

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

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
Tom Yale	Councilman
Michael Frederes	Highway Superintendent
Susie Jacobs	Town Clerk

OTHERS PRESENT: Rob Burns, Sewer Superintendent; Brendan Bystrak, Labella Associates, P.C. Engineer for the Town; Town Newspaper Reporter, and eight (8) attendees.

MINUTES:

Motion by Councilwoman Marini to approve the Minutes of December 6, 2012 and December 17, 2012 as presented.

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

Motion carried.

SUPERVISOR'S REPORT:

Motion by Councilwoman Marini to accept as presented the Supervisor's Report for November 2012.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 5 Nays 0

Motion carried.

PUBLIC PARTICIPATION:

Library Board of Trustee and resident on West Walworth Road addressed the Board in support of Christine LoTempio who is a current Board Member and was just elected to serve a 2nd term. Christine is a dedicated Board Member with many talents. She is proactive and incredibly detail oriented. She is an excellent communicator and is thoughtful when making opinions. She is a commendable community volunteer as she also gives her time to the Boy Scouts helping with the next generation of involved citizens. The Board holds Christine in such high esteem and was elected to President for 2013. The community will be well served by Christine's commitment to a 2nd term.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

COMMITTEE REPORTS:

LIBRARY - APPROVAL OF LIBRARY TRUSTEE

Motion by Councilman Ruth to accept and file the following:



**Walworth-Seely
Public Library**

Your Gateway to Knowledge

3600 Lorraine Drive Walworth, NY 14568
315.986.1511/315.986.5917, fax
walworthseely.blogspot.com

December 14, 2012

Attention:

Robert Plant, Walworth Town Supervisor
Walworth Town Board Members

Re: Approval of Library Trustee

The Board of Trustees of the Walworth-Seely Public Library is submitting the name of Christine LoTempio for the approval by the Town Board of a 2nd term as a Walworth-Seely Public Library Trustee. This term would begin January 1, 2013 and end December 31, 2017. Christine has been an active and dedicated board member and our community will be well served by her commitment to another term.

Thank you for taking up this action during your meeting scheduled on 12/20/12.

Kristina Burmeister
President, Walworth-Seely Board of Trustees

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

LIBRARY – APPOINTMENT OF BOARD OF TRUSTEE:

Motion by Councilman Ruth to accept and file the following:

2



**Walworth-Seely
Public Library**

Your Gateway to Knowledge

3600 Lorraine Drive Walworth, NY 14568

315.986.1511 / 315.986.5917, fax

walworthseely.blogspot.com

December 14, 2012

Attention:

Larry Ruth, Town of Walworth Board Member

Per your request, this is to inform you that the Walworth-Seely Board of Trustees has elected Wendi Coleman to fulfill the remainder of the term being vacated by my resignation. Wendi's background and skill set will be a tremendous asset to the Walworth-Seely Library Board of Trustees.

Thank you,

Kristina Burmeister

President, Walworth-Seely Public Library Board of Trustees

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

LIBRARY – ABOLISH THE OFFICE OF TRESURER:

Councilman Ruth stated the Board of Trustees has made the decision to abolish the office of Treasurer. A Board of Trustee member stated “that is an incorrect statement”. Discussion ensued. The Board of Trustees has decided not to appoint someone to that position. The current Treasurer will serve until her term expires on December 31, 2012. Discussion ensued.

**TOWN CLERK – AUTHORIZATION FOR SUPERVISOR TO SIGN CONTRACT
WITH WILLIAMSON LAW BOOK COMPANY – ANNUAL SOFTWARE
SUPPORT:**

Motion by Councilwoman Marini authorizing Supervisor Plant to sign the Williamson Law Book Company for the Annual Software Support – 2013 for the Town Clerk Plus program. This is a 2013 budgeted item from A1410.45 for an amount not to exceed \$665.50.

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

Motion carried.

RESOLUTION 113-12 ADOPTION OF THE SALARY MATRIX FOR 2013:

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

WHEREAS, the Town Board of the Town of Walworth has prepared and reviewed the Salary Matrix for 2013 as submitted:

Continued on next page

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

TOWN BOARD APPROVED 2013 WAGE SCHEDULE SEWER DEPARTMENT																					
Board Approved Step Adjustment 2013	2.00%																				
Merit Increase 2013	2.00%																				
WASTE WATER OPERATOR																					
2013	Step 1	\$24.76	Step 2	\$25.26	Step 3	\$25.76	Step 4	\$26.26	Step 5	\$26.76	Step 6	\$27.33	Step 7	\$27.87	Step 8	\$28.43	Step 9	\$29.00	Step 10	\$29.56	PAYROLL
Rob Burns Hourly Rate	2012	\$27.86																			\$29.00
BI Weekly Pay @ 80 Hours	90																				\$2,319.89
Annual Salary 26 Pay Periods	26																				\$60,317.02
Merit Increase 2013	2.00%																				\$28.97
WASTE WATER LAB TECHNICIAN																					\$2,320.00
2013	Step 1	\$19.33	Step 2	\$19.72	Step 3	\$20.11	Step 4	\$20.51	Step 5	\$20.92	Step 6	\$21.34	Step 7	\$21.77	Step 8	\$22.20	Step 9	\$22.65	Step 10	\$23.10	\$29.56
Tim McMullen Hourly Rate	2012	\$19.72																			\$20.51
BI Weekly Pay @ 80 Hours	80																				\$1,640.70
Annual Salary 26 Pay Periods	26																				\$42,658.30
Merit Increase 2013	2.00%																				\$22.20
WASTE WATER TECHNICIAN																					\$22.20
2012	Step 1	\$19.33	Step 2	\$19.72	Step 3	\$20.11	Step 4	\$20.51	Step 5	\$20.92	Step 6	\$21.34	Step 7	\$21.77	Step 8	\$22.20	Step 9	\$22.65	Step 10	\$23.10	\$22.20
John Pagluso Hourly Rate	2012	\$21.34																			\$1,775.49
BI Weekly Pay @ 80 Hours	80																				\$46,162.69
Annual Salary 26 Pay Periods	26																				\$46,176.00
Merit Increase 2013	0.00%																				\$19.22
ASSISTANT OPERATORS																					\$19.22
2012	Step 1	\$16.73	Step 2	\$17.06	Step 3	\$17.41	Step 4	\$17.75	Step 5	\$18.11	Step 6	\$18.47	Step 7	\$18.84	Step 8	\$19.22	Step 9	\$19.60	Step 10	\$19.95	\$19.95
Hourly Rate	80																				\$1,584.00
BI Weekly Pay @ 80 Hours	80																				\$1,584.00
Annual Salary 26 Pay Periods	26																				\$41,184.00
Hourly Rate	80																				\$1,584.00
BI Weekly Pay @ 80 Hours	80																				\$1,584.00
Annual Salary 26 Pay Periods	26																				\$41,184.00

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

TOWN BOARD APPROVED 2013 WAGE SCHEDULE ASSESSORS DEPARTMENT												
	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
Board Approved Step Adjustment 2013	2.00%											
Merit Increase 2013	2.00%											
ASSESSOR	2012	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	PAYROLL
Denimie Leason Hourly Rate	\$21.34	\$21.77	\$22.21	\$22.65	\$23.10	\$23.56	\$24.04	\$24.52	\$25.01	\$25.51	\$26.02	\$22.21
BI Weekly Pay @ 75 Hours	75		\$1,664.52				\$1,664.52					\$1,666.76
Annual Salary 26 Pay Periods	26		\$43,277.52									\$43,309.50
Merit Increase 2013	0.00%											
ASSESSMENT CLERK	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
Hourly Rate	2012	\$11.44	\$11.67	\$11.90	\$12.14	\$12.38	\$12.63	\$12.88	\$13.14	\$13.40	\$13.67	
	2013	\$0.00										

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

TOWN BOARD APPROVED 2013 WAGE SCHEDULE RECREATION DEPARTMENT											
Board Approved Step Adjustment 2013	2.00%										
Merit Increase 2013	2.00%										
RECREATION DIRECTOR											
Jackie VanLare Hourly Rate	2012	\$16.83	\$17.17	\$17.51	\$17.86	\$18.22	\$18.58	\$18.95	\$19.33	\$19.72	\$20.11
BI Weekly Pay @ 80 Hours	80	\$1,346.40	\$1,373.60	\$1,400.80	\$1,428.00	\$1,455.20	\$1,482.40	\$1,509.60	\$1,536.80	\$1,564.00	\$1,591.20
Annual Salary 26 Pay Periods	26	\$35,506.40	\$35,712.00	\$35,917.60	\$36,123.20	\$36,328.80	\$36,534.40	\$36,740.00	\$36,945.60	\$37,151.20	\$37,356.80
Merit Increase	0.00%										
RECREATION ASSISTANT											
Hourly Rate	2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Merit Increase	2.00%										
RECREATION MAINTENANCE WORKER											
Kevin Weiss Hourly Rate	2012	\$13.74	\$14.01	\$14.30	\$14.58	\$14.87	\$15.17	\$15.47	\$15.78	\$16.10	\$16.42
Annual Salary 26 Pay Periods	26	\$35,724.00	\$36,426.00	\$37,178.00	\$37,930.00	\$38,682.00	\$39,434.00	\$40,186.00	\$40,938.00	\$41,690.00	\$42,442.00
Merit Increase	0.00%										
LABORER PARKS/MAINT TOWN HALL											
Ron Forman Hourly Rate	2012	\$12.04	\$12.28	\$12.53	\$12.78	\$13.03	\$13.28	\$13.56	\$13.83	\$14.11	\$14.39
BI Weekly Pay @ 80 Hours	80	\$963.20	\$982.40	\$1,001.60	\$1,020.80	\$1,040.00	\$1,059.20	\$1,078.40	\$1,097.60	\$1,116.80	\$1,136.00
Annual Salary 26 Pay Periods	26	\$25,043.20	\$25,582.40	\$26,140.80	\$26,739.20	\$27,358.40	\$27,998.40	\$28,659.20	\$29,341.60	\$30,045.60	\$30,771.20
Merit Increase	0.00%										
David Barmeister Hourly Rate	2012	\$11.80	\$12.04	\$12.28	\$12.53	\$12.78	\$13.03	\$13.28	\$13.56	\$13.83	\$14.11
Annual Salary 26 Pay Periods	26	\$30,736.00	\$31,296.00	\$31,868.00	\$32,452.00	\$33,048.00	\$33,656.00	\$34,276.00	\$34,908.00	\$35,552.00	\$36,208.00
Merit Increase	2.00%										
GENERAL/MS4 CLERK											
Linda Kleeman Hourly Rate	2012	\$12.89	\$13.15	\$13.39	\$13.64	\$13.89	\$14.15	\$14.41	\$14.68	\$14.95	\$15.23
BI Weekly Pay @ 75 Hours	75	\$966.75	\$986.25	\$1,005.75	\$1,025.25	\$1,044.75	\$1,064.25	\$1,083.75	\$1,103.25	\$1,122.75	\$1,142.25
Annual Salary 26 Pay Periods	26	\$25,135.50	\$25,642.50	\$26,150.25	\$26,658.00	\$27,165.75	\$27,673.50	\$28,181.25	\$28,689.00	\$29,196.75	\$29,704.50
Merit Increase	0.00%										
Lincoln Kleeman Hourly Rate	2012	\$13.41	\$13.68	\$13.95	\$14.23	\$14.51	\$14.79	\$15.07	\$15.35	\$15.63	\$15.92
BI Weekly Pay @ 75 Hours	75	\$1,005.75	\$1,027.25	\$1,048.75	\$1,070.25	\$1,091.75	\$1,113.25	\$1,134.75	\$1,156.25	\$1,177.75	\$1,199.25
Annual Salary 26 Pay Periods	26	\$26,149.50	\$26,710.25	\$27,271.00	\$27,831.75	\$28,392.50	\$28,953.25	\$29,514.00	\$30,074.75	\$30,635.50	\$31,196.25
Merit Increase	0.00%										
PAYROLL											
Jackie VanLare											\$19,333
Kevin Weiss											\$14,300
Ron Forman											\$12,778
David Barmeister											\$12,040
Linda Kleeman											\$13,410
Lincoln Kleeman											\$13,410
TOTAL											\$112,961

Continued on the next

WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012

TOWN BOARD APPROVED 2013 WAGE SCHEDULE BUILDING & ZONING DEPARTMENT												
Board Approved Step Adjustment 2013	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	PAYROLL
Merit Increase	2.00%											
BUILDING INSPECTOR												
Norman Duschel Hourly Rate	2012	\$21.68	\$22.11	\$22.56	\$23.01	\$23.47	\$23.94	\$24.42	\$24.90	\$25.40	\$25.91	\$26.91
Bi Weekly Pay @ 80 Hours	80											\$2,072.80
Annual Salary 26 Pay Periods	26											\$53,892.80
Merit Increase	0.00%											
CODE ENFORCEMENT												
Phil Williams Hourly Rate	2012	\$15.28	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26	\$18.26
Bi Weekly Pay @ 52 Hours	52											\$949.52
Annual Salary 26 Pay Periods	26											\$24,698.61
Merit Increase	0.00%											
BUILDING/ZONING CLERK												
Gail Rutkowski Hourly Rate	2012	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89	\$17.23	\$17.57	\$17.93	\$17.93
Bi Weekly Pay @ 75 Hours	75			\$15.61	\$15.92	\$16.24	\$16.56	\$16.89	\$17.23	\$17.57	\$17.93	\$1,170.45
Annual Salary 26 Pay Periods	26			\$1,170.45	\$1,170.45	\$1,170.45	\$1,170.45	\$1,170.45	\$1,170.45	\$1,170.45	\$1,170.45	\$30,431.70

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

		TOWN BOARD APPROVED 2013 WAGE SCHEDULE TOWN HALL													
Board Approved Step Adjustment 2013															
Merit Increase															
200%															
TOWN COMPTROLLER															
Jean Johnson Hourly Rate		2012	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	PAYROLL
BI Weekly Pay @75 Hours		\$22.31	\$22.21	\$20.61	\$20.61	\$21.03	\$21.45	\$21.88	\$22.31	\$22.76	\$23.21	\$23.68	\$24.15	\$24.62	Calculator
Annual Salary 26 Pay Periods		75	75								\$23.20				\$23.21
Merit Increase		0.00%	0.00%								\$45,244.68				\$1,740.76
CLEERK TO SUPERVISOR		2012	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
Barb Kualting Hourly Rate		\$18.45	\$18.81	\$18.13	\$18.13	\$18.45	\$18.78	\$19.11	\$19.49	\$19.88	\$20.28	\$20.68	\$21.10	\$21.52	\$18.80
BI Weekly Pay @ 75 Hours		75	75			\$16.78	\$16.78	\$17.11	\$17.46	\$17.80	\$18.16	\$18.52	\$18.88	\$19.25	\$16.78
Annual Salary 26 Pay Periods		26	26			\$1,288.43	\$1,288.43	\$32,719.05							\$1,288.43
Merit Increase		0.00%	0.00%												\$32,719.05
SENIOR ACCOUNT CLERK		2012	2013	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
Hourly Rate		\$0.00	\$18.01	\$18.37	\$18.74	\$19.11	\$19.49	\$19.88	\$20.28	\$20.68	\$21.10	\$21.52	\$21.95	\$22.38	
BI Weekly Pay @ 75 Hours		75	75	\$0.00	\$0.00	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	\$1,382.25	
Annual Salary 26 Pay Periods		26	26	\$0.00	\$0.00	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	\$35,938.50	

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

TOWN BOARD APPROVED 2013 WAGE SCHEDULE TOWN CLERK DEPARTMENT												
Board Approved Step Adjustment 2013	2003%	2013 Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	PAYROLL
Merit Increase	2.00%	\$11.91	\$12.16	\$12.39	\$12.64	\$12.89	\$13.15	\$13.41	\$13.68	\$13.95	\$14.23	Calculator
DEPUTY TOWN CLERK		\$11.91	\$12.16	\$12.39	\$12.64	\$12.89	\$13.15	\$13.41	\$13.68	\$13.95	\$14.23	\$12.39
Beth Hart Hourly Rate		\$11.91										
Merit Increase	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CLERK TOWN CLERKS OFFICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hourly Rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

7

12/19/2012

10:10 AM

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

RESOLUTION 114-12 AMEND THE TOWN OF WALWORTH EMPLOYEE HANDBOOK – VACATION:

Councilwoman Marini offered the following Resolution 114-12 and moved its adoption. Seconded by Councilman Yale to wit:

WHEREAS, the Town Board of the Town of Walworth wishes to amend the Town of Walworth Employee Handbook (adopted: 06/07, amended: 06/09 – “Vacation” (Section 4) reflecting the process that the town has followed with the following wording:

Paragraph: Full Time Employees: After 5 full calendar years, and each year thereafter, full time employees shall be entitled to 10 days of paid vacation plus 1 day for each year after 5 years, up to a maximum of 20 days.

Paragraph: Part Time regular Employees receive paid vacation time in proportion to the number of hours and number of days per week that they normally are scheduled to work.

BE IT RESOLVED THAT the Town Board of the Town of Walworth adopts Resolution 114-12.

Adopted this 20th day of December, 2012 at the meeting of the Town Board.

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

Resolution carried.

Continued on the next page

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

HIGHWAY – 2013 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE:

Motion by Councilman Yale adopting the 2013 Highway Department Holiday Schedule as proposed. The following was submitted:

**2013
Proposed Highway Dept. Holiday Schedule**

1. New Year's Day	January 1st	Tuesday – 9 Hours
*2. President's Day	February 18th	Monday – 9 Hours
3. Floater-(Good Friday)	March 29th	Friday – 4 Hours
4. In Lieu of M.L.K.	May 24 th	Friday – 4 Hours
5. Memorial Day.	May 27th	Monday – 9 Hours
6. Independence Day	July 4th	Thursday – 9 Hours
7. Labor Day	September 2nd	Monday – 9 Hours
8. Floater -	September 3rd	Tuesday – 9 Hours
9. Columbus Day	October 14th	Monday – 9 Hours
10. Veteran's Day	November 11 th	Monday – 9 Hours
11. Thanksgiving	November 28th	Thursday – 9 Hours
*12. Day after Thanksgiving	November 29 th	Friday – 4 Hours
13. Christmas	December 25 th	Wednesday – 9 Hours

104 Hours Allowed - Total Used 102 Hours

Employees will choose 2 Hours as a Group to make up 2 Hour Shortfall

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

*If called to work before 6:00 a.m. will work that day. Supt. Will substitute another day.

Seconded by Councilman Ruth.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

**SEWER - RESOLUTION 116-12 – AUTHORIZE TOWN SUPERVISOR TO
SIGN THE AMENDMENT TO THE INTERMUNICIPAL AGREEMENT
BETWEEN THE TOWN OF WALWORTH AND THE TOWN OF MACEDON:**

Councilman Pembroke offered the following Resolution **116-12** and moved its adoption.

Seconded by Councilman Yale to wit:

WHEREAS, the Town of Walworth and the Town of Macedon signed an Intermunicipal Agreement on June 2, 1994, and

WHEREAS, both Towns have compiled the amendments to the Intermunicipal Agreement, and

WHEREAS, the Town Board of the Town of Walworth desires to adopt these changes submitted:

Continued on next page

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

Section 2.03 (A) PROCEDURE

The Walworth Wastewater Treatment Superintendent shall be responsible for the collection of sewer rents. Authority to collect sewer rents may be delegated to Sewer Department staff as desired.

- a. Payment Options:
 - a. Residents will be able to pay their sewer bill using one of the options as follows:
 - Drop box labeled as such at the Walworth Town Hall Lobby.
 - Mail to Walworth Sewer District, 3600 Lorraine Drive, Walworth NY, 14568
 - In person at the Walworth Sewer Department, 3451 Ontario Center Road, between the hours of 6:30AM and 8:30AM (Monday through Friday, excluding Town Holidays).
 - b. Payment processing:
 - All payments will be entered into a spreadsheet and labeled with the date of entry.
 - All payments received that have not been reconciled during that given day will be kept in a fireproof cabinet for security purposes until posting the next day.
 - Checks made payable to the Town of Walworth Sewer District, for collected rents, will be processed weekly by the Sewer Superintendent during heavy collection periods and bi-monthly when collection is slow.
 - Cash payments will be deposited on a daily basis during heavy collection periods or as needed when collection is slow.
 - Processed checks and cash receipts will be given to Jean Johnson, Walworth Town Comptroller for deposit.
 - Deposits will be entered into the checkbook register at the time deposits are made
 - c. Statement Reconciliation:
 - Bank statement reconciliation will be done by a Sewer Department employee with the Sewer Superintendent's and Walworth Town Comptroller's review for accuracy.
 - The employee performing the reconciliation should balance the statement by using the worksheet provided by the Town of Walworth. This worksheet will show all outstanding deposits, checks or any unusual reconciling item. This form should be completed in ink. Corrections must be crossed out and initialed with corrected information added in ink. No white out or correction tape will be used.
 - After completion of the reconciliation process the employee should date and sign the bank statement and initial and date the check register at the point the reconciliation was performed.
 - The Sewer Superintendent and Walworth Town Comptroller should also date and sign each bank statement and reconciliation after the examination is complete. This is to ensure that reconciliations are done in a timely manner and are accurate.

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

d. Billing reconciliation:

- A “list” of billable sewer rents shall be obtained from the Wayne County Water and Sewer Authority when the sewer rents are mailed to the renters at the end of each billable quarter. The purpose is to identify the anticipated revenue for that collection period.
- As rent receipts are received, the “list” described above should be annotated with status.
- A report is to be issued to the Town Supervisor within 30 days of the end of the collection month stating payment status. The report should include billable rent amount, rents received, number of properties in arrears. (Four Quarterly Reports per year)
- Once the 4th quarter collection and balancing with the Wayne County Water Authority has been completed, the report regarding all accounts who monies owed have been levied to their property taxes will be sent to the Town of Walworth/Macedon Comptroller/Accountant and Town Assessors for their records.

(B) NEW USERS

New users will be billed by the Town of Walworth once a Certificate of Occupancy has been issued by either the Town of Macedon or the Town of Walworth for a house within these town's sewer districts. New users from a sale of a property within the Towns of Macedon or Walworth will be billed from the time of closing on such property within this town's sewer district with the previous owner being responsible for all unpaid fees prior to the date of closing. These fees will be pro-rated based on the quarterly charges enforced at that time. Any unpaid fees will be levied to the yearly property taxes, as stated in section (A) Procedures, Item (d)-billing reconciliation.

(C) LATE PAYMENTS

If the sewer use rent is not paid as a part of the real property tax bill, then it must be paid within 30 days of the due date. If the sewer use rent is not paid within 30 days of the due date, then a late penalty of 10% shall be added to the sewer use rent charged. For each month, thereafter, an interest charge of 1% per month shall be added to the sewer use charge until paid. Any sewer use rent overdue for 30 days or more, together with interest and penalties shall be added to the next Town and County real property tax bill. Such charges shall be a lien on the real property and such payments shall be made to each town annually from this tax levy.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

Section 3.02 ENFORCEMENT

The Town of Walworth shall be responsible for the enforcement of both Sewer Use Ordinance's and/or local laws within the District's. The Town of Walworth shall have a right to institute an action in the Supreme Court of the State of New York or other Court of appropriate jurisdiction on any home owner, business or industry connected to either town's sewer district. The Town of Walworth shall also have a right to refuse to accept the effluent from the Town of Macedon if the effluent from Macedon exceeds the permitted parameters set forth in the Town of Walworth's and Macedon's Sewer Use Laws. All fines collected by the Town of Walworth for enforcement of the Sewer Use Ordinances of Sewer Use Local Laws shall be paid to the Town of Walworth within thirty (30) days of the issuance of the fines, and the monies shall be deposited in the appropriate bank account of the Walworth Sewer District so that said monies may be applied to unexpended funds within the District, to be held to benefit users in both Districts.

Section 3.03 WASTE STRENGTH

The Town of Walworth agrees to accept all sewage from the Town of Macedon as may be permitted by the parameters of the Walworth Sewer Use law and may deny access of sewage from the Town of Macedon to the Water Pollution Control Facility which is in excess of said parameters. The Town of Macedon and Town of Walworth agree at all times to compel its users to comply with their sewer use ordinances or laws. It is understood that all charges imposed by the Town of Walworth shall be in compliance with each Town's sewer use ordinances or laws. Any industries/businesses that are required to apply for either a Special Use Permit or a Yearly Usage Permit as stated in the Town's ordinances must do so and file it with the Town of Walworth Sewer Superintendent on an annual basis, and a copy forwarded to the Town of Macedon Engineer if it has anything to do with a Town of Macedon user.

BE IT RESOLVED that the Town Supervisor be authorized to sign the amendment to the Intermunicipal Agreement.

BE IT FURTHER RESOLVED that the Town Board of the Town of Walworth Adopt Resolution 116-12.

Dated this 20th Day of December 2012.

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

Resolution carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

**SEWER – BALDWIN RICHARDSON FOODS INDUSTRIAL WASTEWATER
DISCHARGE PERMIT AUTHORIZED:**

The following was submitted:

TOWN OF



3451 Ontario Center Road
Walworth NY 14568

Rob Burns, Sewer Superintendent
sewer@townofwalworthny.gov

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

December 18, 2012

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

Re: Baldwin Richardson Foods Industrial Wastewater Discharge Permit

I am requesting Town Board approval to sign Industrial Wastewater Discharge Permit for Baldwin Richardson Foods for the period beginning January 1 through December 31, 2013.

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

Respectfully submitted,

Rob Burns,
Sewer Superintendent

Motion by Councilman Pembroke authorizing Rob Burns, Sewer Superintendent, to sign the Industrial Wastewater Discharge Permit for Baldwin Richardson Foods for the period beginning January 1 through December 31, 2013. Seconded by Councilman Ruth.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

APPROVAL OF ABSTRACT #12:

The following was submitted by the Town Comptroller:

To: Walworth Town Board
From: Jean Johnson, Town Comptroller
Date: 20-Dec-12
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 #1733 to #1909

General Fund	\$168,994.83
Highway Fund	\$112,928.35
Sewer Fund	\$78,605.21
Parks Special Revenue Fund	\$1,170.73
Walworth Consolidated Drainage	\$5,427.76
Walworth Light District	\$569.82
Harvest Hill Light District	\$669.35
Gananda Light District	\$1,032.06
Brookside Light District	\$10.60
Orchard View Light District	\$114.21
Water Ext. #16 Mildahn Rd	\$4,272.00
Water Ext #17 County Line	\$6,578.00
Water Ext. #18 Plank Road	\$5,340.00
Total Abstract #12 Payments	\$385,712.92

Voucher Numbers #187 to #197

Trust & Payroll	\$20,948.97
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Checks will be issued on December 21, 2012.

This Abstract includes the pre-payment of the Annual Retirement Bill of \$225,416.

Motion by Councilwoman Marini to approve Abstract #12 as submitted.
Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

**RESOLUTION 107-12 WALWORTH SPORTSMAN’S CLUB INC. LIQUOR
LICENSE #3013882 RENEWAL:**

Councilman Yale offered the following Resolution 107-12 and moved its adoption. Seconded by Councilwoman Marini to wit:

WHEREAS, pursuant to the requirement of the New York State Alcoholic Beverage Control (ABC) Law, an applicant for a license to sell alcoholic beverages at retail, for on-premises consumption, as well as any applicant for renewal of such a license, must notify the Town Clerk of the municipality wherein the premises are located, and;

WHEREAS, I, Susie C. Jacobs, Town Clerk of the Town of Walworth do hereby certify that on the day of November 14, 2012 I received via Certified Mail, Return Receipt Requested the Walworth Sportsman’s Club Liquor License #3013882 Renewal Application, and

WHEREAS, the notice is given in order that the municipality, if it so desires, may express an opinion for or against the granting of said license or renewal to the ABC Board;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Walworth, that with respect to the renewal application submitted by Walworth Sportsman’s, Inc. Liquor License number 3013882, Walworth, New York for a license to sell alcoholic beverages at retail for on-premises consumption, the Walworth Town Board does express a favorable opinion;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Town Council of the Town of Walworth adopts Resolution 107-12.

Adopted this 20th day of December, 2012.

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

Resolution carried.

**RESOLUTION 111-12A AUTHORIZATION TO ISSUE PETTY CASH FUNDS
TO THE RECEIVER OF TAXES FOR THE 2013 TAX COLLECTION:**

Councilwoman Marini offered the following Resolution 111-12A 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 2013 Tax Collection in the amount of \$200.00.

BE IT RESOLVED, the funds for Petty Cash is given to the Receiver of Taxes and Assessments for the 2013 Tax Collection in the amount of \$200.00.

Adopted this 20th day of December 2012 at the meeting of the Town Board.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

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

Resolution carried.

RESOLUTION 115-12 PROPOSED LOCAL LAW NO. 8 OF THE YEAR 2012:

This Resolution was "VOIDED".

RESOLUTION 112-12 CLOSING OF TOWN BOOKS FOR 2012:

Councilwoman Marini offered the following Resolution 112-12 and moved its adoption. Seconded by Councilman Ruth to wit:

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 2012.

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

Resolution carried.

RESOLUTION 117-12 FINANCIAL TRANSFERS:

Councilwoman Marini offered the following Resolution 117-12 and moved its adoption. Seconded by Councilman Ruth to wit:

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

The following was submitted:

Town of Walworth
Town Board Meeting 12-20-12

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

\$200.00 from A1355.43 Assessment ORPS Fees to A1355.42 Assessment Office Expense/Postage.

To cover current expenditures.

\$282.50 from A1410.45 Town Clerk Software Support to A1420.42 Town Clerk Office Expense. To cover current expenditures.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

\$717.00 from A1990.41 Contingent Account to A1410.44 Records Management. To cover software
Support 2013 Cemetery Program.

\$120.26 from A1990.41 Contingent Account to A3510.41 Control of Animals General Expense. To cover mileage for Dog Case.

\$4282.92 from General Fund Balance to A7310.42 Recreation Program/Instruct Fees \$4269.00 and to A7310.43 Recreation New/Special Programs \$13.92. To cover current expenditures. The funds to cover this transfer were credited to A2001 Recreation Fees.

\$47.58 from A8010.42 Zoning Board Training to A8020.41 Planning Board Training. To cover current expenditures.

\$509.47 from A5132.41 Highway Garage Gas/Electric to A5132.21 Highway Garage Equipment. To cover current expenditures.

\$3304.50 from A5132.41 Highway Garage Gas/Electric to A5132.44 Highway Garage Maintenance. To cover current expenditures.

\$431.00 from SL2-5182.42 Harvest Hill Light District Maintenance/Repair to SL2-5182.41 Harvest Hill Light District Contractual Electric. To cover current expenditures.

\$2,500.00 from SS8130.23 Sewer Pickup/Plow to SS8130.23 Sewer Screen/Auger. To cover current expenditures.

\$300.00 from SS8130.409 Sewer Maintenance to SS8130.410 Sewer Odor Control. To cover current expenditures.

\$900.00 from SS8130.408 Sewer Sludge Disposal to SS8130.406 Sewer Chemicals. To cover current expenditures.

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

Resolution carried.

Continued on the next

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

RESOLUTION 118-12 AUTHORIZE ORCHARD VIEW ESTATES SECTION THREE, PHASE B FUNDS TO BE RELEASED FROM THE LETTER OF CREDIT NO. 10273-5 IN THE AMOUNT OF \$4,532.10:

Councilman Yale offered the following Resolution 118-12 and moved its adoption.

Seconded by Councilwoman Marini to wit:

WHEREAS, the Town of Walworth had required Orchard View Development, LLC establish an Irrevocable Letter of Credit established July 13, 2012, with LC#10273-5, and expiring July 13, 2013, with automatic yearly renewals, and

WHEREAS, Labella Associates, P.C. has certified that, to the best of their belief and knowledge the water, sanitary and storm sewers and partial earth work operations has been satisfactorily completed in accordance with approved design drawings, and

WHEREAS, Brendan Bystrak, PE, CPESC, LABELLA ASSOCIATES, P.C., Engineer for the Town of Walworth met on December 20, 2012 with Orchard View Developer, Building Inspector, Code Enforcement Officer and the Town Supervisor; agreeing that \$4,532.10 is the true and collect amount to be released, and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Walworth, release the Irrevocable Letter of Credit for Orchard View Development in the amount of \$4,532.10.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Town Board of the Town of Walworth adopts Resolution 118-12.

Dated this 20th day of December, 2012.

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

Resolution carried.

TOWN 2013 HOLIDAY SCHEDULE:

Motion by Councilwoman Marini authorizing the Town Holiday Schedule as stated in the Employee handbook with the exception that Town Employees will take July 5, 2013 as one (1) of the available Floater days. This will affect only one of the Employee Floater days leaving them with a second day of their choice. Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**

CORRESPONDENCE:

The following two (2) items were read:

TOWN OF MARION

PLANNING BOARD
3823 NORTH MAIN STREET- P.O. BOX 260
MARION, NY 14505
(315) 926-4169 - FAX (315) 926-3502

December 5, 2012

**To: Marion Town Board
From: Town of Marion Planning Board**

Re: Rezoning of 3830 Walworth Road (a portion of) tax parcel #65114-11-622625 from Medium Residential (M-R) to B1

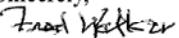
The Marion Planning Board, at their regularly scheduled meeting of December 5, 2012, came to a unanimous consensus to recommend approval to the Marion Town Board, for the rezoning of 3830 Walworth Road (a portion of) tax parcel #65114-11-622625, from Medium Residential (M-R) to B1.

The planning board feels that the rezoning proposal is consistent with the town's comprehensive plan, but expresses caution that there are many concerns which must be addressed for any actual future development within this B1 area.

The following list summarizes most of the concerns that were expressed by the Planning Board members:

1. Impact on traffic using NY Route 21 and the Marion Walworth Road
2. Drainage and runoff impact on nearby wetlands
3. Location of the current driveway
4. Visual compatibility and siting of new building(s) to fit the surrounding community
5. Preservation of the cobblestone house and grounds (a Marion landmark)
6. Access to water, sewer, and utilities
7. Lighting and landscaping

Sincerely,

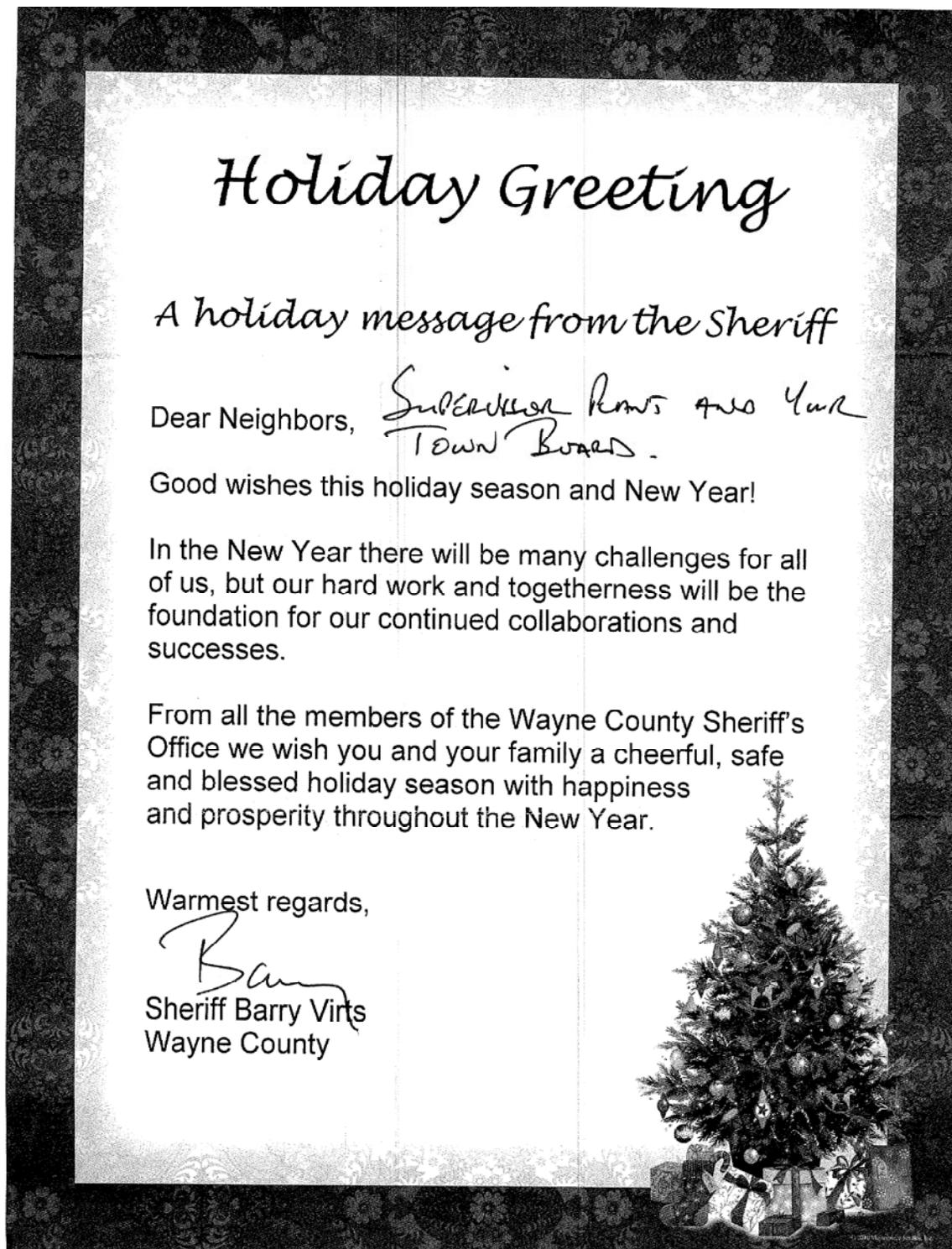

Fred Walker, Chairman
Town of Marion Planning Board

Cc: Marion Code Enforcement Officer
Marion Zoning Board of Appeals
→ Clerk of Town of Walworth
Clerk of Town of Williamson
Clerk of Town of Palmyra
Wayne County Planning Board

Motion by Councilwoman Marini to accept and file.
Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0
Motion carried.

**WALWORTH TOWN BOARD – REGULAR MEETING
20 DECEMBER 2012**



ADJOURNMENT:

Motion by Councilwoman Marini to adjourn.

Seconded by Councilman Yale and unanimously carried.

Time: 7:41 PM.

Respectfully Submitted,

Susie C. Jacobs, CMC, RMC
Town Clerk