

**WALWORTH TOWN BOARD – REGULAR MEETING
2 MAY 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
Larry Ruth	Councilman
Tom Yale	Councilman

ABSENT:

Vaughn Pembroke	Councilman
Michael Frederes	Highway Superintendent
Susie Jacobs	Town Clerk

OTHERS PRESENT: Beth Hart, Deputy Town Clerk; Rob Burns, Sewer Superintendent; Jacqueline VanLare, Recreation Director; Brendan Bystrak, Labella Associates, P.C. Engineer for the Town; Dennine Leeson, Assessor; and Town Newspaper Reporter.

MOMENT OF SILENCE:

A moment of silence was observed in memory of Mr. Gary Borkhuis a former Town Board member.

MINUTES:

Motion by Councilman Larry Ruth to approve the Minutes of April 18, 2013 as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0
Motion carried.

PUBLIC PARTICIPATION:

No one present offered any comments.

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COMMITTEE REPORTS:

PARKS AND RECREATION – PLAYGROUND AT GINEGAW PARK:

The following were submitted:

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RECREATION – TRANSFER FUNDS FOR MULCH

Motion by Councilwoman Marini to transfer \$2,000.00 from fund balance to CM1-7110.26.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

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**RECREATION – PURCHASE OF WOOD FIBER SAFETY SURFACING FOR
PLAYGROUND AT GINEGAW PARK:**

Motion by Councilwoman Marini for the purchase of Wood Fiber Safety Surfacing for the playground at Ginegaw Park in an amount not to exceed \$1,881.60 to be expended from line CM1-7110.26. Three quotes were provided.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

**RECREATION – DONATION FROM THE FRIENDS OF THE WALWORTH
PARKS:**

Motion by Councilwoman Marini to accept the \$900.00 Donation from the Friends of the Walworth Parks with a letter attached, for the purchase of eight (8) wooden picnic tables and stain for the Sherburne Park pavilion.

Seconded by Councilman Ruth.

Discussion ensued.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

ASSESSOR – PART TIME CLERK SALARY:

Motion by Councilman Yale to transfer from fund balance \$6,300.00 to line A1355.12.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

Motion carried.

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**ASSESSOR – APPOINTMENT OF PART TIME CLERK TO ASSESSOR AND
TRANSFER FROM FUND BALANCE AUTHORIZATION:**

The following was submitted:

Motion by Councilman Yale to appoint Cindy Davis to the position of Part-time Clerk to the Assessor. Cindy will be working 15 hours a week starting the week of May 6, 2013. She will be starting on Step 1 of her grade.

Seconded by Councilman Ruth.

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

Motion carried.

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TOWN JUSTICE – RESOLUTION 46-13 AMEND COURT DATES:

The following was submitted:

Councilwoman Marini offered the following Resolution 46-13 and moved its adoption.

Seconded by Councilman Yale to wit:

BE IT RESOLVED that the Justice Court will be amended and held at the Walworth Town Offices as follows:

Dated this 2nd day of May, 2013 at the meeting of the Town Board.

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

Resolution carried.

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EMPLOYEE HAND BOOK DISCUSSION

The following was submitted by the Town Comptroller:

Employee Handbook Changes

The second attachment is a copy of the Employee Handbook with the following

changes:

The first section you will see shows as eliminated. This page does not appear in the handbook but is a statement by Paychex.

In the Affirmative Action statement on page 4 the word president in Paragraph 4 has been changed to Supervisor. The bottom of the statement President has been changed to Town Board.

All references to Account Clerk have been changed to Personnel Office.

Section 2

Page 1, Recording Your Time, updated to reflect the use of the new time clock system.

Section 3

Holidays – Reflects the change made to the wording by the Town Board in June of 2011.

Holidays – Last paragraph changed to eliminate Highway Dept. per Collective Bargaining Agreement

Vacation – Reflects the change made to the wording made by the Town Board in June of 2011.

Addition of last sentence. As new time clock system records time in tenths of a minute sick/personal time has to be in 15 minute blocks.

Addition of the Health Savings Account Section approved by the Town Board in June of 2011.

Section 4

Electronic Mail Monitoring – eliminate paragraph 5.

Voice Mail Monitoring – eliminate paragraph 4.

There are other sections which appear to be removed and then appear again. This is due to the fact we are enlarging the handbook to an 8 ½ x 11 format causing some sections to move to a previous page. The workup shows these sections deleted from one page but appearing on another.

Discussion ensued.

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RESOLUTION 45-13 ADOPTION OF TOWN EMPLOYEE HANDBOOK:

Councilwoman Marini offered the following Resolution 45-13 and moved its adoption.

Seconded by Councilman Yale to wit:

BE IT RESOLVED that the Town Employee Handbook be amended.

Dated this 2nd day of May, 2013 at the meeting of the Town Board.

Adopted: Vote Ayes 4 Nays 0

Resolution carried.

FILL PERMIT – 115 KNOLLWOOD DRIVE:

Engineer for the Town presented documents for approval/issuance of a Permit. Discussion ensued.

Motion by Councilman Yale to issue a Back Fill Permit for property at 115 Knollwood Drive; Engineer for the Town will follow thru on this.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 4 Nays 0
Motion carried.

TRI-BOARD MEETING SCHEDULED:

The next Tri-Board meeting is scheduled for Thursday, June 6th, 2013 at 7:00PM at the Walworth Town Hall. Wayne Central School Board and Ontario Town Board will be notified.

ADJOURNMENT:

Motion by Councilwoman Marini to adjourn.
Seconded by Councilman Ruth and unanimously carried.
Time: 7:40 PM.

Minutes transcribed in my absence by Beth Hart, Deputy Town Clerk.

Respectfully Submitted,

Susie C. Jacobs, CMC, RMC
Town Clerk

Beth Hart
Deputy Town Clerk

