

**WALWORTH TOWN BOARD - REGULAR MEETING  
16 FEBRUARY 2006**

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

Board members present:	Councilman	Thomas Yale
	Councilwoman	Patti Marini
	Councilwoman	Suzi Hawkins-Mance
Necessarily absent:	Councilman	Daniel Keyes
Town employees present:	Michael Frederes	Highway Superintendent
	Debora Germain	Parks & Recreation Director
	Paul Russell	Town Engineer
	George Schaller	Sewer Superintendent
	Susie Jacobs	Town Clerk

**MINUTES:**

Motion by Councilwoman Hawkins-Mance to approve the Minutes of February 2, 2006, as presented.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

**CORRESPONDENCE:**

No correspondence submitted.

**SUPERVISOR'S REPORT:**

Motion by Councilwoman Marini to approve the January, 2006, Supervisor's Report as presented and filed in the Town Clerk's Office.

Seconded by Councilman Yale.

Adopted: Vote Ayes 4 Nays 0

**CLAIMS:**

**1. GENERAL:**

Motion by Councilman Yale to approve payment of audited vouchers for General Claims totaling \$69,176.63.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**2. HIGHWAY:**

Motion by Councilwoman Hawkins-Mance to approve payment of audited vouchers for Highway Claims totaling \$36,626.49.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

**3. SEWER DISTRICT:**

Motion by Councilman Yale to approve payment of audited vouchers for Sewer District Claims totaling \$36,848.23.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**4. HIGHWAY GARAGE PROJECT:**

Motion by Councilwoman Hawkins-Mance to approve payment of audited voucher for Gananda Sidewalk District Claims totaling \$515.00.

Seconded by Councilman Yale.

Adopted: Vote Ayes 4 Nays 0

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**5. FIRE PROTECTION:**

Motion by Councilwoman Marini to approve payment of audited vouchers for Drainage Claims:

Lincoln	\$103,072.00
West Walworth	\$131,500.00

Seconded by **Councilman Yale &** Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**6. LIGHTING:**

Motion by Councilman Yale to approve payment of audited vouchers for the following Lighting Claims:

Walworth Light District	\$733.08
Harvest Hill Light District	\$681.83
Gananda Light District	\$833.57
Orchard View Light District	\$ 56.28
Brookside Light District	\$ 11.35

Seconded by **Councilwoman Marini &** Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**7. PARK SPECIAL REVENUE FUND:**

Motion by Councilwoman Marini to approve payment of audited voucher for Park Special Revenue Fund totaling \$12,705.00.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**8. TRUST AND AGENCY:**

Motion by Councilwoman Marini to approve payment of audited voucher for Trust and Agency totaling \$428,463.93.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**PUBLIC PARTICIPATION:**

Supervisor Plant informed the public that there is a table for use by the press.

**DEPARTMENT HEAD REPORTS:**

**HIGHWAY DEPARTMENT- NYS J MILES**

Highway Superintendent Frederes indicated the J miles are at 68% of the normal winter (90% on track). Councilwoman Hawkins-Mance presented a letter stating 2 false fire alarm activations at the Highway Bldg. Upon investigation by Casco Security it was discovered that the insulation on wiring is brittle and cracked allowing moisture to penetrate and set off alarms. Casco has quoted \$3500.00 to install all new wiring, 8 new heat detectors, and 3 horn strobes.

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Motion by Councilwoman Hawkins-Mance authorizing payment to Casco Security, not exceeding \$3500.00 to be expended from A5132.44.

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Seconded by Councilman Yale.

Roll call vote:	Supervisor Plant	Aye
	Councilman Keyes	Absent
	Councilwoman Mance	Aye
	Councilwoman Marini	Aye

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**PARKS & RECREATION - GINEGAW PARK USE APPROVAL:**

Motion by Supervisor Plant authorizing the use of Ginegaw Park on June 3, 2006, by Wee People Nursery School (Sally Sanford) for a graduation ceremony for 100+ people.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

**PARKS & RECREATION - GANANDA YOUTH LACROSSE PARK USE DISCUSSION:**

Debora Germain, Parks & Recreation Director, presented the proposed use of the Sherburne Road Park by Gananda Youth Lacrosse for practices and games during the months of March – June, 2006. Due to the possibility of damage to the fields early in the season, Debora Germain was advised to contact GYL for further information and more details.

**SEWER DEPARTMENT – TRAINING SESSION:**

Motion by Councilman Yale authorizing John Pagliuso and Tim McMullen to attend a training session on Confined Space Awareness in Syracuse on March 31, 2006, not to exceed \$100.00; budgeted item from line SS8130.41.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

**BUILDING DEPARTMENT – DRAINAGE 2006 PROJECT:**

Paul Russell, Town Engineer, stated that the Drainage Committee has met and established a recommendation for the projects included in the Drainage 2006 Project (Exhibit “A”).

Motion by Councilwoman Marini authorizing the approval of the Drainage 2006 Project as presented by Paul Russell.

[Seconded by Councilman Yale.](#)

[Adopted: Vote Ayes 4 Nays 0](#)

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**COMMITTEE REPORTS:**

**HIGHWAY DEPARTMENT - REMOVAL OF CANANDAIGUA ROAD WEIGHT LIMIT:**

Motion by Councilman Yale requesting the weight limit restriction be removed from Canandaigua Rd. Supervisor Plant will follow-up with a letter to Dolomite informing them on redirection of traffic on Canandaigua Rd.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**ASSESSMENT DEPARTMENT – PRINTING OF LETTERS:**

Motion by Councilman Yale authorizing approval of 2500 letters to be printed by Quality Printers. These letters will be mailed notifying residents of any changes in assessment for the 2006 Roll. Cost not to exceed \$144.58 from budgeted line A1355.42.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**DAVEY TREE CONTRACT:**

Motion by Councilman Yale amending the motion of February 2, 2006, to the Davey Tree Contract not to exceed \$1,303.00 for tree/lawn/shrubs maintenance to be expended as follows:

\$853.00 A7110.46

\$450.00 A1620.42

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

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**ACCOUNTING SOFTWARE:**

Motion by Councilwoman Marini authorizing Supervisor Plant to enter into contract, not to exceed \$750.00, with Williamson Law Book for Accounting Software Support to be expended from A1220.43.

Seconded by Councilwoman Hawkins-Mance.

Roll call vote:	Supervisor Plant	Aye
	Councilman Keyes	Absent
	Councilwoman Mance	Aye
	Councilwoman Marini	Aye
	Councilman Yale	Aye

Motion carried.

**TOWN CLERK CONFERENCE AUTHORIZATION:**

Motion by Councilwoman Marini authorizing Susie Jacobs to attend the New York State Town Clerks Association Conference April 23-26, 2006, Saratoga Springs, New York, and authorizing payment of \$723.00 as budgeted from A1410.41.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**COPIER BUYOUT CONTRACT:**

Motion by Councilman Yale authorizing the buyout contract settlement with De Lage Landen Services for the amount not to exceed \$5,200.00 from A1620.43.

Seconded by Councilwoman Marini.

Roll call vote:	Supervisor Plant	Aye
	Councilman Keyes	Absent
	Councilwoman Mance	Aye
	Councilwoman Marini	Aye
	Councilman Yale	Aye

Motion carried.

**COPIER REPAIRS / DISCUSSION:**

Motion by Councilwoman Hawkins-Mance authorizing copier repairs with A.J.'s Copier and Fax Service for the amount not to exceed \$534.00 to be expended from A1620.43.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

Councilman Yale proposed that we get quotes for establishing a service rate on a per-trip basis. Supervisor Plant stated he has received two quotes:

Soyata Computers quoted \$82.00 per month.

A.J.'s Copier and Fax Service @ 89.00 per hour with no charge for travel time.

**APPOINTMENT OF DEPUTY RECEIVER OF TAXES:**

Louise Weller, Receiver of Taxes, appointed Stan Weller as Deputy Receiver of Taxes with no compensation.

**HEALTH OFFICER APPOINTMENT TERM ADJUSTMENT:**

Supervisor Plant stated that the adjustment for Louis Kapner, MD, Health Officer's appointment is with a term to expire on December 31, 2009.

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**TOWN CLERK EXPENDITURE:**

Motion by Councilwoman Marini that the Town Clerk be authorized to expend up to \$100.00 without Town Board approval.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**PETTY CASH INCREASE:**

Motion by Councilwoman Marini authorizing the increase of \$100.00 petty cash for the Town Clerk's Office.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

**SPRING CLEAN-UP DISCUSSION:**

Supervisor Plant discussed the Spring Clean-Up. The quote for the Clean-Up is \$12,000.00, with dates as follows:

May 18<sup>th</sup>

May 19<sup>th</sup>

May 20<sup>th</sup>

Council members would like additional research of topic before discussion at the next Town Board meeting. Supervisor Plant will present an update.

Supervisor Plant adjourned briefly, allowing Susie Jacobs to change tapes in the recorder.

**OPEN BURNING PERMITS DISCUSSION:**

Supervisor Plant opened the discussion regarding the issuing of burning permits. Council members read Town Law 180-32, Open Burning, and concurred that any burning permits need Town Board approval.

**LOCAL LAW #1 HEARING AUTHORIZED:**

Councilman Yale offered the following resolution 11-06 and moved its adoption, seconded by Councilwoman Marini to wit:

BE IT RESOLVED THAT Local Law No. 1 of the year 2006, entitled "A LOCAL LAW ADDING CHAPTER 4 ENTITLED 'SALE OF ADVERTISEMENTS ON TOWN PROPERTY, TOWN PUBLICATIONS, AND TOWN WEBSITE' TO THE TOWN OF WALWORTH MUNICIPAL CODE" Be and is hereby introduced before the Town Board of the Town of Walworth in the County of Wayne and State of New York, and

BE IT FURTHER RESOLVED that copies of the aforesaid proposed local law be laid upon the desk of each member of the Town Board, and

BE IT FURTHER RESOLVED that the Town Board hold a public hearing on said proposed local law at the Town Hall, 3600 Lorraine Drive, in the Town of Walworth, New York, at 7:45PM, Thursday, March 2, 2006, and

BE IT FURTHER RESOLVED that the Town Clerk publish or cause to be published a public notice in the official newspaper of the Town of said public hearing at least (7) days prior thereto.

Adopted: Vote Ayes 4 Nays 0

**STATE SNOW & ICE REMOVAL:**

Councilman Yale offered the following Resolution 12-06 and moved its adoption, seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED that Supervisor Plant be authorized to enter into contract with NYS Snow & Ice Contract Extension for the Winter 2007-2008.

Adopted: Vote Ayes 4 Nays 0

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**EMPLOYEES' WAGES DISCUSSION:**

Supervisor Plant offered the following for employees' wages for full-time and permanent part-time employees:

New employees shall have a starting pay between 75% and 85% of the full wage for that position title as set by the Town board or set by previous pay for that position.

The exact wage to be determined by the Town Board, with Department head input, commensurate with applicant's qualifications for that particular position.

At the end of their probationary period the new employee may be awarded a step raise with approval of the Town Board and recommendation of the employee's department head.

Town Board shall approve any other step pay increases upon employee's department's recommendation.

Any pay increases must be within the budgeted limit.

Council members discussed that there is a need for a wage scale based on performance, position and length of service. Councilman Yale and Councilwoman Marini are going to work on development and ask that the Department heads establish positions and responsibilities.

**EXECUTIVE SESSION:**

Motion by Supervisor Plant (not seconded) to adjourn to executive session to discuss a personnel issue and litigation at 8:35 PM.

**RECONVENED:**

Supervisor Plant reconvened the meeting at 9:00 PM.

**DEPUTY CLERK WAGES:**

Motion by Councilwoman Marini determining that the Deputy Town Clerk position shall have an entry level wage of \$9.50 per hour, to be reviewed at such time as all employee positions are re-evaluated.

Seconded by (NA)

Roll call vote:	Supervisor Plant	Aye
	Councilman Keyes	Absent
	Councilwoman Mance	Aye
	Councilwoman Marini	Aye
	Councilman Yale	Aye

**CLERK APPOINTMENT AND WAGE:**

Susie Jacobs appoints Joyce Gumina as Clerk in the Town Clerks office.

Motion by Councilwoman Marini to evaluate wages for Joyce Gumina along with other re-evaluations.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

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**ASSESSOR REQUIREMENTS COMPLETED:**

Councilman Yale congratulated Karen Ambroz for completing the required basic course of training for the designation of State Certified Assessor pursuant to the laws of the State of New York and State Board's Rules for Real Property Tax Administration. Councilman Yale has requested that a letter of congratulation be sent to Karen.

**BUILDING USE BY LIFE LINE SCREENING RADIOLOGY, LLC:**

Supervisor Plant stated that he has received a request for use of the meeting room at the Town Hall by Life Line Screening Radiology, LLC, in July, 2006. Councilman Yale stated that we are not interested in offering use of the meeting room for this purpose.

**TOWN HALL HOURS OF OPERATION DISCUSSION:**

Supervisor Plant stated that employees would like the Town Board to consider changing the hours of operation. Currently, hours are 9:00 AM to 5:00 PM, with the proposed change being 8:00 AM to 4:00 PM Monday thru Friday. Employees have expressed that residents are in the parking lot as early as 8:00 AM. Activity between 4:00 & 5:00 PM is minimal. A study was done of other Town Hall office hours, and results were given to Supervisor Plant. Councilman Yale stated that he would support a change of operation hours providing the office would be open for extended hours occasionally.

**DEPARTMENT HEAD MEETING:**

Debra Germain made a recommendation that a department head meeting be scheduled.

**FARM LAND PROTECTION GRANT:**

Supervisor Plant stated that all residents interested in applying for the Farmland Protection Implementation Project (Genesee Land Trust) should contact him within the next 2-3 weeks.

**FINANCIAL TRANSACTIONS:**

Councilman Yale offered the following resolution 13-06 and moved its adoption, seconded by Councilwoman Marini to wit:

BE IT RESOLVED that the Account Clerk be authorized to transfer the following:

\$250.00 from General Fund Balance to A1220.43 Software Support, to cover increased cost of Accounting Program Software Support.

\$12,705.00 from Park Special Revenue Fund Balance to CM1-7110.41 for \$8,470.00 and CM1-7110.42 for \$4,235.00 to cover cost of the backstops for Ginegaw/Sherburne Road Parks as approved by the Board.

**ADJOURNMENT:**

Motion by Councilman Yale to adjourn. Seconded by Councilwoman Hawkins-Mance and unanimously carried.

TIME: 9:25 P.M.

Respectfully Submitted

Susie C. Jacobs  
Town Clerk