Presiding Supervisor Laura Elsbree 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 6:30 PM and led those present in the Pledge of Allegiance.

PRESENT:	Laura Elsbree	Supervisor
	Craig Jeffers	Councilman
	Daniel Botsford	Councilman
	Alex Kelly	Councilman
	Kevin Switzer	Highway Superintendent
	Nadine Seppeler	Town Clerk

ABSENT Amber Linson – Councilwoman

OTHERS PRESENT: Employees Brett Malafeew – Code Enforcement, Teresa Flye – Confidential Secretary, Emilo Moran – Engineer, Eleven (11) members of the public

MINUTES

Motion by Councilman Kelly that the minutes of **December 18, 2025 – Regular Meeting** and **January 1, 2026 – Organizational Meeting** are approved as submitted by the Town Clerk. Seconded by Councilman Jeffers.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Motion carried.

PRESENTATIONS:

Wayne County Water and Sewer Authority – Marty Aman – Addendum no. 3
Marty Aman and a few others from Wayne County Water and Sewer Authority spoke as to why Addendum No. 3 was needed and why they needed all participating Towns to sign the agreement. They mentioned that the solids dryer they would be purchasing was planned for and then cut due to cost but thanks to grant opportunities and good engining they are now able to purchase it and that having this technology will save residents money in the long term. The Authorities' goal is to make usable material out of the solid waste for land spreading

over choosing to landfill. They have the goal of bringing our sludge from class B to class A with the use of the dryer.

REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIALS' REPORTS):

TOWN CLERK – Tac Collection is now on going. All tax bills have been sent out, and you should have received them. If you do not have your tax bill yet you need to contact the Town Clerks offices as soon as possible so that we may get you a copy of your bill. Payment of your taxes can be made by CASH CHECK OR MONEY ORDER. Cut off for making your first installment payment is February 2nd if you do not make your first installment payment by then you no longer have the option to pay in instalments and instead need to pay the bill in full. Cut off for Full payments without penalties is also February 2nd. Tax Collection Hours are Monday – Friday 8:30am-3:00pm. We also have a drop box (the one that was used for sewer payments in the past) conveniently located near the green desk in the lobby for residents to drop off payments when the office is closed.

We thank you all for your support and understanding during these transitional times and we look forward to continuing to serve you to the best of our abilities.

Recognize Kevin Weiss for all his help in the small and big things he does for not only the Town Clerks office, but every department of the Town of Walworth. We notice your dedication, the high standards you set for yourself and for the programs / content provided to our residents. I thank you for everything you have done and continue to do on and off the clock for our Town.

HIGHWAY SUPERINTENDENT – Charles Keymel – Deputy

JUSTICE COURT – Nothing

COUNCILMAN KELLY - Nothing

COUNCILMAN BOTSFORD – Nothing

COUNCILMAN JEFFERS - Nothing

SUPERVISOR ELSBREE- Nothing

RESOLUTIONS:

RESOLUTION 33-26 TO APPROVE ADDENDUM NO. 3 TO TOWN WASTEWATER TREATMENT PLANT SITE LEASE TO THE WAYNE COUNTY WATER AND SEWER AUTHORITY

Councilman Kelly moved the following Resolution for adoption. Seconded by Councilman Jeffers to wit:

WHEREAS, the Town of Macedon, Town of Marion, Town of Palmyra, Town of Walworth and Village of Palmyra (collectively, the "Participating Municipalities") and the Wayne County Water And Sewer Authority (the "Authority") previously entered into that certain Amended And Restated Wastewater Treatment System Improvements And Services Agreement, dated and effective as of April 1, 2020 (the "2020 IMA"), which provides for the design, financing, construction, operation and maintenance of a regional wastewater collection and treatment system (collectively, the "Project") by the Authority for the benefit of the Participating Municipalities; and

WHEREAS, the Authority and the Participating Municipalities entered into that certain Amended And Restated Wastewater Treatment System Improvements And Services Agreement, dated effective as of April 1, 2020 (the "2020 IMA"), which provides for the design, financing, construction, operation and maintenance of a regional wastewater collection and treatment system (collectively, the "Project") by the Authority for the benefit of the participating Municipalities; and

WHEREAS, the 2020 IMA was modified by Addendum No. 1, dated and effective as of November 4, 2022 ("Addendum No. 1"), to, among other things, approve an increase in the estimated Project Cost to $110 Million, authorize the Authority to close on a Replacement Funding Package with EFC and proceed with implementation of the Project based on an extended Project schedule; and

WHEREAS, the 2020 IMA further modified by Addendum No. 2, dated and effective as of June 1, 2025 ("Addendum No. 2"), to, among other things, refund to the Participating Municipalities a portion of the Excess Capital Charges collected through the effective date of Addendum No. 2 with the intent that such amounts may be used by the participating Municipalities for specified purposes as more particularly described in Addendum No. 2 (the 2020 IMA as amended by the Addendum No. 1 and as further amended by the Addendum No. 2, the "IMA"); and

WHEREAS, the project, as originally designed and bid, included a "hot air-based sludge dryer system" as may be manufactured by Gryphon Environmental, or equal, (as described in the original Plans, as modified by Addendum No. 1) which was subsequently omitted from the Project for cost reasons; and

WHEREAS, for a variety of technical, regulatory and life-cycle cost benefit factors, as more particularly set forth and described in the updated Plans for the Project, the Authority now intends to include in the Project a "Direct Contact Based Sludge Dryer" (as hereinafter defined) as may be

manufactured by BCR Environmental Corporation; and

WHEREAS, in furtherance of the Project, the Authority has recently received a commitment from the New York State Department of Environmental Conservation ("DEC) for a $10 Million Water Quality Improvement Grant (the "WQIP Grant" as hereinafter defined); and

WHEREAS, with the addition of the Direct Contact Based Sludge Dryer, the total cost of the Project is now estimated to be up to $114 Million (the "Final Revised Project Cost" as hereinafter defined" which exceeds the Revised Project Cost "cap" (the "Project Cost Cap") of $110 Million established pursuant to Addendum No. 1; and

WHEREAS, based on the advice of the Independent Engineer and an analysis provided by the Project's financial advisor, it appears that due, in part, to the WQIP Grant, (I) there will be no need to increase the amount of Project indebtedness required as part of the EFC permanent Project financing beyond that described in the Replacement Funding Package and (ii) the estimated financial impact on Users (as shown on the chart attached hereto as Exhibit "K") is likely to be within the range established at the commencement of the Project, despite the need to increase the Project Cost Cap to include the Direct Contact Based Sludge Dryer.

NOW, THEREFORE, BE IT RESOLVED, that the Walworth Town Board hereby approves such Addendum No. 3 to the Lease and authorizes the Supervisor to execute the same.

Adopted this 8th day of January 2026 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried

RESOLUTION 16-26 NYS RETIREMENT ESTABLISHING STANDARD WORKDAY FOR EMPLOYEES(TABLED)

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

The following was submitted:

Office of the New York State Comptroller
NYSLRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly in blue or black ink

Employer Location Code
3 0 1 1 6

Received Date

Standard Work Day Resolution for Employees*

See Instructions for completing form on reverse side

RS 2418
(Rev.05/22)

BE IT RESOLVED, that the Town of Walworth, Location code 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Second Deputy Town Clerk	6
Account Clerk	6
Assistant Recreation Director	6
Building Inspector	6
Clerk to Justice	6
Clerk to Supervisor	6
Clerk/Typist	6
Code Enforcement Officer	6

On this 1 day of January, 20 26

Nadine E Seppeler
(Signature of Clerk)

Date enacted: January 1, 2026

I, Nadine Seppeler, clerk of the governing board of the Town of Walworth
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 1 day of January, 20 26 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Town of Walworth
(Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page

CONTINUED ON NEXT PAGE

Office of the New York State Comptroller
NYSLRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly in blue or black ink

Employer Location Code: 3 0 1 1 6

Received Date

Standard Work Day Resolution for Employees*

See Instructions for completing form on reverse side

RS 2418 (Rev.05/22)

BE IT RESOLVED, that the Town of Walworth, Location code 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Constable	6
Deputy Town Clerk	6
Groundskeeper	6
Justice Court Clerk	6
Motor Equipment Operator	6
Parks & Facilities Maintence Supervisor	6
Recreation Director	6
Recreation Supervisor	6

On this 1 day of January, 20 26

Nadine E Seppeler (Signature of Clerk) Date enacted: January 1, 2026

I, Nadine Seppeler, clerk of the governing board of the Town of Walworth (Name of Employer), of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 1 day of January, 20 26 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto Set my hand and the seal of the Town of Walworth (Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

Office of the New York State Comptroller
NYSLRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly in blue or black ink

Employer Location Code: 3 0 1 1 6

Received Date

Standard Work Day Resolution for Employees*

See Instructions for completing form on reverse side

RS 2418 (Rev.05/22)

BE IT RESOLVED, that the Town of Walworth, Location code 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Seasonal Groundskeeper	6
Senior Clerk Typist	6

On this 1 day of January, 20 26

Nadine E Seppeler (Signature of Clerk) Date enacted: January 1, 2026

I, Nadine Seppeler, clerk of the governing board of the Town of Walworth (Name of Employer), of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 1 day of January, 20 26 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto Set my hand and the seal of the Town of Walworth (Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

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Councilwoman Linson motioned to table this resolution seconded be Councilman Kelly.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution tabled January 1, 2026.

Councilman Kelly motioned to take from the table Resolution 16-26. Seconded by Council Jeffers.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Discussion: After much discussion it was determined that a re-evaluation of our standard workday reported hours should be done in preparation for the organizational meeting for 2027.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Nay
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried

RESOLUTION 21-26 ANNUAL REVIEW OF THE TOWN OF WALWORTH COMPREHENSIVE PLAN (TABLED)

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Town of Walworth Comprehensive Plan adopted 12/21/2023, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Councilwoman Linson motioned to table this resolution seconded by councilman Kelly.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution tabled January 1, 2026.

Council Kelly motioned to take from the table Resolution 21-26. Seconded by Council Jeffers.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Discussion: The comprehensive plan is from 2023 – it was pointed out that although there is a new administration; the comprehensive plan is an ever-evolving guide for officials to go from when making decisions. The Board reviews the plan annually and decided to review it at the beginning of the year with other policies that are annually reviewed. It was suggested that every 5 years an update to the comprehensive plan be considered.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 34-26 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 Kelly offered the following Resolution and moved its adoption. Seconded by Councilman Jeffers 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, for the year 2026 pursuant to §180.42.

WHEREAS, the Building Inspector / Fire Marshal completed the annual inspection of Galvin's Mobile Home Park on December 10, 2025; 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 8th day of January, 2026, at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Kelly	Aye
	Councilman Botsford	Aye
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 35-26 AUTHORIZING THE TOWN CLERK TO ADVERTISE TO FILL VACANCY ON ETHICS BOARD

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

WHEREAS, the Ethics Board carries terms of one (1) year; and

WHEREAS, a vacancy exists for the term beginning January 1, 2026;

BE IT RESOLVED, that the Town Clerk is authorized to advertise for the Ethics Board vacancy for the one-year term beginning January 1, 2026.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried/failed.

RESOLUTION 36-26 AUTHORIZING THE TOWN CLERK TO ADVERTISE TO FILL VACANCY ON THE PARKS AND RECREATION COMMITTEE

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

WHEREAS, the Ethics Board carries terms of five (5) year; and

WHEREAS, a vacancy exists for the term beginning January 1, 2026;

BE IT RESOLVED, that the Town Clerk is authorized to advertise for the Parks and Recreation Committee vacancy for the five-year term beginning January 1, 2026.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 37-26 AUTHORIZE THE TOWN SUPERVISOR TO RENEW THE 2026 PROFESSIONAL SUPPORT CONTRACT SERVICES AGREEMENT WITH BRISBANE CONSULTING GROUP, LLC

Councilman Kelly offered the Resolution and moved its adoption. Seconded by Councilman Jeffers to wit:

WHEREAS, the Town's current financial software is AccuFund cloud based platform, with implementation provided by Bisbane Consulting Group and;

WHEREAS, recurring service agreements are renewed by the Supervisor,

WHEREAS, the service agreement renewal was received in the amount of $9000.00 for 2026,

NOW, THEREFORE, BE IT RESOLVED the Town Supervisor is authorized to renew the 2026 professional support contract services agreement with Brisbane Consulting Group, LLC for such services.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Kelly	Aye
	Councilman Botsford	Aye
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 38-26 TO AMEND PARKS AND RECREATION FEE FOR MANUFACTURED HOME-PRIVATE LOT ON THE TOWN OF WALWORTH FEE SCHEDULE

Councilman Jeffers offered the Resolution and moved its adoption. Seconded by Councilman Kelly to wit:

WHEREAS, the Parks Superintendent is recommending an amendment to the Town of Walworth Fee Schedule, Manufactured Home – Private Lot Parks and Recreation Fee and

WHEREAS, the Parks Superintendent noticed that this fee was overlooked prior to submitting the changes for the Organizational Meeting, and

WHEREAS, the following amendments have been recommended,

TOWN OF WALWORTH
2026 FEE SCHEDULE

BUILDING & CODE (CONT.)					
STRUCTURE	**PERMT FEE**	**ESCROW FEE**	**PARKS/REC FEE**		**OTHER**
FIREPLACE/WOOD STOVE/CHIMNEY INSTALL	$75.00	$0.00			$50.00 REINSPECTION FEE
GARAGE (NOT A POLE BARN)	$100.00	$100.00			INCLUDE ESCROW IF INSPECTION NEEDED
GENERATOR - COMMERCIAL	$175.00	$100.00			
GENERATOR - RESIDENTIAL	$100.00	$100.00			INCLUDES STICKER
HOT TUB	$75.00	$100.00			$30.00 EACH ADDITIONAL INSPECTION
PROPERTY HOUSE NUMBERS	$25.00	$0.00			
MANUFACT HOME PLACEMENT IN A PARK	$150.00	$650.00			
MANUFACT HOME-PRIVATE LOT	$200.00	$500.00	$650.00	$750.00	$.10 PER SQ FT OVER 2,500 SQ FT PLUS $75.00 SEPTIC INSPECTION IF NOT ON PUBLIC SEWER
PERGOLA	$75.00	$0.00			
PLUMBING REPAIR	$75.00	$0.00			
POLE BARN (RESIDENTIAL)	$100.00	$100.00			INCLUDE ESCROW IF INSPECTION NEEDED
POND	$100.00	TO BE DETERMINED AT REVIEW			
PORCH	$100.00	$100.00			INCLUDE ESCROW IF INSPECTION NEEDED
PROPERTY MAINTENANCE INSPECT	$75.00	$0.00			$50.00 REINSPECTION FEE
RENEWAL (RESIDENTIAL)	PERMIT FEE	$0.00			$75.00 MINIMUM - DEPENDENT ON ORIGINAL PERMIT
RENEWAL (COMMERCIAL)	PERMIT FEE	$0.00			$250.00 MINIMUM - DEPENDENT ON ORIGINAL PERMIT
RENOVATION (HOME, BASEMENT, ATTIC)	$125.00	$100.00			INCLUDE ESCROW IF ELECTRICAL INSPECTION NEEDED
REROOF/TEAR OFF	$75.00	$0.00			2ND LAYER - NO PERMIT UNLESS METAL
RESEARCH (PRINTED C OF C, C OF O, PERMIT, ELECTRICAL INSPECTIONS)	$35.00 (EXCEPT FOIL)	$0.00			$50 EACH FIELD VISITATION

NOW THEREFOR BE IT RESOLVED, that the Town Board accepts the amendments and updates to the Town of Walworth Fee schedule.

Adopted this 8th day of January, 2026 at the meeting of the Town Board

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Nay
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 39-26 TO CHANGE THE TITLE OF LAURA ELLIOT AS PART-TIME ACCOUNT CLERK, TO PART TIME CLERK TO THE SUPERVISOR EFFECTIVE IMMEDIATELY

Councilman Kelly offered the following Resolution and moved its adoption. Seconded by Council Jeffers to wit:

WHEREAS, Mrs. Elliot was previously the part time Account Clerk for the Comptroller; and

WHEREAS, the previous Comptroller was not reappointed; and

WHEREAS, the Town Supervisor sees the need for a part time Second Clerk to the Supervisor to provide administrative support and perform payroll duties; and

WHEREAS, the part time Clerk to the Supervisor shall be a bargaining unit position and salary consistent with the Collective Bargaining Agreement; and

WHEREAS, the Town Supervisor shall oversee and assign additional duties as they see appropriate; now

BE IT RESOLVED, that Ms. Elliott is hired as part-time Clerk to the Supervisor at the rate of $19 per hour.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 40-26 AUTHORIZATION TO CREATE THE POSITION OF MS4 OFFICER AND TO ADVERTISE TO FILL THE POSITION

Councilman Kelly offered the Resolution and moved its adoption. Seconded by Councilman Jeffers to wit:

WHEREAS, the position of MS4 Officer within the Highway Department has been discussed and budgeted for in 2026 and,

WHEREAS, the Town Board intends to fill the position of MS4 Officer.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby authorizes the Town Clerk to advertise for applications for the position.

Adopted on the 8th day of January, 2026 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye

Councilman Botsford	Aye
Councilman Kelly	Aye
Supervisor Elsbree	Aye

Resolution carried.

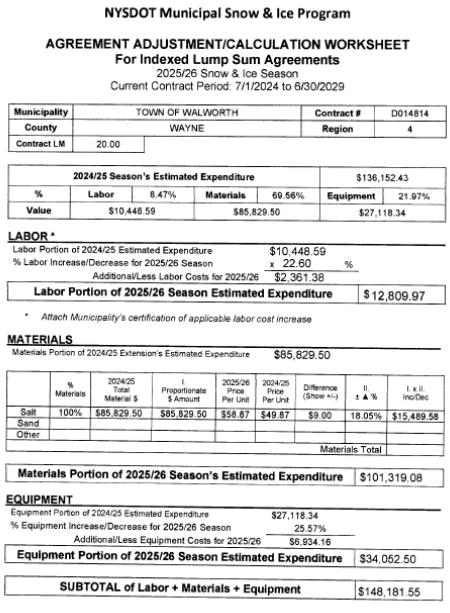
RESOLUTION 41-26 TO APPROVE THE ADJUSTMENT/CALCULATION WORKSHEET FOR NYS SNOW AND ICE CONTRACT FOR THE 2025-26 SEASON

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

WHEREAS, the NYS Snow & Ice contract is based on the Town's cost to plow state roads within the town; and

WHEREAS, the labor costs increased for the 2025-26 season; and

WHEREAS, the Highway Superintendent has prepared an Adjustment / Calculation Worksheet reflecting the labor increase submitted below:



NYSDOT Municipal Snow & Ice Program

AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET
For Indexed Lump Sum Agreements
2025/26 Snow & Ice Season
Current Contract Period: 7/1/2024 to 6/30/2029

Municipality	TOWN OF WALWORTH	Contract #	D014814
County	WAYNE	Region	4
Contract LM	20.00		

2024/25 Season's Estimated Expenditure				$136,152.43
%	Labor	8.47%	Materials 69.56%	Equipment 21.97%
Value	$10,448.59		$85,829.50	$27,118.34

LABOR *

Labor Portion of 2024/25 Estimated Expenditure	$10,448.59
% Labor Increase/Decrease for 2025/26 Season	x 22.60 %
Additional/Less Labor Costs for 2025/26	$2,361.38
Labor Portion of 2025/26 Season Estimated Expenditure	$12,809.97

* *Attach Municipality's certification of applicable labor cost increase*

MATERIALS

Materials Portion of 2024/25 Extension's Estimated Expenditure $85,829.50

	% Materials	2024/25 Total Material $	I. Proportionate $ Amount	2025/26 Price Per Unit	2024/25 Price Per Unit	Difference ($how +/-)	II. ± ▲ %	I. x II. Inc/Dec
Salt	100%	$85,829.50	$85,829.50	$58.87	$49.87	$9.00	18.05%	$15,489.58
Sand								
Other								
						Materials Total		

Materials Portion of 2025/26 Season's Estimated Expenditure	$101,319.08

EQUIPMENT

Equipment Portion of 2024/25 Estimated Expenditure	$27,118.34
% Equipment Increase/Decrease for 2025/26 Season	25.57%
Additional/Less Equipment Costs for 2025/26	$6,934.16
Equipment Portion of 2025/26 Season Estimated Expenditure	$34,052.50
SUBTOTAL of Labor + Materials + Equipment	$148,181.55

FIXED COSTS (fill out if necessary)

Salt Storage (Barns)		$2,250.00
DTN Weather Service		$331.00
Snow Fence	(2,035 LF @ $5.00/LF)	$10,175.00
	Total Fixed Costs	$12,756.00

2025/26 SEASON ESTIMATE (Labor + Materials + Equipment + Fixed Costs)	$160,937.55

SUMMARY OF COSTS

	2024/25 $	%	2025/26 $	%
Labor	$10,448.59	8.47%	$12,809.97	8.64%
Materials	$85,829.50	69.56%	$101,319.08	68.38%
Equipment	$27,118.34	21.97%	$34,052.50	22.98%
Fixed Costs	$12,756.00			
Totals	$136,152.43	100%		100%

A: Original Base Season Estimate from Current Agreement:	$136,152.43
B: 2025/26 Season Estimate	$160,937.55
Increase or Decrease (B minus A)*	$24,785.12

**If an increase is needed for the 2025/26 season, an amendment (Supplemental Agreement) to the contract will be required and will be subject to OSC approval*

Estimate Recommended/Reviewed By: _____ Resident Engineer

Estimate Reviewed By: _____ Municipality

Estimate Approved By: _____ S&I Program Manager

CONTINUE ON NEXT PAGE

THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth approves the ADJUSTMENT/CALCULATION WORKSHEET for the Snow & Ice Contract No. DO14814 between the State of New York and the Town of Walworth for snow and ice control for the 2025-26 snow season.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried.

Signatures:

_____
Craig Jeffers, Councilman

_____
Amber Linson, Councilwoman

_____
Alex Kelly, Councilman

_____
Daniel Botsford, Councilman

_____
Laura Elsbree, Supervisor

(Town Clerk Seal)

RESOLUTION 42-26 AUTHORIZE THE HIRE OF HEATHER BEHRENDT AS FULL-TIME CLERK TYPIST EFFECTIVE ON JANUARY 26, 2026 (PAY PERIOD NO. 3 OF 2026)

Councilman Kelly offered the Resolution and moved its adoption. Seconded by Councilman Jeffers to wit:

WHEREAS, Heather Behrendt has been with the Town of Walworth since April 21, 2025 in the position of Clerk Typist; and

WHEREAS, the Town wishes to elevate part-time Clerk Typist Heather Behrendt to full-time status and salary, as there is an immediate need for her services, and;

WHEREAS, the Code Enforcement Officer and the personnel committee recommend the hiring of Heather Behrendt to fill this position; and

WHEREAS, the Clerk Typist shall be a bargaining unit position and salary consistent with the Collective Bargaining Agreement.

NOW THEREFORE BE IT RESOLVED, that Heather Behrendt is hired as a full-time Clerk Typist at a rate of $17.94 which is consistent with the Collective Bargaining Agreement and is an approved budgeted amount in the Town of Walworth budget. Effective January 26, 2026, for pay period no. 3 of 2026.

Adopted this 8th day of January, 2026 at a meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Kelly	Aye
	Councilman Botsford	Aye
	Supervisor Elsbree	Aye

Resolution carried.

COMMUNICATIONS:

NYSAOT – 2026 Training School and Annual Meeting

TOWN BOARD REGULAR SCHEDULED MEETINGS:

DATE	TIME	MEETING TYPE
January 22	6:30PM	Regular Meeting
February 5	6:30PM	Regular Meeting
February 19	6:30PM	Regular Meeting

NEW AND OTHER BUSINESS:

RESOLUTION 43-26 TO AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE AGREEMENT WITH LOCAL GOVERNMENT SUPPORT SERVICE (LGSS) FOR ACCOUNTING AND BOOKKEEPING SERVICES

Councilman Kelly offered the Resolution and moved its adoption. Seconded by Councilman Jeffers to wit:

WHEREAS, the Town Comptroller's position became vacant on December 31, 2025, and

WHEREAS, the Town Board is desirous to fill the necessary vacant position of Town Comptroller immediately; and

WHEREAS, Local Government Support Services provides the accounting and bookkeeping service of a Town Comptroller, and

WHEREAS, Local Government Support Services has submitted a proposal for said services, and

WHEREAS, The Town of Walworth received the Agreement from Local Government Support Services for 2026; and

WHEREAS, the details of the contract are on file in the Town Clerk's office,

NOW, THERFORE BE IT RESOLVED, that the Town of Board of the Town of Walworth authorizes the Town Supervisor to sign the agreement with Local Government Support Services (LGSS) .

Discussion: Councilman Kelly read the following fees associated with the agreement with LGSS for public record.

Fees

Annual Accounting Support – January 1, 2026 – December 31, 2026 Our fee will be $3,291.67 monthly ($39,500 total) billed at the beginning of the month.

Year Ending December 31, 2025 – Billed at our standard hourly rates with a fee not to exceed $7,500 without prior approval from Town Supervisor. (estimate 50- 60 hours to bring accounting current, prepare and file year end financial report with NYS and support annual audit)

Simco Payroll Services – at the request of the Town a demonstration and proposal for services will be provided. Payroll processing fees will be directly billed to Town from Simco each month.

Adopted this 8th day of January 2026 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Resolution carried.

- **<u>Supervisor - Appoint Kevin Switzer</u> – Stormwater Management Officer to temporarily hold the position as we look to establish a permanent employee.**

- **<u>Local Health Officer -</u> reached out to 3 different providers that practice within the Town of Walworth and have received nothing in return. – the Town Board instructed the Town Clerk to contact the Wayne County Health Director for guidance.**

<u>PUBLIC PARTICIPATION-</u>

Ed Rainer – wanted to be sure the Town Board was following proper procedures while taking a resolution off the table and adopting the resolution. The Town Clerk reviewed the minutes, and it was done accurately.

Debbie Williams – inquired on when the Town no longer had a Comptroller on staff. It was explained that the Town Comptrollers' last day was December 31, 2025, and the Board decided not to reappoint. Debbie also asked if it was possible for officials to speak more clearly and in their microphones and to try not to move papers too much as it makes it difficult for those at home who watch the recordings to hear them clearly.

Gary McKee – Spoke on his plans to subdivide his property. He was directed by Code Enforcement to return to the Planning Board Meeting scheduled for Monday January 12, 2026.

<u>ADJOURNMENT:</u>

Motion by Councilwoman Linson to adjourn. Seconded by Councilman Kelly.

Roll call vote:	Councilwoman Linson	Absent
	Councilman Jeffers	Aye
	Councilman Botsford	Aye
	Councilman Kelly	Aye
	Supervisor Elsbree	Aye

Motion carried.

Time: 7:38PM

Respectfully Submitted,
Nadine Seppeler
Town Clerk