

**WALWORTH TOWN BOARD - REGULAR MEETING
2 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.

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

MINUTES:

Motion by Councilwoman Hawkins-Mance to approve the Minutes of July 19, 2007, as presented.

Seconded by Councilwoman Marini.

Discussion: Councilwoman Marini requested a change to the above Minutes: she had indicated at the July 19 meeting that the Trust and Agency warrant under Claims which had been presented to the Town Board was not the one she had audited on July 17, 2007; she wanted that to be reflected in the minutes.

Councilwoman Hawkins-Mance amended her motion with Councilwoman Marini's request of above change.

Adopted: Vote Ayes 5 Nays 0

Addendum to minutes from Susie Jacobs, Town Clerk: At the meeting of July 19, 2007, Councilwoman Marini inquired as to where the Trust & Agency Abstract #7 of Unaudited Vouchers, which had been audited and signed by her on July 17, 2007, was. Susie Jacobs explained that Jean Johnson, Account Clerk, had removed the audited copy because there had been an error in the voucher numbering sequence. The numbering sequence was corrected and a new copy was printed on July 18, 2007. The corrected copy was placed in the file for the remainder of the audit, and a copy of this one was presented to Council members at the Town Board meeting. Susie also explained that the Trust & Agency abstract did not require Town Board audit. Council members then proceeded with the approval of Abstract #7.

SPECIAL MEETING – JULY 26, 2007, CANCELLED:

The Special Town Board meeting scheduled for July 26, 2007, at 7:30 PM, was cancelled by Supervisor Plant at 4:00 PM on July 26, 2007. Public and Media were notified.

CORRESPONDENCE:

Susie Jacobs stated that she had nothing to enter into record.

PUBLIC PARTICIPATION:

No one present offered any comments.

DEPARTMENT HEAD REPORTS:

PARKS & RECREATION – GANANDA YOUTH FOOTBALL AND CHEERLEADING: Jacqueline VanLare, Interim Recreation Director, presented a request from Gananda Youth Football and Cheerleading for the use of Dolomite Park, beginning July 30, 2007, through no later than October 27, 2007.

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Motion by Councilwoman Marini authorizing Gananda Youth Football and Cheerleading to use Dolomite Park as requested.
Seconded by Councilman Keyes.

Discussion: Councilman Yale asked if this was normal. Councilwoman Marini stated that this was their annual request. Councilman Yale asked, "Don't we usually make a provision that Gananda Youth Football and Cheerleading will have to work around Walworth Recreation programs?" Jacqueline VanLare, Interim Recreation Director, stated that nothing was in the park now. Councilman Yale asked that the motion be amended to include, "should Walworth Recreation have scheduled programs, Gananda Youth Football and Cheerleading would have to work around those programs," keeping the precedent.

Councilwoman Marini, so amended.
Seconded by Councilman Keyes.
Adopted: Vote Ayes 5 Nays 0

ASSESSOR – NEW YORK STATE ASSESSOR ASSOCIATION CONFERENCE
Motion by Councilman Yale authorizing Karen Ambroz, Assessor, to attend the New York State Assessors Association Conference September 23 - September 26, 2007, from budgeted line A1355.41, at a cost not to exceed \$775.00, reimbursable from the state as part of her continuing education requirements.
Seconded by Councilwoman Hawkins-Mance.
Adopted: Vote Ayes 5 Nays 0

ENGINEER – ROOKERY WAY SIDEWALKS
Ed Parrone, Engineer for the Town, stated that the sidewalk project for Rookery Way was moving forward, but he was not sure in what direction. Councilman Yale asked what the issues were. Supervisor Plant stated that the first section was unacceptable. Supervisor Plant reported that he, Mike Frederes, Norm Druschel, Carl Hewings, George DeRue, Jeff Leenhouts, Rookery Way residents, and the contractor met to evaluate the appearance of the first sidewalk section. Supervisor Plant stated that he believes section one will be torn out. This will be up to the developer, but Supervisor Plant commented that the Town does not have to approve and accept dedication if it is not up to Town standards.

ENGINEER – TOWN HALL FEASIBILITY STUDY
Ed Parrone, Engineer for the Town, reported that Town Hall Feasibility Study would be delayed.

ENGINEER – SMALL CITIES GRANT
Ed Parrone, Engineer for the Town, commented that he had not heard any word yet with regards to the grant application for the Senior Housing Project in Gananda. He will contact Jeff Leenhouts to check on the status of this and also contact Stuart Brown Associates to inquire about their sewer grant application for this project.

TOWN CLERK – DOG ENUMERATION UPDATE
Susie Jacobs, Town Clerk, presented an update on the status of the dog enumeration. She reported that she was very impressed with the cooperation from residents of the areas that had been enumerated. She also commented that because the Town had been made aware of the dog enumeration, many residents had been coming in to license their dogs from areas that had not been enumerated. No appearance tickets had been issued due to un-licensed dogs during the enumeration. Supervisor Plant asked if the Town Clerk had any idea how many dogs were licensed in the Town. Susie stated that she would report some of these numbers at the August 16 Town Board meeting.

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EXECUTIVE SESSION:

Motion by Councilman Yale to adjourn to executive session for matters of litigation and personnel.

Seconded by Councilwoman Hawkins-Mance and unanimously carried.

Time: 7:40 PM

RECONVENED:

Supervisor Plant reconvened the meeting at 8:13 PM.

COMMITTEE REPORTS:

DISASTER PLAN

Councilwoman Marini stated that she was reviewing the Disaster Plan and noted that it needs to be updated with contact people; she also indicated that we need to conduct a fire drill in June and she stated that she did not believe this had been done – it should be arranged for as soon as possible. Supervisor Plant stated that he would speak with Norm Druschel, Fire Inspector; he also asked Susie Jacobs if she would take care of updating the Disaster Plan.

ASSESSOR APPOINTMENT

Councilman Yale moved the appointment of Karen Ambroz as Assessor to the term that begins October 1, 2007, and expires September 30, 2013.

Seconded by Councilwoman Marini.

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

Motion carried.

Councilman Yale congratulated Karen on a very good job done her first two years.

TOWN HALL COMPLEX STUDY GROUP

Supervisor Plant reported that the Town Board had a meeting earlier this week, resulting in the decision to form a Town Hall Complex Study Group, which will consist of the following:

- 2 Town Board members
- 2 Library Board members
- 1 Friends of the Library member
- 1 Recreation Committee member
- 4 Public at large (1 resident from each area of Town; encompassing 1 senior, 1 young adult and other demographics we can cover with this group of 10)

Supervisor Plant also stated that the public should be informed; if anyone wished to serve on this committee, they should contact him. Appointments will be made at the Town Board meeting on August 16, 2007.

ADVERTISEMENT FOR PARKS AND RECREATION DIRECTOR POSITION:

Motion by Councilwoman Marini authorizing the Town to advertise for the Recreation Director position. Applications will be available at the Town Hall reception desk. Civil Service applications are available on the Wayne County website. Applicants must be a resident of the Town of Walworth. Salary range will be consistent with the Town of Walworth wage and salary schedule.

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

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BID FOR WALWORTH-PALMYRA SIDEWALK IMPROVEMENTS – REJECT:

Motion by Councilman Yale rejecting the bid for the Walworth-Palmyra Road sidewalk improvements, based on an error in the supplied specifications.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

Motion by Councilman Yale authorizing Supervisor Plant to be directed to re-negotiate quotes for the Walworth-Palmyra Road sidewalk project.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

Comment: Ed Parrone, Engineer for the Town, commented that the Town may still need to enter into some sort of legal contract with the individual. Supervisor Plant stated that this would be done after he does some negotiating.

Motion by Councilman Yale authorizing Supervisor Plant to enter into contract for the Walworth-Palmyra Road sidewalk project, at a cost not to exceed \$19,000.00.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

SNOW AND ICE CONTRACT AMENDMENT:

Motion by Councilwoman Hawkins-Mance authorizing the Supervisor to sign the Snow and Ice Contract Amendment.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

FIREWORKS PERMIT - CAREY LAKE:

Motion by Councilwoman Marini authorizing the issuance of Firework Permits, including \$4 million certificate of liability insurance, for August 4 and September 15, 2007, for Carey Lake, with the adjacent property owner to be notified by Mr. Carey.

Seconded by Councilman Keyes.

Adopted: Vote Ayes 5 Nays 0

ORCHARD VIEW PHASE 3A LETTER OF CREDIT RELEASE:

Motion by Councilman Yale authorizing the release of \$36,092.65 to the developer for the Orchard View Development Letter of Credit for Phase 3A. Councilman Yale inquired if Mr. Parrone was comfortable with the request; Mr. Parrone stated, "yes."

Seconded by Councilwoman Hawkins-Mance.

Adopted: Vote Ayes 5 Nays 0

Councilman Yale stated that with regards to Orchard View Estates we have received very positive comments in terms of their capabilities and cooperation. Mr. Parrone concurred.

CAPSTONE REPLACEMENT AROUND PATIO:

Supervisor Plant reported that he had received two quotes submitted by Phil Williamson, Code Enforcement Officer, for replacement of the deteriorated concrete capstones on the brick wall around the patio, as follows:

Robert Dentico, General Contractor

A. Scope of work: Install new stone sills on back patio.

1. Remove existing concrete sills from patio area and lower wall.

2. Clean up walls.

3. Install new 14" x 2" x 6" limestone with chipped edge on one side and taper stone away from patio for water run off.

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4. Remove existing job-related debris.

Total cost \$5490.00

Ground Level Construction Masonry & Landscaping Contractors

A. Scope of work: Replace existing concrete tops coping caps on patio.

1. Remove concrete tops coping caps from walls in patio and haul away.
2. Replace with new limestone coping stones 8' in length and with a 1" overhang on both sides of courtyard walls and ends. Copingstones are scalloped on both sides and outside ends. Top coping stones will have a pitch to shed water and will be sealed with water guard.
3. Bricks and bad joints will be repaired or replaced as needed.

Total cost \$3464.70

Additional work:

1. To install flashing on east wall above exit doors to direct roof water to gutter and not down west wall of conference room. Acid wash wall and point joints on wall as needed.

Total cost \$400.00

Total combined cost \$3864.70

Councilman Yale asked if both companies were qualified. Supervisor responded that they are.

Motion by Councilman Yale authorizing the Supervisor to contact the lowest bidder, at a cost not to exceed \$4,000.00

Seconded by Councilwoman Hawkins-Mance.

Discussion: Councilman Yale commented that this is really necessary, and the flashing is really important. He said, "This is one of the additional ongoing problems we are having with this building, as can be seen on the projector, which we will talk about shortly."

Adopted: Vote Ayes 5 Nays 0

TOWN HALL ROOF REPAIR:

Supervisor Plant reported that he had received two quotes for the Town Hall roof repair and presented a slide show of the damage. Discussion ensued explaining the damage. Quotes as follows:

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| Best Construction | \$1,600.00 |
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| Butch's Handyman Service | \$ 800.00 |
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Discussion: Councilman Yale commented that there was a significant difference in the quotes. Councilwoman Hawkins-Mance asked if the scope of work encompassed everything we looked at, fixing the flashing? Supervisor Plant stated that he did not believe it included fixing the flashing; all this included was patching the roof shingles. Mr. Parrone stated that the roof should have been guaranteed for a minimum of twenty years, and that it was unfortunate that the Town could not go back to the contractor with these problems. Mr. Parrone's recommendation was to seriously consider the possibility of a total replacement. Council Members agreed.

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Supervisor Plant stated that we were going to have to save money and go out for bid to do this. He said he had basic estimates for re-roofing the Town Hall from \$68,000.00 for asphalt shingles, up to \$170,000.00 for metal. Supervisor Plant stated that he hoped to get enough money in next year's budget for a new roof.

Motion by Councilman Yale authorizing the Supervisor to have the roof repaired for an amount not to exceed \$1,000.00.

Seconded by Councilwoman Marini.

Adopted: Vote Ayes 5 Nays 0

SERVICE AWARD PROGRAM:

Supervisor Plant stated that Council members had received copies of reports for the Service Award Programs for their review. Discussion ensued with questions from Council members. Supervisor Plant stated that the annual report for the Town of Walworth Service Award Programs for the plan year January 1, 2007, to December 31, 2007, prepared by Penflex, Inc., dated July, 2007, is on file in the Town Clerk's Office.

CHAIN OF COMMAND:

Supervisor Plant read the following:

Please be advised that the Chain of Command for decisions for day-to-day operations of the Town Hall is as follows:

1. Supervisor Plant
2. Deputy Supervisor Yale
3. Jean Johnson

In the event that none of the above can be reached, employees may contact Councilman Keyes, Councilwoman Hawkins-Mance or Councilwoman Marini.

Please be advised that the Chain of Command for decisions for day-to-day operations of the Highway Department is as follows:

1. Highway Superintendent Frederes
2. Deputy Superintendent Switzer

Please be advised that the Chain of Command for decisions for day-to-day operations of the Justice Court is as follows:

1. Justice Wolfe
2. Justice Young
3. Diane Hermanet

Please be advised that the Chain of Command for decisions for day-to-day operations of the Town Clerk's Office is as follows:

1. Town Clerk Jacobs
2. Deputy Town Clerk Kleeman

Supervisor Plant stated: "I bring this to the Town Board to ask if there are any questions or issues with this." Councilwoman Marini stated, "No". Councilman Yale commented, "It sounds fair and reasonable."

ADJOURNMENT:

Motion by Councilman Keyes to adjourn.

Seconded by Councilwoman Marini and unanimously carried.

Time: 8:30 PM

Respectfully Submitted,

Susie C. Jacobs
Town Clerk