

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

Presiding Supervisor Marini called the Regular Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 7:30 PM and led those present in the Pledge of Allegiance.

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

**OTHERS PRESENT:** Rob Burns, Sewer Superintendent; Brendan Bystrak, Labella Associates, P.C. Engineer for the Town; and one (1) attendee.

**MINUTES:**

Motion by Councilman Ruth that the Minutes of June 4, 2015 Regular Meeting are approved as submitted by the Town Clerk.  
Seconded by Councilman Pembroke.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Deputy Supervisor Hawkins-Mance	Aye
	Councilwoman Markowski	Abstain
	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 May, 2015.  
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.

**COMMITTEE REPORT'S:**

Council members reported on their respective committee's with the following Town Board actions:

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**RESOLUTION 122-15 AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE NYS DOT AMENDMENT B – AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT FOR THE 2015/16 CONTRACT EXTENTION:**

Councilwoman Hawkins-Mance offered the following Resolution 122-15 and moved its adoption.

Seconded by Councilman Ruth to wit:

The following was submitted:

**AMENDMENT B**

Contract #	Municipality	Current Ext. Season	Region #
D009829	TOWN OF WALWORTH/Wayne	2015/16	4
<b>Beginning Date of Contract Period</b>	7/1/1995	<b>Ending Contract Period</b>	6/30/2015

**AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT**

Due to the severity of the winter during 2014/15 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

<b>ADDITIONAL S&amp;I OPERATIONS</b>					
J-Mile Base	14/15 J-Miles	S&I LM Base	14/15 LM	Pay Factor <sup>1</sup>	Original Estimated Expenditure
198,794	305,557	700	707	1.522	\$74,911.19
<b>Pay Factor <sup>1</sup> = (1415 J-Miles/(14/15 LM))/(J-Mile Base/S&amp;I LM Base)</b>					
<b>Fixed Cost <sup>2</sup></b>		<b>Adjusted Estimated Expenditure <sup>3</sup></b>		<b>Index Adjustment <sup>4</sup></b>	
\$5,173.49		\$69,737.70		\$36,403.08	
<b>Fixed Cost <sup>2</sup> = Salt Storage (Barns), Snow Fence</b>					
<b>Adjusted Est. Expenditure <sup>3</sup> = Original Estimated Expenditure – Fixed Cost <sup>2</sup></b>					
<b>Index Adjustment <sup>4</sup> = (Adjusted Estimated Expenditure <sup>3</sup> * Pay Factor <sup>1</sup>) - Adjusted Est. Expenditure</b>					
<b>TOTAL REVISED ESTIMATED EXPENDITURE</b>					
<b>Original Estimated Expenditure</b>		<b>Index Adjustment <sup>4</sup></b>		<b>Revised Estimated Expenditure <sup>5</sup></b>	
\$74,911.19		\$36,403.08		\$111,314.27	
<b>Revised Estimated Expenditure <sup>5</sup> = Original Estimated Expenditure + Index Adjustment <sup>4</sup></b>					

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

Agency Certification Contract No. D009829

“In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract.”

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY

BY \_\_\_\_\_  
For Commissioner of Transportation

BY \_\_\_\_\_

ATTORNEY GENERAL'S SIGNATURE

COMPTROLLER'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

STATE OF NEW YORK )

) SS:

COUNTY OF Wayne )

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me personally came \_\_\_\_\_ to me known who, being by me duly sworn, did depose and say that (s)he resides in \_\_\_\_\_, New York; that (s)he is the \_\_\_\_\_ of \_\_\_\_\_ the municipality described in and which executed the above instrument; that (s)he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on \_\_\_\_\_; a certified copy of such resolution attached hereto and made a part hereof.

\_\_\_\_\_  
Notary Public

**WHEREAS**, NYS AMENDMENT B – AMENDMENT TO CHANGE THE ESTIMATED EXPENTITURE FOR SNOW & ICE AGREEMENT” 2014/15 SEASON has been presented and reviewed by Michael Frederes, Highway Superintendent.

**BE IT RESOLVED** that the Town Supervisor is authorized to sign The New York State Department of Transportation “AMENDMENT B - AMENDMENT TO CHANGE THE ESTIMATED EXPENTITURE FOR SNOW & ICE AGREEMENT” USING THE 2015/16 CONTRACT EXTENSION.

**BE IT FURTHER RESOLVED** that the Town Clerk expedite the documents per the instructions.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**BE IT FURTHER RESOLVED** that the Town Board of the Town of Walworth Adopt Resolution 122-15.

Adopted on this 18<sup>th</sup> day of June, 2015 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.

This is to certify that I, Susie C. Jacobs, Town Clerk of the Town of Walworth in the said County of Wayne have compared the foregoing copy of Resolution 122-15 with the original now on file in this office, and that the same is a correct and true transcript of such original and the whole thereof.

*In Witness Whereof*, I have hereunto set my hand and affixed the seal of said Town this 18<sup>th</sup> day of June, 2015.

SUSIE C. JACOBS, MMC, RMC,  
TOWN CLERK

**ASSESSMENT – RESOLUTION 127-15 – AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE TOWN OF WALWORTH ASSESSMENT AGREEMENT, FORWARDING ALL INCOME & EXPENSE STATEMENTS FOR COMMERCIAL PROPERTY FOR THE CREATION OF THE COUNTY VALUATION FACTOR FILE (VFF) AND AUTHORIZING PAYMENT UPON RECEIPT OF NON-BUDGETED ITEM FROM A-1355.46:**

Councilman Ruth offered the following Resolution 127-15 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

The Following was submitted:

Continued on the next page

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**Wayne County Assessors’ Association**  
16 William Street, Lyons, N. Y. 14489

Arcadia - Lawrence Quinn, IAO  
Butler - Kathleen M. Davis, Sec.  
Galen - Cynthia Loncosky  
Huron - David Roach  
Lyons - Tina McQuillen, Vice-Pres

Macedon- Susan Dathyn, Pres.  
Marion – Tina McQuillen, Vice-Pres.  
Ontario – Melissa Halstead  
Palmyra - Elaine Herman, Treas.  
Rose - Kathleen M. Davis, Sec.

Savannah – Cynthia Loncosky  
Sodus – Nathan Mack  
Walworth – Dennine L. Leeson  
Williamson – Dawn VanPatten  
Wolcott - Amber Roberts

June 18, 2015

Dear Wayne County Supervisor:

The New York State Office of Real Property Tax Services (ORPS) previously created and maintained Valuation Factor Files (VFF) for use in setting assessment values. However, due to ORPS merging with NYS Tax & Finance, retirements and lack of staff on the state level, it has become necessary to create and maintain current VFF information on a local level.

The Wayne County Assessor’s Association, at their June 9, 2015 meeting, approved spending \$2,000 of Association funds for the creation of a county-wide Valuation Factor File (VFF). The preliminary cost of creating the VFF is \$3,500. As a result, the Association is requesting partial funding at the municipality level; if all fifteen towns participate, the cost would be \$100/town.

A current VFF is an important tool the assessor uses as it accurately reflects the varying costs of construction. If there is no specific VFF for Wayne County, the assessors are forced to use the New York State location multipliers; which are based on market rates relative to Syracuse (Onondaga County). With seven (7) municipalities completing an assessment revaluation for the 2016 assessment roll, a VFF based on current, local income & expense information will be of great assistance. The VFF will be kept current as to benefit all **participating** municipalities in future revaluations.

In an effort to have the most up to date information included in the VFF, participating assessors will be sending income & expense questionnaires out to all commercial/industrial property owners within the next few weeks. The questionnaires are to be returned to the assessor on or before July 15. If we keep to this timeframe, the VFF will be available for all participating municipalities to use for the preparation of the 2016 assessment roll.

If there are any questions, please feel free to call.

Respectfully submitted,



Susan Dathyn, President  
Wayne County Assessors Association  
315 986-5932 / assessor@macedontown.net

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to sign the necessary documents regarding the Valuation Factor File and shared expenses for the Town, non-budgeted item from A1355-46.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**PARKS & RECREATION – RESOLUTION 130-15 – AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE QUOTE WITH GAME TIME FOR THE PURCHASE OF THE EXPRESSION SWING & ENGINEERED WOOD FIBER IN THE AMOUNT NOT TO EXCEED \$3,365.54 NON BUDGETED ITEM FROM CM1-7110.25:**

Councilwoman Hawkins-Mance offered the following Resolution 130-15 and moved its adoption. Seconded by Councilwoman Markowski to wit:  
The Following was submitted:

**TOWN OF WALWORTH  
Parks & Recreation Department  
3600 Lorraine Drive  
Walworth, NY 14568**

Jacqueline VanLare, Director of Parks & Recreation  
[walrec@townofwalworthny.gov](mailto:walrec@townofwalworthny.gov)

315-986-1400 PHONE  
315-986-1440 FAX

June 17, 2015

Attention:  
Patricia Marini, Walworth Town Supervisor  
Walworth Town Board Members

I am requesting Town Board action on the following items:

- Authorize the Supervisor to sign the quote with GameTime for the purchase of the Expression Swing
- Approval to purchase the Swing Frame, Expression Swing and engineered wood fiber in the amount not to exceed \$3,365.54, to be expended from line CM1-7110.25
- An undetermined portion of the cost of the swing will be reimbursed back to the town by the Friends of the Park.

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Continued on the next page

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**



C/O MRC  
PO Box 106  
Spring Lake, NJ 07762  
Ph: 732-458-1111  
Fx: 732-974-0226  
Em: MRC@GAMETIME.COM  
Web: www.mrcrc.com

QUOTE  
#113910  
04/29/2015

**NY Walworth Town of Expression Swing**

Town of Walworth  
Attn: Ms. Jackie VanLare  
3600 Lorraine Drive  
Walworth, NY 14568  
Phone: 315-986-1400 Ext. 312  
jvanlare@townofwalworthny.gov

Project #: P77530  
Ship To Zip: 14568

Quantity	Part #	Description	Unit Price	Amount
1	5151	Game Time - PT Solo Swing Frame 3 1/2" x 8' [Basic: _____]	\$939.06	\$939.06
1	5128	Game Time - Expression Swing 3 1/2" x 8' [Basic: _____]	\$935.30	\$935.30
1	W54590	GT-Impax - 33 CUBIC YARDS ENGINEERED WOOD FIBER - ALL MATERIAL DELIVERED TO ONE LOCATION	\$891.00	\$891.00

TOTAL DELIVERED PRICE FOR FIBER

NEW YORK STATE CONTRACT # PC6669

SubTotal: \$2,765.36  
Estimated Freight: \$600.18  
**Total Amount: \$3,365.54**

INSTALLATION IS NOT INCLUDED IN THIS PROPOSAL

TAX EXEMPTION CERTIFICATE IS NEEDED WHEN ORDERING OR TAXES WILL BE APPLIED. LC/hd  
Contract: USC

This quotation is subject to policies in the current GAMETIME PARK & PLAYGROUND CATALOG and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to **GAMETIME c/o Marturano Recreation**. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services. Customer is responsible for any required permits and fees pertaining to such permits.

**PRICING / PAYMENT:** Pricing f.o.b. factory, firm for 30 days from date of quotation unless otherwise stated above. Payment terms: Purchase order made payable to **GameTime**. Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

**TAXES:** State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry. FREIGHT /

**SHIPMENT:** Freight charges: Prepaid and added at time of invoicing. Shipment: order shall ship within 30-45 days after GAMETIME'S receipt and acceptance of your PURCHASE ORDER, signed quotation and color selections.

**RECEIPT OF GOODS:** Customer is responsible for unloading and uncrating equipment from truck. Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

**EXCLUSIONS:** Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; installation; installation tools/equipment; safety surfacing; borders and drainage provisions.

**TO ORDER:** Please complete the acceptance portion of this quotation and provide color selections, PURCHASE ORDER and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.



**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**



C/O MRC  
PO Box 106  
Spring Lake, NJ 07762  
Ph: 732-458-1111  
Fx: 732-974-0226  
Em: MRC@GAMETIME.COM  
Web: www.mrcrec.com

QUOTE  
#113910  
04/29/2015

**NY Walworth Town of Expression Swing**

Sales Representative: Linda Culliton/hd

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facsimilie: \_\_\_\_\_

Purchase Amount: **\$3,365.54**

**Order Information:**

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #:  
(PLEASE PROVIDE A COPY OF CERTIFICATE) \_\_\_\_\_



**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to sign the above quote as submitted.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**NYS TROOPERS – RESOLUTION 120-15 ACCEPTING AND AUTHORIZING THE IN-KIND DONATION OF SERVICES AND SUPPLIES FROM MARK KNAPP OF MAD MARK’S WELDING SERVICE IN WALWORTH, NY TO INSTALL A BULLRING IN THE NYS TROOPERS SATELLITE OFFICE AT THE TOWN COMPLEX:**

Councilman Pembroke offered Resolution 120-15 and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

The following was submitted:

Susie,

Could you please add a resolution for the following to the June 18<sup>th</sup> agenda:

A resolution authorizing the Town Board to accept an in-kind donation of services and supplies from Mark Knapp of Mad Mark’s Welding Service in Walworth, NY, to install a bullring in the New York State Troopers satellite office at 3600 Lorraine Drive.

Thank you,

Suzi Hawkins-Mance

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Walworth Accept and Authorize Mr. Mark Knapp of Mad Mark’s Welding Services and Supplies install a bullring in the NYS Troopers Satellite Office at the Town Complex as submitted.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**SEWER - RESOLUTION 133-15 – AUTHORIZE THE WASTEWATER TREATMENT FACILITY TO HIRE SEASONAL EMPLOYEE:**

Councilman Pembroke offered the following Resolution 133-15 and moved its adoption.

Seconded by Councilman Ruth to wit:

**WHEREAS**, the Wastewater Treatment Facility has advertised and interviewed for a Seasonal Employee position; and

**WHEREAS**, the Sewer Superintendent has selected applicant Mr. Brandon Jacob to fill this position; and

**NOW THEREFORE, BE IT RESOLVED**, that Mr. Bandon Jacob is hired for the Seasonal position in the Wastewater Treatment Facility, consistent with the Salary Matrix.

Adopted this 18<sup>th</sup> of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**OTHER BUSINESS:**

**RESOLUTION 132-15 – AUTHORIZING THE TOWN SUPERVISOR TO SIGN ALL NECESSARY DOCUMENTS AND PROVIDE MONIES FOR THE ACQUISITION OF TOWN PROPERTY:**

Councilman Ruth offered the following Resolution 132-15 and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

**RESOLVED**, that the Town Supervisor is authorized to sign all necessary documents and provide monies for the acquisition of town property.

Adopted this 18<sup>th</sup> day, of June, 2015 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 123-15 – FINANCIAL TRANSFERS:**

Councilwoman Hawkins-Mance offered the following Resolution 123-15 and moved its adoption.

Seconded by Councilman Ruth to wit:

The following was submitted:

June 18, 2015      TOWN BOARD MEETING

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

\$683.54 from MS Fund Balance Unemployment Self Insured Fund to General Fund

    A1410.12 Town Clerk's Office – Deputy Clerk. To cover current expenditures.

\$1,000.00 from General Fund Balance to A1940.21 Purchase of Land/Right of Ways.

    To cover current expenditures.

\$11,487.50 from General Fund Balance to A1620.45 Audits. To cover current expenditures.

\$3,305.00 from Parks Special Revenue Fund Balance to CM1-7110.21 Capital Expenditures. To cover current expenses.

\$800.00 from Parks Special Revenue fund Balance to CM1-7110.27 Park Improvements. To cover current expenses.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**RESOLUTION 124-15 – ABSTRACT #6 APPROVALS:**

Councilman Ruth offered the following Resolution 125-15 and moved its adoption. Seconded by Councilman Pembroke to wit:  
The Following was submitted:

To: Walworth Town Board  
From: Jean Johnson, Town Comptroller  
Date: 18-Jun-15  
Re: Abstract #6

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 #831-1024

General Fund	\$89,601.11
Highway Fund	\$26,255.36
Sewer Fund	\$26,407.94
Park Special Revenue Fund	\$4,988.46
Walworth Light District	\$378.86
Harvest Hill Light District	\$401.34
Gananda Light District	\$958.02
Brookside Light District	\$6.90
Orchard View Light District	\$67.78
Gananda Sidewalk	\$0.00
Consolidated Drainage	\$2,010.24
Lincoln Fire Protection	\$0.00
West Walworth Fire Protection	\$0.00

Total Payments \$151,076.01

Voucher Numbers #87-106

Trust & Payroll \$32,623.85

Checks will be issued June 19, 2015

Checks Reviewed Prior To Mailing 6/19/15 \_\_\_\_\_

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

Resolution carried.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**NYS DEC TOWN OF WALWORTH – NUISANCE BEAVER PERMIT 04/16/2015  
– 11/15/2015.**

The following was submitted:

	NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION DIVISION OF FISH, WILDLIFE AND MARINE RESOURCES	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">8</td> <td style="padding: 2px;">B</td> <td style="padding: 2px;">1</td> <td style="padding: 2px;">5</td> <td style="padding: 2px;">9010</td> </tr> </table>	8	B	1	5	9010	
8	B	1	5	9010				
			REG. YEAR PERMIT #					
<b>COMPLAINT RECORD AND PERMIT FORM</b>		Page 1 of 2						
<p><b>REGION 8 WILDLIFE OFFICE</b></p> <p>6274 E. Avon-Lima Road, Avon, NY 14414      Jeb McConnell (585) 226-5380</p> <p><u>Permittee</u></p> <p>Patricia Marini (Town Supervisor)    Town of Walworth                  3600 Lorraine Drive                      Bus: (315) 986-1400                  Walworth, NY 14568</p> <p>Pursuant to ECL Sections 11-0505, 11-0521, attached Standard, and Special Conditions:  <b>This permit authorizes the KILLING of BEAVER causing damage to PUBLIC ROAD, IMPOUNDMENTS, AND RESIDENTIAL by; TRAPPING, SHOOTING, disturbing beaver dams, and setting traps within 15 feet of beaver dam or lodge.</b></p> <p><b>Beginning On 4/16/2015 and Expiring On 11/15/2015</b></p> <p><u>Location of Problem</u></p> <p>Wildlife Management Unit: 8F                  County: Wayne                      Town: Walworth                  Other Location Information: Within the Town of Walworth.</p> <p><u>Number of Tags Issued:</u>                      0</p> <p><u>Special Conditions</u></p> <p>1. Permit is valid for any number of beaver causing damage, entire carcass must be buried intact. Permittee must notify Bureau of location of beaver problem site as relief work begins. Method for removal of the beaver dams or material is snatch-and-drag.</p> <p><u>Remarks:</u> Equipment may be used along the road corridor. Permit does not authorize equipment or excavation/fill in any NYS Regulated Wetland. DEC encourages the harvesting of beaver during the trapping seasons.</p>								

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

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

Resolution carried.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**RESOLUTION 125-15 – AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE REQUIRED DOCUMENTS WITH COMPLETE PAYROLL PROCESSING – PAYROLL PROCESSING AGREEMENT:**

Councilwoman Hawkins-Mance offered the following Resolution 125-15 and moved its adoption. Seconded by Councilman Pembroke to wit:  
The Following was submitted:



COMPLETE  
PAYROLL  
PROCESSING

Payroll Processing Agreement

Date of Price Quote: 6/8/2015

Client Name: Town of Walworth

Product / Service	Quantity	Per Unit	Per Pay Period	Per Month	Options
Payroll Processing	43				Select Pay Frequency Select Package
Tax Service*					
Check Signing					
Check Stuff/Seal					
Direct Deposit					
Debit Cards					
Trust Service					None
Agency Checks					None
Employee Self Service					Select
Retirement Services					Select
Time Off Accrual					Select
HR Support Center					
HR On-Demand					None
HR Module				68.81	With ACA
Poster Elite					Select
Other HR Services (1)					None
Other HR Services (2)					None
Other HR Services (3)					None
Workers Comp Report					Select
CPP Workers Comp					None
CPP DBL					
General Ledger					Select
New Hire Reporting					None
Time Clock Software					None
Time Clock Hardware					None
Split Packaging					None
Auxiliary Services (1)					None
Auxiliary Services (2)					None
Auxiliary Services (3)					None
Labor Distribution					None
Job Costing					None
Delivery**					Select Delivery
Sales Tax					
Implementation					Payroll: \$0; HR: \$108; TimeClock Setup: \$0; TimeClock Activation: \$0
<b>Total***</b>				<b>\$68.81</b>	<b>One Time: \$108</b>

\* Tax service includes Federal and 1 State. Add \$30/quarter for each additional State/Local.

\*\*Delivery fee for Quarterly Reports is \$4.50/e-mail, or appropriate fee based upon paper delivery method

\*\*\*Year End Processing Fee is \$50 plus \$5.60/W2, plus \$10 Shipping and Handling

Implementation Discount / ( 50%

The price quotation above is valid for 30 days from the date set forth on this form, and is subject to the Terms and Conditions set forth on page two. The undersigned agrees to abide by the Terms and Conditions set forth on page two of this agreement.

Client Signature: \_\_\_\_\_

Name/Title of Authorized Signatory: PATRICIA MARINI, TOWN SUPERVISOR  
RESOLUTION 125-15

Complete Payroll Processing, Inc.  
Phone: (585)237-5800 / Fax: (585) 237-6011  
Version 1.17

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to sign the above Payroll Processing Agreement as submitted.

Adopted this 18<sup>th</sup> day of June, 2015 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 126-15 – AUTHORIZING THE TOWN SUPERVISOR TO NEGOTIATE AND SIGN STORM WATER CONTROL FACILITY MAINTENANCE AGREEMENT WITH WALWORTH PLAZA, LLC UPON APPROVAL BY THE TOWN ENGINEER AND TOWN ATTORNEY:**

Councilman Ruth offered the following Resolution 126-15 and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

**RESOLVED**, that the Town Supervisor is authorized to negotiate and sign the Storm Water Control facility maintenance agreement with Walworth plaza, LLC upon approval by the Town Engineer and Town Attorney.

Adopted this 18<sup>th</sup> day, of June, 2015 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 128-15 – ADOPT THE AMENDED “SICK DAY” POLICY TO THE TOWN OF WALWORTH EMPLOYEE HANDBOOK:**

Councilwoman Hawkins-Mance offered the following Resolution 128-15 and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:

Sick Days

**Sick days may be used to cover days when an employee is not able to work due to illness or injury of the employee, or to care for an immediate family member (See description under “Bereavement Leave”). Sick days may also be used to cover absences for pre-scheduled Doctor’s appointments for the employee or immediate family member with advanced notification to the Department Head.**

Full-time and part-time employees are eligible, after 180 days of employment, for paid sick days each year.

Sick days are calculated according to the calendar year.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

During your initial year of employment, after 180 days of employment, you receive sick days on a prorated basis. The Personnel Office will inform you of the number of days and the date on which you become eligible.

Full-time employees are eligible for 12 sick days each year.

Part-time regular employees are eligible for 6 sick days in proportion to the number of hours they normally are scheduled to work.

Employees are not paid for any unused sick days. However, if you do not use your sick days during the year, you can carry them into the following year, up to a maximum of 180 sick days for full-time employees and 90 days for part-time regular employees.

Employees are not paid for earned but unused sick days upon termination.

Sick time will be given to employees in blocks of 15 minutes.

**WHEREAS**, the Walworth Town Board has received and reviewed the Amended “Sick Days” Policy to the Town of Walworth Employee Handbook.

**RESOLVED**, that the Town Board of the Town of Walworth Adopt the “Sick Days” Policy to the Town of Walworth Employee Handbook, effective immediately.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**RESOLUTION 129-15 – ADOPT THE AMENDED FUND BALANCE POLICY  
TO THE TOWN OF WALWORTH POLICY PROCEDURES MANUAL:**

Councilwoman Hawkins-Mance offered the following Resolution 129-15 and moved its adoption. Seconded by Councilman Ruth to wit:

The following was submitted:

**AMENDED BUDGETED PURCHASE APPROVAL PROCEDURES**

**ALL NON-BUDGETED ITEMS TO BE PURCHASED REQUIRE TOWN BOARD APPROVAL PRIOR TO PLACING AN ORDER OR MAKING A PURCHASE.**

Budgeted purchases that comply with Resolution 51-15 authorized spending limits the following process shall be followed:

1. Completion of a Requisition form
2. Requisition form must have prior approval from the Department Head/Elected Official.
3. Must be a budgeted line item.
4. Must be accompanied by 3 quotes, when need per policy
5. Submit a copy of the form when completed to the Town Comptroller.

Continued on the next page.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

For purchases which exceed a department’s approved spending limit, but are budgeted items, the following process shall be followed:

1. Completion of a Requisition form
2. Requisition form must have prior approval from the Department Head/Elected Official.
3. Must be a budgeted line item.
4. Must comply with competitive bid if required by New York State, or be accompanied by 3 quotes.
5. Submit for review and approval by the Town Supervisor.

The Town Supervisor has the right to request that any item(s) to be purchased receive Town Board approval.

**WHEREAS**, the Walworth Town Board Adopted the Budget Purchase Approval Procedures on, February 5, 2015 with Resolution 51-15, and

**WHEREAS**, the Walworth Town Board has received and reviewed the Amended Budgeted Purchase Approval Procedures to the Town of Walworth Policy & Procedure Manual, effective immediately.

**RESOLVED**, that the Town Board of the Town of Walworth Adopt the Amended Budgeted Purchase Approval Procedures.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**RESOLUTION 131-15 AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE PARTNERSHIP AGREEMENT WITH WAYNE COUNTY ACTION PROGRAM, INC. FOR THE TOWN HALL TO SERVE AS AN EMERGENCY EVACUATION SITE FOR THE CHILDREN SHOULD A NEED ARISE AND ALTERNATIVE SHELTER IN AN EMERGENCY:**

Councilman Ruth offered the following Resolution 131-15 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

The Following was submitted:

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**Wayne County Action Program, Inc.**  
*Helping people... Changing lives.*



**Janelle Krasucki-Cooper**  
Chief Executive Officer

**Donna M. Robbins**  
Chief Operating Officer

**Patrick J. Schmitt**  
Chief Financial Officer

June 2, 2015

Thank you for agreeing to collaborate with the Palmyra Head Start and serve as an Emergency Evacuation Site for our children should the need arise and we need to find alternative shelter in an emergency.

Enclosed please find a Partnership Agreement between Wayne County Action Program, Inc. Head Start and Walworth Town Hall.

Please review this agreement and make any necessary revisions. If you have any questions please feel free to contact me at (315) 946-1259, x13.

If no revisions are necessary, please sign and date both copies and return one to me at the Head Start Office.

Thanks so much for your continued support to the children and families of WCAP – Head Start/Early Head Start.

**Donna Johnson**  
Program Administrator

Sincerely,

*Andrea Morgan LPN/HN*

Andrea Morgan  
Health and Nutrition Coordinator  
WCAP, Head Start; 28 Canal St, Lyons NY 14489  
315-946-1259x13; fax: 315-946-3051  
[andrea.morgan@waynecap.org](mailto:andrea.morgan@waynecap.org)

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**Partnership Agreement**

**Wayne County Action Program, Inc. - Head Start/Early Head Start  
and  
Walworth Town Hall**

The purpose of this agreement is to provide Head Start/Early Head Start families and their children with a sense of security in the event of an emergency.

**Head Start/Early Head Start agrees to:**

Maintain supervision of Head Start/Early Head Start children at all times. Have cell phones, emergency contact sheets and attendance sheets available during an evacuation from the Head Start center so parents/guardians can be contacted to pick up their children if directed to do so.

**Walworth Town Hall:**

Allow Head Start Staff and children to be housed in the Walworth Town Hall in the event of an emergency evacuation from the Palmyra Head Start center, until Emergency personnel direct staff otherwise, or children are released to parents/guardians.

This agreement will remain in effect for one year, and may be revised as needed. If either party decides to terminate the agreement, written notice must be given 30 days ahead.

\_\_\_\_\_  
Walworth Town Hall Representative

\_\_\_\_\_  
Date

*Sandra Virts*  
\_\_\_\_\_  
Sandy Virts, Head Start/Early Head Start Director  
Wayne County Action Program, Inc.

*6-2-15*  
\_\_\_\_\_  
Date

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to sign the above Partnership Agreement with Wayne County Action Program, Inc.

Discussion ensued.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**RESOLUTION 134-15 AUTHORIZE MIKE FREDERES TO WORK WITH WAYNE COUNTY HIGHWAY SUPERINTENDENT ON THE CROSSWALK FROM TERESA DRIVE ACROSS WALWORTH PENFIELD ROAD FOR AMOUNT NOT TO EXCEED \$1,500.00:**

Councilman Ruth offered the following Resolution 134-15 and moved its adoption. Seconded by Councilwoman Markowski to wit:

**RESOLVED**, that Mike Frederes, Highway Superintendent, will work with Wayne County Highway Superintendent on the crosswalk from Teresa Drive across Walworth Penfield Road for an amount no to exceed \$1,500.00.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**EXECUTIVE SESSION:**

Motion by Councilwoman Hawkins-Mance to enter into executive session to discuss

- medical, financial, credit, or employment history of three (3) particular people/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension.
- and the proposed acquisition/sale/lease of real property when publicity might affect value.

Seconded by Councilman Ruth.

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

Resolution carried.

Time: 7:48 PM.

**RECONVENE:**

Supervisor Marini reconvened the regularly scheduled meeting.

Time: 8:20 PM.

**HIGHWAY – RESOLUTION 121-15 – AUTHORIZING THE TOWN SUPERVISOR TO ENTER INTO CONTRACT WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 118:**

Councilman Ruth offered the following Resolution 121-15 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**WHEREAS**, in accordance with its obligations under Article 14 of the Civil Service Law (the “Taylor Law”), the Town of Walworth has engaged in collective negotiations with the authorized representatives of a bargaining unit of certain employees in the Highway Department represented by the International Brotherhood of Teamsters, Local 118; and

**WHEREAS**, the authorized representatives of the Town and the bargaining unit have reached an agreement on a new collective bargaining agreement, with a term from July, 2014 through December 31, 2018; and

**WHEREAS**, the Town has received notification that the members of the bargaining unit have voted to approve the agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby approves the terms of the agreement between the Town and the bargaining unit described above; and

**BE IT FURTHER RESOLVED**, that the Town Board hereby approves the expenditure of any additional funds necessary to implement the terms of said agreement; and

**BE IT FURTHER RESOLVED**, that, upon the approval of legal counsel for the Town as to form and content, the Town Supervisor is hereby authorized to execute the new collective bargaining agreement between the parties.

Adopted this 18<sup>th</sup> day of June, 2015 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 135-15 AUTHORIZING THE TOWN SUPERVISOR TO SIGN A LEASE AGREEMENT FOR FARMING HAY ON TOWN PROPERTY – 3600 LORRAINE DRIVE:**

Councilman Hawkins-Mance offered the following Resolution 135-15 and moved its adoption. Seconded by Councilman Ruth to wit:

**RESOLVED**, that the Town Supervisor is authorized to sign a Lease Agreement for Farming Hay, on Town Property, located at 3600 Lorraine Drive, Walworth.

Adopted this 18<sup>th</sup> day of June, 2015 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.

**WALWORTH TOWN BOARD – REGULAR MEETING  
JUNE 18, 2015**

**ADJOURNMENT:**

Motion by Councilwoman Hawkins-Mance 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

Resolution carried.

Time: 8:22 PM.

Respectfully Submitted,

Susie C. Jacobs, MMC, RMC  
Town Clerk