

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
Amber Linson	Councilwoman
Craig Jeffers	Councilman
Daniel Botsford	Councilman
Kevin Switzer	Highway Superintendent
Nadine Seppeler	Town Clerk

ABSENT Alex Kelly - Councilman

OTHERS PRESENT: Three (3) members of the public, one (1) newspaper reporter, Town Engineer - Emilio Moran

MINUTES

Motion by Councilwoman Linson that the minutes of **January 27, 2026 – Special Meeting** are approved as submitted by the Town Clerk. Seconded by Councilman Jeffers.

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

Motion carried.

PRESENTATIONS: none

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

TOWN CLERK – Tax collection is still on going. Now in the second phase of collections where a 1% penalty is applied to all payments. This payment window is open until March 2nd. Any tax payments not made by March 2nd will have an increase in penalties applied (2%).

Received a tentative schedule for the 2026 Annual New York State Town Clerk’s Association Conference to be held in Albany, NY. This conference takes place in April, and we plan on having both the Town Clerk and Deputy Town Clerk Valen Fisher attend this year’s conference.

HIGHWAY SUPERINTENDENT – The Department has remained busy with snow removal. The high snowbanks have been pushed back but are limited in what they can do to aid in visibility.

Garbage cans- in NYS placing garbage cans in the road or on the shoulder during the winter months is a hazard, it also violates local ordinances which is under Highway Law 319 which prohibits the obstructions in the roads. Cans must be placed within the driveways 3-5 feet back from the edge of the pavement or the shoulder to avoid being struck by snowplows. Any damage as a result is up to them.

JUSTICE COURT – nothing

COUNCILMAN KELLY - absent

COUNCILWOMAN LINSON – no update

COUNCILMAN BOTSFORD – Reached out to the library and had a meeting with Anne Brown (Director) and was given a tour of our Library. He looks forward to working with them.

COUNCILMAN JEFFERS - no update

SUPERVISOR ELSBREE- Attending a Town Finance Training Conference in April 2026.

RESOLUTIONS:

RESOLUTION 51-26 AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE AGREEMENT WITH MENGEL METZGER BARR & CO LLP RAYMOND WAGER, CPA, P.C. DIVISION, FOR 2025 AUDIT OF TOWN DEPARTMENTS, 2026 BUDGETED ITEM

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

BE IT RESOLVED that the Town Supervisor is hereby authorized to sign the agreement with the Mengel Metzger Barr & Co. LLP Raymond Wager, CPA, P.C. division for 2025 audit of Town departments, 2026 budgeted item.

*Documents on file in the Town Clerk’s office.

Adopted this 5th day of February 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 52-26 AUTHORIZE THE TOWN BOARD TO SIGN RESOLUTION APPROVING 2025 CERTIFIED POINTS FOR THE WEST WALWORTH FIRE DEPARTMENT LENGTH OF SERVICE PROGRAM

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

The following was submitted:

Town of Walworth
Resolution of the Town Board
Resolution Number: _____

In the matter of approving the 2025 certified points

WHEREAS, the Town is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the West Walworth of Department in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS, as required by GML § 219-a(2)(c), the West Walworth of Department has submitted the attached list, certified under oath, of active members of the Fire Department, indicating those volunteers who earned at least fifty (50) points during 2025 to qualify for service credit;

WHEREAS, the certification made by the Fire Department includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Town to be in effect during calendar year 2025, and to the best of the knowledge of the Fire Department, is a true and accurate reflection of the activities performed by the active members;

WHEREAS, GML § 219-a(2)(d) requires the Town Board (Board) to review and approve the attached list, then return it to the Fire Department to be posted for thirty (30) days; and

WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE BE IT

RESOLVED, that the Town Board approves the attached list of volunteer firefighters of the West Walworth of Department and the points earned by these firefighters during calendar year 2025; and be it further

RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Department for posting for a minimum of thirty (30) days.

Councilperson _____ raised the motion to approve, Councilperson _____ seconded the motion, and upon roll call the vote of the Board was as follows:

Town Supervisor	_____	Aye / Nay / Absent
Councilperson	_____	Aye / Nay / Absent
Councilperson	_____	Aye / Nay / Absent
Councilperson	_____	Aye / Nay / Absent
Councilperson	_____	Aye / Nay / Absent

The resolution was thereupon declared duly adopted.

Dated: _____

Certified by Town Clerk (signature or seal): _____

BE IT RESOLVED, that the Town Board is authorized to sign resolution approving 2025 certified points for the West Walworth Fire Department Length of Service Program.

Adopted this 5th day of February, 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 53-26 JUSTICE COURT - FINDINGS AND ORDER UPON AUDIT

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

RESOLVED, to file the Findings and Order Upon Audit for the records of the Justice Court reviewed by Town of Walworth Town Board members Amber Linson and Craig Jeffers on January 28, 2026. The records appear satisfactory with no findings.

Adopted this 5th day of February, 2026 at the meeting of the Town Board.

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

Resolution carried.

RESOLUTION 54-26 AUTHORIZE THE HIRE OF LINDA KLEEMAN, PER DIEM MS4 CLERK, EFFECTIVE FEBRUARY 9, 2026

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

WHEREAS, the Highway Department sees the need for an MS4 Clerk to aid in the transition of the MS4 Officer duties.

WHEREAS, Linda Kleeman in her previous role as the Sewer Clerk received training in MS4 and

WHEREAS, the Highway Department has requested approval to hire Linda Kleeman as MS4 Clerk, effective February 9th, 2026 at a rate of \$23.15 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 August 9th, 2026; and then will reevaluate.

BE IT RESOLVED, that the Town Board hereby approves the hiring of Linda Kleeman for the per diem position of MS4 Clerk, effective February 9th, 2026.

Adopted this 5th day of February, 2026 at the meeting of the Town Board.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Jeffers	Aye
	Councilman Botsford	Aye

Councilman Kelly	Absent
Supervisor Elsbree	Aye

Resolution carried.

RESOLUTION 55-26 TO ACCEPT THE RESIGNATION OF JAMES LEMAY DUE TO HIS RETIREMENT AND TO ADVERTISE TO FILL THE POSITION OF MOTOR EQUIPMENT OPERATOR

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

WHEREAS, James Lemay has submitted his resignation due to retirement after 30 years of service, effective February 28, 2026; and

WHEREAS, The Highway Superintended intends to fill the vacated position to maintain continuity within the Highway Department;

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

Adopted this 5th day of February, 2026 at the meeting of the Town Board.

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

Resolution carried.

COMMUNICATIONS:

- Letter of Retirement - James LeMay

TOWN BOARD REGULAR SCHEDULED MEETINGS:

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

NEW AND OTHER BUSINESS:

Supervisor Elsbree stated she would like to discuss the MS4 position that was recently created (resolution 40-26) and what job title should be, the expectations of this role, and if the role should be a full time or part time position.

Conversation ensued between all Town Board members present, the Highway Superintendent, and the Town Engineer.

Moving forward Councilwoman Linson will work closely with Highway Superintendent Switzer to have a solid job description and expectations prepared for our next Town Board meeting.

Councilwoman Linson stated she would like to address and resolve the sidewalk plowing complaints coming in. Linson said that Highway Superintendent Switzer, Parks Superintendent Buckley and herself will work together on this. It was stated that in areas where the Town of Walworth share a road with the Town of Macedon, if Walworth were to plow the sidewalks within Macedon Town line, then a letter requesting this service and an agreement would need to be on file to instruct the Parks Superintendent to do so.

PUBLIC PARTICIPATION- Phill Williamson submitted and read aloud the following letter to be entered into the record:

Dear Members of the Town Board

I am in my third year of retirement, after working in the Building Department for 24 and 1/2 years at the Town, however I cannot ignore the fact Town Code serves a purpose and must be followed. Therefore I am writing to formally express serious concerns regarding the handling of subdivision and site plan applications, and apparent failure of both the Building Department Staff and members of the Planning Board to consistently adhere to the requirements of Town Code Chapter 151, *Subdivision of Land; Site Plan Review*.

The Town Board is ultimately responsible for ensuring that all appointed boards, officers, and staff act in compliance with the Town Code. When applications are processed, reviewed and determinations made without strict adherence to the appropriate Chapters and Sections of the Town Code, it undermines the integrity of the land-use process, exposes the Town to legal risk, and erodes public trust in local government.

Chapter 151 establishes clear procedural and substantive requirements governing application completeness, review standards, public hearings, and decision-making authority. These requirements are not optional, nor may they be selectively applied, waived without authority or ignored for the sake of expediency. The consistent and lawful administration of these provisions is essential to protecting neighboring property owners, maintaining orderly development, and ensuring transparency and fairness for all applicants.

It is deeply concerning when Planning Board hearings proceed on applications that do not meet the Code's requirements, or when Building Department Staff actions appear to be without knowledge of Town Code. Such practices place the Town-and its residents-at unnecessary risk and call into question whether proper oversight is being exercised.

Accordingly, I urge the Town Board to take immediate and proactive steps to:

- Reaffirm, in clear and unambiguous terms, that compliance with Town Code is mandatory for all applications and hearings.
- Ensure that Building Department staff and Planning Board members are properly trained and instructed on the requirements and limits of their authority under the Town Code.
- Exercise active oversight to correct practices that deviate from adopted law; and
- Hold accountable those who fail to follow the procedures and standards established by the Town.

The Town Code exists to be followed. When it is not, the responsibility and accountability does not rest with advisory boards or staff - it rests with the Town Board. I respectfully request that you address these concerns promptly and take appropriate

actions to ensure that the Town's land-use review process is conducted lawfully, consistently, and in the best interests of the community.

I appreciate your attention to this matter and expect that the Town Board will fulfill its obligation to uphold and enforce the laws this and previous Town Boards have adopted.

Sincerely



Philip D. Williamson
727 Wood Hill Drive
(585) 703-4599
2/5/2026

EXECUTIVE SESSION:

Motion by Councilwoman Linson to enter 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. Seconded by Councilman Botsford.

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

Motion carried.

Time: 7:16PM.

RECONVENE:

Supervisor reconvened the regularly scheduled meeting.

Time: 7:41PM.

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

Motion carried.

ADJOURNMENT:

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

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

Motion carried.

Time: 7:14PM

Respectfully Submitted,
Nadine Seppeler
Town Clerk