

**WALWORTH TOWN BOARD - REGULAR MEETING
MARCH 16, 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:	Daniel Keyes	Councilman
	Patti Marini	Councilwoman
	Suzi Hawkins-Mance	Councilwoman
Necessarily absent:	Thomas Yale	Councilman
Town employees present:	Michael Frederes	Highway Superintendent
	Debora Germain	Parks & Recreation Director
	Paul Russell	Town Engineer
	George Schaller	Sewer Superintendent
	Karen Ambroz	Town Assessor
	Linda Kleeman	Deputy Town Clerk
	Susie Jacobs	Town Clerk

MINUTES:

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

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

CORRESPONDENCE:

Nothing was presented.

SUPERVISOR'S REPORT:

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

Seconded by Councilman Keyes.

Adopted: Vote Ayes 4 Nays 0

CLAIMS - AUDITED MARCH CLAIMS NUMBERED 347-490:

1. GENERAL:

Motion by Councilman Keyes to approve payment of audited vouchers for General Claims totaling \$39,976.39.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

2. HIGHWAY:

Motion by Councilwoman Marini to approve payment of audited vouchers for Highway Claims totaling \$37,563.76.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 4 Nays 0

3. SEWER DISTRICT:

Motion by Councilwoman Hawkins-Mance to approve payment of audited vouchers for Sewer District Claims totaling \$26,953.42.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 4 Nays 0

4. HIGHWAY GARAGE PROJECT:

Motion by Councilwoman Marini to approve payment of audited voucher for Gananda Sidewalk District Claims totaling \$4,301.63.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

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5. LIGHTING:

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

Brookside Light District	\$ 11.32
Gananda Light District	\$1,272.75
Harvest Hill Light District	\$ 680.12
Orchard View Light District	\$ 56.00
Walworth Light District	\$ 725.49

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

6. WATER EXTENSIONS:

Motion by Councilman Keyes to approve payment of the following Water Extension Claims:

Ext. #19:	\$26,379.50
Ext. #20:	\$ 6,848.00

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

7. TRUST AND AGENCY - AUDITED MARCH CLAIMS NUMBERED 251-260:

Motion by Councilwoman Marini to approve payment of audited vouchers for Trust and Agency totaling \$19,275.74.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 4 Nays 0

WIND-DAMAGED LIGHT POLE REPAIR:

Motion by Councilman Keyes to approve payment to HD Brown Electric Corp. in the amount of \$1,124.00 for the removal of old light pole in upper Town Hall parking lot damaged by wind and placement of new light pole.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

ROOF SHINGLES REPAIR CLAIM:

Supervisor Plant reported that a claim has been submitted to NYMIR based on a proposal from Best Construction for installing new shingles where needed and sealing new shingles, in the amount of \$1,600.00.

PUBLIC PARTICIPATION:

A resident of the town questioned why the new assessments sent out were not Town-wide and only select properties were assessed. Supervisor Plant stated that he did not believe it was Town-wide and asked Karen Ambroz, Town Assessor, to explain. She explained that the two areas re-assessed were because they were down to 91% of the 100% equalization level. New York State requires all areas to be at 100% assessment.

DEPARTMENT HEAD REPORTS:

HIGHWAY DEPARTMENT- J MILES:

Mike Frederes, Highway Superintendent, reported that the *J Miles* are at the mid 90's and we should receive our full payment from the State.

PARKS & RECREATION – Nothing reported at this time.

SEWER DEPARTMENT – Nothing reported at this time.

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BUILDING DEPARTMENT – DRAINAGE PROJECT:

Paul Russell, Town Engineer, recommended that we accept the low bidder of the County Drainage Project: Pieters Excavating Inc of Newark NY. Their bid for excavator and operator is \$80.00 per hour. This is the same contractor that we worked successfully with last year.

Motion by Councilman Keyes that we accept Pieters Excavating Inc as the contractor for the County Drainage Project for the Town's drainage project.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

BUILDING DEPARTMENT – ELECTRICAL INSPECTIONS:

Motion by Councilwoman Hawkins-Mance authorizing the services of Richard Girard for electrical inspections in the Town of Walworth.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

BUILDING DEPARTMENT – MS4 APPLICATION:

Motion by Councilman Keyes authorizing Supervisor Plant to send a letter to David Zorn at the Genesee Finger Lakes Regional Planning Council, advising him that we will not participate in the consortium effort regarding MS4 applications for our town.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

TOWN CLERK DEPARTMENT:

Susie Jacobs, Town Clerk, reported that she, Linda Kleeman and Joyce Gumina attended a Town Clerk Association training session on State Dog Licensing and found it very informative.

COMMITTEE REPORTS:

Councilmembers were asked to report regarding their respective committees. At this time, no reports were presented.

LIBRARY TRUSTEE APPOINTMENT:

Motion by Councilwoman Hawkins-Mance to approve the appointment of Allison Lee as a Library Trustee, to fill the unexpired term of Diana Timmerman, term expiring December 31, 2010.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

AUDIT OF COURT FINANCIAL RECORDS: 7:45P.M – 7:55P.M.

Motion by Councilwoman Marini to leave Town Board Meeting and go to the Court Clerk's Office to perform audit of financial records.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

RECONVENED TO REGULAR BOARD MEETING:

Motion by Councilwoman Marini to reconvene the regularly scheduled Town Board Meeting at 7:57 P.M.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

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APPROVAL OF AUDITED COURT FINANCIAL RECORDS:

Motion by Councilwoman Hawkins-Mance to approve the audited Court Clerk financial records and file with the Town Clerk.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

APPROVAL OF CYBER SECURITY CITIZENS' NOTIFICATION POLICY:

Councilwoman Hawkins-Mance offered the following resolution 17-06 and moved its adoption and filing with the Town Clerk's office.

Seconded by Councilwoman Marini to wit: Exhibit "A".

Adopted: Vote Ayes 4 Nays 0

NEWPORT ALLIANCE MAINTENANCE CONTRACT RENEWAL:

Motion by Councilman Keyes authorizing the Supervisor to sign the renewal contract with Newport Alliance for employee drug testing.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

GINEGAW PARK USE AND ALCOHOL PERMIT:

Motion by Councilwoman Hawkins-Mance authorizing the issuance of an Alcohol Use Permit for beer and wine to John Aman for a June 11, 2006, anniversary party exceeding 100 people in Ginegaw Park.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

WEST WALWORTH SERVICE AWARD PROGRAM:

Motion by Councilwoman Hawkins-Mance authorizing the Town Board to sign the statement verifying the service points of members of the West Walworth Volunteer Fire Department.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

COPIER SERVICE QUOTES DISCUSSION:

A.J.'s Copier and Fax Service quoted \$89.00 per hour plus parts, with no charge for travel time. They reserve the right to charge mileage fees based on spikes in gas prices. Prior notification will be given.

Soyata Computers quoted \$1,599.00 for an annual contract, effective April 1, 2006, through March 31, 2007, including parts, labor and travel time. This allows for minimum 120,000 copies.

Motion by Councilman Keyes authorizing the use of A.J.'s Copier and Fax Service for repair and maintenance service on copier, model *Sharp AR-M350U*, at a rate of \$89.00 per hour plus parts, with no charge for travel time (travel time charges subject to change with prior notification based on spikes in fuel).

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

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TOWN EMPLOYEE ID CARDS DISCUSSION:

Supervisor Plant stated employees have requested the need for ID cards when they go out on properties in the Town. Supervisor Plant advised that the Wayne County Sheriff's office has the equipment to provide the ID cards to Wayne County employees at a cost of \$5.00 each. Deb Germain commented that the Recreation Department has a laminating machine and would be able to laminate an information card with the following:

Name

Date of birth

Height

Sex

Date issued

Expiration date

Department and title

ID cards would be relinquished at such time the employee is no longer employed with the Town. Further information will be gathered before a decision is made.

FARMLAND PROTECTION GRANT:

Motion by Councilwoman Marini to pursue further the Farmland Protection Grant with an interested farmer.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

PERSONNEL COMMITTEE SELECTION:

Supervisor Plant and Councilwoman Marini (Personnel Committee chairperson) have selected the following members to review pay structure and job descriptions for Town employees:

Councilman Yale

Jean Johnson

Mike Frederes

Phil Williamson

EXECUTIVE SESSION:

Motion by Councilwoman Marini to enter into executive session to discuss the employment of a particular person and current litigation matters.

Seconded by Councilwoman Hawkins-Mance and unanimously carried.

Time: 8:30 P.M.

RECONVENED:

Motion by Councilman Keyes to reconvene the regularly scheduled Town Board Meeting.

Seconded by Councilwoman Hawkins-Mance and unanimously carried.

Time: 9:03 P.M.

BUILDING DEPARTMENT CLERK:

Motion by Councilwoman Hawkins-Mance accepting the recommendation to make Gail Rutkowski permanent full-time Clerk for the Building Department, effective March 20, 2006.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 4 Nays 0

ASSESSMENT DEPARTMENT CLERK DISCUSSION:

Karen Ambroz, Town Assessor, raised the question of the budgeted amount for a clerk in her department. Councilmembers advised Karen that when she is ready to look for a clerk, the Board, at that time, will evaluate the total request.

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OFFICE HOURS FOR BUILDING DEPARTMENT:

Motion by Councilwoman Marini accepting the proposed extended hours for Thursdays, Town Board Meeting nights, until 7:00 P.M., and other hours by appointment for the Building Department.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 4 Nays 0

TOWN ENGINEER EMPLOYMENT:

Motion by Councilwoman Marini advising that Paul Russell be appointed from the Wayne County Civil Service list of eligible employees to a 26-week probationary appointment as Town Engineer, at an hourly rate of \$34.66.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 4 Nays 0

TOWN OF WALWORTH LAWSUIT:

Supervisor Plant stated that the Town of Walworth has received papers regarding a lawsuit by Phil Sarafine. Documents have been given to the Town Attorney and New York Municipal Insurance Reciprocal.

REMOVAL OF STREET LIGHTS IN HAMLET:

Supervisor Plant reported that further research has been done, and he has been advised by the County Highway Superintendent that in accordance with the Board of Supervisors' resolution 34-00, the Town "can do whatever we want to do with the lights." Supervisor Plant; Paul Russell, Town Engineer; and Mike Frederes, Highway Superintendent are in the process of determining which lights will be removed.

CANANDAIGUA ROAD WEIGHT LIMIT:

Supervisor Plant advised that the 10 ton weight limit on Canandaigua Road has been removed.

FINANCIAL TRANSACTIONS:

Councilwoman Hawkins-Mance offered the following resolution 18-06 and moved its adoption.

Seconded by Councilwoman Marini to wit:

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

\$17,227.51 from HG8340.410, Building Innovation System, to HG8310.420, Site Construction, to cover remaining work to be completed on Highway Garage Project.

Adopted: Vote Ayes 4 Nays 0

ADJOURNMENT:

Motion by Councilman Keyes to adjourn the Town Board Meeting.

Seconded by Councilwoman Marini and unanimously carried.

TIME: 9:10P.M.

Respectfully Submitted,

Susie C. Jacobs
Town Clerk