WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

Presiding Supervisor Marini called the regularly scheduled Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY, to order at 7:31 PM with the Pledge to the Flag.

PRESENT:	Patricia Marini	Supervisor
	Larry Ruth	Councilman
	Vaughn Pembroke	Councilman
	Suzi Hawkins-Mance	Councilwoman
	Michael Frederes	Highway Superintendent
	Susie Jacobs	Town Clerk
ABSENT:	Judy Markowski	Councilwoman

OTHERS PRESENT: Rob Burns, Sewer Superintendent; Jacqueline VanLare, Recreation Director; Brendan Bystrak, Labella Associates, P.C. Engineer for the Town; Town Newspaper Reporter, and one (1) attendee.

MINUTES:
Motion by Councilman Ruth that the Minutes of June 19, 2014 Regular Meeting be approved as submitted by the Town Clerk.
Seconded by Councilman Pembroke.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Abstention
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

MINUTES:
Motion by Councilman Ruth that the Minutes of July 14, 2014 Special Meeting be approved as submitted by the Town Clerk.
Seconded by Councilwoman Hawkins-Mance.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

PUBLIC PARTICIPATION:
No one present offered any comments.

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

SUPERVISOR'S REPORT:
Motion by Councilwoman Hawkins-Mance to accept as presented the Supervisor's Report for June 2014.
Seconded by Councilman Ruth.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

COMMITTEE REPORTS:
Council members reported on their respective committees with the following Town Board actions:

TOWN CLERK – PEDDLERS/SOLICITORS LICENSE – CITIZENS CAMPAIGN FOR THE ENVIRONMENT:
Discussion ensued.

Motion by Councilman Ruth supporting the decision of the Town Clerk not to issue a Peddlers / Solicitors License to Citizens Campaign for the Environment. The Town Board decision is not based on validity or cause.
Seconded by Councilman Pembroke.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

TOWN CLERK – E-ZPASS ON-THE-GO RETAIL APPLICATION RESOLUTION 152-14 AUTHORIZING THE TOWN CLERK TO SELL E-ZPASSES IN THE TOWN OF WALWORTH TOWN CLERK'S OFFICE:
Councilman Ruth offered the following Resolution 152-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

WHEREAS, the Town Clerk of the Town of Ontario has presented an offer to the Town Board of Ontario to offer retail sale of E-ZPass Toll Passes and agrees to serve as the main applicant / recipient of these E-ZPasses, and

WHEREAS, the Town of Ontario, Town Clerk, will be sole responsible for invoicing the Towns which have agreed to participate in the retail sales of E-ZPasses On-The-Go ordered from NYS Thruway Authorities, and

WHEREAS, the Town of Ontario, Town Clerk, will invoice the Town of Walworth, Town Clerk for the number of E-ZPass On-The-Go it receives for the Town of Walworth to sell, and

DRAFT

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WHEREAS, the Town of Walworth, Town Clerk, will purchase by invoice E-Z Pass Tags for the cost of $21.00 per tag from the Town of Ontario, Town Clerk, for resale at a cost of $25.00 per tag, allowing the Town of Walworth to keep $4.00 per sale, and

BE IT RESOLVED, that the Town Board of the Town of Walworth hereby authorizes the Town of Walworth, Town Clerk, to sell E-ZPass Tags in the Town Clerk's Office.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

CEMETERY COMMITTEE - RESOLUTION 156-14 COMMITTEE RECOMMENDATIONS ACCEPT AND FILE AND AUTHORIZE THE CEMETERY COMMITTEE TO RESEARCH PROJECTS/EXPENSES:
Councilman Ruth offered the following Resolution 156-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

The following was submitted.

The Walworth Cemetery Committee met on Friday, June 27th at the Walworth Town Hall. The Committee would like to make the following recommendations for the Board Approval:

1. The purchase of four signs: Baker Road Cemetery Sign
   Public Area Burial for Baker Road
   Freewill Cemetery Sign
   Private Drive Sign – Lusk Cemetery

2. The removal of 2 trees at Lusk Cemetery.

3. Replacement of the fence on the north side of the West Walworth Cemetery.

4. Continue stone repair with the help of the Walworth Sewer Department.

5. Veterans and Row Markers installed.

6. Research Annual Cleanup Maintenance Contract for cemeteries.

BE IT RESOLVED, to accept and file the Cemetery Committee recommendations and authorize the Cemetery Committee to research projects/expenses.

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
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Discussion ensued.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

SEWER – SEWER RATES DISCUSSION:
Discussion ensued. Councilman Ruth and Councilman Pembroke will schedule a meeting to review information on sewer rates / capital projects and prepare for the 2015 budget.

BUILDING - RESOLUTION 162-14 AUTHORIZE ORCHARD VIEW ESTATES PHASE 2B FUNDS TO BE RELEASED FROM THE LETTER OF CREDIT NO. 10273-6 IN THE AMOUNT OF $49,724.28:
Councilwoman Hawkins-Mance offered the following Resolution 162-14 and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:

DRAFT

Continued on the next page.

WALWORTH TOWN BOARD – REGULAR MEETING
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LABELLA Associates, D.P.C.
Engineering
Architecture
Environmental
Planning

300 State Street, Suite 201 | Rochester, NY 14614 | p 585.454.6110 | f 585.454.3066 | www.labellapc.com

July 11, 2014

Mrs. Patti Marini, Town Supervisor
Town Board
Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568

RE: Town of Walworth,
Orchard View Estates Phase 2B
Letter of Credit Release #1
LaBella Project Number 212140.029

Dear Mrs. Marini:

LaBella Associates has reviewed the Letter of Credit release from Orchard View for Phase 2B with Mr. Norm Druschel.

At this time we recommend release of the letter of credit totaling $49,724.28 as requested by the developer. This will leave a balance of $55,115.37.

Thank you for the opportunity to serve the Walworth Community. Please contact us at your convenience with any questions or concerns regarding this letter of credit release.

Sincerely,
LABELLA ASSOCIATES, P.C.

Brendan Bystrak

Brendan Bystrak, PE
Civil Engineer

Attachments: Letter and Spreadsheet from OVD, dated July 9th, 2014

BSB/bsb

cc: LaBella Project File 212141.029

Relationships. Resources. Results.

Continued on the next page.

WALWORTH TOWN BOARD – REGULAR MEETING
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ORCHARD VIEW
DESIGNERS - DEVELOPERS - BUILDERS

2160 Church Street Walworth,
NY 14568
Telephone:
(315) 986-8874

RHBA ROCHESTER HOME BUILDERS Association

July 9, 2014

Patti Marini, Supervisor
Town of Walworth
1400 Lorraine Drive
Walworth, NY 14568

Re; Letter of Credit

Ms. Marini;
I am requesting the first draw of funds to be release from the Letter of Credit No. 10273-6 dated 5/2/2014 in the amount of $49,724.28.

Sincerely,

Anthony R. Evans
Member/Manager
Orchard View Development, LLC

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Continued on the next page.

Orchard View Subdivision - Section 2, Phase B
Teresa Drive, Walworth NY

Orchard View Development, LLC
2160 Church Street
PO Box 569
Walworth, NY 14568

Project No: 5655
Date: 07/09/2014
Page: 1 of 3

PROJECT: Orchard View Estates Section 2, Phase B
PROJECT LOCATION: Town of Walworth
DEVELOPER: Orchard View Development LLC

Item #	Description	UNIT	Est. Qty.	Unit Price	Total Est. Amt.	Amt Co	Total Amt to Da
	Section "A" Watermains						
A1 *	Connect to existing w.main as noted on plans	ea	2	$450.00	$900.00	2	$900.00
A2 **	8" PVC Pipe- include testing,bedding, and backfill	LF	585	$11.00	$6,435.00	585	$6,435.00
A3	1" dia poly 3408 water service, to 11 beyond right of way	L.F.	590	$10.00	$5,900.00	590	$5,900.00
	or easement complete including service tap, corporation stop						
	curbstop, and box extension						
A4 **	Hydrant Assembly - Complete	ea.	1	$1,200.00	$1,200.00	1	$1,200.00
A5	8" dia. Gate valve	ea	2	$800.00	$1,600.00	2	$1,600.00
A6	Temp plug and blowoff assembly, sampling, and disinfection tap	ea	1	$700.00	$700.00	1	$700.00
A7	Disinfection taps	ea	2	$350.00	$700.00	2	$700.00
	Total Section "A"				$16,735.00	100%	$16,735.00
	Section "B" Sanitary Sewers						
B1 **	4" dia PVC, SDR-35 sanitary lateral to 11' beyond the right of way	LF	120	$10.00	$1,200.00	120	$1,200.00
	or easement line, including bedding and testing; includes C.O.						
B2	Install 8" dia wyes and Cleanout at end of Tracey Lane Stub	ea	1	$60.00	$60.00	1	$60.00
	Total Section "B"				$1,260.00	100%	$1,260.00
	Section "C" Storm Sewers						
C1 **	6" dia. PVC, SDR-35 storm lateral to 11' beyond right of way or	LF	3	$900.00	$2,700.00	3	$2,700.00
	easement line; includes C.O.						
C2 **	12" dia. HDPE storm sewer, smooth interior, including stone	LF	197	$8.00	$1,576.00	197	$1,576.00
	bedding, backfill, and testing						
C3 **	24"x24" field inlet	ea	1	$400.00	$400.00	1	$400.00
C4 **	24"x24" gutter inlet	ea	5	$400.00	$2,000.00	5	$2,000.00
	Total Section "C"				$6,676.00	100%	$6,676.00

Notes - * - Denotes Direct Contractor Quoted Fees
** - Denotes Items are on site and paid for, fees represent Direct Contractor Quoted Fees

Continued on the next page.

Orchard View Subdivision - Section 2, Phase B
Teresa Drive, Walworth NY

Orchard View Development, LLC
2160 Church Street
PO Box 569
Walworth, NY 14568

Project No: 5655
Date: 07/09/2014
Page: 2 of 3

PROJECT: Orchard View Estates Section 2, Phase B
PROJECT LOCATION: Town of Walworth
DEVELOPER: Orchard View Development LLC

Item #	Description	UNIT	Est. Qty.	Unit Price	Total Est. Amt.	Amt Co	Amt Completed
D1	Place topsoil / grade right of way	CY	250	$3.50	$875.00	0	$0.00
D2	Excavating and grading (fills) (Assume average 1' Fill / Cut witin ROW)	CY	700	$3.50	$2,450.00	700	$2,450.00
D3	Roadway Box-out	CY	250	$6.00	$1,500.00	250	$1,500.00
D4	Pavement Subbase 12" compacted thicknes 30' wide, first	LF	400	$25.80	$10,320.00	400	$10,320.00
	course "B", #2 CR stone placed in two lifts, second course 4" #1						
	CR stone (+/-600 total roadway length less +/-200' usable exist. R-Stone Base)						
D5	Installation of inlet protection	ea	5	$150.00	$750.00	0	$0.00
D6	Temporary seeding of the ROW and disturbed areas in	SY	2200	$0.30	$660.00	0	$0.00
	accordance to the N.P.D.E.S and S.P.D.E.S permits						
D7	Biluminous Concrete Binder course (type 3) 3.0" compacted	LF	580	$18.50	$10,730.00	0	$0.00
	thickness, 22" wide						$0.00
D8	Biluminous Concrete Top Course, (type 6), 1" compacted	LF	580	$14.00	$8,120.00	0	$0.00
	thickness, 22" wide						
D9	Conventionally or slip form c. gutter, 30" wide, 4000psi	LF	1110	$9.25	$10,267.50	0	$0.00
D10	4" perforated underdrain for road weep, perf pipe only	LF	1110	$2.25	$2,497.50	1110	$2,497.50
D11	4 ft. wide c sidewalk, 4" thick, 6" thick driveways, 4000 psi concrete	LF	475	$18.00	$8,550.00	0	$0.00
	includes excavation and crushed stone subbase						$0.00
D12	Geotechnical fabric for road upgrade	SY	1800	$1.00	$1,800.00	1800	$1,800.00
D13	Silt fence (installed, maintained & removed)	LF	1200	$2.50	$3,000.00	0	$0.00
	Total Section "D"				$61,520.00		$18,567.50
E1	Street Lights	Ea	3	$800.00	$2,400.00	0	$0.00
E2	Survey Monuments - 1 side of right of way at PC and PT	Ea	2	$200.00	$400.00	0	$0.00
	Total Section "E"				$2,800.00	$0.00	$0.00

Notes - * - Denotes Direct Contractor Quoted Fees
** - Denotes Items are on site and paid for, fees represent Direct Contractor Quoted Fees

Orchard View Subdivision - Section 2, Phase B
Teresa Drive, Walworth NY

Continued on the next page.

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

Orchard View Development, LLC
2160 Church Street
P.O Box 569
Walworth, NY 14568

Project No: 5655
Date: 07/09/2014
Page: 3 of 3

PROJECT: Orchard View Estates Section 2, Phase B
PROJECT LOCATION: Town of Walworth
DEVELOPER: Orchard View Development LLC

Item #	Description	UNIT	Est. Qty.	Unit Price	Total Est. Amt.	Total E	Total Est. Amt.
	Summary						
	Total Section "A" - Watermains				$16,735.00	100%	$16,735.00
	Total Section "B" - Sanitary Sewer				$1,260.00	100%	$1,260.00
	Total Section "C" - Storm Sewer				$6,676.00	100%	$6,676.00
	Total Section "D" - Grading and Pavements				$61,520.00	30%	$18,567.50
	Total Section "E" - Miscellaneous				$2,800.00	0%	$0.00
	Subtotal All Sections				$88,991.00		$43,238.50
1	10% of all section contingencies				$8,899.10	49%	$4,323.85
2	5% of all engineering contingencies, includes inspection				$4,449.55	49%	$2,161.93
3	As-built drawings				$2,500.00	0%	$0.00
	TOTAL AMOUNT OF LETTER OF CREDIT				$104,839.65	47%	$49,724.28

APPROVED BY: DATE: 7/9/2014
A. R. Evans
Orchard View Development, LLC

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Resolution 162-14

BE IT RESOLVED, that Orchard View is authorized a release from their Letter of Credit No. 10273-6 dated 5/2/2014 in the amount of $49,724.28 as requested.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

WALWORTH TOWN BOARD – REGULAR MEETING
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BUILDING - RESOLUTION 163-14 AUTHORIZING MODIFICATION OF RESOLUTION 101-14 WALWORTH PLAZA LLC (TOPS MARKET) A PERMIT TO REMOVE TOPSOIL:

Councilman Ruth offered the following Resolution 163-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

WHEREAS, The Town Board of the Town of Walworth adopted Resolution 101-14 on April 17, 2017, and

WHEREAS, the LaBella Associates received a letter from Marathon Engineering, dated June 25, 2014, requesting modification of the Topsoil Removal Permit, and

WHEREAS, an additional 8,000 cubic yards of topsoil has been removed for a total of 16,000 cubic yards, and

WHEREAS, an additional Permit Fee of $0.06 per cubic yard shall be paid to the Town of Walworth ($0.06 x 8,000 = $480.00), and

WHEREAS, the Engineer for the Town has reviewed the request for modification For Excavation and/or Topsoil Removal from Walworth Plaza LLC (Tops Markets) and supports / recommends that the Permit be modified.

WHEREAS, the Engineer for the Town has submitted the original documents for filing in the Town Clerk's Office.

RESOLVED, that the documents be accepted and filed and that the Permit is modified to removing an additional 8,000 cubic yards of topsoil to Walworth Plaza LLC.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

PARKS & RECREATION - RESOLUTION 164-14 HIRES ASSISTANT RECREATION DIRECTOR FROM THE CERTIFICATION OF ELIGIBLES WITH A PROBATIONARY PERIOD – MR. KEVIN WEISS:

Councilman Pembroke offered the following Resolution 164-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

WHEREAS, the Town Board of the Town of Walworth provisionally appointed Mr. Kevin Weiss as Assistant Recreational Director effective September 5, 2013; and

WHEREAS, the Town of Walworth has received Certification of Eligible for the position of Assistant Recreation Director; and

WHEREAS, Mr. Kevin Weiss is within the list of the top three candidates for this position on the Certification of Eligible; and

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

WHEREAS, the Town Board of the Town of Walworth wishes to hire Mr. Kevin Weiss as Assistant Recreation Director for a probationary period of twelve (12) weeks effective July 17, 2014 at step 4 from the Salary Matrix.

BE IT RESOLVED, that the Town Board of the Town of Walworth adopts Resolution 164-14.

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

PARKS & RECREATION RESOLUTION 165-14 AUTHORIZE THE ISSUANCE OF A USE OF SHERBURNE ROAD PARK PAVILION PERMIT FOR A GROUP SIZE OF 250 TO MR. KENNETH BULMAN ON AUGUST 9, 2014:
Councilman Pembroke offered the following Resolution 165-14 and moved its adoption. Seconded by Councilman Ruth to wit:

BE IT RESOLVED, that a Use of Sherburne Road Park Pavilion Permit is issued for a group size of 250 to Mr. Kenneth Bulman on August 9, 2014 as requested.

Adopted this 17th day of July, 2014, at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

RESOLUTION 168-14 AUTHORIZE PREPAY REGISTRATION FOR MICHAEL FREDERES, HIGHWAY SUPERINTENDENT, TO ATTEND NYSAOTSOH TOWN HIGHWAY CONFERENCE:
The following was submitted:

Continued on the next page.

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

DATE: July 16,2014

TO: All Board Members

FROM: Michael J. Frederes – Highway Superintendent

RE: Fall Conference – Registration

I request permission to attend the NYSAOTSOH 85th Town Highway Conference and Expo to be held at the Villa Roma, Callicoon, New York on the following dates: September 16 -19, 2014.

The cost of Registration is $99.00 and will be prepaid. The cost of a shared room and all meals will be $ 531.00. Monies for this request are to be expended from A 5010.41 as budgeted.

I will either drive a town vehicle or share a ride with someone.

Thank you for your consideration and permission to attend the above.

Sincerely,

Mike

Michael J. Frederes
Town of Walworth Highway Superintendent

Councilwoman Hawkins-Mance offered the following Resolution 168-14 and moved its adoption. Seconded by Councilman Ruth to wit:

BE IT RESOLVED, that Michael Frederes, Highway Superintendent, is authorized to prepay registration of $99.00 and expend the cost of room and meals for an amount not to exceed $531.00 to attend the NYSAOTSOH Town Highway Conference, in Callicoon, NY, on September 16-19, 2014, from budgeted line A5010.41. Mike will drive Town vehicle or share a ride with someone. The Town Education & Training Authorization Form was submitted.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

WALWORTH TOWN BOARD – REGULAR MEETING
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RESOLUTION 167-14 APPOINTING MICHAEL KUNZER TO ASSESSMENT REVIEW BOARD:
Councilwoman Hawkins-Mance offered the following Resolution 167-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

WHEREAS, Mr. Michael Kunzer currently serves on the Assessment Review Board with a term expiring September 30, 2014, and

WHEREAS, Mr. Michael Kunzer wishes to be reappointed and remain on the Assessment Review Board with the new term expiring September 30, 2019, and

RESOLVED, the Town Board of the Town of Walworth desires to reappoint Mr. Michael Kunzer to the Assessment Review Board with a term expiring September 30, 2019.

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

EMPLOYEES EDUCATIONAL TRAINING DISCUSSION:
Labella Associates, D.P.C. (Engineering Firm for the Town) and Boylan Code (Attorney Firm for the Town), will be contacted to do some additional training for employees. Availability will be discussed at a future date. Discussion ensued.

LIBRARY – UPDATES:

- Councilwoman Markowski reported in that the Walworth Seely Public Library has received an unrestricted grant from Senator Nozzolio.
- Resignation Letter from Patrick Schmitt, Library Board Treasurer, has been received.

OTHER BUSINESS:

RESOLUTION 150-14 STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS – RS2417-A:
Councilwoman Hawkins-Mance offered the following Resolution 150-14 and moved its adoption. Seconded by Councilman Pembroke to wit:
The following was submitted:

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
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Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A
(Rev. 3/14)

RESOLUTION 150-14

BE IT RESOLVED, that the Town of Walworth (Name of Employer) / 3011605 (Location Code) hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-if Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials									
Council Member	6	Suzi Hawkins-Mance		4185651	☐	01/01/14-12/31/17	No	8.11	☐
					☐				☐
					☐				☐
Appointed Officials									
Asst. Recreation Director	6	Kevin Weiss		50222652	☐	01/01/14 -12/31/14	No	25.39	☐
Deputy Highway Superintent	6	Kevin Switzer		37132420	☐	01/01/14-12/31/14	Yes		☐
					☐				☐

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, Susie C. Jacobs (Name of secretary or clerk), secretary/clerk (Circle one) 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 17 day of July, 20 14 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Walworth (Name of Employer) on this 17 day of July, 20 14, [signature] (Signature of the secretary or clerk).

Affidavit of Posting: I, Susie C. Jacobs (Name of secretary or clerk), being duly sworn, deposes and says that the posting of the Resolution began on 7/17/14 (Date) and continued for at least 30 days. That the Resolution was available to the public on the

☑ Employer's website at www.townofwalworthny.gov

☑ Official sign board at

☑ Main entrance secretary or clerk's office at Town Clerks Office

(seal)

Page ___ of ___ (for additional rows, attach a RS2417-B form).

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

<u>RESOLUTION 151-14 ABSTRACT #7 - APPROVAL:</u>

Councilwoman Hawkins-Mance offered the following Resolution 151-14 and moved its adoption. Seconded by Councilman Ruth to wit:

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

The following was submitted:

To: Walworth Town Board

From: Jean Johnson, Town Comptroller

Date: 18-Jul-14

Re: Abstract #7

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:

Vouchers Numbers #996-1167

General Fund	$47,243.68
Highway Fund	$31,968.36
Sewer Fund	$208,761.89
Park Special Revenue Fund	$2,722.24
Walworth Light District	$577.31
Harvest Hill Light District	$424.76
Gananda Light District	$1,050.64
Brookside Light District	$8.42
Orchard View Light District	$87.38
Parkview Green Park District	$200.00
Consolidated Drainage	$1,833.00
Total Abstract #7 Payments	$294,877.68

Voucher Numbers #108-124

Trust & Payroll	$31,330.93

Checks will be issued on July 18, 2014

Checks Reviewed Prior To Mailing 7/18/14 _____

Adopted this 17th day of July, 2014 at the meeting of the Town Board.
Discussion ensued.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

RESOLUTION 153-14 AUTHORIZING TOWN SUPERVISOR TO SIGN THE CASCO SECURITY SYSTEMS PANIC BUTTON ADD-ON PROPOSAL:
Councilman Ruth offered the following Resolution 153-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

BE IT RESOLVED, to authorize Town Supervisor to sign the Casco Security Systems Panic Button Add-On Proposal from A1620.42 for $790.00 as submitted:

Jim Peters
Casco Security Systems Inc.
40 Rutter Street
Rochester, NY 14606
585-424-5000 - Office
jpeters@cascosystems.com

Panic Button Add-On For the

Town of Walworth

6/24/2014

On behalf of Casco Security Systems, I am pleased to present the following proposal to provide and install additional panic buttons at the Town Hall and Highway garage. This proposal is designed to meet the requirements set forth in our recent conversation.

Scope of Work:

Casco Security will install two (2) additional panic buttons. One in the Supervisor's office and one in the Assessor's office. In addition Casco will install one (1) new panic button in the Highway Garage.

Please note that the proposal does not include taxes.

Install 2 panic buttons at the Town Hall:	**$ 495.00**
Install 1 panic button at the Highway Garage:	**$ 295.00**

Casco Security Systems, Inc. will design, furnish, and install the specified equipment to meet all manufacturers' specifications. Pricing includes all freight, labor, and miscellaneous installation expenses including cable.

Casco Security Systems, Inc. agrees to warranty all parts and labor provided by our technicians for one year.

Customer Responsibilities:

Customer Agrees to provide all AC power.

General Assumption:

This quotation incorporates by reference the terms and conditions attached hereto, is valid for Thirty days from date of receipt, and excludes any applicable tax.

Page 2 - Panic Button Add-On

A cancellation or restocking charge of 25% may be assessed on cancelled orders. Special order times may carry up to a 100% cancellation/restocking fee based on factory return policies.

Each party executing this quotation warrants and represents that it has full power and authority to enter into this agreement and bind itself to performance. Each party binds the party on behalf of which he or she signs.

Again thank you for the opportunity to be of service to you.

Sincerely,

Jim Peters
Senior account Executive

Town of Walworth - Panic Button Add-On

ACCEPTED BY (SIGNATURE)	DATE
PRINT OR TYPE NAME	TITLE

Page -3-
Resolution 153-14

Adopted this 17th day of July, 2014 at the meeting of the Town Board..
Discussion ensued.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

RESOLUTION 154-14 APPOINTING DANIEL BOTSFORD WITH BELTZ IANNI & ASSOCIATES, LLC. AS THE TOWN'S SOLE INSURANCE REPRESENTATIVE WITH RESPECT TO COVERAGE PROVIDED TO THIS ORGANIZATION BY EXCELLUS BCBS, EFFECTIVE JULY 1, 2014, AND AUTHORIZE THE TOWN SUPERVISOR TO SEND NOTIFICATION LETTERS:
Councilwoman Hawkins-Mance the following Resolution 154-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

BE IT RESOLVED, that Mr. Daniel Botsford, with Beltz Ianni & Associates, LLC, is appointed as the Town's Sole Insurance Representative with respect to coverage provided to this organization by Excellus BCBS, effective July 1, 2014.

BE IT FURTHER RESOLVED, the Town Supervisor is authorized to send notification letter as submitted:

Town of Walworth
The Gateway to Wayne County

Patricia Marini
Supervisor
3600 Lorraine Drive
email: supervisor@townofwalworthny.gov

(315) 986-1400
Fax: (315) 986-1440
Walworth, New York 14568

July 1, 2014

Attention: Broker Contracts
Excellus BCBS
165 Court Street
Rochester, NY 14647

Re: BOR Letter

To Whom It May Concern:

This is to notify you that our company has appointed Daniel Botsford with Beltz Ianni & Associates, LLC, whose business address is 280 Kenneth Drive, Suite 110, Rochester, NY 14623, as our sole insurance representative, with respect to coverage provided to this organization by Excellus BCBS effective July 1, 2014. This letter will replace FJ DiCesare Agency as our broker.

I understand that if our company elects to purchase coverage from your company that Beltz Ianni & Associates, LLC may be entitled to base and/or bonus compensation for our business. This designation will remain in effect until we notify Excellus BCBS in writing to the contrary.

Sincerely,

Patricia Marini
Signature

Patricia Marini
Please print

Town Supervisor
Title

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

RESOLUTION 155-14 ADOPTION OF THE WAYNE COUNTY MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN AS THE TOWN'S HAZARD MITIGATION PLAN:
Councilman Ruth offered the following Resolution 155-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

WHEREAS, the Federal Emergency Management Agency (FEMA) has approved the Wayne County Multi-Jurisdictional All-Hazard Mitigation Plan; and

WHEREAS, FEMA requires that each participating municipality pass a resolution adopting this plan;

BE IT RESOLVED, that the Town Board of the Town of Walworth hereby adopts the Wayne County Multi-Jurisdictional All-Hazard Mitigation Plan as the Town's Hazard Mitigation Plan and the Town Clerk is hereby directed to forward two signed/sealed copies of this resolution to the Wayne County Director of Emergency Management, 7376 Route 31, Suite 2000, Lyons, NY, 14489-9174; and

BE IT FURTHER RESOLVED, that the Wayne County Director of Emergency Management is hereby authorized to forward on a copy of said resolution to FEMA.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.
Discussion ensued.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

RESOLUTION 157-14 AUTHORIZE THE TOWN SUPERVISOR TO SIGN QUOTE NO. 2815 WITH INTEGRATED SYSTEMS FOR THE TOWN COMPUTERS – GATEWAY SOFTWARE:
Councilman Ruth offered the following Resolution157-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED, authorizing the Town Supervisor to sign Quote No. 2815 with Integrated Systems for the Town Computers – Gateway, budgeted item from A1620.44 for an amount not to exceed $340.00 as submitted:

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

INTEGRATED SYSTEMS

Phone: (585) 924-8670
Fax: (585) 924-8842
7588 Main Street - Fishers
Victor, NY 14564

Quote
No.: **2815**
Date: 7/8/2014

Prepared for:

Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568 U.S.A.

Prepared by: Beth Larter
Account No.: 44
Phone: (315) 986-1400
Fax: (315) 986-1440

Quantity	Item ID	Description	UOM	Sell	Total
	Current service expires 9/25/2014.				
1.00	* Quoted Item	SonicWALL Comprehensive Gateway Security Suite Bundle for SonicWALL TZ 205 - Subscription License - 1 Appliance	EA	$340.00	$340.00

Your Price: **$340.00**

Total: **$340.00**

Prices are firm until 7/23/2014 Terms: Upon Receipt

Prepared by: Beth Larter, beth.larter@integratednet.com **Date:** 7/8/2014
Integrated Systems
Accepted by: _____ **Date:**_____

quote.rpt Printed: 7/8/2014 11:29:27AM Page 1

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

RESOLUTION 158-14 ADOPTION OF AMENDED TRAVEL POLICY TO THE TOWN POLICY AND PROCEDURE MANUAL:
Councilwoman Hawkins-Mance offered the following Resolution 158-14 and moved its adoption. Seconded by Councilman Pembroke to wit:
The following was submitted (amendment noted in red):

TOWN OF WALWORTH TRAVEL POLICY

POLICY STATEMENT

All actual and necessary expenses incurred for registration fees, travel, meals, and lodging in connection with such attendance shall be a town charge, provided, however that the Town Board
or Town Supervisor has given prior approval and that said charges are supported by original receipts (except mileage) and do not exceed the approved or budgeted amounts. However, the Town will not reimburse any meals taken by any employee when the employee is not away from home overnight, unless such meals is part of a client's defined care or therapy plan. This rule applies whether the employee is within or outside Wayne County. Mileage will be paid for travel on Town business to the closest branch/office (bank, store, etc.). Return mileage will not be reimbursed when the employee travels at the end of the work day and does not return to the Town Hall during normal business hours. Mileage will be documented on the attached form and signed by the employee verifying the mileage, date, and odometer readings. This policy shall supersede any contrary departmental policies.

RESPONSIBILITY

- It is the responsibility of the employee, intending to request reimbursement for expenses to ensure the Town Supervisor and/or the Town Board if required authorizes the intended travel and/or expenditure including pre authorization if appropriate. In addition, employees are expected to whenever possible, document and submit travel expenses within 30 days of the expenditure to ensure timely booking of the expenditure. If there is an exception to this policy, documentation and approval by the appropriate authority must be attached to all expenses submitted after 30 days of expenditure.
- The Town Supervisor and/or the Town Board are responsible for overall administration of this policy.

TOWN OF WALWORTH TRAVEL PROCEDURES AND GENERAL OVERVIEW PURPOSE.

The purpose of this document is to detail the policy and procedures for all employees incurring travel and associated expenses on behalf of the Town of Walworth.

COMPLIANCE WITH THE TRAVEL POLICY

All employees are expected to comply with the Town of Walworth travel policy. It is expected that an exception to policy will be approved or denied by the Supervisor and/or Town Board prior to the reservation of air, ground transportation, use of personal vehicle, lodging, and/or other associated travel expenses. Exceptions to policy will be reported to ensure appropriate monitoring and cost control according to accepted accounting practices for such expenses.

All employees must complete the "Education & Training Request Form" to obtain pre-approval for any educational or training requests.

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WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

TRANSPORTATION

Travel Planning

Required travel reservations should be made with the approved carriers for such services using on-line booking services whenever possible. Once the need for travel is determined booking all transportation, hotel reservations, required advance registration etc. should be made (if possible) at the same time for effective time management.

- Make travel plans early and it is understood and encouraged to book commercial travel as early as feasible and possible to secure the best fares, including non-refundable tickets.

Checked and Carryon Baggage

Checked and carryon baggage rules imposed by carriers, frequently change. When traveling baggage should be limited to one (1) carry on and one (1) suit case per the conditions of a specific carrier.

Hotel Accommodations

When travelling away from home on Town Business, the daily cost of lodging is a reimbursable expense. The cost includes only the single occupancy and no taxes. The town is tax exempt and it is the employees' responsibility to complete and present the "EXEMPTION CERTIFICATE" at the time of check in for accommodations to assure no taxes are added to the rates for lodging.

Tips on booking accommodations:

- Use accommodations that have been secured as part of the package in the case of seminars, Association of Towns Annual Educational Conference etc.
- Guarantee accommodations including late arrival with a personal credit card and submit final bill for lodging when requesting reimbursement for the business expenses. **Exception: If a room deposit is required a request for reimbursement of that amount may be submitted at the time the expense is generated.**
- Always ask for a confirmation number when making reservations for accommodations.
- Always check and understand the cancellation policy of any accommodations being used and ask for a cancellation number if cancelling a reservation.
- Accommodation upgrades are permissible providing there is no additional costs to the town.

Meals and Other Expenses

All meals and other expenses must not exceed the established town reimbursement allowances. Any expenses exceeding the established allowances will be the personal responsibility of the individual employee.

Non reimbursable expenses:

- Personal entertainment, such as pay for view movies etc.
- Personal reading matter.
- Room Service.
- Loss of personal property.
- Personal items, clothing, toiletries etc.
- Finance charges.
- Non employer required travel insurance.
- Office supplies.
- Health and fitness club expenses.
- Purchases made from in room vending services.
- Other expenses which are deemed upon review to not be necessary or appropriate by the Supervisor and/or Town Board.

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Tipping/Gratuities

- Determine appropriate amounts for tipping/gratuities of the local area to avoid excessive and/or improper amounts.

PROCEDURE FOR USE OF TOWN VEHICLES

The Town Vehicle should be used for all normal business activities taking place during normal business hours. (Inspections, banking, meetings) Pre schedule times for the use of the Town Vehicle in advance when known. As the primary user of the vehicle is the Building Department scheduling will revolve around the Building Inspectors schedule.

The use of the town vehicles is restricted to employees of the Town only. No non-employee should be riding in a town vehicle without prior permission.

Employees driving town vehicles are required to wear safety belts at all times and must conform to all traffic laws, signals and markings and make proper allowance for adverse weather and traffic conditions.

The employee must have a valid NYS Driver's License and a favorable driving record. If the vehicle is involved in an accident you must notify the Town Supervisor and insurance carrier immediately. Procedures established and required by the Town's insurance carrier must be followed.

There is no smoking or eating allowed in the vehicle. The company will consider unauthorized use of the vehicles as the equivalent of theft and the driver may be held responsible (liable) for consequences of any accidents.

PERSONAL VEHICLE USED FOR BUSINESS PURPOSES

When a personal vehicle is used for business, reimbursement shall be at the lesser of;

1. The normal commercial fare plus other necessary expenses – for example local transportation, taxi to and from destination, or
2. Mileage allowance plus tolls, parking, overnight storage charges, etc.

Mileage

No mileage will be paid when the Town Vehicle can be used.

Reimbursement for use of employee's private vehicle for town business travel (**subject to prior approval by the Town Board or Town Supervisor**) using Request for Pre Authorization of Mileage form, will be paid at the current published IRS rate per mile allowance.

This mileage allowance is provided to offset a percentage of the operating expenses and normal wear of the vehicle. Mileage will be paid for travel on Town business to the closest branch/office (bank, store, etc.). Return mileage will not be reimbursed when the employee travels at the end of the work day and does not return to the Town Hall during normal business hours. Requests for mileage must be submitted for reimbursement on a monthly basis and comply with the dates of voucher processing (i.e. January mileage must be submitted by the February voucher processing date). Mileage will be documented on the attached form and signed by the employee verifying the mileage, date, and odometer readings.

In most cases, mileage between an individual's home and normal place of employment, (Town Office, Sewer Plant, Highway Barn, etc.) is not reimbursable. In cases where employees drive directly from home to a location that is not the normal workplace, mileage in excess of their normal commute is reimbursable with prior approval of the Town Supervisor or Town Board.

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

EXPENSE REIMBURSEMENT

Expenses are not reimbursed until travel has been completed. Extenuating circumstances must be reviewed and approved by the Supervisor and/or Town Board, including an expense report and all documentation supporting the request for early payment.

WHEREAS, the Town Board adopted the Travel Policy on October, 18, 2007, and;

WHEREAS, the Town Board amended and adopted by Resolutions the Travel Policy on: August 19, 2010, May 19, 2011, February 16, 2012, and May 17, 2012,

WHEREAS, the Town Board has reviewed the amended Travel Policy and desires to adopt.

RESOLVED, the Town of Walworth Travel Policy be adopted as submitted and become effective immediately.

Adopted this 17th day of July, 2014 at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

RESOLUTION 159-14 FINANCIAL TRANSFERS:
Councilwoman Hawkins-Mance offered the following Resolution 159-14 and moved its adoption. Seconded by Councilman Ruth to wit:

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

$340.00 from CM1 Park Special Revenue Fund Balance to CM1-7110.27 Park Improvements. The funds to cover this transfer were credit to CM1-2705 Gifts & Donations
$500.00 from A1990.41 Contingent Account to A7550.41 Celebrations. To cover current expenses.
$10,000.00 from A1990.41 Contingent Account to A1420.41 Town Counsel. To modify budget line to year end.
$1500.00 from CM1 Park Special Revenue Fund Balance to CM1-7110.27 Parks Improvements. The funds to cover this transfer were credited to CM1-2770 Parks Other Revenue.
$300.00 from General Fund Balance to A7110.45 Farmers Market. The funds to cover this transfer were credited to A2089 Advertising/Other Rec Revenue

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

DRAFT

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

TOWN AUDIT REPORTS – RAYMOND F. WAGER, CPA, YEAR END DECEMBER 31, 2013:
Supervisor Marini indicated she has distributed to Council members the Town of Walworth Review of Town Clerk, Review of the Justice Accounts and Review of the Receiver of Taxes for the Year Ended December 31, 2013; along with The Town of Walworth Communicating Internal Control Related Matters Identified in an Audit and Basic Financial Statements for Year Ended December 31, 2013; for their review and comments.

INTRODUCTION OF PROPOSED LOCAL LAW NO. 3 OF 2014 TO IMPLEMENT "BEST VALUE" PROCUREMENTS IN THE TOWN OF WALWORTH AND TO UPDATE THE PROCUREMENT POLICY TO REFLECT "BEST VALUE" PROCUREMENT AND "PIGGYBACKING":
Supervisor Marini introduced Proposed Local Law No. 3 of 2014 & Procurement Policy copies were supplied for Council members.

The following was submitted:

LOCAL LAW NO. ___-2014 TO IMPLEMENT "BEST VALUE" PROCUREMENTS IN THE TOWN OF WALWORTH

BE IT ENACTED, by the Town Board of the Town of Walworth, Wayne County, State of New York, as follows:

Section I. Authorization

This Local Law is in accordance New York's General Municipal Law at Section 103.

Section II. Title and Purpose

This law shall be known as and may be cited as Local Law No. ___-2014 of the Town of Walworth. The purpose of this local law is to enable the Town to make use of best value in Competitive Bidding.

Section III. Legislative Finding

The Town Board of the Town of Walworth finds and hereby determines that the Town shall have available to it an additional procurement option that may expedite the procurement process, result in cost savings and result in better value and efficiency to the Town. This additional option is known as the "Best Value" option.

Section IV. Best Value Authorization

Pursuant to General Municipal Law, Section 103, "Best Value" procurement is hereby authorized in the Town of Walworth as follows:

A contract which is subject to Competitive Bidding may be awarded on the basis of best value for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) as authorized in section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law, and as more specifically set forth below.

(1) Pursuant to the NY State Finance Law, "Best Value" shall be the contract which optimizes quality, cost and efficiency, among responsive and responsible offerers.
(2) The determination of the optimization of the best combination of quality, cost and efficiency shall be based upon an objective and quantifiable analysis, which may take into account the cost of maintenance, proximity to the end user, durability, availability of replacement parts or maintenance contractors, longer product life, quality of craftsmanship, and any other relevant factors.

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(3) Where a bid is awarded based upon Best Value, the basis for such award shall be documented and shall reflect, wherever possible, objective and quantifiable analysis.

Section V. Validity and Severability

Should any word, section, clause, paragraph, sentence, part or provision of this Local Law be declared invalid by a Court of competent jurisdiction, such determination shall not affect the validity of any other part hereof.

Section VI. Repeal, Amendment and Supersession of Other Laws

All other Ordinances or Local Laws of the Town of Walworth which are in conflict with the provisions of this Local Law are hereby superseded or repealed to the extent necessary to give this Local Law force and effect during its effective period.

Section VII. Effective Date

This Local Law, after its adoption by the Town Board of the Town of Walworth, shall take effect immediately upon its filing with the Office of the Secretary of State of the State of New York.

The following was submitted:

PROCUREMENT POLICY FOR THE TOWN OF WALWORTH

General Purchasing Policy

Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing the procurement of goods and services which are not required to be made pursuant to competitive bidding requirements at Section 103 of the General Municipal Law.

The Town Board is desirous to comply with Section 104-b of the General Municipal Law and to adopt internal policies and procedures governing all procurement of goods and/or services which are not required to be made pursuant to the competitive bidding requirements at Section 103 of the General Municipal Law.

As a result, the Town of Walworth adopted the following procurement policies and procedures.

Award to Other than Lowest Quote / Bidder

It is the policy of the Town to award contracts for the purchase of goods and services to the lowest bidder at the lowest quote. However, exceptions may be made in the event that the lowest bid is not the lowest responsible bidder, or if there is a compelling reason to award the contract to another, such as there is a significant and measurable difference of quality between the lowest bidder and the lowest acceptable bidder, or there is a need for standardization of parts, et cetera. In each such occasion, the person responsible for the procurement shall set forth in writing the reason why the lowest bidder is not recommended or not awarded the contract, and such procurement shall be subject to the approval of the Town Board. No bid shall be solicited from any firm in which the officer or employee, or any member of his or her family, has any direct financial interest.

Neither Competitive Bidding Nor Solicitation of Proposals or Quotations Required

Neither solicitation of proposals or quotations (as otherwise required below) nor Competitive Biddings is required under the following scenarios:

A. Acquisition of professional services

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B. Emergency purchases as defined by General Municipal Law #103

C. Sole source situations

D. Goods purchased from agencies for the blind or severely handicapped

E. Goods purchased from correctional facilities

F. Goods purchased from another governmental agency

G. Goods purchased at an auction

H. Goods purchased under New York State contract

I. Original equipment replacement parts/service.

J. Piggybacking: The purchase of apparatus, materials, equipment and supplies, or a contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, all as more particularly set forth in General Municipal Law Section 103(16). In order for this to qualify as a valid Exception, the underlying original contract must have been made available to other governmental agencies and must have been let to the lowest responsible bidder or via best value, consistent with NY General Municipal Law Section 103 (16).

Competitive Bidding Requirements

It shall be the practice for all officials and employees of the Town of Walworth to procure goods and services by advertisement for sealed bids as set forth in the bidding requirements of the General Municipal Law #103 where such procurement is subject to General Municipal Law Section 103.

Best Value

A contract which is subject to Competitive Bidding may be awarded on the basis of best value for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) as authorized in section 103 of the General Municipal Law and as defined in section one hundred sixty-three of the state finance law, and as more specifically set forth below.

(4) Pursuant to the NY State Finance Law, “Best Value” shall be the contract which optimizes quality, cost and efficiency, among responsive and responsible offerers.
(5) The determination of the optimization of the best combination of quality, cost and efficiency shall be based upon an objective and quantifiable analysis, which may take into account the cost of maintenance, proximity to the end user, durability, availability of replacement parts or maintenance contractors, longer product life, quality of craftsmanship, and any other relevant factors.
(6) Where a bid is awarded based upon Best Value, the basis for such award shall be documented and shall reflect, wherever possible, objective and quantifiable analysis.

Solicitation of Proposals or Quotations for Contracts not Subject to Competitive Bidding

Competitive Bidding is not required per the General Municipal Law where contract for public works projects are less than $35,000 or the state threshold, and contracts for the purchase of goods are less than $20,000 or the state threshold. In such cases, procurement is allowed pursuant to General Municipal Law #104-b and the following guidelines shall be met:

A. The Town may use a bid, complying with Article 5-A of the General Municipal Law, from another agency to purchase goods and services which the Town of Walworth would benefit from utilizing.

B. In connection with the procurement of goods having a value of more than $2,000 but equal to or less than $20,000 or the state threshold, and for the procurement of contracts for public works having a cost of more than $10,000 but equal to or less than $35,000 or the state threshold, there shall be obtained three written/fax quotations which shall be maintained in a separate non-bid procurement file to be presented to and approved by the Town Board.

C. For the procurement of goods having a value of more than $1,000 but less than $2,000, or services having a cost of more than $1,000 but equal to or less than $10,000 or the state threshold, three oral quotations shall be obtained, and a written memorandum setting out the bidder, bid price, date the oral quotation was made and any conditions or limitations on the offer shall be prepared and maintained, to be presented to and approved by the Town Board unless within the Department Head spending limit.

D. For goods having a value of less than $1,000, or services having a cost of less than $1,000, alternate price quotations are not required, provided that Department Head approval is obtained.

Written Request Form

In all cases, the Town shall create a written request form for all oral and/or written quotations for each non-bid item, and the same shall be maintained in the nonbid procurement file in the Town Clerk's Office.

Recordkeeping

All information gathered in complying with the procedures of this guide shall be preserved and filed with the proper documentation supporting the subsequent purchase or service.

Further Action

Appropriate Town Officials shall take such further action as may be required.

Annual Review

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as reasonably practicable.

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TOWN OF WALWORTH PROCUREMENT POLICY FORM

PURCHASE

Describe Item or services: _____
_____
_____
_____

1. Will the cost for current fiscal year be less than $20,000 (purchases) or $35,000 (services)?

   Yes _____ No _____ If no, competitive bidding required.

2. Have other departments' needs been considered in determining the estimated total needs for the current fiscal year?

   Yes _____ No _____

3. **Use For Purchases Only**

   A. Less than $20,000 but greater than $2,000: List at least 3 vendors and amount of quotes.

   Vendor Name Quantity Price

_____ _____ _____
_____

_____ _____ _____
_____

_____ _____
_____

Written or fax quotes must be attached.

B. Less than $2,000 but greater than $1,000. List at least three vendors and amount of quotes.

Vendor Name	Price	Quantity	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If written quotes please attach.

4. Was the lowest quote accepted: Yes _____ No _____

If no, provide written explanation of reasons for accepting higher quote (must be in the best interest of the Town of Walworth). Use additional sheets for explanation if required.

_____
_____
_____
_____

Date: _____ Signature: _____

RESOLUTION 166-14 -SET PUBLIC HEARING –PROPOSED LOCAL LAW NO. 3-2014 TO IMPLEMENT "BEST VALUE" PROCUREMENTS IN THE TOWN OF WALWORTH AND TO UPDATE THE PROCUREMENT POLICY TO REFLECT BEST VALUE PROCUREMENTS AND "PIGGYBACKING":

Councilwoman Hawkins-Mance offered the following Resolution 166-14 and moved its adoption. Seconded by Councilman Pembroke to wit:
The following was submitted:

WHEREAS, the Town Board of the Town of Walworth finds that the Town of Walworth Procurement Policy shall be regularly reviewed and updated and also be made more clear and comprehensive so as to provide unambiguous and clear standards and procedures that the Town shall follow when making purchases; and

WHEREAS, the Town Board has also reviewed Best Value and "Piggybacking" provisions and would like to include them in the Procurement Policy; and

WHEREAS, Best Value purchasing must be approved via Local Law; and

WHEREAS, the Attorney for the Town has submitted a draft Local Law to the Town Board to authorize Best Value as well as an updated Procurement Policy providing for Best Value and Piggybacking; said draft Local Law and updated Procurement Policy are on file with the Town Clerk; now, therefore, be it

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WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

RESOLVED, by the Town Board of the Town of Walworth that a Public Hearing shall be had on the **21st** day of **August**, **2014,** at **7:45 p.m**., for the purpose of adopting such Local Law; and be it further

RESOLVED, that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

Adopted this 17th day of July, 2014 at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Resolution carried.

COMMUNICATIONS:

NYS DEPARTMENT OF TRANSPORTATION LETTER DATED 7-2-2014 – INVESTIGATE TRAFFIC CONDITIONS OF WALWORTH –ONTARIO ROAD:
The following was submitted:

STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
REGION FOUR
1530 JEFFERSON ROAD
ROCHESTER, NEW YORK 14623-3161
www.dot.ny.gov

KEVIN C. BUSH, P.E.
REGIONAL DIRECTOR

JOAN MCDONALD
COMMISSIONER

July 2, 2014

File: 54.23-T.H.
Study: 04140115

Ms. Susie C. Jacobs, Clerk
Town of Walworth
3600 Loraine Drive
Walworth, NY 14568

Dear Ms. Jacobs,

Per the joint request, Form TE-9 of the Walworth Town Board and Wayne County Superintendent of Highways, Kevin Rooney, this office will investigate traffic conditions on Walworth-Ontario Road between a point 0.4 mile north of the existing 30 mph speed limit and a point 0.4 south of the existing 50 mph speed limit relative to the establishment of a lower speed limit.

Upon completion of this study, you will be notified of our determination.

Sincerely,

David C. Goehring

David C. Goehring, P.E.
Regional Traffic Engineer

DCG/EJD/bap

c: T. Sgt. V. Corona, State Police Troop "E"
K. Rooney, Wayne County Highway Superintendent

WALWORTH TOWN BOARD – REGULAR MEETING
17 JULY 2014

Motion by Councilwoman Hawkins-Mance to Accept and File as presented. Seconded by Councilman Ruth. .

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

LOOKING AHEAD:

- Walworth Town Board and Gananda School Board Joint Meeting on Thursday, September 4, 2014, at 7 PM here at the Town Hall Meeting Room.

- Festival in the Park starts with a community Parade on Friday, July 25th at 7 PM. Many activities on Saturday, July 26th with an outdoor movie at 8:45 PM followed by Fireworks at 10:15 PM.

- Walworth Lions Club Memorial Garden Brick walkway has been installed. Dedication of the Memory Garden Bricks and Mural will be on Saturday, July 26th at 4 PM.

ADJOURNMENT:
Motion by Councilwoman Hawkins-Mance to adjourn.
Seconded by Councilman Pembroke. .
Time: 8:04 PM.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent
	Supervisor Marini	Aye

Motion carried.

Respectfully Submitted,

Susie C. Jacobs, M
MC, RMC
Town Clerk

DRAFT