

**WALWORTH TOWN BOARD – REGULAR MEETING  
18 DECEMBER 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 7:30 PM and led those present in the Pledge of Allegiance.

**PRESENT:**

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

**OTHERS PRESENT:** Christi Waltermeyer, Deputy Town Clerk; and five (5) attendees.

**Walworth Seely-Public Library Board of Trustees:** Wendi Coleman, President; Tammi Corso, Vice President; Lisa Duffy, Secretary; Charles Farnham; Walter Chaffee; Carol Dame; Gary Dewitt, Treasurer, Beth List, Acting Library Director and Bernie Maurer, Library Clerk / Recording Clerk.

The Walworth Town Board welcomed the Walworth Seely Public Library Board of Trustees, round table introductions were made. Topics of discussion were:

- The signage in the Town Hall Lobby over the entrance door to the Walworth Seely Public Library. Items mentioned: was the data on the sign is out of date, purchase and installation was done by the Friends of the Walworth Seely Public Library with the authorization from the Town Supervisor, consultation / authorization to install was never given by the Library Board of Trustees, a sample of what the Board of Trustees would like to purchase was reviewed, installation of the new sign, a request that the Library Board of Trustees should be in control / responsible for what is installed. Discussion ensued. A future date for a joint meeting with the Library Board of Trustees, Town Board and Library personnel is being coordinated to discuss future cooperation among these groups. Further discussion on the signage will be done after their joint meeting. Additional information forthcoming.
- Library Board of Trustees vacancies and the appointments.
- Contact information for the Library Board of Trustees was distributed, will be updated with the new appointments and officers will be available at a later date.
- The Town Board and the Library Board of Trustees both expressed a concern for the lack of space available in the Town Complex. Future expansion for both entities is of concern and being discussed. Working committees have been established. The funding (bonding, grants) for an expansion project, all possibilities would need to be “on the table” for future plans.

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**RECESS – A SHORT RECESS WAS PROVIDED TO REASSEBLE THE MEETING ROOM AND CONTINUED WITH THE REGULAR MEETING:**

**MINUTES:**

Motion by Councilman Ruth that the Minutes of December 4, 2014 Regular 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	Aye
	Supervisor Marini	Aye

Motion carried.

**PUBLIC PARTICIPATION:**

No one present offered any comments.

**SUPERVISOR'S REPORT:**

Motion by Councilwoman Hawkins-Mance to accept as presented the Supervisor's Report for, November, 2014.

Seconded by Councilman Pembroke.

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

Motion carried.

**COMMITTEE REPORTS:**

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

**TOWN CLERK RESOLUTION 244-14 AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL 2015 LICENSE TO OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO, BEN & ERICA JACOB:**

Councilman Ruth offered the following Resolution 244-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

**WHEREAS**, application has been made to the town board of the Town of Walworth for a Renewal 2015 License to operate an Automobile Salvage Yard for British Auto – Ben & Erica Jacob; 600 Penfield Road, Macedon, NY 14502 pursuant to the Town of Walworth Municipal Code, Chapter 15.

**WHEREAS**, the Building Inspector has completed the Field Inspection on December 3, 2014; with no violations were sited. Another Fire Inspection will be done in December 2015.

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**BE IT RESOLVED**, that the Town Clerk issue the 2015 License and collect fees for an Automobile Salvage Yard.

Adopted this 18<sup>th</sup> day of December 17, 2014 at a meeting of the Town Board.

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

Resolution carried.

**TOWN CLERK – RESOLUTION 245-14 AUTHORIZE THE TOWN CLERK’S ATTENDANCE REGISTRATION, PAYMENT AND MILEAGE REIMBURSEMENT TO THE 2015 LOCAL LEADERS CONFERENCE, BLUE MOUNTAIN LAKE, NY:**

Councilman Ruth offered the following Resolution 245-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

**RESOLVED**, that attendance, registration payment and mileage reimbursement for Susie Jacobs, Town Clerk, to attend the 2015 Local Leaders Conference on April 21-23 held at Blue Mountain Lake, NY 2015 Budgeted Line A1410.41 - \$180.00 plus mileage reimbursement. Conference Request Form and Pre-Authorization of Mileage have been submitted.

Adopted this 18<sup>th</sup> day of December, 2014 at a meeting of the Town Council.

Discussion ensued.

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

Resolution carried.

**RESOLUTION 246-14 AUTHORIZING TOWN SUPERVISOR TO SIGN THE CHANGE ORDER #WA1363-103020014 ASSESSMENT AND TAX ROLLS FROM TIFF TO 16MM MICROFILM CONVERSION 2014 ENCUMBURED FUNDS AND BUDGETED ITEM FROM A1410.44:**

Councilman Ruth offered the following Resolution 246-14 and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

The following was submitted:

Continued on the next page

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781 Elmgrove Rd. • Rochester, NY 14624  
(855) GEN-CODE • (585) 328-1810  
FAX (585) 328-8189

**CHANGE ORDER #WA1363\_10302014  
To  
PROPOSAL DATED AUGUST 26, 2014  
For  
DOCUMENT IMAGING, INDEXING & SCANNING SERVICES**

<b>Client Name:</b>	Town of Walworth	<b>Contact Person:</b>	Susie Jacobs
<b>Address:</b>	3600 Lorraine Drive	<b>Account Executive:</b>	Liz Mistretta
	Walworth, NY 14568	<b>Date:</b>	10-30-2014

The Document Imaging, Indexing & Scanning Service Proposal dated August 26, 2014 and executed on behalf of the Town of Walworth is hereby modified to include the following:

**ASSESSMENT ROLLS – TIFF to 16 mm Microfilm Conversion:**

1913-1916 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 1200	\$0.043	\$51.60
1919-1921 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 1200	\$0.043	\$51.60
1923-1931 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 1200	\$0.043	\$51.60
1932, 1937-1938, 1940, 1942-1945 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 2600	\$0.043	\$111.80
1946-1947, 1948 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 500	\$0.043	\$21.50
1949-1959 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 2600	\$0.043	\$111.80
1960, 1962-1967 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
1968-1972 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
1973-1976 (TIFF to 16mm Microfilm Conversion)		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60

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**CHANGE ORDER**

<b>1961, 1976-1977 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>1978-1979 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>1979-1980 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>1981-1982 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
<b>1982-1984 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
<b>1983-1986 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
<b>1985-1986 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>1987-1989 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2200	\$0.043	\$94.60
<b>1989 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>1990-1992 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 1050	\$0.043	\$45.15
<b>1991-1992 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 1400	\$0.043	\$60.20
<b>1993 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 1400	\$0.043	\$60.20
<b>1993-1994 (TIFF to 16mm Microfilm Conversion)</b>		
Estimated Quantities	Unit Price	Extended Price
page/images: 2000	\$0.043	\$86.00
<b>Other Charges</b>		
Project Management and other related services: Includes job setup and all shipping charges		Included in per-image price
<b>Total Estimated Image Conversion</b>		<b>\$1,743.65</b>

General Code  
[www.generalcode.com](http://www.generalcode.com)

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**CHANGE ORDER**

**Payment Schedule:**

General Code will bill the Town on a monthly basis based on the number of images processed and delivered.

**Performance Schedule:**

The project will be completed within 90 days of the materials being available to General Code in TIFF format.

**Price Validity:** Price is valid for 6 months from 10-30-2014.

*(Client please fill out)* Invoice for this Change Order to be sent to:

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

The **Town of Walworth, New York** hereby agrees to the procedures outlined above, to General Code's Document Management Solution Terms & Conditions which are available at <http://www.generalcode.com/TCdocs> and are incorporated herein by reference, and authorizes General Code to proceed with the project.

The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

**TOWN OF WALWORTH, WAYNE COUNTY, NEW YORK**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

General Code  
[www.generalcode.com](http://www.generalcode.com)

**BE IT RESOLVED**, to authorize Town Supervisor to sign the Change Order #WA1363-10302014 proposal from General Code for Assessment & Tax Rolls – Tiff to 16mm Microfilm Conversion 2014 Encumbered Funds and Budgeted Line A1410.44 Records Management. Procurement Form submitted.

Adopted this 18<sup>th</sup> day of December 2014, at the meeting of the Town Board.

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

Resolution carried.

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**TOWN CLERK RESOLUTION 255-14 WAIVES 30 DAY NOTICE FOR LIQUOR LICENSE APPLICATION AND EXPRESSES A FAVORABLE OPINION - BLUE HERON HILLS OPERATIONS INC. AKA BLUE HERON HILLS COUNTY CLUB:**

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

**WHEREAS**, Blue Heron Hills Operations Inc., aka Blue Heron Hills Golf Club, doing business at 1 Country Club Drive, Macedon, New York in the Town of Walworth intends to file for a New York State Liquor License; and

**WHEREAS**, a letter was received requesting the municipality waive the thirty (30) day notice of the pending liquor license application.

**WHEREAS**, Norman Druschel, submitted memo indicating that a fire inspection was completed in June 18<sup>th</sup> 2014; no violations were sited, next fire inspection will be done in June 2015, and

**WHEREAS**, Phil Williamson, Code Enforcement Officer, indicated he has not received any complaints, and

**WHEREAS**, Susie Jacobs, Town Clerk, indicated she has not received any complaints, and

**RESOLVED**, that the Town Board of the Town of Walworth hereby waives the thirty (30) day notice period in regard to Blue Heron Hills Operations Inc. allowing an earlier submission of the liquor license application and the Town Board does express a favorable opinion.

Adopted on this 18<sup>th</sup> day of December 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	Aye
	Supervisor Marini	Aye

Resolution carried.

**DOGS – RESOLUTION 247-14 AUTHORIZE THE DOG ENUMERATION IN THE TOWN BY-MAIL BEGINNING JANUARY 2015 AND COLLECT THE UNLICENSED FEE:**

Councilwoman Markowski offered the following Resolution 247-14 and moved its adoption. Seconded by Councilman Ruth to wit:

**WHEREAS**, Article 7, Section 110 (4) License fees, of the Agriculture and Markets Law states in part; In addition to the fee charged pursuant to subdivision one of this section, any municipality issuing dog licenses pursuant to this article is hereby authorized to provide for the assessment of additional surcharges for the purpose of: Recovering costs associated with enumeration conducted pursuant to subdivision six of section one hundred thirteen of this article should a dog be identified as unlicensed during such enumeration...; and

**WHEREAS**, The Code of the Town of Walworth Chapter 56-5 A(1) Licensing Requirements states in part: Enumeration. Upon determination by the Walworth Town Board, the Town Board shall by resolution establish enumeration

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procedures and fees. Should a dog be identified as unlicensed during enumeration, the enumeration fees collected shall be used to pay the expenses incurred by the municipality; and

**WHEREAS**, the Town of Walworth conducted a dog mail-in enumeration (census) in 2012.

**NOW BE IT RESOLVED**, that the Town Board of the Town of Walworth authorizes the Town Clerk to conduct a Dog Mail-in Enumeration for all properties in the Town of Walworth beginning January 1, 2015 through May 1, 2015. *An additional charge of \$10.00 to be applied to those dogs identified as unlicensed as per Article 7 and the Town of Walworth Code beginning May 2, 2015.*

**FURTHER RESOLVED**, that the Town Board of the Town of Walworth adopt Resolution 247-14.

Adopted this 18th day of December 2014, at the meeting of the Town Board.

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

Resolution carried.

**CEMETERY RESOLUTION 248-14 –CEMETERY TRANSFERS:**

Councilwoman Markowski offered the following Resolution 248-14 and moved its adoption.

Seconded by Councilman Pembroke to wit:

The following was submitted:

12/18/14

To: Walworth Town Board

Re: Cemeteries

The Cemetery Committee would like permission to transfer \$4,000 from line item A8810.42 Cemeteries

Mowing and Maintenance to CM6 the Cemetery Fund. These funds were budgeted for maintenance of

the cemeteries. Improvements have been made to the cemeteries this year but additional work is

needed. Stone repair at all cemeteries, fencing at Baker Cemetery and additional cleanup at Lusk.

If we could move these yet unused funds to the Cemetery Fund we could continue the work needed.

Thank you.

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The Cemetery Committee

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

Adopted this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**CEMETERY RESOLUTION 253-14 CEMETERY COMMITTEE  
RECOMMENDATIONS - ACCEPT & FILE AND AUTHORIZE CEMETERY  
COMMITTEE TO RESEARCH PROJECTS/EXPENSES:**

Councilwoman Markowski offered the following Resolution 253-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

The following was submitted.

The Walworth Cemetery Committee met on Tuesday, December 9, 2014 at the Walworth Town Hall.

The Committee would like to make the following recommendation for the Board Approval:

1. Research the project / expenses to have the Baker Road Cemetery and Freewill Cemetery property surveyed.
2. Research the project / expenses to Replacement of the fence on the north side of the West Walworth Cemetery.
3. Continue stone repair with the help of the Walworth Sewer Department.

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

Adopted this 18<sup>th</sup> day of December, 2014 at the meeting of the Town Board.

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

Resolution carried.

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**RESOLUTION 258-14 AUTHORIZE ORCHARD VIEW ESTATES PHASE 2B  
FUNDS TO BE RELEASED FROM THE LETTER OF CREDIT NO. 10273-6 IN  
THE AMOUNT OF \$6,812.50:**

Councilwoman Markowski offered the following Resolution 258-14 and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:



**BE IT RESOLVED**, authorize Orchard View Estates Phase 2B a release from their Letter of Credit No. 10273-6 dated 5/2/2014 in the amount of \$6,812.50 as requested.

Adopted this 18<sup>th</sup> day of December, 2014 at a meeting of the Town Board.

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

Resolution carried.

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**RECEIVER OF TAXES RESOLUTION 243-14 AUTHORIZATION TO ISSUE  
PETTY CASH FUNDS TO THE RECEIVER OF TAXES FOR THE 2015 TAX  
COLLECTION:**

Councilwoman Hawkins-Mance offered the following Resolution 243-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

**WHEREAS**, the Town of Walworth will provide the Receiver of Taxes with a Petty Cash Funds for 2015 Tax Collection in the amount of \$200.00 prepay.

**BE IT RESOLVED**, the funds for Petty Cash is given to the Receiver of Taxes and Assessments for the 2015 Tax Collection in the amount of \$200.00 prepay.

Adopted this 18<sup>th</sup> day of December 2014 at the meeting of the Town Board.

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

Resolution carried.

**OTHER BUSINESS:**

**2015 PROPOSED TOWN FEE SCHEDULE DISCUSSION:**

Supervisor Marini stated that Council members received the “draft” recommendations from the Departments for the 2015 Town Fee Schedule. Discussion ensued. Council members were asked to contact the Department Head with their questions and submit to the Town Clerk any changes. The Town Clerk will prepare the “final 2015 Final Fee Schedule Resolution for the Town Board adoption at the Organizational Meeting on Thursday, January 8, 2015.

**ANNUAL TOWN BOARD REVIEW OF THE NYS OFFICE OF STATE  
COMPTROLLER REQUIRED LAWS AND POLICIES - DISCUSSION:**

- Code of Ethics – Town Code Chapter 18; adopted 1994
- Deposits and Investments – Town Policies; adopted 8/19/2010
- Procurement – (Best Value, Procurement & Piggyback) – Town Policies; adopted 8/22/2014
- Workplace Violence Prevention – Town Polices; adopted 8/2014
- Sexual Harassment Prevention – Employee Handbook Section 1 page 8; adopted 9/13/20

Discussion ensued. Adoption will be on the Agenda for the Organizational Meeting on Thursday, January 8, 2015.

**RESOLUTION 259-14 SET PUBLIC HEARING – PROPOSED LOCAL LAW  
NO. 1-2015 TO AMEND THE TOWN OF WALWORTH CODE CHAPTER 18,  
ETHICS, CODE OF:**

Councilwoman Markowski offered the following Resolution 259-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

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**BE IT RESOLVED**, that proposed Local Law No. 1 of the year 2015, A LOCAL LAW TO AMEND THE TOWN OF WALWORTH CODE CHAPTER 18 ETHICS, CODE OF, and

**BE IT FURTHER RESOLVED**, that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the Town Board, and

**BE IT FURTHER RESOLVED**, that the Town Board holds a Public Hearing on said Proposed Local Law No. 1 of the year 2015 at the Town Hall, 3600 Lorraine Drive, in the Town of Walworth, New York at **8:05 pm on Thursday, January 8, 2015**.

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

Adopted this 18<sup>th</sup> day of December 2014 at a meeting of the Town Board

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

Resolution carried.

**RESOLUTION 249-14 FINANCIAL TRANSFERS:**

Councilman Ruth offered the following Resolution 249-14 and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

The following was submitted:

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

\$200.00 from A1410.44 Records Management to A1410.42 Town Clerk Office Expense. To cover current expenditures.

\$1,150.77 from General Fund Balance to A1420.41 Town Counsel. The funds to cover this transfer were credited to line item A2770R Reimbursement of Review Fees.

\$4,332.50 from General Fund Balance to A1440.41 Town Engineer. The funds to cover this transfer were credited to line item A2770R Reimbursement of Review Fees.

\$27.23 from General Fund Balance to A3510.41 Animal Control General for \$13.57 and A3510.43 Animal Control Dog Licenses. The funds to cover this transfer were credited to line item A2544 Dog Licenses.

\$2,524.25 from A5132.41 Highway Garage Gas/Electric to A5010.44 Highway Counsel. To cover current expenditures.

\$1,028.81 from General Fund Balance to A7310.42 Youth Recreation. The funds to cover this transfer were credited to line item A2001 Recreation Fees.

\$1,173.00 from General Fund Balance to A8020.13 Planning Board Alternate. To cover current expenditures.

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\$191.01 from Park Special Revenue Fund Balance to CM1-7110.25 Parks Equipment. To cover current expenditures.

\$656.02 from Self Insurance Fund MS (Unemployment) to A1410.12 Town Clerk – Deputy Clerk. To cover current expenditures.

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

Resolution carried.

**RESOLUTION 250-14 – ABSTRACT #12 – APPROVAL:**

Councilwoman Hawkins-Mance offered the following Resolution 250-14 and moved its adoption. Seconded by Councilwoman Markowski to wit:

The following was submitted:

To: Walworth Town Board

From: Jean Johnson, Town Comptroller

Date: 18-Dec-14

Re: Abstract #12

Attached please find a copy of the Abstracts by Fund. I have audited all claims and will be transferring funds to cover payments by Fund as follows:

Voucher Numbers #1886-2037

General Fund	\$71,154.11
Highway Fund	\$31,114.65
Sewer Fund	\$35,632.57
Park Special Revenue Fund	\$2,497.34
Walworth Light District	\$495.42
Harvest Hill Light District	\$471.54
Gananda Light District	\$988.72
Brookside Light District	\$11.59
Orchard View Light District	\$126.44
Parkview Green Park District	\$0.00
Consolidated Drainage	\$2,322.00
Gananda Sidewalk	\$0.00
Water Extension #17	\$5,170.00
<b>Total Payments</b>	<b>\$149,984.38</b>

Voucher Numbers #200-222

Trust & Payroll	\$32,497.53
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Checks will be issued on December 19, 2014

Checks Reviewed Prior To Mailing 12/19/14 \_\_\_\_\_

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Resolution 250-14

Adopted on this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 251-14 AUTHORIZE THE TOWN COMPTROLLER TO PERFORM TRANSFERS, ENCUMBRANCES AND THE ESTABLISHMENT OF ACCOUNTS NECESSARY TO CLOSE THE TOWN OF WALWORTH BOOKS FOR THE CALENDAR YEAR 2014:**

Councilwoman Hawkins-Mance offered Resolution 251-14 and moved its adoption.

Seconded by Councilman Pembroke to wit:

The following was submitted:

**BE IT RESOLVED** that the Town Comptroller be authorized to perform transfers, encumbrances and the establishment of accounts necessary to close the Town of Walworth Books for the calendar year 2014.

Adopted this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 252-14 – AUTHORIZE THE EMPLOYEE TOWN HALL HOLIDAY SCHEDULE FOR 2015:**

Councilman Ruth offered the following Resolution 252-14 and moved its adoption.

Seconded by Councilman Pembroke to wit:

The following was submitted:

**TOWN HALL HOLIDAY SCHEDULE**

New Year’s Day	January 1, 2015	Thursday
Martin Luther King, Jr. Day	January 19, 2015	Monday
Presidents’ Day	February 16, 2015	Monday

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Memorial Day	May 25, 2015	Monday
Independence Day	July 3, 2015	Friday
Labor Day	September 7, 2015	Monday
Columbus Day	October 12, 2015	Monday
Veterans' Day	November 11, 2015	Wednesday
Thanksgiving Day	November 26, 2015	Thursday
Day After Thanksgiving	November 27, 2015	Friday
Day Before Christmas	December 24, 2015	Thursday**
Christmas	December 25, 2015	Friday

\*\* Floater

This gives each employee one floating holiday for 2015.

Adopted this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**The following was submitted:**

**RESOLUTION 254-14 CONSENT OF THE TOWN BOARD IN RELATION TO  
DEDICATION OF TERESA DRIVE BY ORCHARD VIEW ESTATES:**

Councilwoman Hawkins-Mance offered the following Resolution 254-14 and moved its adoption.

Seconded by Councilman Ruth to wit.

**WHEREAS**, Orchard View Estates, LLC (the “Applicant”), in conjunction with its development of Orchard View Estates Subdivision, a residential subdivision in the Town of Walworth, NY, has requested that the Town accept dedication of a certain right of way

**WALWORTH TOWN BOARD – REGULAR MEETING  
18 DECEMBER 2014**

constructed in Section 2, Phase B of the Subdivision, as well as a water easement related thereto; and

**WHEREAS**, the right of way proposed to be dedicated, commonly referred to as a portion of Teresa Drive (the “Road”), is more particularly described in the attached Warranty Deed; and

**WHEREAS**, the Road has been constructed and approved by the Town of Walworth Highway Department; now, therefore, be it

**RESOLVED**, the the Town hereby accepts the proposed water easement, as more specifically set forth in the proposed easement entitled “Watermain Easement Teresa Drive;” and be it further

**RESOVLED**, that consent be is the same is hereby given to the Town Superintendent of Highways of the Town of Walworth to make an Order Laying out a portion of Teresa Drive as a Town Highway (the portion of Teresa Drive being that right of way more particularly described in the attached Warranty Deed), conditioned upon the following:

1. That the Applicant provide to the Town a fully executed Application for Dedication; and
2. That the Applicant provide to the Town a fully executed Consent and Release relating to the proposed Dedciation.

Dopted this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**SUPERVISOR MARINI RECUSAL – DEPUTY SUPERVISOR HAWKINS-MANCE PRESIDING:**

Supervisor Marini stated she will recuse from the following matter due to she has family in the West Walworth Fire Department.

**RESOLUTION 256-14 ACKNOWLEDGE REVIEW BY THE TOWN BOARD AND RETURN TO WEST WALWORTH FIRE DEPARTMENT FOR THE 30 DAY REVIEW PERIOD:**

Councilman Ruth offered Resolution 256-14 and moved its adoption.  
Seconded by Councilman Pembroke to wit:

The signed certification form was submitted for the Town Board Review and is on file in the office of the Town Clerk.

**BE IT RESOLVED** that the Town Board Acknowledges review of the West Walworth Fire Department LOSAP and authorizes the return of the certification to the West Walworth Fire Department for the 30 day review period.

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Adopted this 18<sup>th</sup> day of December 2014, at a meeting of the Town Board.

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

Resolution carried.

**SUPERVISOR MARINI CONTINUED PRESIDING OVER THE REGULAR MEETING:**

**RESOLUTION 257-14 AUTHORIZING TOWN SUPERVISOR TO SIGN THE QUOTE FROM LEO J. ROTH CORPORATION DATED DECEMBER 11, 2014 FOR REPAIR TO INTAKE SHROUD FROM LINE ITEM A1620.42 WORK TO BE DONE AFTER JANUARY 1, 2015:**

Councilwoman Hawkins-Mance offered the following Resolution 257-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

**WHEREAS**, the following quote was submitted from Leo J. Roth Corporation, dated December 11, 2014 for repair intake shroud work to be done after January 1, 2015 from Line Item A1620.42 for an amount not to exceed \$3,403.00. Town Procurement Form submitted.

Continued on the next

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Quote# W4061



**Leo J Roth Corporation**  
841 Holt Road, Webster New York 14580  
p 585.872.0220 f 585.872.1611 [leoroth.com](http://leoroth.com)  
Mechanical & Roofing Contractors • Roth Controls • Roth Residential • Roth Green Energy

December 11, 2014

Walworth Town Hall  
3600 Lorraine Drive  
Walworth, NY 14568  
Attn: Phil Williamson

**Re: Intake Shroud**

Phil,

Thank you for the opportunity to provide a quote per the above referenced project; this would include the following:

- Remove existing intake shroud and temporarily blank off hole.
- Install internal baffle between boiler combustion and make-up air unit intake.
- Blank off section of shroud that is currently in front of the boiler combustion and provide new louver in bottom half of shroud.
- Re-install on building.
- Remove existing insect screen and install filter rack behind louvers with washable filters included (filters are metal and would be pulled out from the sides of the metal shroud)
- Repaint existing shroud

The above for the sum of **\$3,403.00**

Phil, should you have any questions please do not hesitate to contact me.

Regards,  
**LEO J. ROTH CORPORATION**  
  
Ed Heckle

Solution Driven Since 1948

EH/JP Page 1 of 1

**RESOLVED**, that the Town Supervisor to sign the Leo J. Roth Corporation quote dated December 11, 2014, for repair on intake shroud, work to be done after 1/1/2015 for an amount not to exceed \$3,403.00 from Line Item A1620.42.

Adopted this 18<sup>th</sup> day of December 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	Aye
	Supervisor Marini	Aye

Resolution carried.

**RESOLUTION 260-14 AUTHORIZE A SPECIAL MEETING FOR THE TOWN BOARD, ENGINEER FOR THE TOWN, ATTORNEY FOR THE TOWN TO MEETING WITH NEW ENERGY AND RER - SOLAR ENERGY:**

Councilwoman Hawkins-Mance offered the following Resolution 260-14 and moved its adoption.

Seconded by Councilwoman Markowski to wit:

Discussion ensued.

**WALWORTH TOWN BOARD – REGULAR MEETING  
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**BE IT RESOLVED**, that the Town Supervisor will coordinate a date for the Town Board, Engineer for the Town, Attorney for the Town to meet with New Energy and RER – Solar Energy.

**BE IT RESOLVED**, that the Town Clerk upon notification will advertise Special Meeting, according to the Law.

Adopted this 18<sup>th</sup> day of December, 2014 at the meeting of the Town Board.

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

Resolution carried.

**AED DEFIBRILLATOR - DISCUSSION:**

Supervisor Marini indicated that at a recommendation from the Town Safety Committee she has researched the cost of AED Defibrillator; she will provide the Safety Committee the information. Discussion ensued.

**DEMINCK FARM UPDATE- GRANT CLOSING:**

Supervisor Marini reported that the closing for the DeMinck Farm Grant is moving closer and that the only expense to the Town would be a review of the documents by the Attorney for the Town; however the fee will be compensated from the Grant Funds. Discussion ensued.

**COMMUNICATIONS:**

**TOWN COMPLEX EVALUATION OF FLOOR CONDITION:**

The following was submitted:

Continue on the next page

**WALWORTH TOWN BOARD – REGULAR MEETING  
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The Carpet Spectrum  
3432 Palmyra Rd  
Marion, NY 14505  
315-926-5386

December 10, 2014

The Town of Walworth  
Phil Williamson  
3600 Lorraine Dr.  
Walworth, NY 14568

Dear Mr. Williamson,

Thank you for contacting Carpet Spectrum to assist you in the repair of the cracking ceramic tile and grout at the Town Hall.

Having inspected the cracking tile and grout situation, I feel that it is beyond repair. The floor has substantial deflection in it and any time or money spent to repair it would be wasted. The grout will continue to crack as long as there is movement in the floor. Attempting to remove the cracked grout and tiles could make the situation worse.

I'm sorry we won't be able to help you on this project but please consider us for future flooring needs.

Sincerely,



Dawn Dalberth  
The Carpet Spectrum

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Supervisor Marini indicated that she will forward the letter submitted to the Town Safety Committee for follow-up.

**GANANDA CENTRAL SCHOOL DISTRICT – CAPITAL IMPROVEMENTS  
ELECTION RESULTS; EMAIL DATED 12/10/2014.**

The following was submitted:

**GANANDA CENTRAL SCHOOL DISTRICT**  
**DECEMBER 9, 2014**  
**Capital Improvements**  
*(Facilities Preservation Project)*

**WALWORTH TOWN BOARD – REGULAR MEETING  
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Dr. Shawn Van Scoy, Chief Election Inspector, declared the polls open at 12:00 p.m. At 9:00 p.m. Dr. Van Scoy declared the polls were closed.

The voting machines were opened and the following results were shared:

**PROPOSITION**

Shall the proposition set forth in the legal notice of this special voter meeting, authorizing reconstruction and equipping of the Richard Mann Elementary School building, site, playground and incidental improvements, all at an estimated maximum aggregate cost of \$2,505,613; with the expenditure of \$135,000 from the existing Capital Reserve Fund 2013 for such costs and the expenditure of \$100,000 from the existing Playground Capital Reserve Fund 2013 for such playground costs, the issuance of not to exceed \$2,270,613 of debt obligations of the School District therefor, and the levy of a tax in annual installments therefor, with such tax to be 3 offset by state aid available therefor, all as more fully described in said notice, be approved?

	<b>YES</b>	<b>NO</b>
Absentee Ballots	2	4
Voting Machine #1	161	30
Total	163	34

Ms. Leslie Ferrante, District Clerk, announced that the proposition passed – 163 YES, 34 NO.

Regards,  
Leslie Ferrante  
Secretary to the Superintendent & District Clerk  
Gananda CSD  
1500 Dayspring Ridge  
Walworth, NY 14568  
Phone: 315-986-3521, x4313  
Fax: 315-986-2003

Motion by Councilman Ruth to Accept and File.  
Seconded by Council

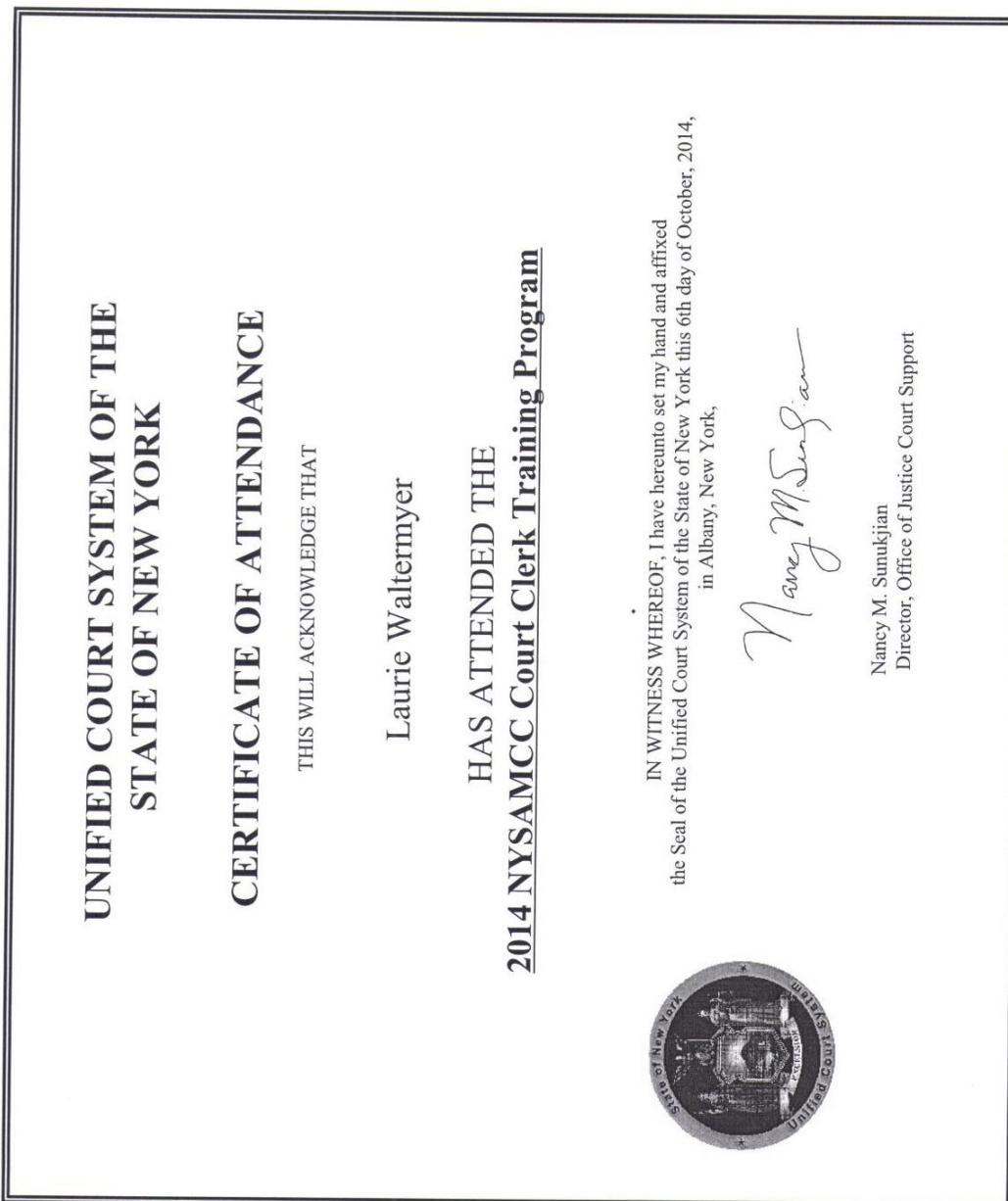
Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Motion carried.

**UNIFIED COURT SYSTEM OF STATE OF NY CERTIFICATE OF  
ATTENDANCE – LAURIE WALTERMYER 2014 NYSAMCC COURT CLERK  
TRAINING PROGRAM:**

The following was submitted:

**WALWORTH TOWN BOARD – REGULAR MEETING  
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Motion by Councilman Ruth to Accept and File.  
Seconded by Councilman Ruth.

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

Motion carried.

**LOOKING AHEAD:**

- Thursday, January 8, 2015 Organizational & Regular Meeting @7:30 PM.
- Thursday, January 22, 2015 Regular Meeting & Town Board Audit of Departments
- Town Offices will be opened December 24, 2014 from 9 AM – 1 PM.
- Town Offices will be opened December 31, 2014 from 9 AM – 1 PM.

**WALWORTH TOWN BOARD – REGULAR MEETING  
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**ZONING BOARD APPLICATION:**

Discussion ensued.

An Application for Zoning Board of Appeals has been received and will be considered for the Town Board Appointment at the Organizational Meeting.

**GRATITUDE – DAVID BARMASTER:**

Supervisor Marini and Council members expressed a sincere thank you to Mr. David Barmaster for his employment and willingness to help at a time of need, at the Walworth Sewer Treatment Plant, saving taxpayer's money.

**ADJOURNMENT:**

Motion by Councilman Ruth to adjourn.

Seconded by Councilman Pembroke.

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

Motion carried.

Time: 8:30PM.

Respectfully Submitted,

Susie C. Jacobs, MMC, RMC  
Town Clerk