

Presiding Supervisor Laura Elsbree called the Special Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 6:30 PM and led those present in the Pledge of Allegiance.

<u>PRESENT:</u>	Laura Elsbree	Supervisor
	Amber Linson	Councilwoman
	Craig Jeffers	Councilman
	Daniel Botsford	Councilman
	Alex Kelly	Councilman
	Nadine Seppeler	Town Clerk

ABSENT Kevin Switzer - Highway Superintendent

OTHERS PRESENT: none

MINUTES

Motion by Council that the minutes of **January 8, Regular Meeting and January 22, Regular Meeting** are approved as submitted by the Town Clerk. Seconded by Council .

Roll call vote:

Councilwoman Linson
Councilman Jeffers
Councilman Botsford
Councilman Kelly
Supervisor Elsbree

Motion carried/failed.

PRESENTATIONS: none

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

Motion by Councilwoman Linson to approve the **December 2025 monthly report from the Town Clerk and Supervisor for the October 2025 monthly report** Seconded by Councilman Kelly.

Roll call vote:

Councilwoman Linson	Aye
Councilman Jeffers	Aye
Councilman Botsford	Aye
Councilman Kelly	Aye
Supervisor Elsbree	Aye

Motion carried.

Motion by Councilwoman Linson to approve the **2025 Annual Report from the Town Clerk.**
Second by Councilman Kelly.

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

Motion carried.

TOWN CLERK – Tax Collection Reminder : 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 is **February 3rd if you do not make your first installment 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 3rd**. 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.**

HIGHWAY SUPERINTENDENT – None

JUSTICE COURT – None

COUNCILMAN KELLY- Reports that he recently met with the Fire Counsel. West Walworth is looking to replace an engine that is over 20 years old.

COUNCILWOMAN LINSON – Reports that herself along with Councilman Jeffers will begin the Court Audit. Also mentioned the Building Department resolution for a retro hire was needed and that without him the Town of Walworth would be without both a Building Inspector and a Code Enforcement Officer.

COUNCILMAN BOTSFORD – Reports that he attended the NYSAOT training in Corning NY he learned a lot and states he has much more to learn.

COUNCILMAN JEFFERS - Reports that he as well attended the Newly Elected Town Officials Training where he received a lot of good material that he intends on sharing with his fellow councilmembers as well as sending it to the Town Clerk to save within the server for future reference for all. Finally, he stated that Supervisor Laura and himself will be meeting with Marty Aman over at WCWSA to have infrastructure discussions.

SUPERVISOR ELSBREE- nothing to report

RESOLUTIONS:

RESOLUTION 44-26 AUTHORIZE THE TOWN SUPERVISOR TO SIGN INTERMUNICIPAL AGREEMENT REGARDING COOPERATION TO COMPLY WITH THE FEDERAL PHASE II STORMWATER REGULATION IN ONTARIO AND WAYNE COUNTIES

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

The following was submitted:

INTERMUNICIPAL AGREEMENT

REGARDING COOPERATION TO COMPLY WITH THE
FEDERAL PHASE II STORMWATER REGULATION IN
ONTARIO AND WAYNE COUNTIES

An INTERMUNICIPAL AGREEMENT among the Ontario-Wayne Stormwater Coalition members of the City of CANANDAIGUA 2 N. Main St Canandaigua, NY 14424, Towns of CANANDAIGUA, 5440 Routes 5 & 20 West, Canandaigua, NY 14424, FARMINGTON, 1000 County Road 8, Farmington, New York 14425, MACEDON, 32 Main Street, Macedon, New York 14502, ONTARIO, 1850 Ridge Road, Ontario, New York 14519, VICTOR, 85 East Main Street, Victor, New York 14564, WALWORTH, 3600 Lorraine Drive, Walworth, New York 14568, hereinafter referred to as "Towns", the Coalition members of the Village of VICTOR, 60 East Main Street, Victor, New York 14564, hereinafter referred to as "Village"; ONTARIO COUNTY on behalf of its Department of Public Works with offices at 2962 County Road 48, Canandaigua, New York 14424; and WAYNE COUNTY on behalf of its Highway Department with offices at 7227 Route 31, Lyons, New York 14489, as authorized by Article 5-G of the General Municipal Law.

WHEREAS, the Phase II federal stormwater regulations require that regulated municipal separate storm sewer system operators comply with the SPDES General Permit for Stormwater Discharges (latest version) issued by the New York State Department of Environmental Conservation; and

WHEREAS, the Phase II federal stormwater regulations require that for each regulated municipal separate storm sewer system the municipality must prepare and implement a stormwater management program that includes six minimum control measures; and

WHEREAS, the municipalities recognize that, because watersheds and separate storm sewer systems cross municipal and county boundaries and because there are opportunities to save money and resources by working collaboratively, the municipalities should work cooperatively to comply with the requirements of the Phase II federal stormwater regulations; and

WHEREAS, the Ontario-Wayne Stormwater Coalition started holding meetings beginning in 2004 to identify and analyze options for pooling resources to meet the requirements of the Phase II Federal Stormwater Regulations, and;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The term of this agreement shall be from February 1, 2026 through January 31, 2031. At such time, this agreement may be renewed, amended, or terminated. Any party may withdraw from this agreement upon 60 days written notice to the other parties with or without cause.
2. The work of the Ontario-Wayne Stormwater Coalition shall be to work collaboratively to:
 - a. Comply with the latest Phase II Federal Stormwater Regulations and permit conditions placed on municipal separate storm sewer system operators and any future permit guidelines;

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- b. Protect and/or improve the water quality of local water ways in accordance with State, County, and local water quality planning documents and policies
- c. Facilitate the use of existing or future resources, organizations, and programs for the provision of the services necessary to comply with the Phase II regulations
- d. Research and implement an appropriate funding mechanism to meet the financial needs resulting from compliance with the Phase II Federal Stormwater Regulations
- e. Report annually to the Ontario County Board of Supervisors, Ontario County Water Resources Council, Wayne County Board of Supervisors, and Wayne County Water Quality Coordinating Committee on the Coalition's progress with compliance and funding issues.

3. Each Coalition member (Municipality or Agency) will pay an annual membership fee to the Coalition to fund the implementation of compliance activities, which are part of each Coalition member's stormwater management plan. This fee will be determined annually by the Stormwater Coalition and approved by the full membership of the Stormwater Coalition. The fee schedule is included in Appendix 'A'.

4. Each Coalition member will designate an official representative to serve on the Stormwater Coalition. The designee shall be responsible to attend and participate in bimonthly meetings of the Coalition and the task groups created to facilitate compliance with different aspects of the regulations, and to transmit stormwater policy issues to his or her Coalition member. The designee shall also be responsible to obtain opinions on stormwater policy issues from the Coalition member and to share such opinions with the Stormwater Coalition membership. Every Coalition member entitled to vote or attend a meeting of the Stormwater Coalition may authorize another person to act by signed proxy.

5. The officers of the Stormwater Coalition shall be the Chair and Vice-Chair. The officers shall be elected to two-year terms by a majority of the members present at a regularly scheduled meeting. The duties and responsibilities of the Chair shall be to preside at meetings of the Coalition, and function as the official spokesperson for the Coalition. The Vice-Chair shall assist the Chair and subsequently assume the Chair position for a two-year term.

6. Membership fees, which are outlined in Appendix A, should be paid to the Ontario County Soil and Water Conservation District by the date established by the Coalition. If payment is not received within 30 days of this date (Feb 1), then membership will be revoked unless the Coalition has agreed to other payment arrangements.

7. Stormwater Coalition decisions and recommendations are generally made by consensus. Consensus is defined as all members of the Coalition being able to support the decision or recommendation.

When the Coalition cannot reach consensus, voting will be used for decision-making. Each Coalition member (municipality or agency), that has paid its Coalition membership fee in-full, shall have one vote. All decisions requiring voting shall be made by the majority of the members (or their officially designated alternates) present at a regularly scheduled meeting. In the case of a tie vote, the Chair shall cast the tie-breaking vote.

8. Staff from the local, regional, and state agencies may provide staffing services to the Ontario-Wayne Stormwater Coalition. This will include coordination of the Coalition, the task groups, management of Coalition projects, applying for grant funding, and coordination of awarded grants. The Coalition or its designated service provider may, with the approval of the Coalition, also manage the implementation of the membership fee and develop a template for the annual reports that must be submitted by each regulated Coalition member. The Ontario- Wayne Stormwater Coalition shall not be the employer of such staff.

9. This Agreement may be modified or amended only in writing duly executed by all parties, which shall be attached to and become a part of this Agreement.

10. Each party shall defend, indemnify and hold harmless the other, its officers, agents and assigns for all liability arising out of its activities under this Agreement. The obligations of this paragraph shall survive the expiration or termination of the Intermunicipal Agreement, whether occasioned by this Intermunicipal Agreement's expiration or earlier termination.

11. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior Agreements between the parties hereto for the services herein to be provided. The Agreement shall be governed by and construed in accordance with the laws of New York State without regard or reference to its conflict of laws and principles.

12. Each Coalition Member shall be solely responsible and liable for its own activities under this Agreement, for obtaining its permit coverage under the SPDES General Permit for Stormwater Discharges from MS4s (current permit) and for the preparation, implementation, operation and maintenance of its own stormwater management program including, but not limited to, the required minimum control measures.

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Signatories

City of CANANDAIGUA Manager:
Date:

Town of CANANDAIGUA Supervisor:
Date:

Town of FARMINGTON Supervisor:
Date:

Town of MACEDON Supervisor:
Date:

Town of ONTARIO Supervisor:
Date:

Town of VICTOR Supervisor:
Date:

Town of WALWORTH Supervisor:
Date:

Village of VICTOR Mayor:
Date:

ONTARIO COUNTY, on behalf of its Department of Public Works
Title:

Signature:
Date:

WAYNE COUNTY, on behalf of its Highway Department
Title:

Signature:
Date:

APPENDIX A

Ontario-Wayne Stormwater Coalition

2026-2031 Annual Membership Fee Schedule:

Type of Coalition Member	Annual Membership Fee	
<ul style="list-style-type: none"> • MS4 Cities • MS4 Towns • Ontario County Highway Department • Wayne County Highway Department • MS4 Villages • Non-Traditional MS4's to include School Districts 	\$5,000.00	

THEREFORE, BE IT RESOLVED that the Town Supervisor of the Town of Walworth is hereby authorized to sign the Intermunicipal Agreement Regarding Cooperation to Comply with The Federal Phase II Stormwater Regulation in Ontario and Wayne Counties.

Adopted this 27th day of January, 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 45-26 AUTHORIZE THE PURCHASE OF ENVIRONMENTAL WASTE RECYCLING SERVICE FOR COD VIALS CONTAINING MERCURY FOUND WITHIN THE SEWER DEPARTMENT

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

WHEREAS while cleaning out the sewer department they discovered approximately 8,000 COD vials, some mercury free and some containing mercury.

WHEREAS due to mercury causing potential toxicity to humans, animals, and the environment it needs to be disposed of properly and

WHEREAS the previous Sewer Collections Clerk did solicit 3 quotes for the work per the procurement policy, as follows:

Nelson Jameson -

“Do it yourself kit” \$5,578.08

Solvents & Petroleum Services -

(2) 55-gallon drums \$4,912.25
(one for mercury free / one for mercury)

Sun Environmental Corporation - \$4,385.00

(1) 55-gallon drum
(vials can be combined)

WHEREAS Sun Environmental Corporation’s proposal is the most cost-effective option,

NOW THEREFORE, BE IT RESOLVED the Supervisor is authorized to sign the proposal with Sun Environmental Corporation to dispose of the approximately 8,000 COD vials, to be expended using 2025 fund balance from SS.00.8130.409 in the amount of \$4,385.00.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Parks and Facilities Superintendent is hereby assigned as point of contact person for coordination of said services.

Adopted this 27th day of January, 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 46-26 AUTHORIZATION FOR TOWN BOARD TO SIGN THE AGREEMENT TO SPEND HIGHWAY FUNDS

Councilwoman Linson offered the following Resolution and moved its adoption. Seconded by Councilman Kelly 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 \$901,189 may be expended for general repairs upon 58.74 miles of Town highways, including 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 27th day of January, 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 47 -26 AUTHORIZE THE HIRE OF DAREN ARRINGTON, PER DIEM BUILDING INSPECTOR, EFFECTIVE JANUARY 16, 2026

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

WHEREAS, the current Building Inspector and Code Enforcement Officer are out for medical reasons; and

WHEREAS, it is necessary that the Town have a State certified inspector on staff to enforce the local and state code;

WHEREAS, the Building Department has requested approval to hire Daren Arrington as a Building Inspector, effective January 16, 2026 at a rate of \$33.41 per hour, for up to 20 hours per week;

WHEREAS, the position will need to be filled for at least 6 months and will therefore be in effect until July 17, 2026;

BE IT RESOLVED, that the Town Board hereby approves the hire of Daren Arrington for the per diem position of Building Inspector, effective January 16, 2026.

Adopted this 27th day of January, 2026 at the meeting of the Town Board.

Discussion: Due to unforeseen circumstances the Town has a need for a Building Inspector and Code Enforcement officer. Darren works part time for the Town of Marion and has previously worked with the current Building Department Clerk. It was mentioned that this is only temporary and as of now for 6 months.

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

Resolution carried.

RESOLUTION 48-26 TO APPROVE PROFESSIONAL SERVICE CONTRACT WITH BME ASSOCIATES, INC. FOR STORMWATER AND MS4 SERVICES FOR 2026

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

WHEREAS, the Town has a need for services relating to Stormwater MS4 Services; and

WHEREAS, BME Associates, Inc. has provided the Town with a contract relating to Stormwater MS4 Services; and

WHEREAS, the contract would provide MS4 services defined therein at the estimated cost of \$12,500.00; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Walworth Town Board hereby authorizes execution of said contract for 2026.

Adopted this 27th day of January, 2026 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Jeffers	Aye

Supervisor Elsbree Aye

Resolution carried.

COMMUNICATIONS:

- Highway Department – December 2025 Monthly Report
- Building Department – December 2025 Monthly Report
- Recreation – December 2025 Monthly Report
- Parks & Facilities – December 2025 Monthly Report
- Highway Department - 2025 Work Summary
- Building Department – Year End Report 2025
- Parks & Facilities – Yearly Report 2025
- Recreation - Year End Report 2025

TOWN BOARD REGULAR SCHEDULED MEETINGS:

DATE	TIME	MEETING TYPE
February 5 th	6:30PM	Regular
February 19 th	6:30PM	Regular
March 5 th	6:30PM	Regular

NEW AND OTHER BUSINESS:

RESOLUTION 50-26 AUTHORIZATION FOR THE TOWN SUPERVISOR TO SIGN A LETTER IN SUPPORT OF THE COUNTY’S APPLICATION FOR MUNICIPAL INTEGRATION TO COUNTY ENTERPRISE GIS THROUGH THE LOCAL GOVERNMENT EFFICIENCY PROGRAM FUNDED BY NEW YORK STATE DEPARTMENT OF STATE.

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

WHEREAS, the Wayne County Geographic Information Systems Manager (GIS) has requested support for this application.

WHEREAS, the Town recognizes it does not have its own dedicated GIS licensing or staff and the County’s pursuit of the project will help close existing gaps and lead to a more efficient, transparent, and unified service for citizens across Wayne County.

NOW THEREFOR BE IT RESOLVED that the Town Board of the Town of Walworth authorizes the Supervisor to sign and submit a letter on behalf of the Town of Walworth in favor of the Municipal Integration to County Enterprises GIS.

Adopted this 27th day of January, 2026 at a meeting of the Town Board.

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

Resolution carried.

PUBLIC PARTICIPATION- None

EXECUTIVE SESSION:

Motion by Councilwoman Linson to enter into executive session to discuss medical, financial, credit, or employment history of a particular person/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. As well as the proposed acquisition/sale/lease of real property when publicity might affect value.

Seconded by Councilman Kelly.

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

Motion carried.

Time: 6:50PM.

RECONVENE:

Supervisor reconvened the regularly scheduled meeting. Motioned by Councilwoman Linson and Seconded by Councilman Jeffers.

Time: 7:49PM.

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

Motion carried.

ADJOURNMENT:

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

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

Motion carried.

Time: 7:49PM

Respectfully Submitted,
Nadine Seppeler
Town Clerk