

**WALWORTH TOWN BOARD – REGULAR MEETING  
4 DECEMBER 2008**

Presiding Supervisor Plant called the regularly scheduled Town Board meeting, held at the Walworth Town Hall, 3600 Lorraine Drive, to order at 7:30 PM.

Present:	Frank Maciuska	Councilman
	Thomas Yale	Councilman
	Patricia Marini	Councilwoman
	Suzi Hawkins-Mance	Councilwoman
	Susie Jacobs	Town Clerk
	Mike Frederes	Highway Superintendent
	Rob Burns	Sewer Superintendent
	Jacqueline Van Lare	Recreation Director
	Karen Ambroz	Assessor
	Ed Parrone	Engineer for the Town

**MINUTES:**

Motion by Councilwoman Hawkins-Mance to approve the minutes of the Three-Board meeting of November 20, 2008, as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

**CORRESPONDENCE:**

Susie Jacobs, Town Clerk, had nothing to enter into record.

**PUBLIC PARTICIPATION:**

Supervisor Plant introduced Kristine Rogers, Edgemere Development, Inc., and George DeRue, Gananda Partnership.

**RESOLUTION 87-08 AUTHORIZING SUPERVISOR AS OFFICIAL REPRESENTATIVE TO EXECUTE NEW YORK HOUSING FINANCE AGENCY (HRA) INFRASTRUCTURE DEVELOPMENT DEMONSTRATION PROGRAM (IDDP) GRANT(S) IN CONNECTION WITH THE GANANDA SENIOR APARTMENTS:**

Councilman Maciuska offered Resolution **87-08** and moved its adoption.

Seconded by Councilman Yale to wit:

**WHEREAS**, the Town of Walworth adopted Resolution **22-08** – Senior Housing-Small Cities Grant 2008,

**BE IT RESOLVED** that Robert Plant, Town Supervisor, of the Town of Walworth, 3600 Lorraine Drive, Walworth, NY, Wayne County, is hereby authorized as the official representative of the Town to execute any and all documents pertaining to the New York State Housing Finance Agency (HFA) Infrastructure Development Demonstration Program (IDDP) Grant(s), including applications therefore, in connection with the construction of the Gananda Senior Apartments, being built in cooperation with Gananda Senior Associates LLC., Walworth, Wayne County,

**BE IT FURTHER RESOLVED**, that the Town Council of the Town of Walworth adopts Resolution **87-08**.

Adopted this 4<sup>th</sup> day of December, 2008, at the meeting of the Town Council.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

**WALWORTH TOWN BOARD – REGULAR MEETING CONTINUED  
4 DECEMBER 2008**

**DEPARTMENT HEAD REPORTS:**

HIGHWAY DEPARTMENT- RESOLUTION 91-08 – AUTHORIZATION TO ACCEPT THE SUCCESSFUL LOWEST BIDDER PER THE SHARED SERVICE AGREEMENT BETWEEN THE TOWN OF PALMYRA, VILLAGE OF PALMYRA, TOWN OF MACEDON AND TOWN OF WALWORTH FOR A STREET/CATCHBASIN CLEANER AND FOR AN AERIAL LIFT TRUCK:

Councilman Yale offered the following Resolution **91-08** and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

I, SUSIE C. JACOBS, THE DULY QUALIFIED AND ACTING TOWN CLERK OF THE TOWN OF WALWORTH OF 3600 LORRAINE DRIVE, WALWORTH, NEW YORK, A MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOLLOWING RESOLUTION 91-08 WAS ADOPTED AT A REGULAR MEETING OF THE TOWN BOARD HELD ON DECEMBER 4, 2008, AND IS INCORPORATED IN THE ORIGINAL MINUTES OF SAID MEETING, AND THAT SAID RESOLUTION HAS NOT BEEN ALTERED, AMENDED OR REVOKED AND IS IN FULL FORCE AND EFFECT.

**WHEREAS** THE TOWN OF PALMYRA, THE TOWN OF MACEDON, THE TOWN OF WALWORTH AND VILLAGE OF PALMYRA HAVE SIGNED INTER-MUNICIPAL COOPERATION AGREEMENT FOR THE AWARD OF A GRANT TO PURCHASE AERIAL LIFT TRUCK AND STREET SWEEPER/CATCHBASIN CLEANER, AND

**WHEREAS** ON NOVEMBER 20, 2008, BIDS WERE OPENED AT THE TOWN OF PALMYRA, AS THE TOWN OF PALMYRA IS THE LEAD AGENCY, AND

**WHEREAS** HIGHWAY SUPERINTENDENTS HAVE COLLECTIVELY MET AND UNANIMOUSLY AGREED THAT ALTEC INDUSTRIES HAS MET SPECIFICATIONS AND IS THE SUCCESSFUL BIDDER WITH AN ALTEC AT37-G ON A 2009 FORD F-550 CHASSIS AT A PRICE OF \$92,383 FOR THE AERIAL BUCKET TRUCK AND OPTIONS,

**WHEREAS** THAT THE SUCCESSFUL BIDDER FOR THE VACUUM SWEEPER/CATCH BASIN CLEANER IS JOE JOHNSON EQUIPMENT OF ROCHESTER WITH AN ELGIN WHIRLWIND ON A 2009 NISSAN CHASSIS FOR A TOTAL BID OF \$197,594 COMPLETE WITH OPTIONS,

**WHEREAS** PER THE SHARED SERVICE AGREEMENT EACH RESPECTIVE CO-APPLICANTS' TOWN BOARDS MUST APPROVE THESE AWARDS AS WELL AS THE TOWN OF PALMYRA,

**NOW, THEREFORE**, THE TOWN OF WALWORTH, TOWN COUNCIL ACCEPTS THE SUCCESSFUL BIDDER, ON RECORD IN THE TOWN OF PALMYRA, FOR THE AERIAL BUCKET TRUCK AND FOR THE VACUUM SWEEPER/CATCH BASIN CLEANER,

**NOW, BE IT FURTHER RESOLVED**, THAT THE TOWN COUNCIL OF THE TOWN OF WALWORTH ADOPTS RESOLUTION **91-08**.

Adopted this 4<sup>th</sup> day of December, 2008.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

HIGHWAY DEPARTMENT - RESOLUTION **92-08** – AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT 2010/11 YEAR:

Councilman Yale offered the following Resolution **92-08** and moved its adoption.

Seconded by Councilwoman Hawkins-Mance to wit:

**WHEREAS** the “AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT” has been presented and reviewed

**WALWORTH TOWN BOARD – REGULAR MEETING CONTINUED  
4 DECEMBER 2008**

**BE IT RESOLVED** that the Supervisor be authorized to sign The New York State Department of Transportation “AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT” FOR 2010/11 YEAR.

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Walworth adopts Resolution **92-08**.

Dated this 4<sup>th</sup> day of December, 2008.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

**SEWER DEPARTMENT –**

**RESOLUTION 88-08 AWARD BID FOR POSITIVE DISPLACMENT BLOWER:**

Councilman Maciuska offered Resolution **88-08** and moved its adoption.  
Seconded by Councilwoman Marini to wit:

**WHEREAS**, sealed bids were opened on Tuesday, November 25, 2008, and

**WHEREAS**, one successful bidder as follows:

EXCELSIOR BLOWER SYSTEMS, INC.

24 COKESBURY ROAD, #10

LEBANON NJ 08833

**WHEREAS**, the amount of the bid was for \$17,860.00,

**BE IT RESOLVED**, that the bid be awarded to Excelsior Blower Systems, Inc., for the purchase of Heliflow 616 Blower Project No. 208749 Section 221519 Replacement of No. 2 Blower. Total Bid for all Materials, Engineering, Installation Labor, & Travel for a total of \$17,860.00,

**BE IT FURTHER RESOLVED**, that the amount be withdrawn from Budgeted Line SS2120,

**BE IT FURTHER RESOLVED**, that the Town Council of the Town of Walworth adopts Resolution **88-08**.

Adopted this 4<sup>th</sup> day of December, 2008, at the meeting of the Town Council.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

**RECREATION**

Nothing reported at this time.

**ASSESSOR**

Nothing reported at this time.

**ENGINEER**

Ed Parrone, Engineer for the Town, reported the Town was moving closer to the necessary approvals needed for the Gananda project. He and Councilwoman Hawkins-Mance will be meeting regarding the “ponds” in the Town. Supervisor Plant was asked to attend the meetings.

**WALWORTH TOWN BOARD – REGULAR MEETING CONTINUED  
4 DECEMBER 2008**

TOWN CLERK

Nothing reported at this time.

**RESOLUTION 93-08 CAREY LAKE LLC, RENEWAL LIQUOR LICENSE**

**#3121757, 3116448, 3126208:**

Councilman Maciuska offered Resolution **93-08** and moved its adoption.

**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 premise are located, and;

**WHEREAS**, Carey Lake LLC, has requested a renewal of Liquor Licenses application, and

**WHEREAS**, Carey Lake LLC, has requested that the Town waive the 30-day notification period required by New York State Liquor Authority in an effort to expedite the granting of a Renewal Liquor License to Carey Lake LLC,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Walworth, that with respect to the renewal application submitted by Carey Lake LLC, Licenses numbers 3121757, 3116448, 3126208, 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 hereby waives the thirty (30) days notice period in regard to Carey Lake LLC, allowing an earlier submission of the renewal Liquor License application.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Town Council of the Town of Walworth adopts Resolution **93-08**.

Dated this 4<sup>th</sup> day of December. 2008.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

**COMMITTEE REPORTS:**

**PERSONNEL COMMITTEE**

Councilwoman Marini reported that the Personnel Committee will meet the week of December 15 to review anything that needs to be reviewed, including the 2009 Proposed Holiday Schedule for the Town Offices.

**HEALTHCARE COMMITTEE**

Councilwoman Marini reported that the Healthcare Committee now has the new rates and will be scheduling a meeting for early January to go over these, in order to have a new plan in place for April adoption.

**TOWN COMPLEX – REQUEST FOR PROPOSALS (RFP) FOR THE ARCHITECTURAL SERVICES FOR THE EXPANSION OF THE TOWN COMPLEX**  
Councilwoman Hawkins-Mance stated if Council members did not have any recommendations/comments on the draft RFP presented on November 20, 2008, she would like to go ahead and submit the RFP. The Town Clerk will be supplied with a list of firms to mail Criteria Information to. The following was presented:

Request for Proposals for Architectural Services for the  
Expansion of the Town Complex

Over the past few years, the Town of Walworth has experienced significant population growth that was not anticipated in the original design of the current Town Complex built in 1992. The Town population in the year 2000 was 8402 according to released census figures. Since then the Town has experienced an annual growth of approximately 3%. Although expected to slow, the growth is expected to continue in a positive nature by all known predictors (family growth, home sales, urban to rural migration). This has caused the Town to struggle with Town Hall and Library space issues; therefore on August 16<sup>th</sup>, 2007, the Town Board formed a group titled the Town Complex Study Group. This group was formed to coordinate questions to put forth some ideas to the Town Board that would then go out to the general public regarding the need for more space.

The group initially met on August 29<sup>th</sup>, 2007 and began the process of interviewing Department Heads, Library personnel, Court staff and State Troopers regarding space problems they were currently experiencing, space problems they anticipated experiencing, and what they felt would be needed for space in the foreseeable future.

It was the group's unanimous decision that the Town of Walworth definitely needs more space. The group felt that the current building the Town is occupying is a sufficient building for much of the uses the Town needs. This assumes that more efficient storage methodologies are implemented and maintained as routine process and procedure. It also assumes that the Library and Recreation Department are relocated. The vacated space will allow for more efficient rearrangement and utilization of the town complex for the remaining functions.

Therefore, in order to meet the demands of the Library and Recreation Department it is the recommendation of this committee that a "second" building be constructed for the combined use of the Recreation Department and the Library.

In discussions with other Towns in the area, it was found that there is significant advantage and synergy in locating the Library and Recreation Departments in close proximity to the main Town complex. However, it was also identified that having a separate building from Town business functions and especially Court functions is desirable from aspects of aesthetics and perceived public safety. It has been recommended that a building on the existing Town property, directly west of the existing Town complex be constructed. The recommended site directly west of the existing parking lot on the west side of Lorraine Drive would allow for synergy of functions with the existing complex. The new building would be constructed with a single main entrance. The Library would be created in an area built slab-on -grade. The Recreation Department will be located to the opposite side with common multifunctional space in between the two entities. The non-library space should have basement area which would house programmatic functional areas as well as infrastructural needs for the building (HVAC, electrical, hot water, etc). The need for basement space for storage and infrastructure needs was a critical discussion/shortcoming identified in other towns visited and the interviews therein with respective town officials. It should be noted that it is not the recommendation of this committee to create a complex "Rec Center" at this time. Having said that, the new building should be compatible for expansion of the Library as well as the Recreation areas to meet future unidentified needs so that the future Townspeople aren't faced with the current situation of a building that is not functional or conducive to meet changing needs.

The purpose of this RFP is to identify an Architectural firm to assist in the preparation of preliminary conceptual documents, budgets, and presentation materials to assist the Town in its pursuit of these identified needs. The goal of the relationship shall be to provide the following deliverables:

1. Provide basic conceptual design of a facility to house the Town Library and Recreation Department as identified by the Town Complex Study Group (as contained herein).

2. Provide budgetary information in a format to assist the Town in the search of funds through grant applications and/or other funding sources.
3. Provide interior and exterior artistic renderings of the conceptual design suitable for public and grant presentations.
4. Participate in at least three scheduled public presentations.
5. Work with Department Heads and Town Complex Committee to formulate conceptual layout of the building.

Responses to this RFP shall include:

1. Documentation of experience with municipal projects
2. Specific Library design experience
3. List and qualifications of individuals to be directly involved with the project
4. References
5. Statement of availability to complete deliverables within six months.
6. Narrative of how your firm proposes to approach and complete the Deliverables.
7. Price structures for completing the deliverables as well as for incremental related work that has not been pre-identified.
8. Experience with grants.

Written submissions for this RFP, original plus three (3) copies will be accepted at the Town Clerk’s office on or before Wednesday, January 21, 2009, at 5:00 P.M. Said submissions will be reviewed and then selected firms, including their proposed principles will be interviewed to assist the Town Complex Study Group in recommending a firm to the Town Board. All documents submitted with Architectural Firm proposals shall become property of the Town and not returned.

Motion by Councilwoman Hawkins-Mance to submit Request for Proposals for Architectural Services for the Expansion of the Town Complex.  
 Seconded by Councilwoman Marini.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Motion carried.

**APPROVE PRE-PAYMENT ANNUAL RETIREMENT BILL:**

Motion by Councilwoman Hawkins-Mance authorizing pre-payment of the annual retirement bill for a savings of \$816.00.  
 Seconded by Councilman Yale.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Motion carried.

**RESOLUTION 89-08 AUTHORIZATION ADOPTION NEW FEES FOR BUILDING DEPARTMENT AND TOWN CLERK OFFICE PENDING APPROVAL FROM THE ATTORNEY FOR THE TOWN:**

Councilwoman Marini offered Resolution **89-08** and moved its adoption.  
 Seconded by Councilman Maciuska to wit:

**WHEREAS**, proposed increased fees for the Building Department and Town Clerk’s

**WALWORTH TOWN BOARD – REGULAR MEETING CONTINUED  
4 DECEMBER 2008**

Office were presented, and

**WHEREAS**, authorization by the Town Board is granted pending the review of the Attorney for the Town,

**BE IT RESOLVED**, that the Town Board of the Town of Walworth does hereby authorize the Building Department and the Town Clerk's Office to increase the fees,

**BE IT FURTHER RESOLVED**, that the Town Council of the Town of Walworth adopts Resolution **89-08**.

Adopted this 4<sup>th</sup> day of December, 2008, at the meeting of the Town Council.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

Supervisor Plant noted that Council members had received a copy of park fees from other towns and a copy of the proposed ambulance agreement for their review.

**DESIGN CRITERIA DISCUSSION:**

Ed Parrone, Engineer for the Town, reported that all the adjustments that were reviewed had been made; he inquired if the Town would like to approve the Design Criteria as is or would they like another copy for review. He also mentioned that a fee should be established for other interested parties who want to receive a copy of the Design Criteria. Council members requested that an electronic version be sent to them for review. Mr. Parrone will also include his recommendation of the fee/charge for the Design Criteria.

**RE-ESTABLISH THE PARK MASTER PLAN COMMITTEE & THE TOWN COMPREHENSIVE PLAN COMMITTEE:**

Supervisor Plant commented that he would be re-establishing the Park Master Plan Committee and the Town Comprehensive Plan Committee. If anyone is interested in joining these committees, please contact Supervisor Plant. Councilman Yale commented that he has been asked to chair the Town Comprehensive Plan Committee, which will meet half a dozen times over a 4 to 5 month period, starting late February, 2009. This committee will do a broad examination of the Town's Master Plan. The last time this was done was six (6) years ago. Councilwoman Marini will chair the Parks Master Plan Committee doing the same thing; this will be a big commitment for us to make sure that we are looking at the whole scope of things into the future for the entire Town. Councilman Yale stated that the two committees will at some point intersect/interact as needed in order to be in harmony. Supervisor Plant commented that if anyone is interested, he would like to hear from them within the next couple of weeks.

**BIDS FOR "SALE OF SURPLUS FIREWOOD LOGS":**

Supervisor Plant stated that there were no bids for the "Sale of Surplus Firewood Logs." And at this time, Supervisor Plant would like authorization for the Highway Department to dispose of the firewood.

**WALWORTH TOWN BOARD – REGULAR MEETING CONTINUED  
4 DECEMBER 2008**

**APPROVAL TO SIGN NEW YORK MUTUAL AID AND ASSISTANCE AGREEMENT FOR WATER/WASTEWATER PROVIDERS (NYWARN):**

Motion by Councilwoman Hawkins-Mance authorizing the Supervisor to sign the Agreement with New York Mutual Aid and Assistance Agreement for Water/Wastewater Providers.

Seconded by Councilwoman Marini.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Motion carried.

**FINANCIAL TRANSACTIONS RESOLUTION 90-08:**

Councilman Maciuska offered the following Resolution **90-08** and moved its adoption. Seconded by Councilwoman Marini to wit:

**BE IT RESOLVED** that the Senior Account Clerk be authorized to modify budget as follows:

\$3,798.00 from Sewer Fund Balance to SS8130.409 Sewer Maintenance. To cover current expenditures. Funds to cover transfer credited to SS2120R Richardson Rents.

\$500.00 from Sewer Fund Balance to SS8130.405 Fuel. To cover current expenditures.

Funds to cover transfer credited to SS2650 Sale of Scrap.

\$1,500.00 from SS8130.411Lawn Credit to SS8130.403 Lab Supplies. To cover current expenditures.

Roll call vote:	Councilman Maciuska	Aye
	Councilwoman Marini	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilman Yale	Aye
	Supervisor Plant	Aye

Resolution carried.

**TOWN OFFICES CLOSED:**

Supervisor Plant announced that the Town offices would be closed on Monday, December 15, 2008, from 11:00 AM to 1:00 PM.

**ADJOURNMENT:**

Motion by Councilwoman Hawkins-Mance to adjourn.

Seconded by Councilman Maciuska and unanimously carried.

Time: 8:00 PM.

Respectfully Submitted,

Susie C. Jacobs  
Walworth Town Clerk