

**WALWORTH TOWN BOARD - REGULAR MEETING
16 AUGUST 2007**

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:	Thomas Yale	Councilman
	Daniel Keyes	Councilman
	Patti Marini	Councilwoman
	Suzi Hawkins-Mance	Councilwoman
	Susie Jacobs	Town Clerk
	Ed Parrone	Engineer
	Jacqueline VanLare	Interim Recreation Director

MINUTES:

Motion by Councilwoman Hawkins-Mance to table the minutes so that she could read them.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

CORRESPONDENCE:

Susie Jacobs read a letter from the New York State Department of Transportation, stating, "per the joint request Form TE-9 of the Town of Walworth and Wayne County Superintendent of Highways, James Brady, this office will reevaluate traffic conditions on Walworth-Palmyra Road, C.R. 208, between Sherburne Road and Pond Road, relative to the establishment of a lower speed limit. Upon completion of this study, you will be notified of our determination."

The second letter read was from the New York State Department of Transportation, stating, "per the joint request Form TE-9 of the Walworth Town Board and Wayne County Superintendent of Highways, James Brady, this office will investigate traffic conditions on Sherburne Road, between Route 350 and Walworth-Palmyra Road, relative to the establishment of a lower speed limit. Upon completion of this study, you will be notified of our determination."

Councilman Yale clarified for the public that the TE-9 Form was used for an inquiry or request for examination of appropriate speed limit from the Department of Transportation.

SUPERVISOR'S REPORT:

Motion by Councilwoman Marini to approve and file the Supervisor's Monthly Report for July 2007, as presented.

Seconded by Councilman Keyes

Adopted: Vote Ayes 5 Nays 0

AUDIT OF CLAIMS RESOLUTION 44-07:

Councilwoman Marini offered the following Resolution **44-07** and moved its adoption with the following modification: Claim #1185 in the amount of \$25.00 be removed from the audit and the total of the General fund be amended to \$55,096.90.

Seconded by Councilwoman Hawkins-Mance to wit:

WHEREAS, the following claims submitted at the scheduled Town Board meeting of August 16, 2007, have been audited and approved by the appropriate Council members;

BE IT RESOLVED that the claims be paid on **Abstract #8**, numbered 1035 through 1203, in the following amounts:

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GENERAL FUND	\$ 55,121.90
HIGHWAY FUND	\$ 61,464.33
WALWORTH SEWER DISTRICT #1	\$ 18,603.90
BROOKSIDE LIGHT DISTRICT	\$ 9.25
GANANDA LIGHT DISTRICT	\$ 866.92
HARVEST HILL LIGHT DISTRICT	\$ 609.53
ORCHARD VIEW LIGHT DISTRICT	\$ 56.77
WALWORTH LIGHT DISTRICT	\$ 515.77
WALWORTH CONSOLIDATED DRAINAGE	\$ 1,237.50
WALWORTH WATER DISTRICT #1	\$ 3,035.92
WEST WALWORTH FIRE PROTECTION	\$ 8,794.93
LINCOLN FIRE PROTECTION	\$ 7,638.53
MEMORIAL TREE SPECIAL REVENUE FUND	\$ 417.45

BE IT FURTHER RESOLVED that the claims be paid on **Abstract #8**, numbered 112 through 128, in the following amounts:

TRUST & AGENCY \$ 15,574.50

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Walworth adopt Resolution **44-07**.

Adopted this 16th day of August 2007, at the meeting of the Town Council.

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

Resolution carried.

Councilman Yale inquired if the amendment to General claims was due to a transcription error found during the audit. Councilwoman Marini stated, "No, this is a claim for an Ontario County Association fee, not a Wayne County or New York State Association fee."

DEPARTMENT HEAD REPORTS:

PARKS & RECREATION

Motion by Councilwoman Marini authorizing payment of \$4,080.71 for the following expenditures for the *Town Topics* Fall flier, payable as follows:

Postage - \$ 770.71
Printing - \$3,310.00

Seconded by Councilman Yale.

Adopted: Vote Ayes 5 Nays 0

Jacqueline VanLare, Interim Recreation Director, commented that \$1,165.00 in advertising revenue had been received for the *Town Topics* Fall flier.

Councilman Yale commented that this was the highest amount received to date.

ENGINEER –

Nothing was reported at this time.

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TOWN CLERK – DOG ENUMERATION

Susie Jacobs reported that there are 1,368 active dogs licensed in the Town of Walworth. She also commented that \$145.00 had been collected for unlicensed dogs during the enumeration.

TOWN CLERK – PASSPORT CLINIC

Susie Jacobs stated that the Town Clerk's Office would be hosting a Passport Clinic on September 12, 2007, from 6:00 PM - 7:30 PM; applications are available now. She also commented that the previous Passport Clinic had 50 applicants – it was most successful and appreciated by residents; Councilman Yale concurred.

COMMITTEE REPORTS:

At Susie Jacob's request, Councilman Keyes brought to the attention of the Town Board members her desire to be appointed as a Marriage Officer, as permitted by Domestic Relations Law §11, assisting when the Town Justices are not available. Councilman Yale asked what the position of the Justices was regarding quantity and difficulty in scheduling. Councilman Keyes stated that the public would still have the opportunity to schedule with the Justices. Councilman Yale stated that if this was a service that needed to be provided to the community, then he was in favor of it; but he suggested that the matter be tabled until the Supervisor spoke with the Justices.

Councilwoman Marini distributed a flier to Council Members on **Project W.E.T. - Water Education for Teachers**, sponsored by the WATERCOURSE, a National program, and in New York State by the New York State Department of Environmental Conservation (NYSDEC), educating teachers and the public about clean water and water quality. Workshops are scheduled as follows:

WHEN: Wednesday, October 3, 2007, and Wednesday, October 10, 2007
TIME: 4:30 PM TO 7:00 PM
WHERE: Community Room, Macedon Public Library

Registration forms are available at the Walworth Town Hall.

Councilwoman Marini stated that this was part of the MS4 requirement for public education.

PERSONNEL COMMITTEE

Councilwoman Marini stated that applications for Recreation Director have been received and sent on to the Wayne County Civil Service Department. Interviews will be scheduled in the next two weeks for those individuals that meet the minimum requirements for Civil Service; she confirmed these dates with Board members.

DOG CONTROL OFFICER RETIREMENT

Councilwoman Hawkins-Mance stated that she had received a letter from Charlie Phalen which would probably need to be entered into record; it read: "Dear Supervisor Bob Plant, Bob, just to let you know as of August 31, I will be retiring from Animal Control and Rabies Responder. If you have any questions or concerns feel free to give me a call. Sincerely, Charlie Phalen."

Councilman Yale commented, "we have quite a few dogs in this town, and this is not a job to be taken lightly and a job that requires somebody who has some availability and (who will be) willing to undertake the duties and responsibilities."

Motion by Councilwoman Hawkins-Mance to accept Mr. Phalen's letter as of August 31, 2007.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

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Motion by Councilman Yale authorizing the Supervisor to send a letter of appreciation, on behalf of the Town Board, to Mr. Phalen for services rendered as Dog Control Officer and Rabies Responder.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

Supervisor Plant asked if Council members thought the Town should advertise for this position. Councilwoman Hawkins-Mance stated that she had reviewed the calls that the Dog Control Officers had been responding to and they were more substantial than she had originally thought. She said that some months there are more than 30 calls; and considering this is a part-time position, we need to have two people on stand-by.

ADVERTISEMENT FOR DOG CONTROL OFFICER POSITION

Motion by Councilwoman Hawkins-Mance to advertise immediately for the position of Dog Control Officer; advertisement will run for two weeks. Applications will be available at the Walworth Town Hall. Salary range will be consistent with the Town of Walworth Wage and Salary Schedule.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

TOWN COMPLEX STUDY GROUP

Supervisor Plant compiled a list of members for the Town Complex study group as follows:

Suzi Hawkins-Mance, Chairwoman	Town Board
Tom Yale	Town Board
Tina Burmeister	Library Board
Maretta Kingsley	Library Board
Dawn Schwind	Friends of the Library
Aimee Phillips	Recreation
Patti Holdraker	Gananda
Bob Turcotte	West Walworth
Kelly Mohr	Lincoln
Pat Schmidt	Walworth

Councilman Yale asked the Supervisor to clarify the representation of this group. Supervisor Plant replied that there are two Town Board members, one person from the Friend's organization, two Library Board members, one person from Recreation and four people from the public at large (including one young adult).

Councilwoman Hawkins-Mance stated that the first meeting for this Town Complex study group is scheduled for August 29, 2007, at 7:00 PM. This will be a work session and not a public meeting. Supervisor Plant will send notes out to everyone on this list.

MS4 COMMITTEE THANKED

Supervisor Plant thanked those that served on the MS4 committee during the 30-day public comment period. Carl Hewings, Parrone Engineering, is our active representative for the coalition, which is made up of nine municipalities; he has been updating Councilwoman Marini, the Chairwoman for this committee. Councilwoman Marini stated that, "the rest of the incorporation of the education and everything can come under the Drainage Committee, which remains in existence."

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FINANCIAL TRANSACTION RESOLUTION 45-07:

Councilman Yale offered the following Resolution **45-07** and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

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

- \$16,000.00 from A231SW Hamlet Sidewalk Reserve Fund & \$10,000.00 from A5410.41 Repair of Sidewalks and establish line item A5410.21 Sidewalk Construction. For Hamlet Sidewalk Project.
- \$170.00 from A1990.41 Contingent Account to A7110.23 Tree Replacement To cover cost of replacement of 2 Memorial Trees.
- \$266.15 from A1990.41 Contingent Account to A1220.44 Admin Pysl/Benefits To cover cost of Processing Fees – reimbursable
- \$12,000.00 from General Fund Balance to A1440.41 Town Engineer. To cover cost of Engineering Fees to Year-End. Funds to cover transfer have been credited to income line item A2770R Reimbursement Review Fees
- \$2,640.00 from A7310.13 Pers Svc Science Camp to A7310.44 New/Special Programs. Science Camp Instructor not paid thru payroll. Funds transferred to contractual line.
- \$5,000.00 from SD1 Fund Balance to modify budget and transfer to line item SD1-8540.42 NYS DEC MS4. To cover cost of MS4 to Year-End.
- \$417.45 from Memorial Tree Fund Balance to CM4-7110.41 Trees \$395.00 and CM4-7110.42 Plaques \$22.45. To cover cost of Memorial Trees purchased. Funds to cover transfer have been credited to income line item CM4-2705 Gifts & Donation.

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

Resolution carried.

PUBLIC PARTICIPATION:

A resident from Cream Ridge Road spoke on the following two items:

1. She inquired about the two-week response period for applications for the position of Dog Control Officer and asked the Town Board if there was also a two-week response period for applications to be received for the position of Recreation Director. Councilwoman Marini stated that it had been ten days. The resident questioned why the response was shorter than that of the Dog Control Officer. Councilwoman Marini stated that the Town did not have a set standard for the length of time to advertise job positions. This resident suggested that the Town probably should, as not only would that be fair, but it would allow for getting the most applicants possible for the position.

Councilman Yale stated that he would be willing to change his amendment to ten days for the period to accept applications for Dog Control Officer.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

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2. This same resident was curious why the cost of the *Town Topics* flier was now over \$4,000.00; she stated that this was a significant increase and asked if anyone could shed some light on this. Supervisor Plant commented, "Yes, we added substantial more things to it." The resident asked, "So, it's a lot more pages?" Supervisor Plant said, "No, it's not a lot more pages, we added more to it." The resident commented that the cost would not go up unless you added more pages. Supervisor Plant stated that he would have to go back and look at the past cost. She commented that the cost had gone up almost \$1,000.00. She also indicated that this was not the most advertising that had been brought in. She stated that she was a little taken aback because this was a big increase in the cost of the flier and she suggested that perhaps we should look into this to make sure we had not been overcharged. She stated that she would appreciate it if someone could look into this and let her know.

RECESS:

Supervisor Plant stated that a recess would be taken until the Town Attorney arrived. Councilman Yale noted to the public that once the Town Attorney arrived, the Board would go into Executive Session to discuss litigation.

Time: 7:53 PM

RECONVENE:

Supervisor Plant reconvened the regular Town Board meeting.

Time: 8:37 PM

EXECUTIVE SESSION:

Motion by Councilman Yale to adjourn to Executive Session to discuss litigation.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

Time: 8:39 PM

RECONVENE:

Supervisor Plant reconvened the meeting at 9:38 PM.

BURN PERMIT – 3889 STALKER ROAD:

Motion by Councilman Yale approving the burn permit for 3889 Stalker Road.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

Councilman Yale requested that a pictometry map be submitted with all future applications for burn permits.

ADJOURNMENT:

Motion by Councilman Yale to adjourn.

Seconded by Councilman Keyes and unanimously carried.

Time: 9:45 PM

Respectfully Submitted,

Susie C. Jacobs
Town Clerk