19,971.49
<b>TOTAL</b>	<b>1,614,890.14</b>	<b>774,021.60</b>	<b>617,721.03</b>	<b>1,771,150.71</b>
<b>CM5- PARK SPECIAL REVENUE FUND</b>				
CASH - CHECKING	0.00	174.62	174.62	0.00
CASH - SAVINGS	108,838.98	0.00	174.62	108,664.36
<b>TOTAL</b>	<b>108,838.98</b>	<b>174.62</b>	<b>349.24</b>	<b>108,664.36</b>
<b>CM6- CEMETERIES</b>				
CASH - SAVINGS	0.00	0.00	0.00	0.00
CASH - SAVINGS	19,199.54	0.00	0.00	19,199.54
<b>TOTAL</b>	<b>19,199.54</b>	<b>0.00</b>	<b>0.00</b>	<b>19,199.54</b>
<b>DA HIGHWAY FUND</b>				
CASH IN CHECKING	120,000.00	262,620.15	262,620.15	120,000.00
CASH IN SAVINGS	1,380,903.36	29,888.71	762,620.15	648,171.92
MONEY MARKET ACCT	439,369.96	500,471.69	0.00	939,841.25
EMPLOYEES BENEFITS RESERVE	6,547.03	3.29	0.00	6,550.32
MACHINERY RESERVE SAVINGS	23,565.34	11.83	0.00	23,577.17
RETIREMENT CONTRIBUTION RESERV	10,063.47	5.05	0.00	10,068.52
<b>TOTAL</b>	<b>1,980,448.76</b>	<b>793,000.72</b>	<b>1,025,240.30</b>	<b>1,748,209.18</b>
<b>L LIBRARY FUND</b>				
	0.00	0.00	0.00	0.00

Page 1 of 4

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MONTHLY REPORT OF SUPERVISOR

	Balance 04/30/2020	Increases	Decreases	Balance 05/31/2020
TOTAL	0.00	0.00	0.00	0.00
<b>MS SELF INSURANCE FUND</b>				
CASH IN CHECKING	0.00	1,443.00	1,443.00	0.00
CASH IN SAVINGS	3,849.56	1.21	1,443.00	2,407.77
TOTAL	3,849.56	1,444.21	2,886.00	2,407.77
<b>SD1- WALWORTH CONSOLIDATED</b>				
CASH IN CHECKING	0.00	639.76	639.76	0.00
CASH IN SAVINGS	101,219.89	0.00	639.76	100,580.13
TOTAL	101,219.89	639.76	1,279.52	100,580.13
<b>SD2- CRYSTAL CREEK DRAINAGE</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	4,670.91	0.00	0.00	4,670.91
CRYSTAL CREEK DRAINAGE RES SAV	6,684.73	3.36	0.00	6,688.13
TOTAL	11,355.68	3.36	0.00	11,359.01
<b>SF1- WALWORTH FIRE DISTRICT</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SF2- WEST WALWORTH FIRE PROTECTION</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	23,947.41	12.02	0.00	23,947.41
TOTAL	23,947.41	12.02	0.00	23,947.41
<b>SF3- LINCOLN FIRE PROTECTION</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	46,088.20	23.13	0.00	46,088.20
TOTAL	46,088.20	23.13	0.00	46,088.20
<b>SL1- WALWORTH LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	444.49	444.49	0.00
CASH IN SAVINGS	10,619.47	0.00	444.49	9,619.47
TOTAL	10,619.47	444.49	888.98	9,619.47
<b>SL2- HARVEST HILL LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	486.57	486.57	0.00
CASH IN SAVINGS	11,000.10	0.00	486.57	11,000.10
TOTAL	11,000.10	486.57	973.14	11,000.10
<b>SL3- GANANDA LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	1,056.72	1,056.72	0.00
CASH IN SAVINGS	17,214.25	0.00	1,056.72	16,157.53

Page 2 of 4

MONTHLY REPORT OF SUPERVISOR

	Balance 04/30/2020	Increases	Decreases	Balance 05/31/2020
TOTAL	17,214.25	1,056.72	2,113.44	16,157.53
<b>SL4- BROOKSIDE LIGHT DISTRICT</b>				
CASH IN CHECKING	0.00	8.31	8.31	0.00
CASH IN SAVINGS	491.81	0.00	8.31	483.50
BROOKSIDE REPAIR RESERVE	4,694.72	2.36	0.00	4,694.72
TOTAL	5,186.53	10.67	16.62	5,179.57
<b>SL5- ORCHARD VIEW LIGHT DISTRICT</b>				
CASH - CHECKING	0.00	165.46	165.46	0.00
CASH - SAVINGS	6,449.39	82.73	165.46	6,366.66
TOTAL	6,449.39	248.19	330.92	6,366.66
<b>SM GANANDA SIDEWALK DISTRICT</b>				
CASH IN CHECKING	0.00	1,221.93	1,221.93	0.00
CASH IN SAVINGS	34,192.29	940.00	1,221.93	33,910.36
TOTAL	34,192.29	2,161.93	2,443.86	33,910.36
<b>SP JOHN'S PARK DISTRICT</b>				
CASH - SAVINGS	0.00	0.00	0.00	0.00
CASH - SAVINGS	4,134.29	0.00	0.00	4,134.29
TOTAL	4,134.29	0.00	0.00	4,134.29
<b>SS WALWORTH SEWER DISTRICT #1</b>				
CASH IN CHECKING	0.00	91,465.63	91,465.63	0.00
CASH IN SAVINGS	178,281.96	104,421.70	136,230.06	186,463.60
MONEY MARKET	361,966.42	29,429.87	0.00	391,396.29
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	201,827.08	101.34	0.00	201,928.42
SEWER EQ RESERVE SAVINGS	113,527.91	6,982.92	0.00	120,510.83
SEWER CAPITAL RESERVE	512,307.69	8,886.58	0.00	521,194.27
TOTAL	1,369,011.06	281,278.04	227,695.69	1,421,593.41
<b>SM1- WALWORTH WATER DISTRICT #1</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	38,460.53	0.00	0.00	38,460.53
SPECIAL RESERVE, WATER STORAGE	2,318.75	0.06	0.00	2,318.79
TOTAL	40,779.28	0.06	0.00	40,779.32
<b>SM19- WATER EXT #19 LIN/SWA/CO</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	3,402.43	0.00	0.00	3,402.43
TOTAL	3,402.43	0.00	0.00	3,402.43
<b>SM20- WATER EXT #20 ARBOR/TUMMONDS</b>				
CASH IN SAVINGS	0.00	0.00	0.00	0.00
CASH IN SAVINGS	1,745.16	0.00	0.00	1,745.16

Page 3 of 4

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**MONTHLY REPORT OF SUPERVISOR**

	Balance 04/30/2020	Increases	Decreases	Balance 05/31/2020
TOTAL	1,745.16	0.00	0.00	1,745.16
<b>TA TRUST &amp; AGENCY</b>				
CASH	103,652.16	186,277.49	202,674.50	87,255.15
TOTAL	103,652.16	186,277.49	202,674.50	87,255.15
<b>V DEBT SERVICE</b>				
	0.00	0.00	0.00	0.00
AMERICAN OVERSEAS SAVINGS	10,854.97	5.45	0.00	10,860.42
LIN/SWAD RESERVE SAVINGS	18,830.20	9.46	0.00	18,839.66
TOTAL	29,685.17	14.91	0.00	29,700.08
TOTAL ALL FUNDS	5,545,765.27	2,041,298.49	2,084,613.24	5,502,450.52

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

Motion carried.

**RECEIVER OF TAXES** – No report.

**TOWN CLERK**

Town Clerk Phillips-Lomb presented the following election results from the 2020 budget votes of the Wayne and Gananda Central School Districts:

**Aimee Phillips**

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**From:** Ferrante, Leslie <lferrante@gananda.org>  
**Sent:** Wednesday, June 16, 2020 7:36 PM  
**To:** 20\_GTA; 09\_SupportStaff; 02R\_Administration; 07\_BoardofEducation; Kathryn Johnson; 4CountySSA; BPD; Channel 10; Channel 13; Cindy Murray; Joe Shields; Kristine Bryant; Spectrum News; Suzie Jacobs; Times of Wayne County; wcmall@empirestateweeklies.com  
**Subject:** Results - Budget Vote & Board of Education Election - June 16, 2020

On Tuesday, June 16, 2020 Chief Election Inspector Patricia Raidmae announced the polls were closed at 5:00 p.m. Absentee ballot envelopes that met the requirements were opened, ballots were left folded and inserted into the ballot box. After all ballots were in the ballot box, it was unlocked and the ballots were thoroughly mingled. Tallying of the budget vote was completed first followed by tallying of the Board of Education candidates. Ms. Patricia Raidmae announced the following results at 7:10 p.m.

**Proposition 1: School Budget = Passed - Yes Votes = 692, No Votes = 231**  
 Shall the proposed budget of \$24,476,817 for the 2020-21 school year be approved?

**Board of Education Election 2020**

- Ms. Shazna Philips was elected to a 3-year term effective July 1, 2020 with 630 votes.
- Mr. William Buchko was reelected to a 3-year term effective July 1, 2020 with 598 votes.
- Mr. John Edlund received 371 votes.

**Write-In Candidate**

- Jim Aiky with 1 vote

Regards,  
 Leslie Ferrante  
 Secretary to the Superintendent & District Clerk, Gananda CSD  
 1500 Dayspring Ridge, Walworth, NY 14568  
 Phone: 315-986-0610, Fax: 315-986-2003

Aimee Phillips

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**From:** Coro, Nanette <ncoro@waynecsd.org>  
**Sent:** Tuesday, June 16, 2020 10:34 PM  
**To:** ftimes@ftimes.com; news@13wham.com; newsroom@rochesterhomepage.net; rocinfo@democratandchronicle.com; yournews@messengerpostmedia.com; 4CountySBA; allstaff; Cindy Murray; Connie DiNicola; James Showman; News10NBC; Spectrum News; Times of Wayne County; Town Clerk Ontario; Town Clerk Walworth; Wayne County Post (Messenger) Suzi Brozell; WayneBOE  
**Cc:** Amy Gebhardt  
**Subject:** Wayne CSD - 2020 Budget Vote & Election Results

Below are the Wayne Central School District 2020 Budget Vote & Election results:

**Proposition #1 - 2020-2021 School Budget - Passed**

1691 - YES  
 637 - NO

**Proposition #2 - Bus Purchase - Passed**

1743 - YES  
 599 - NO

**Proposition #3 - 2020 Bus Purchase Capital Reserve Fund - Passed**

1675 - YES  
 647 - NO

**Election of School Board Members:**

The three candidates that receive the most votes will be elected to three-year terms beginning July 1, 2020-June 30, 2023

Conni DiNicola - 1717  
 Steve Gallaher - 1671  
 James R. Showman - 1637

Nanette M. Landis-Coro  
 Secretary to Assistant Superintendent for Instruction  
 District Clerk  
 Wayne Central School District  
 315-524-1004

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## **HIGHWAY SUPERINTENDENT**

In addition to his Department update, Highway Superintendent Vendel shared that the roadsides have been mowed one time so far this season with the second trip being completed currently. He informed the Board that he will be purchasing a new mower, and he thanked his department for its continued hard work over the past few months as work conditions are not always favorable.

**JUSTICE COURT** - No report.

## **COMMITTEE / LIAISONS' REPORTS**

### **COUNCILMAN BRYSON**

Councilman Bryson shared that the fire marshal is all set with receiving fire call notifications from the three fire departments within the Town, and fire inspections had been conducted at Greystone the Lincoln and Walworth Fire Departments. He also stated that the Walworth-Seely Public Library's revised timetable had been approved for re-opening, and the Library is now accepting book drop offs. Beginning Monday, June 22, contactless pickup service will be available to residents. The renovation project is progressing well and the Library Board is working with LaBella Associates and an interior design group currently.

### **COUNCILWOMAN LINSON**

Councilwoman Linson shared that the Dog Control Officer had responded to the following:

- Three barking complaints
- Two bite cases with 10-day quarantine with follow up at the end of 10 days
- Welfare check on dog without proper housing and living conditions
- Two calls on stray dogs

Councilwoman Linson shared that there is an upcoming meeting of the Wayne County Bicentennial Committee on which she serves. She will update the Board on plans after that meeting. She also shared that Deputy Town Clerk Lauren Friedl will now serve as the Chairperson for the Cemetery Committee and she will organize a meeting to be held in the near future.

### **COUNCILMAN PHILLIPS**

Councilman Phillips reported that a meeting regarding the Wastewater Treatment Plant Improvement Project had taken place and commended those involved for their work on finding and discussing different funding scenarios that will not burden Walworth residents. He also shared that the Building Department has been busy and is up to date with the processing of permits, etc. He also reported that 2020 Census self-reporting numbers for the Town of Walworth are currently at 67.2%.

### **SUPERVISOR JACOBS**

Supervisor Jacobs reported that a resolution for the memorandum of understanding for the Town-wide assessment re-evaluation is up for a vote by the Board. Additionally, she shared that Code Enforcement continues to work on the project to review and update the Town's code. Supervisor Jacobs thanked Town Comptroller Cheri LeMay and Clerk To The Supervisor Teresa Maioli for their work during the pandemic, as well as all Town employees.

### **COUNCILMAN AMBROZ:**

Councilman Ambroz that the Drainage Committee had met with Wayne County and the County will be out conducting drainage surveys. He reiterated that drainage work had been completed in Ginegaw Park and also shared that the Farmers' Market will open June 23, 2020.

### **RESOLUTIONS:**

#### **RESOLUTION 94-20: FINANCIAL TRANSFERS**

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

June 18, 2020      TOWN BOARD MEETING

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

\$240.00 transfer from A599 Fund Balance to A1355.46 Assessment Consultation to cover current expenses

\$5,000.00 transfer from A599 Fund Balance to A1620.49C Covid 19 Expenses to cover expenses

\$827.00 transfer from A599 Fund Balance to A1910.41 Unallocated Insurance to cover current expenses

\$20.85 transfer from A599 Fund Balance to A8010.41 Zoning Board of Appeals to cover current expenses

\$8,000.00 transfer from A599 Fund Balance to A8020.43 Planning Board Engineering Fees to cover expenses

\$40.00 transfer from A599 Fund Balance to A7110.45 Farmers Market Contractual to cover expenses. Money originally deposited into A2770FM Farmers Market Income

Councilwoman Linson asked for an explanation of the Farmers’ Market budget lines and Supervisor Jacobs provided that explanation. Additionally, Councilman Ambroz inquired as to the tracking of COVID-19 related expenses. Discussion ensued regarding expenses that qualified for the Town of Walworth.

Adopted this 18<sup>th</sup> day of June, 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 95-20: ABSTRACT 6, APPROVAL**

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

To: Walworth Town Board

From: Cheri LeMay-Town Comptroller

Date: 18-Jun-20

Re: Abstract  
#06  
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	729-865	
A	General Fund	\$55,535.16
DA	Highway Fund	\$88,709.16
	Sewer	
SS	Fund	\$224,653.10
CM1	Park Special Revenue Fund	\$3,186.80
SD1	Walworth Consolidated Drainage	\$0.00
SL1	Walworth Light District	\$232.18
	Harvest Hill Light	
SL2	District	\$483.29
SL3	Gananda Light District	\$1,056.72

SL4	Brookside Light District	\$8.12
SL5	Orchard View Light District	\$79.83
SM	Gananda Sidewalk District	\$0.00
CM6	Cemeteries	\$125.00
SP	John's Park District	\$90.00
MS	Unemployment Self Insured Fund	\$10.10
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
	<b>Total Payments</b>	<b>\$374,169.46</b>

Voucher Number 54-61

Trust & Payroll \$46,882.28

Checks will be issued June 16, 2020

Checks Reviewed Prior To Mailing 06/17/2020\_\_\_\_\_

Adopted this 18<sup>th</sup> day of June, 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 96-20: AUTHORIZE THE TOWN CLERK TO ISSUE A 2020 PUBLIC ASSEMBLY PERMIT TO GREYSTONE GOLF LLC**

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

**WHEREAS**, an application has been made to the Town Board of the Town of Walworth for a 2020 Public Assembly Permit - Seasonal to Greystone Golf LLC, 1400 Atlantic Avenue, Walworth, NY 14568; pursuant to the Town of Walworth Municipal Code, Chapter 131 Public Assembly.

**WHEREAS**, the Fire Marshall has completed the Inspection on June 10, 2020; where no violations were cited.

**BE IT RESOLVED**, that the Town Clerk issue the Permit and collect the fees according to the Town Fee Schedule.

Adopted this 18<sup>th</sup> day of June, 2020 at a meeting of the Town Board.



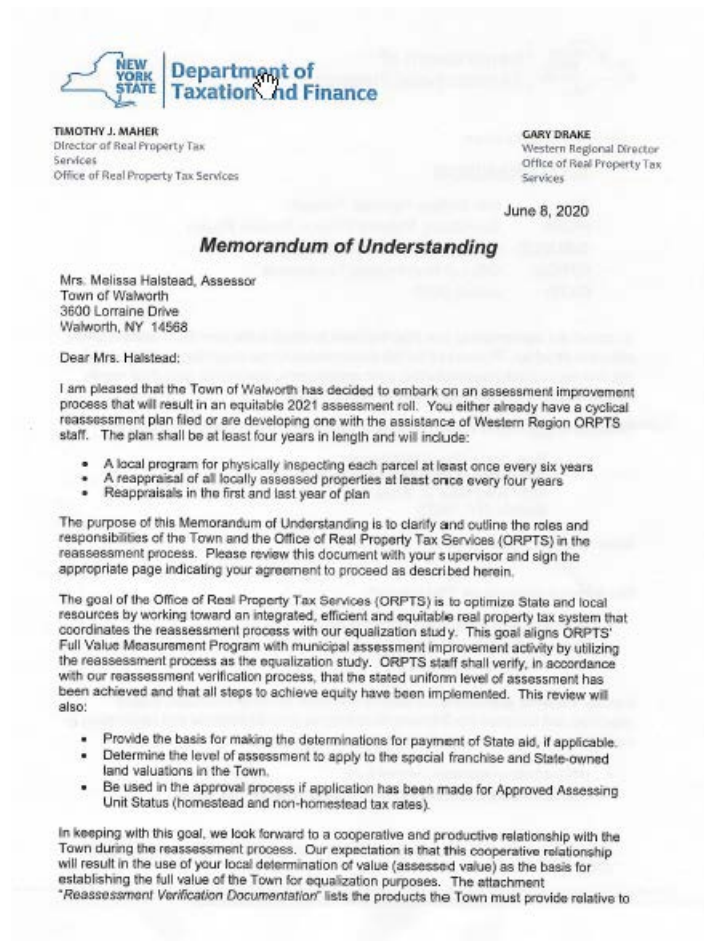
Roll call vote: Councilwoman Linson Aye  
 Councilman Bryson Aye  
 Councilman Ambroz Aye  
 Councilman Phillips Aye  
 Supervisor Jacobs Aye

Resolution carried.

**RESOLUTION 97-20: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE MEMORANDUM OF UNDERSTANDING WITH OFFICE OF REAL PROPERTY TAX SERVICES PROCEEDING WITH THE REASSESSMENT PROCESS FOR THE TOWN OF WALWORTH**

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

The following was submitted:





Office of Real Property Tax Services

**MEMORANDUM**

**TO:** Mrs. Melissa Halstead, Assessor  
**FROM:** Gary Drake, Regional Director, Western Region  
**SUBJECT:** Memorandum of Understanding  
**OFFICE:** Office of Real Property Tax Services  
**DATE:** June 8, 2020

A copy of our agreement to complete the work involved in the year 2021 reassessment project is attached. Please review this document with your Supervisor or Mayor and sign the appropriate **one** indicating your agreement to proceed as described herein. Please return the signed agreement by July 17, 2020.

Please give **one** signed document to your Customer Service Liaison or mail it to:

Gary Drake, Regional Manager  
 NYS Office of Real Property Tax Services  
 3837 West Main St. Road  
 Batavia, NY 14020

Retain a copy for your records.

The following addenda are also included:

- *Reassessment Verification Documentation*
- *Reassessment Project Timetable*
- *RPS Processing Fee Schedule*

If **utility advisory appraisals** are desired and have not been requested, please download and complete the following fill-in form as soon as possible and return them to my office so that we can estimate and plan our workload.

- **Utility advisory appraisal request form:**  
[http://www.tax.ny.gov/pdf/current\\_forms/orpts/rp7021\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp7021_fill_in.pdf)

If you have any questions regarding this material, please contact me at (585) 343-4363.

Gen. Co. Bldg. 5, 3837 West Main St. Rd., Batavia, NY 14020 | www.tax.ny.gov

the verification of the reassessment process and our State equalization responsibilities and State Aid determination.

Unless otherwise noted in Section D (Summary), we are assuming that the assessor is responsible for making decisions that affect the Town's participation in the reassessment process. The Town must agree to maintain all relevant property inventory data characteristics and achieve an equitable assessment roll at the stated uniform percentage of value in accordance with RPTL § 305. State Aid, in accordance with RPTL § 1573, is available to those municipalities participating in the Aid for Cyclical Reassessments program and performing reappraisals according to an approved plan.

*In the event that the Town executes its Cyclical Reassessment Plan in such a way that jeopardizes the successful completion of the plan and subsequent compliance with the acceptable standards, ORPTS reserves the right to withdraw support from the Town.*

If applicable, the Town will be billed for specific charges related to processing by ORPTS staff at our regional offices. The Town will be responsible for the payment of all charges (based on the fiscal year fee schedule in effect during the time in which the services were provided) within 30 days of billing. Please see the attached "Real Property System Fee Schedule" for the current fiscal year for a list of the charges that are applicable for services that could be rendered by ORPTS (staff time permitting).

The next three sections detail the responsibilities of the Town, your assessor and ORPTS. Cooperation and collaboration at all levels of government is critical to the successful execution of the reassessment process.

**A) Town Responsibilities:**

- 1) **Submit a board resolution to ORPTS that initiates support by the Town to proceed with the reassessment.**
- 2) **Develop a cyclical reassessment plan with the assistance of Western Region ORPTS staff. If applying for aid on the basis of the 2021 assessment roll, this plan must be accepted by the Town and submitted to ORPTS a minimum of 120 days prior to the filing of the tentative assessment roll implementing the reassessment (by January 1, 2021, for standard assessment calendar).**
- 3) **Support the assessor's efforts and allocate sufficient funds to cover all costs associated with the process, and provide appropriate staff to support the reassessment efforts.**
- 4) **Consider the adoption of the Uniform Assessment Standards as guiding principles for the Town's assessment administration.**

**B) Assessor Responsibilities:**

- 1) **Prepare a reassessment project timetable detailing project tasks with projected start and completion dates using the electronic version of this document provided separately. The addendum "Reassessment Project Timetable" provides suggested timelines for the various tasks of a reassessment project.**
- 2) **Develop and implement a cyclical reassessment plan with the assistance of Western Region ORPTS staff. If applying for aid on the basis of the 2021 assessment roll, this plan must be accepted by the Town and submitted to ORPTS a minimum of 120 days**

**CONTINUED ON NEXT PAGE**

prior to the filing of the tentative assessment roll implementing the reassessment (for standard calendar, January 1, 2021).

- 3) Coordinate a public information program throughout the process. This may include, but is not limited to, preparing all necessary press releases and conducting informational meetings dealing with various aspects of the reassessment process.
- 4) Maintain current assessment inventory and valuation data for all properties as defined by the Commissioner's Rules. This data is necessary to value each parcel using at least one of the standard appraisal methods (cost, market, income).
- 5) Reappraise each property individually, which includes the development and review of a new determination of market value for each parcel. The new market value must be based upon current data and be developed via one or more of the three accepted approaches (cost, market, or income).
- 6) Review the results of the valuation process to ensure that all properties are assessed at the stated uniform percentage of value.
- 7) Provide ORPTS with all applicable products referred to in the attachment "Reassessment Verification Documentation" in a timely manner that are required to verify the municipality's stated Level of Assessment (LOA). If appropriate documentation and valuation conclusions are not available, ORPTS staff will have no basis to evaluate the locality's market value conclusions. **This may affect the Town's receipt of State Aid and/or the Town's eligibility for Approved Assessing Unit (AAU) status.**
- 8) Produce assessment disclosure notices as required per RPTL § 511. For the processing of assessment disclosure notices, the assessor must:
  - a) Provide all necessary tax rates, tax levy amounts, and computer data files reflecting the taxable values used in the prior year school and county/Town tax extensions.
  - b) Schedule and conduct informal meetings with taxpayers following the mailing of the assessment disclosure notices. The assessor is responsible for making the necessary data and value corrections, as a result of such meetings, prior to establishment of the tentative roll.
- 9) If ORPTS didn't provide State utility advisory appraisals for the previous year's assessment roll, request State utility advisory appraisals for this year, if needed. The advisory request form is available on our website at [http://www.tax.ny.gov/pdf/current\\_forms/orpts/rp7021\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp7021_fill_in.pdf)
  - a) If applicable, provide ORPTS with the inventory and valuation methodology used to arrive at the utility and complex commercial/industrial values, which appear on the assessment roll, where advisory appraisals were not requested by the Town, were requested but not used, or were requested only for some properties. If appropriate documentation and valuation conclusions are not available, ORPTS staff will have no basis to evaluate the locality's market value conclusions and, thus, will need to complete an independent field appraisal for use in determining your assessing unit's full value. **Such action may also affect your Town's eligibility to receive State Aid and / or eligibility for Approved Assessing Unit (AAU) status.**

**C) Office of Real Property Tax Services Responsibilities:**

- 1) Provide project monitoring pursuant to our responsibilities regarding State equalization and State aid approval.
- 2) Provide periodic reassessment progress reports to all principals for review and discussion.
- 3) Participate in presentations to taxpayer groups, municipal officials, etc., if notified in writing two weeks in advance as to the meeting's purpose and participants.
- 4) Provide advisory appraisals for parcels identified by the assessor, requested in a timely fashion and agreed to by ORPTS.
- 5) Provide computer support and/or valuation assistance, where requested, and as regional resources permit. Additional fees may apply as described in the attached "Real Property System Fee Schedule".

**D) Summary**

Please review the following summary and provide the information required in items 2, 3 (and 7, if appropriate) below. If you have any questions or concerns, please contact your ORPTS Customer Service Liaison. Signing this document signifies acceptance of this agreement by you and your assessor. Please return one signed copy to the ORPTS Western Regional office and retain a copy for your reference.

- 1) I understand the roles and responsibilities of the parties involved (as described in this document) that are necessary to complete the reassessment process.
- 2) At the completion of the reassessment process, all property will be assessed at a uniform percentage of value as required by RPTL Section 305. (Note: For purposes of State Aid, Section 1573 of the Real Property Tax Law requires a uniform percentage of value of 100%.) The uniform percentage of value intended (not binding) for use in calculating new assessments will be (check appropriate box):
 

100 %  
 Other (please specify) \_\_\_\_\_
- 3) The valuation date for this reassessment will be (check appropriate box):
 

July 1 (of the year prior to the reassessment roll year)  
 Other (please specify) \_\_\_\_\_
- 4) The new assessed values will be based on parcel inventories that comply with 20 NYCRR, §190-1.2.
- 5) ORPTS staff will be provided with timely information and access to data as described in the attachment "Reassessment Verification Documentation".
- 6) The Town shall produce and mail assessment disclosure notices as required by RPTL Section 511.
- 7) If the assessor is not responsible for making decisions that affect the Town's participation in the reassessment process, please specify the appropriate person below:

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone # \_\_\_\_\_

I look forward to working in a cooperative environment in which the reassessment process can be completed as efficiently and effectively as possible.

*Larry P. Drake* 06/08/2020  
 ORPT3 Regional Director Date

Assessor	Date	Mayor/Supervisor	Date

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Walworth hereby authorizes the Town Supervisor to sign the memorandum of understanding with the Office of Real Property Tax Services proceeding with the reassessment process for the Town of Walworth.

Supervisor Jacobs reviewed the purpose of the memorandum of understanding for the re-evaluation of the Town, and Councilman Ambroz emphasized the importance of the document and the process.

Adopted this 18<sup>th</sup> day of June, 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.

**COMMUNICATION:**

- **Retirement Letter From Parks Employee Bill Burnett**
- **Town of Walworth 2020 Final State And/Or Class Equalization Rates**
- **Assessment Department Report, April-May 2020**
- **Wastewater Treatment Plant Monthly Report, dated June 10, 2020**
- **Charter Communications Letter, dated June 16, 2020**

Supervisor Jacobs reviewed the schedule for Town Board meetings and stated that no presentations will be scheduled until more people are allowed to gather and attend meetings.

**NEW AND OTHER BUSINESS**

Supervisor Jacobs shared that, due to the retirement of a full-time Parks employee, the Town is looking to hire a Parks Laborer. A letter of recommendation from Parks and Recreation Director VanLare was presented to Board members for Mr. Mark Kritall, current seasonal employee, to fill the position in the interim. This position would be until a replacement is found.

The following resolution was presented:

**RESOLUTION 98-20: AUTHORIZE THE HIRE OF MARK KRITTAL, AS FULL TIME INTERIM PARKS LABORER AND SET WAGES AT \$12.72 PER HOUR, EFFECTIVE JUNE 28, 2020**

Council                      offered the Resolution and moved its adoption. Seconded by Council to wit:

**WHEREAS**, the Parks and Recreation Department is in need of a full time Parks Laborer; and

**WHEREAS**, the position needs to be advertised as required and interviews of qualified applicants are to be conducted; and

**WHEREAS**, the Parks and Recreation Director has recommended the hiring of as Interim Parks Laborer;

**BE IT RESOLVED**, that Mark Krittal is hired as Interim Full Time Parks Laborer and wages set at \$12.72 per hour, effective June 28, 2020.

Adopted this 18<sup>th</sup> day of June, 2020 at a meeting of the Town Board.

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

Resolution carried.

Discussion ensued, and the resolution was amended to state that the position is a part-time Interim Parks Laborer, up to 32 hours a week at the rate of \$12.72 per hour, effective June 28, 2020 with all drug and alcohol testing requirements having been met in accordance with the Town's Employee Handbook.

**RESOLUTION 98-20: AUTHORIZE THE HIRE OF MARK KRITTAL, AS PART TIME INTERIM PARKS LABORER FOR 32 HOURS PER WEEK AND SET WAGES AT \$12.72 PER HOUR, EFFECTIVE JUNE 28, 2020**

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

**WHEREAS**, the Parks and Recreation Department is in need of a full time Parks Laborer; and

**WHEREAS**, the position needs to be advertised as required and interviews of qualified applicants are to be conducted; and

**WHEREAS**, the Parks and Recreation Director has recommended the hiring of as Interim Parks Laborer;

**WHEREAS**, Mr. Krittal has met all drug and alcohol testing requirements as stated in the Town of Walworth Employee Handbook;

**BE IT RESOLVED**, that Mark Krittal is hired as Interim Part Time Parks Laborer for 32 hours per week and wages set at \$12.72 per hour, effective June 28, 2020.

Adopted this 18<sup>th</sup> day of June, 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 shared that there will be a Town-wide shredding event on August 29, 2020 from 9AM-12PM in the upper parking lot of the Walworth Town Hall. Additionally, Supervisor Jacobs shared that there will be a Red Cross Blood Drive at the Lodge in Ginegaw Park on July 22, 2020 from 2-7PM.

Supervisor Jacobs stated for the record that the attorney client privilege portion of the meeting had been moved and held prior to the Town Board meeting.

**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: 7:34 PM

Respectfully Submitted,

Aimée Phillips-Lomb  
Town Clerk