

**WALWORTH TOWN BOARD – REGULAR MEETING  
21 MARCH 2013**

Presiding Supervisor Plant 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 with the Pledge to the Flag.

**PRESENT:**

Robert Plant	Supervisor
Patricia Marini	Councilwoman
Vaughn Pembroke	Councilman
Larry Ruth	Councilman
Michael Frederes	Highway Superintendent
Susie Jacobs	Town Clerk

**ABSENT:** Tom Yale Councilman

**OTHERS PRESENT:** Rob Burns, Sewer Superintendent; Jacqueline VanLare, Recreation Director; Brendan Bystrak, Labella Associates, P.C. Engineer for the Town; Town Newspaper Reporter, and seven (7) attendees.

**MINUTES:**

Motion by Councilman Ruth to approve the Minutes of March 7, 2013 as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**PUBLIC PARTICIPATION:**

No one present offered any comments.

**SUPERVISOR’S REPORT:**

Motion by Councilwoman Marini to accept as presented the Supervisor’s Report for February, 2013.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**COMMITTEE REPORTS:**

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

**RESOLUTION 33-13 TO ESTABLISH CONTROL OF ANIMALS - DOG ENUMERATION RESERVE FUND A231DE:**

Councilman Ruth offered the following Resolution 33-13 and moved its adoption. Seconded by Councilman Pembroke to wit:

**WHEREAS**, the Town Board of the Town of Walworth desires to establish Control of Animals – Dog Enumeration Reserve Fund; and

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**WHEREAS**, the funds to establish this Fund are from Dog Licensing Revenues which were credited to General Fund Balance in 2013 in the amount of five hundred dollars (\$500.00),

**RESOLVED**, that pursuant to Section 6-c (or 6-g) of the General Municipal Law, as amended, the Walworth Town Board does hereby establish a Reserve Fund to finance the cost of Dog Enumeration Fees.

The Chief Fiscal Officer is hereby directed to deposit moneys of this reserve fund to be known as the “Dog Enumeration Reserve Fund” fund number A231DE.

The amount to establish this fund is not to exceed five hundred dollars and no cents (\$500.00) from General Fund Balance.

The Chief Fiscal Officer is authorized to invest, from time to time, the moneys of this fund pursuant to Section 11 of the General Municipal Law.

No expenditure shall be made from this fund, except upon authorization of this board pursuant to Section 6-c (or 6-g) of the General Municipal Law.

**THEREFORE, BE IT RESOLVED**, that the Control of Animals Reserve Fund is subject to a 30 day Permissive Referendum,

**THEREFORE, BE IT FURTHER RESOLVED** that the Town Board of the Town of Walworth adopt Resolution 33-13.

Adopted this 21<sup>st</sup> day of March, 2013 at the meeting of the Town Board.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**PARKS & RECREATION:**

The following was submitted:

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**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

March 21, 2013

I am requesting Town Board approval for the following items:

- I am asking Board approval to purchase Mar-Co Clay for the price not to exceed \$3,316.25 to be expended from line A7310.46 which is a budgeted item.

Lakeside Sod Supply Co. is the sole source provider for the Mar-Co Clay Diamond Clay. Mar-Co Clay is used for the baseball and softball fields.

- Approval for the Gananda Bandits Soccer Club to use the upper soccer field at Ginegaw Park and the Sherburne Road soccer field on dates that do not conflict with Walworth Recreation programming.
- Approval for Gananda Youth Lacrosse to use Dolomite Park starting April 1<sup>st</sup> (weather permitting) thru June 28<sup>th</sup>. Practices will be held Mondays & Wednesdays from 5:30 – 8:00. With games held on Saturdays from 8:00 – 3:00.
- Approval for the West Walworth Fire Department to use the Sherburne Road Softball Field for softball games on Wednesday evenings May thru August.
- Approval for an alcohol permit for the West Walworth Fire Department for Wednesday night softball games.
- Approval for Lincoln Fire Department to use the Fireman's Field for softball games on Wednesday evenings May thru August.
- Approval for an alcohol permit for the Lincoln Fire Department for Wednesday night softball games.

**PARKS & RECREATION – AUTHORIZE THE PURCHASE OF MAR-CO CLAY DIAMOND CLAY:**

Motion by Councilwoman Marini authorizing the purchase of Mar-Co Clay for an amount not to exceed \$3,316.25, from budgeted line A7310.46. Lakeside Sod Supply Co. is a sole source provider.  
Seconded by Councilman Pembroke.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**PARKS & RECREATION – AUTHORIZE USE OF GINEGAW PARK & SHERBURNE ROAD – GANANDA BANDITS SOCCER CLUB:**

Motion by Councilwoman Marini authorizing Gananda Bandits Soccer Club the use of the upper soccer field at Ginegaw Park and the Sherburne Road Soccer field on dates that do not conflict with Walworth Recreation programming.  
Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

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**PARKS & RECREATION – AUTHORIZE THE USE OF DOLOMITE PARK:**

Motion by Councilwoman Marini to authorize the Gananda Youth Lacrosse to use the Dolomite Park starting April 1<sup>st</sup> through June 28<sup>th</sup> (weather permitting). Practices will be held Monday and Wednesday from 5:30 – 8:00PM with games being held on Saturday from 8:00-3:00PM.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**PARKS & RECREATION – AUTHORIZE THE USE OF SHERBURNE ROAD PARK:**

Motion by Councilwoman Marini to authorize the West Walworth Fire Department to use the Sherburne Road Park as submitted.

Seconded by Councilman Pembroke.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**PARKS & RECREATION – ALCOHOL PERMIT FOR WEST WALWORTH FIRE DEPARTMENT:**

Motion by Councilwoman Marini to issue an Alcohol Permit to West Walworth Fire Department for Wednesday nights, softball games at Sherburne Road Park as submitted.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**PARKS & RECREATION – AUTHORIZE THE USE OF FIREMAN’S FIELD PARK:**

Motion by Councilwoman Marini to authorize the Lincoln Fire Department to use the Fireman’s Field Park as submitted.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**PARKS & RECREATION – ALCOHOL PERMIT FOR LINCOLN FIRE DEPARTMENT:**

Motion by Councilwoman Marini to issue an Alcohol Permit to Lincoln Fire Department for Wednesday nights, softball games at Fireman’s Field Park.

Seconded by Councilman Ruth.

Discussion: Insurance Liability Certificate will be submitted.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

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**RESOLUTION 34-13 DESIGNATES GINEGAW PARK PLAYGROUNDS,  
SHERBURNE ROAD PARK PLAYGROUNDS AND THE PLAYING FIELDS AT  
THESE PARKS DURING ORGANIZED YOUTH SPORTS BE DESIGNATED  
TOBACCO FREE:**

Councilwoman Marini offered the following Resolution 34-13 and moved its adoption. Seconded by Councilman Ruth to wit:

**WHEREAS**, the US Surgeon General has stated that there is no safe level of exposure whether indoors or outdoors, and that children’s exposure to second hand smoke causes increased risk of sudden infant death syndrome, lower respiratory infections, middle ear diseases, more severe asthma and slowed lung growth and is responsible for the premature deaths of over 430,000 Americans each year from lung cancer, heart disease, respiratory illness and other diseases; and

**WHEREAS**, secondhand smoke is responsible for over 50,000 deaths among nonsmokers each year; and

**WHEREAS**, 80% of smokers started smoking before the age of 18, and the average initiation age is 12 years old; and

**WHEREAS**, every day an estimated 3,900 young people under the age of 18 try their first cigarette and one-third of these children will die prematurely from tobacco related illnesses; and;

**WHEREAS**, to help role model non-smoking behavior to children and youth; to provide children and youth and their families with a safe, smoke-free environment;

**THEREFORE**, The Walworth Town Board resolves as follows:

That the playgrounds at Ginegaw and Sherburne Road Parks be designated tobacco free; that the playing fields during organized youth sports also be designated tobacco free.

Adopted on this 21<sup>st</sup> day of March, 2013.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**RESOLUTION 36-13 AUTHORIZING THE SUPERVISOR TO SIGN A  
CONTRACT WITH WILLIAMSON LAW BOOK FOR THE ANNUAL RECORDS  
MANAGEMENT SUPPORT FOR THE TOWN CLERKS OFFICE:**

Following was submitted.

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**Williamson Law Book Company**  
790 Canning Parkway Victor, New York 14564

March 15, 2013

Town of Walworth  
Accounts Payable  
3600 Lorraine Drive  
Walworth, NY 14568

**ANNUAL SOFTWARE SUPPORT CONTRACT**

Enclosed is an invoice renewing your Software Support coverage for the following program:

**Records Management**

This agreement between Williamson Law Book Company (WLB) and the Town of Walworth (referred to as "customer") will provide ongoing software support and maintenance to the customer as described herein.

Williamson Law Book Company (WLB) agrees to provide the customer with:

- Support: WLB will provide support to assist in using the software. Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge (excluding any training required by the customer).

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB).

Charges for the Software Support Contract shall be \$242.00 as specified on the enclosed invoice.

**\*\*\*Please sign and return one copy of this contract with your payment\*\*\***

Thank you.



Williamson Law Book Company

Accepted for the Town of Walworth

By:  Title: SUPERVISOR Date: 3.21.2013  
ROBERT R PLANT

Councilwoman Marini offered the following Resolution 36-13 and moved its adoption. Seconded by Councilman Pembroke to wit:

**WHEREAS**, The Town Clerks Office uses Williamson Law Book Company for Records Management and would like to continue the support in the program. This is a budgeted item.

**BE IT RESOLVED**, that Robert Plant, Town Supervisor of the Town Of Walworth, is hereby authorized and directed to sign the contract with Williamson Law Book Company, for the year 2013.

Adopted this 21<sup>st</sup> day of March, 2013, at the meeting of the Town Board.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**HIGHWAY DEPARTMENT, SEWER DEPARTMENT & RON FOREMAN  
ATTEND TRAINING:**

Following was submitted.



3451 Ontario Center Road  
Walworth NY 14568

Rob Burns, Sewer Superintendent  
[sewer@townofwalworthny.gov](mailto:sewer@townofwalworthny.gov)

315-986-3415 PHONE  
315-986-1741 FAX

March 14, 2013

Attention:  
Robert Plant, Walworth Town Supervisor  
Walworth Town Board Members

Re: Training Requests

The Sewer Department and Highway Department personnel will be taking part in 2 separate training sessions as follows.

- ✦ Wednesday, April 3 - Standard First Aid w/ CPR & AED. Amcee Phillips will be the instructor for this class, free of charge, to be held at the Walworth Fire Hall from 8:00am to 3:00pm. Although Amcee is not charging for her service, there is a cost to the American Red Cross of \$27.00 per participant to be expended from budget line SS8110.41.
- ✦ Wednesday, April 24 - Driver Safety Training. Frank Russell will be the instructor for this class to be held at the Lodge in Ginegaw Park from 8:30am to 3:30pm. The cost for this class is \$19.00 per participant to be expended from budget line SS8110.41.

I am requesting Town Board approval for Tim McMullen, John Pagliuso, and myself to attend. 6 credit hours will be given for each one of these classes to be used towards our renewal licenses. Payment is due on the date that each training will take place. Vouchers will be submitted for pre-pay.

Respectfully submitted,

Rob Burns,  
Sewer Superintendent

Motion by Councilman Pembroke authorizing the Highway employees, Sewer employees, and Ron Foreman to attend Wednesday, April 3<sup>rd</sup>, Standard First Aid with CPR and AED Training, \$27.00 per participant, Sewer Department expended from budgeted line SS8110.41, as submitted.  
Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**HIGHWAY DEPARTMENT & SEWER DEPARTMENT & RON FOREMAN  
DRIVER'S SAFETY TRAINING:**

As submitted above.

Motion by Councilman Pembroke authorizing the Highway employees, Sewer employees, and Ron Foreman to attend Wednesday, April 24<sup>th</sup> Driver's Safety

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Training, \$19.00 per participant, Sewer Department expended from budgeted line SS8110.41, as submitted.  
Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**RESOLUTION 37-13 AUTHORIZING THE SUPERVISOR TO SIGN A  
CONTRACT WITH MICHELSON LAWN & LANDSCAPE FOR THE MOWING  
AT JOHNS PARK AND TOWN CEMETERIES FOR 2013:**



<u>Spring Clean-Up:</u>	
<u>Lawn Maintenance:</u>	→ • Johns Park = \$50.00 per Trip
<u>Landscape Ornamental Maintenance:</u>	• West wal. = \$55.00 per Trip
<u>Mulching and Edging:</u>	• Baker rd. = \$30.00 per Trip
<u>Weed Control:</u>	• Freewill = \$25.00 per Trip
<u>Fall Clean-Up:</u>	

Service/ Billing Address:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town/ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Alternate Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_

\* Cemeteries cut  
 2x per month \*

\* Johns Park  
 cut weekly \*

**Customer Agreement- Terms and Conditions**

- ❖ Service Contract extends through the season it is subject to.
- ❖ Lawn Service Includes: one cut per trip, string trimming and blowing of debris (unless additional trips specified)
- ❖ Michelson Lawn & Landscape is fully insured.
- ❖ Customer is responsible for payment by the 15<sup>th</sup> of every month. If payment is not received, lawn service will STOP until payment is made.
- ❖ LATE PAYMENTS are subject to a \$30 LATE FEE per month.
- ❖ Labor rate is subject to change based upon each service and or machinery to complete job/service.

Property Owner/ Manager Signature \_\_\_\_\_ Date 3/21/13  
 Michelson Lawn & Landscape Signature \_\_\_\_\_ Date 3-16-13

Thank you for your business- Andrew

Please make checks payable to: Michelson Lawn & Landscape.

Return signed contract → to: 3261 Sherwood Drive - Walworth, NY 14568 - 585.750.8830

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Councilwoman Marini offered the following Resolution 37-13 and moved its adoption. Seconded by Councilman Ruth to wit:

**WHEREAS**, Michielson Lawn & Landscape had a contract in 2012 with the Town for mowing Johns Park (SP8810.41) and Town Cemeteries (A8810.42), and

**WHEREAS**, the Town would like to renew the contract for 2013 per the submitted quote.

**BE IT RESOLVED**, that Robert Plant, Town Supervisor of the Town of Walworth, is hereby authorized and directed to sign the contract with Michielson Law and Landscape, for the year 2013.

Adopted this 21<sup>st</sup> day of March, 2013, at the meeting of the Town Board.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**TOWN WEBSITE:**

Discussion ensued.

Motion by Councilwoman Marini authorizing the Town Website to be redesigned for an amount not to exceed \$4,000.00, from contingency line A1990.41 to computer maintenance A1620.44 and authorize transfer of funds.

Seconded by Councilman Pembroke.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**APPROVAL ABSTRACT NO. 3:**

The following was submitted:

To: Walworth Town Board

From: Jean Johnson, Town Comptroller

Date: 21-Mar-13

Re: Abstract #3

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 #296 to #460

General Fund	\$45,348.40
Highway Fund	\$55,018.69

Sewer Fund	\$46,803.66
Park Special Revenue Fund	\$1,436.88
Walworth Light District	\$555.91
Harvest Hill Light District	\$518.09
Gananda Light District	\$1,369.28
Brookside Light District	\$10.20
Orchard View Light District	\$108.49
Water Extension SW19	\$22,425.00
Wter Extension SW20	\$7,025.00
Total Abstract #3 Payments	\$180,619.60

Voucher Numbers #18 to #35

Trust & Payroll	\$32,171.13
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Checks will be issued on March 22, 2013.

Motion by Councilman Ruth to approve Abstract #3 as submitted.  
Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**RECEIVER OF TAXES - APPOINTMENT OF DEPUTY RECEIVER OF TAXES  
- LOUISE WELLER:**

Supervisor Plant stated that Linda Bretsch, Receiver of Taxes, has appointed Louise Weller as Deputy Receiver of Taxes for 2013.

**EAGLE SCOUT CERTIFICATE OF ACHIEVEMENT – JOSHUA MALONE:**

Walworth has another Eagle Scout as a resident. Joshua Malone lives with his parents, Carol and Aaron Malone on Deer Meadow Run and attends Penfield Central Schools. He is part of Troop 9 in Penfield. His eagle project was to redesign the landscaping at the West Walworth Fire Hall which he completed last fall. He maintained existing shrubs and trees, relocated some of the plantings and redefined the gardens in the front and side of the fire hall. In addition, he coordinated the cleaning of the message board located in the front of the fire hall which carries important messages for the residents of the Town.

Councilwoman Marini will present the Certificate of Achievement to Joshua, at a Court of Award on April 10, 2013.

Joshua will be continuing his community service to the Town of Walworth as a volunteer fire fighter in the West Walworth Fire Department.

Motion by Councilwoman Marini to authorize a Certificate of Achievement be issued to Joshua Malone.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

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**UNITED WAY CAMPAIGN – AUTHORIZE EMPLOYEE PARTICIPATION IN  
FUNDRAISERS AT THE TOWN HALL:**

**MEMORANDUM**

*FROM THE DESK OF: SUSIE C. JACOBS, WALWORTH TOWN  
CLERK*

TO: Town Board members

RE: United Way Campaign

DATE: March 21, 2013

It's that time of year again!

Last year, the Town of Walworth employees raised \$436.00 to help support the United Way efforts. With the help of each and every one of you, we can surpass this figure, with our 2013 goal of \$437.00.

I would like to ask the Town Board to support our employee efforts with declaring April 8<sup>th</sup> through April 19<sup>th</sup>, 2013, as our official "United Way Fundraising Campaign" with the following:

**FUNDRAISERS AT THE TOWN HALL**

- **"Dress Down" for two (2) weeks.** Employees are encouraged to participate by dressing down (wearing jeans) during the weeks of April 8<sup>th</sup> through April 19<sup>th</sup>. For each day that they choose to dress down, the employee will donate **\$1.00** to the United Way. Receipts are available upon request.
- **Monday, April 15<sup>th</sup> & Tuesday, April 16<sup>th</sup>** – A United Way "Bake Sale" day. Employees are asked to participate by bringing in baked goods which will be sold to residents / town visitors in the Town Lobby during business hours.

I thank you for the opportunity allowing employees to participate.

**ALL PROCEEDS FROM THESE FUNDRAISERS WILL BE CONTRIBUTED  
TO THE UNITED WAY CAMPAIGN.**



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Motion by Councilwoman Marini authorizing the employees to participate in the fundraiser.

Seconded by Councilman Pembroke.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**RESOLUTION 35-13 AUTHORIZE TOWN SUPERVISOR TO SIGN THE 2012 SERVICE AWARD PROGRAM FOR LINCOLN FIRE DEPARTMENT AND WEST WALWORTH FIRE DEPARTMENT:**

Councilwoman Marini offered the following Resolution 35-13 and moved its adoption. Seconded by Councilman Ruth to wit:

**WHEREAS**, the Town Board of the Town of Walworth adopted by Motion on February 7, 2013 the Lincoln Fire Department and West Walworth Fire Department Service Award Point Listing (LFDSAPL), and

**WHEREAS**, the LFDSAPL was posted with the Fire Department for the required 30 days with no corrections to listing, and

**BE IT RESOLVED**, the Lincoln Fire Department and the West Walworth Service Award Point Final Listing is approved as presented.

**RESOLVED**, that the Town Board of the Town of Walworth adopt Resolution 35-13.

Adopted this 21<sup>st</sup> day of March, 2013 at the meeting of the Town Board.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**LEO J ROTH MAINTENANCE AGREEMENT NOTIFICATION:**

Supervisor Plant stated that the contract with Leo J. Roth Corporation will automatically renew per the original contract, effective from April 1, 2013 to March 31, 2014.

Council members concurred to continue the contract.

**RESOLUTION 38-13 FINANCIAL TRANSFERS:**

Councilwoman Marini offered the following Resolution 38-13 and moved its adoption. Seconded by Councilman Ruth to wit:

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

\$500.00 from General Fund Balance to A7310.12 Recreation Assistant. Monies

to cover this transfer have been credited to A2001 Recreation Fees.

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Resolution 38-13  
Con't

\$105.60 from A1410.42 Town Clerk Office Expense to A1410.44 Records Management. To cover current expenditures.

Roll call vote:	Supervisor Plant	Aye
	Councilwoman Marini	Aye
	Councilman Pembroke	Aye
	Councilman Ruth	Aye
	Councilman Yale	Absent

Resolution carried.

**HIGHWAY DEPARTMENT- PROPOSED HOLIDAY SCHEDULE 2013:**

Revised 3-21-2013  
Highway Dept. Holiday Schedule

- |                            |                           |                   |
|----------------------------|---------------------------|-------------------|
| 1. New Year's Day          | January 1st               | Tuesday           |
| 2. President's Day         | February 18th             | Monday (not used) |
| 3. Floater-(Good Friday)   | March 29th                | Friday            |
| 4. In Lieu of Pres. Day    | Apr. 26 <sup>th</sup>     | Friday            |
| 4. In Lieu of M.L.K.       | May 24 <sup>th</sup>      | Friday            |
| 5. Memorial Day.           | May 27th                  | Monday            |
| 6. Independence Day        | July 4th                  | Thursday          |
| 7. Labor Day               | September 2nd             | Monday            |
| 8. Floater -               | September 3rd             | Tuesday           |
| 9. Columbus Day            | October 14th              | Monday            |
| 10. Veteran's Day          | November 11 <sup>th</sup> | Monday            |
| 11. Thanksgiving           | November 28th             | Thursday          |
| 12. Day after Thanksgiving | November 29 <sup>th</sup> | Friday            |
| 13. Christmas              | December 25 <sup>th</sup> | Wednesday         |

Shut Down As Scheduled: July 1,2,3, and 5th

Discussion ensued.

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**RECESS:** 7:56PM – To allow for data gathering.

**RECONVENE:** 7:59PM

**RECESS:** 8:05PM – To allow Council discussion.

**RECONVENE:** 8:10PM

Motion by Councilman Ruth to adopt the submitted Highway Department Holiday Schedule for 2013 as submitted.  
Seconded by Councilman Pembroke.

Discussion – Councilman Pembroke commented that the town has an elected official to run his department and what is the need to have it come to the Town Board when we have a competent elected Highway Superintendent. Reply was that we have a Union Contract now.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**HIGHWAY DEPARTMENT – 2013 SHUT DOWN SCHEDULE:**

Motion by Councilman Ruth to authorize the Highway Department Employees 2013 Shut Down Schedule will be July 1, 2, 3, and 5, 2013. It was also commented that this schedule is for 2013 and next year's schedule will need to be approved by the Town Board per the Union Contract.  
Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0  
Motion carried.

**ADJOURNMENT:**

Motion by Councilwoman Marini to adjourn.  
Seconded by Councilman Pembroke and unanimously carried.  
Time: 8:18 PM.

Respectfully Submitted,

Susie C. Jacobs, CMC, RMC  
Town Clerk