



Letter to the Board

Michael Havens

Superintendent of Schools

Phone: 315-524-1001

Fax: 315-524-1049

September 7, 2007

"One of the tests of leadership is the ability to recognize a problem before it becomes an emergency."

--Arnold H. Glasow, Author and Humorist

Board Agenda:

1. **Opening Day Report:** I will be reviewing the opening day activities, enrollment numbers and overall successes. Please let me know if you have any concerns or questions that you specifically would like me to address.
2. **Summer School Report:** Mr. Shaffer will be providing an overview of the Middle School Bridge program. The program was very successful this summer. The Bridge program is designed to improve the ELA and math skills of our lower performing students. This is the second year Mr. Shaffer has run the program. As you can see from the graphs the results have been very favorable. The powerpoint is inserted electronically into your agenda. Please let me know if you have any difficulty accessing the data on docushare.
3. **Facilities Discussion:** At our last Board meeting, our facilities choices were narrowed to two; 1.) Replace OE with a new building attached to OP or, 2.) Replace OE with a new building attached to OP which is large enough to accommodate Freewill students. At that meeting I asked that you take until this meeting to make sure that is what you want. Provided you still agree with those options, I'll lay out the next steps for us.
4. **Board Action:** We have several business items for approval. The personal action wraps up the remainder of our beginning of the year and annual appointments. There will always be adjustments throughout the year, but our staffing for the year is pretty well settled. CSE/CPSE action is presented for your review. On the Consent agenda we have the July Treasurer's report, several BOCES co-op bids, the final year end budget transfers and one current year budget transfer, the annual fire inspector appointment and a gift to the district. The Soccer Booster Club is presenting for board acceptance team shelters that were built by Dennis Landry, and placed on the sidelines of the varsity soccer field. The school purchased cement to create a cement floor for

the structures. They are made of a plexiglass material, are nicely constructed and make a much needed shelter for our players and their clothing during inclement weather. I recommend approval of all items as submitted.

5. **Audit Committee Report:** Mr. Schultz will provide an update on the work of the Audit Committee.
6. **Policy Committee Report:** Mrs. Newman will discuss the meeting schedule for the coming year.

Board Letter:

1. **Staff Opening Day:** Our Tuesday welcome back session for all instructional staff went very well. The morning session was well attended as expected. The staff had an opportunity to have refreshments and have their new badge photos taken in the morning. Annual reports, calendars and newsletters were available for pickup and were quickly taken. Much information was shared and there was, as usual, a sense of enthusiasm and excitement in the air. I was pleased to share the stage with the presidents of our WTA and CSEA units, both having positive thoughts for the new year and appreciation for their memberships. We also had several of our maintenance staff join the session. This gave us a chance to thank them for their hard work. Tenure certificates were awarded and new staff recognized. We ended the morning gathering with a CD of "school moments" that Amy created. I will have it running as we start our board meeting on Thursday.
2. **Kindergartners:** We welcomed the class of 2020 on Wednesday. Parents were invited to come to school as well. They rode the bus, took their children to their room, and then had a chance to meet with our principals. It is really a very nice way to start the year for these newest members of the Wayne family.
3. **Opening Day Issues:** I am very pleased to report that the initial feedback from the first day has been rather positive. The transportation staff reports very few instances of missed kids, late buses, or those typical beginning of the school year rough spots. Food service had very few problems to comment on. You know your students have it pretty good when their biggest complaint is "where are the warm homemade cookies?" As I have already stated, the buildings were in great shape. This is the first year in at least 12 years that the maintenance staff has not needed to work labor day weekend to get the buildings in order. Even the sidewalks were edged and trimmed. The buildings also have reported few issues. My visits to them have gone well and students generally seem happy to be back. So.... Can we just pause a moment and enjoy this! Actually,

congratulations to everyone for all their hard work. Good things don't rarely happen by accident.

4. **Bus Incident:** So much for taking pause and enjoying a smooth start. Today (Friday), Mrs. Wernert, our senior bus driver was leaving the bus garage when she heard crying coming from one of the parked buses. She went onto the bus to find a kindergarten girl who had been left on the bus. She had been there for approximately 35 minutes. She was brought off the bus, the parents were called. She was taken to OP, checked over by the nurse to be sure she was feeling ok, and brought to class. I have attached an email from OP Nurse, Chris Lawrence.

Both Mr. Prince and Mr. LaRuche have talked to the mom who seems okay. The little girl, Olivia, seemed ok when I talked to her this morning. The parents will be contacted again this afternoon by Olivia's teacher. I will contact them tonight. Obviously a serious breach in procedure has occurred.

Fred, Greg, Mark and I met this morning to review what happened and determine our next steps. Our protocol requires the bus driver check the bus after each trip. They have to sign off stating they completed a post check. This driver signed off. I struggle to figure how that was possible and he would have missed a student sitting in the third seat. Fred and Mark will meet with the bus driver this afternoon, prior to the afternoon run. He will be suspended pending a full investigation which will determine our course of action. Another driver will be taking the children home.

5. **Gullace Litigation:** We received notification this week that the attorney that has been handling the Gullace matter for the Town of Ontario has left the employ of Harris Beach, and is now affiliated with Lacy, Katzen. He has asked to stay on as the attorney for the matter. I talked to Mr. Molino about this yesterday. They plan to discuss it at their Monday meeting. If we stay with him then we have the consistency of having the person who has worked on the case the past two years. If we stay with him we also lose the expertise of the Harris Beach Law firm. I told Mr. Molino that since the Town has been the lead on this, we would support their recommendation.
6. **Teacher Email:** I have enclosed an email I received from one of our OP teachers. I think it says a lot about our relationship with our staff.
7. **Upcoming Events:**
 - 9/7 – 10/10 – Senior Trip Magazine Drive
 - 9/11 – MS PTO @ Media Center – 6:30 p.m.
 - 9/12 – FE Curriculum Night (Open House) – 7:00 p.m.
 - 9/13 – FE Welcome Back Breakfast –
 - 9/13 – Board of Education Meeting @ District Office – 7:00 p.m.

9/17 – FE Parent Group Meeting @ Media Center – 6:45 p.m.
9/17 – HS PTSO Meeting @ HS Faculty Room – 7:00 p.m.
9/20 – Middle School Open House – 7:00 – 9:00 p.m.
9/21 – FE Back to School Bash -
9/25 – High School Open House
9/26 – Powerschool Parent Informational Meeting @ PAC – 7:00 p.m.
9/27 – Board of Education Meeting (MT, Tran, Athletic Field Tour) @ DO – 6:00 p.m.

Athletics (Home Games Only):

9/7 – Boys V Football vs. Canandaigua – 7:00 p.m.
9/7 – Boys JV Soccer vs. Honeoye Falls – 4:30 p.m.
9/7 – Girls V Tennis vs. Waterloo – 4:00 p.m.
9/7 – Boys JV & V Volleyball vs. Midlakes – 5:30 & 7:00 p.m.
9/10 – Girls JV & V Volleyball vs. Mercy – 5:30 & 7:00 p.m.
9/11 – Girls JV Tennis vs. Canandaigua – 4:00 p.m.
9/11 – League Meet @ Wayne – 4:15 p.m.
9/12 – Boys JV & V Soccer vs. Pal-Mac – 4:30 & 6:30 p.m.
9/13 – Girls JV & V Soccer vs. Midlakes – 4:30 & 6:30 p.m.
9/13 – Boys JV Golf vs. Canandaigua @ Brookwood CC – 4:15 p.m.
9/13 - Boys JV Football vs. Pal-Mac – 4:15 p.m.
9/13 – Girls JV & V Volleyball vs. Midlakes – 5:00 & 6:30 p.m.
9/13 – Girls JV Tennis vs. HAC – 4:00 p.m.
9/14 – Boys V Golf vs. Marcus-Whitman @ Brookwood CC – 4:15 p.m.
9/17 – Girls V Tennis vs. Geneva – 4:00 p.m.

9. Attachments

- A) Email from Chris Lawrence re: OP Student
- B) Email from Tracy VanBuren
- C) Ontario Town Board Meeting Minutes – 8/13
- D) Ontario Town Board Meeting Minutes – 8/27
- E) Walworth Town Board Meeting Minutes - 7/31
- F) Walworth Town Board Meeting Minutes – 8/2
- G) Walworth Town Board Meeting Minutes – 8/16

Email from Ontario Primary Nurse

I

From: [Lawrence, Chris](#)
Sent: [Friday, September 07, 2007 10:43 AM](#)
To: [Smith, Lori](#)
Subject: [regarding student](#)

[I just wanted to let you know I just spent some time with Ms. Olivia Crawford. I observed her in class for awhile and we also talked. She is showing no signs of any discomfort, uneasiness, overheating, stress etc. She is participating in classroom activities and even got a kick out of playing a trick on me.](#)

[Her pulse is steady and strong, she is breathing easy, color is good.](#)

[If I can help in any other way please let me know.](#)

[Chris Lawrence](#)

-

Michael Havens

Superintendent Wayne Central Schools

Phone: 315-524-1001

Fax: 315-524-1049

6200 Ontario Center Road

Ontario, NY 14520

From: VanBuren, Tracy

Sent: Thursday, September 06, 2007 12:15 PM

To: Havens, Michael

Subject: Thank you

I wanted to send you a quick e-mail to thank you for 2 things. First of all..letting me job share so that I can stay home with my 6 month old 2 1/2 days a week. This time is so important with him. Second, thank you for starting the daycare. My son Xavier goes there 2 days a week, and I couldn't be happier that he is so close by. All of my friends that are teachers in other districts tell me how lucky I am for both of these things. So thank you very much. I know what a great place Wayne is to teach. Tracy VanBuren

AUGUST 13, 2007
ONTARIO TOWN BOARD MEETING

A regular meeting of the Ontario Town Board was called to order by Supervisor Molino at 7:00 PM in the Ontario Town Hall. Present were Supervisor Joseph Molino, Council members: Jason Ruffell, Lori Eaton-Smith, James Switzer and Stephen Tobin, Superintendent of Highways William Slocum (entered 7:10 p.m.), Director of Recreation & Parks William Riddell, Sole Assessor Daniel Stanford, Library Director Sandra Hylan, Dog Control Officer Mark Plyter, Attorney for the Town Alan Knauf and Town Clerk Cathy Herzog.

Absent: Superintendent of Water Utilities Robert Wykle, Building Inspector/Code Enforcement Officer Edward Collins and Accounting Supervisor Lois Buckalew

Thirteen residents and visitors were present at portions of the meeting.

Mrs. Smith led the Pledge of Allegiance.

Approval of the Agenda – There was a brief discussion on the road dedication documents on the agenda. After discussion, a motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **approve the agenda as presented**. 5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – Mrs. Joanne Meaker, Co-Chairperson for the Bicentennial committee, presented the town an autographed copy of a book she wrote and published titled “Images of America – Ontario”.

Mrs. Meaker presented an updated list of Bicentennial events. She brought the display case with the 1806-2006 Bicentennial Quilt, in the back of the room, to the attention of the audience. She requested ideas for the Bicentennial articles that are in the Wayne County Mail and she asked for suggestions for a finale for the Bicentennial celebrations when Ontario changed its name from Freetown to Ontario 200 years ago in February 1808. Anyone with suggestions could contact her or Ontario Town Historian Liz Albright.

Mrs. Smith stated, on behalf of the Town Board, that she would like to thank Mrs. Meaker and Mrs. Albright, as co-chairpersons for the Bicentennial celebration, for all of their efforts in planning such a monumental event as the 200th birthday of the Town of Ontario. She stated the town appreciates all that they have done.

Mr. Switzer added his thanks for the gift of her book and for their efforts in planning the events. He stated the final event depicting the name change is a significant ending to the Bicentennial celebration.

Approval of Minutes - Mr. Molino asked for approval of the minutes of the July 23, 2007, Town Board meeting. A motion was made by Mr. Ruffell, seconded by Mr. Switzer, to **approve the minutes as presented**. 5 Ayes 0 Nays MOTION CARRIED

Correspondence – The Town Clerk received the following correspondence:

Wayne County – Western Finger Lakes Solid Waste Management Authority will conduct a household hazardous waste collection Saturday, September 22, 2007, by appointment only, by calling 1-800-724-3867

The Town Clerk asked that the following business be part of the record for this meeting: Debra Kloiber was appointed as Deputy Town Clerk at the July 9th meeting, as part of that position she is the designated person for the Town Clerk's petty cash fund, a designated signer for the Town Clerk and Tax Receiver's checking accounts and a second signer for vouchers. The town's insurance company has been notified to include her in the town's official undertaking for bonding.

(Mr. Slocum entered the meeting at 7:10 p.m.)

A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **accept and file the correspondence.**
5 Ayes 0 Nays MOTION CARRIED

Mr. Tobin suggested that notification of the household hazardous waste collection is difficult to get out to the public and it would be beneficial if the information was added to the town's web page.

Attorney for the Town Report – Mr. Knauf stated he prepared the documents for the acquisition of property at 2180 Lake Road and he added that project is moving forward.

Mr. Knauf requested a workshop meeting be scheduled for the landfill closure project. He briefly reviewed the deadline for the preparation of the alternate closure plan and the persons that would need to be in attendance.

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **accept and file the verbal report.**
5 Ayes 0 Nays MOTION CARRIED

Department Head Reports -

Superintendent of Water Utilities – A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Superintendent of Highways – A motion was made by Mr. Molino, seconded by Mrs. Smith, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Mr. Slocum reported on road work projects. He stated his department would be chip-sealing eleven miles of road. He explained the new process and he stated it has been improved to last for ten (10) years.

Building Inspector/Code Enforcement Officer – A motion was made by Mr. Ruffell, seconded by Mr. Switzer, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Director of Recreation & Parks – A motion was made by Mrs. Smith, seconded by Mr. Tobin, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

There was a discussion on status of the town-run use of the fitness center at Wayne Central High School. Mr. Riddell stated that the membership goal has been met and he explained how it would be advertised in the future.

Mr. Riddell announced that his department is hosting a Bicentennial event August 16th and August 23rd in the Ontario Cemetery. There will be guided tours of the cemetery with skits being performed at various stations. He thanked the Ontario Cemetery Caretaker, Mr. Richard Doyle, and the Neighborhood Acting Company for planning the event.

Sole Assessor – A motion was made by Mrs. Smith, seconded by Mr. Tobin, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Mr. Stanford reported on the 2007 Middle Class STAR rebate program. He stated residents will receive a rebate check if they have enhanced STAR. All other property owners will receive an application to apply for a rebate, the amount of the rebate to be determined by income. Persons with an adjusted gross income over \$250,000 per year are not eligible for a rebate. He stated the New York State Department of Taxation and Finance is administering the rebate program.

Ontario Public Library - A motion was made by Mrs. Smith, seconded by Mr. Tobin, to **accept the July 2007 Library report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Ms. Hylen reported that she is very happy in her new job as Library Director and that she has found everyone to be welcoming and supportive. She reviewed upcoming programs and she stated the children's summer reading finale will take place Friday, August 17th.

Ontario Town Court – A motion was made by Mr. Tobin, seconded by Mrs. Smith, to **receive the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Dog Control Officer – A motion was made by Mrs. Smith, seconded by Mr. Switzer, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Watershed Management Advisory Council – A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Economic Development Department - A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **accept the July 2007 report as presented.** 5 Ayes 0 Nays MOTION CARRIED

Old Business - None

New Business –
CARRIAGE COURT DEDICATION

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **adopt a RESOLUTION for the acceptance of the Offer of Dedication of land for public highway purposes from Daniel Lettro for the Carriage Court Subdivision, Phase 2, for the construction and/or the maintenance of a highway on said lands as described in Schedule A, as presented.** 5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **adopt a RESOLUTION for the DEDICATION OF A PARCEL OF LAND FOR HIGHWAY PURPOSES OF THE CARRIAGE COURT SUBDIVISION – PHASE 2, TOWN OF ONTARIO, COUNTY OF WAYNE**

WHEREAS, Daniel Lettro by “Offer of Dedication of Land for Public Highway Purposes”, dated August 13, 2007, has offered to dedicate certain lands in the Town of Ontario, Wayne County, New York consisting of a portion of “Carriage Court” and “Surrey Crossing”, as shown on a map entitled “Preliminary/Final Plans – Carriage Court Subdivision – Phase 2”, prepared by Kreiling Associates, P.E., L.S., P.C., dated June 15, 2005, last revised September 27, 2006, having Project Number 04-3946-2, and such offer has been presented to the Town Board of the Town of Ontario, and it appearing therefrom to the satisfaction of the Town Board that the lands so offered for dedication have been and are properly surveyed and mapped and should be accepted as Lands of said Town, and that all claims for damage have been properly released;

NOW, on Motion duly made and seconded, it was

RESOLVED, that the Town Board of the Town of Ontario does hereby consent that the aforesaid land, located in the Town of Ontario, Wayne County, New York, and as more particularly described as set forth on “Schedule A” hereof, be accepted in dedication for drainage control purposes; and be it further

RESOLVED, that the Town Board does hereby consent to the issuance of an order to lay out by the Highway Superintendent of the Town of Ontario for the roads to be created by such dedication; and be it

RESOLVED, that any taxes that are currently due or will become due on said parcel of land, as a result of the assessment roll in effect at the time of this acceptance, shall be the responsibility of the grantor dedicating the parcel of land to the Town.

Said matter having been put to vote; the following votes were recorded:

5 Ayes (Molino, Ruffell, Eaton-Smith, Switzer, Tobin) 0 Nays **RESOLUTION ADOPTED**

A motion was made by Mr. Ruffell, seconded by Mr. Switzer, to **authorize the purchase of a 2007 International Lo Profile Dump Truck with snow plow equipment from State Bid Contract PC62757 (truck) for an amount not to exceed \$124,368.11**, as recommended by the Superintendent of Highways in memo #07-07. 5 Ayes 0 Nays **MOTION CARRIED**

A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **designate as sole source vendors the following: Badger Meter, Inc., Holland Company, Inc., JCI Jones Chemical, for the Water Utilities Department**, as recommended by the Superintendent of Water Utilities in memorandum # 23-2007. 5 Ayes 0 Nays **MOTION CARRIED**

A motion was made by Mrs. Smith, seconded by Mr. Switzer, to **authorize the Director of Recreation and Parks to seek bids for the Community Center Project H-70-05 for the framing and roof for the 8,520 square foot main structure for the Community Center located in Casey Park, and to direct the Town Clerk to post and advertise the legal notice to bidders**, as requested by the Director of Recreation and Parks. 5 Ayes 0 Nays **MOTION CARRIED**

PURCHASE LAND 2180 LAKE ROAD -

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **adopt a RESOLUTION**

WHEREAS, Daniel and Kimberly Mantz (the “Sellers”) have listed their property (the “Property”) at 2180 Lake Road in the Town of Ontario (the “Town”), County of Wayne and State of New York (tax account no. 063-119-0000-556-420-0000) for sale for \$104,900; and

WHEREAS, the Property is adjacent to the Town Sewage Wastewater Treatment Plant, and would be useful for operations of the Town Water Utilities Department, not only for use of the existing building, but possible for future use of the land; and

WHEREAS, the Sellers have executed a contract (the “Contract”) to sell the Property to the Town for \$97,500, less a three percent (3%) credit because there is no buyer’s broker, for a net price of \$94,575; and

WHEREAS, an Environmental Assessment Form (“EAF”) was prepared for the proposed purchase (the “Purchase”) of the Property by the Town, so that it can be reviewed under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the Purchase is an unlisted action under SEQRA; and

WHEREAS, the Town Board has reviewed the EAF for the Purchase; and

NOW THEREFORE IT IS RESOLVED that the Town Board has considered the Purchase of the Property, and its potential for environmental impacts; reviewed and considered the EAF, the criteria contained in 6 N.Y.C.R.R. §617.7(c), and other supporting information to identify the relevant areas of environmental concern; and thoroughly analyzed the identified relevant areas of environmental concern to determine if the Purchase may have a significant adverse impact on the environment, and finds that the Purchase would not have a significant adverse affect on the environment, because the house will be maintained and used by the Town Water Utilities Department, and if it is ever demolished in the future, that would leave green space, and any future construction would be subject to further SEQRA review if applicable; and it is further

RESOLVED that pursuant to the State Environmental Quality Review Act, the Town Board finds that the Purchase will not have a significant impact on the environment, so that a Negative Declaration shall be made and duly filed, and an environmental impact statement need not be prepared; and it is further

RESOLVED, that the Town Board ratifies and approves the Contract for the Purchase of the Property for a net price of \$94,575; and it is further

RESOLVED, that the Town Supervisor shall execute all documents necessary for the Purchase, and the Attorney for the Town shall procure title insurance for the Property and take such other action as may be necessary to close on the Purchase of the Property. 5 Ayes 0 Nays **RESOLUTION ADOPTED**

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **authorize the Town Clerk to purchase two (2) workstations, the lowest quote, from Advance 2000 Technology Services for an amount not to exceed \$2,100.00**, as requested by the Town Clerk in a memo dated 8/10/07. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **declare surplus the following items from the Town Clerk's office: 2 Dell Model # M782, My08 monitors, 1 HP Deskjet 6540 printer, 1 Panasonic KX-P printer, 1 HP Officejet 7110 all in one, 1 Hewlett Packard LaserJet 5L and a Harris-Lanier Model P-128 dictaphone, and authorize the Supervisor to dispose of same per town policy**, as requested by the Town Clerk in a memo dated 8/10/07. 5 Ayes 0 Nays MOTION CARRIED

Budget Transfers/Adjustments – A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **approve the following budget transfers:**

GENERAL FUND transfer \$1,298.38 from A 1450.4 to A 7510.2

HIGHWAY FUND transfer \$180,000. from DA 9901.900 to DA 5130.2

SEWER FUND transfer \$6,500. from SS 1990.4 to SS 8110.4

WATER FUND transfer \$26,000. from F 9950.9 to F 8330.4

5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **adopt a RESOLUTION, for the annual**

WASTEWATER EQUIPMENT REPAIR RESERVE

CREDIT SS-205.2	Money Market	\$7,000.
DEBIT SS-522/8130.4	Treatment & Disposal	\$7,000.

DEBIT SS-205.2	WW EQUIPMENT FUND	\$7,000.
CREDIT SS-980/2272	Wastewater Equipment Reserve	\$ 7,000.

5 Ayes 0 Nays RESOLUTION ADOPTED

A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **approve a SEWER FUND budget adjustment** increase 510/revenue 909 fund balance \$92,075. increase 960/expense from 599/appropriated fund balance. 5 Ayes 0 Nays MOTION CARRIED

Policy –A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **accept the first reading of town policy # 4311.5 Job Description Assistant Recreation Director**, as presented. 5 Ayes 0 Nays MOTION CARRIED

Reports by Town Board Members – Mr. Switzer stated the Business Improvement District (BID) had a meeting and tour of the downtown area. They are working on the downtown vision plan for a grant from the NYS Office for Small Cities.

Mr. Switzer offered condolences, on behalf of the Town Board, to the Catalano families on the death of Patsy Catalano on July 25th and his brother Joseph Catalano on July 29th. He noted the brothers were business owners for 46 years in the Town of Ontario.

Mr. Switzer offered congratulations to Mr. Stanford for the 100% equalization rate established for the Town of Ontario from the State Board of Real Property Services.

Mr. Molino congratulated the Ontario Fire Company on their 100th anniversary. He stated the parade and celebration activities were enjoyable. He added their willingness to service the community, their time and expertise is greatly appreciated.

Approval of Claims - A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **approve the abstract of claims for August 13, 2007, including vouchers #1655 through #1836 with a grand total of \$320,279.13 and to authorize the Supervisor to issue payments for same.** 5 Ayes 0 Nays
MOTION CARRIED

Comments from the Public –None

Executive Session - A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **move into an executive session at 7:45 p.m. for assessment litigation.** 5 Ayes 0 Nays
MOTION CARRIED

Reconvene – 9:10 p.m.

Adjourn - A motion was made by Mr. Ruffell, seconded by Mr. Switzer, to **adjourn at 9:11 p.m.**
5 Ayes 0 Nays
MOTION CARRIED

Respectfully submitted,

Cathy Herzog
Ontario Town Clerk

The above minutes will become official upon approval of the town board.

**AUGUST 27, 2007
ONTARIO TOWN BOARD MEETING**

A regular meeting of the Ontario Town Board was called to order by Supervisor Joseph Molino at 7:00 PM in the Ontario Town Hall. Present were Supervisor Joseph Molino, Council members: Jason Ruffell, Lori Eaton-Smith, James Switzer, Stephen Tobin, Superintendent of Water Utilities Robert Wykle, Library Director Sandra Hysten, Director of Recreation and Parks William Riddell and Town Clerk Cathy Herzog.

Thirteen residents and visitors were present at portions of the meeting.

Mr. Tobin led the Pledge of Allegiance.

Revisions to the Agenda – Mr. Switzer requested an executive session for a personnel matter relative to specific persons be added to the agenda. He welcomed Matt Hess from the Wayne County Planning Board who will speak on the Business Improvement District’s Downtown Vision Plan proposal.

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **approve the agenda as revised**.
5 Ayes 0 Nays MOTION CARRIED

Comments from the Public – None

Approval of Minutes – A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **approve the August 13, 2007 minutes with one correction on page 6, paragraph 6, Policy – change the “first reading to “single reading” and to approve the August 21, 2007 minutes as presented.** 5 Ayes
0 Nays MOTION CARRIED

Correspondence – None

Old Business – None

New Business - A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **accept the Supervisor’s fiscal report for the month of July 2007, as presented.** 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **adopt a RESOLUTION to establish Capital Project H-76-07 for the Waste Water Treatment Plant Entrance Unit for a total amount of \$760,500. (Attached)** and as requested by the Superintendent of Water Utilities in memorandum # 25-2007. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **authorize the Superintendent of Water Utilities to seek bids for Capital Project H-76-07 Wastewater Treatment Plant entrance unit, and to authorize MRB Group to prepare the specifications and legal notice to bidders and advertise in the Dodge Reports and to direct the Town Clerk to post and publish the legal notice to bidders,** as requested by the Superintendent of Water Utilities in memorandum # 26-2007. 5 Ayes
0 Nays MOTION CARRIED

A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **adopt a RESOLUTION**

**Authorization to Execute Contract for Visioning Services with the
Research Foundation of the State University of New York**

Whereas, the Town received a \$15,000 Technical Assistance grant from the NYS Office for Small Cities to complete a Downtown Vision Plan in coordination with the Ontario Business Improvement District (BID); and

Whereas, per the grant application, the Center for Community Design Research (CDDR), a division of the SUNY College of Environmental Science and Forestry, will assist the Town and the BID in the development of said Plan; and

Whereas, CDDR has prepared and submitted a proposal for services and a budget which are consistent with the provisions of those in the original grant proposal; and

Whereas, a contract for services must be executed to secure the scope and cost of these services and is in the process of being prepared by the SUNY Research Foundation; now, therefore, be it

Resolved, that the Town understands and accepts the project scope and budget as described the CDDR proposal; and be it further

Resolved, that Joseph Molino, Supervisor, is authorized and directed to execute a contract for visioning services, subject to review and approval by the Town attorney as to form and content.
5 Ayes 0 Nays RESOLUTION ADOPTED

Mr. Hess reviewed information that he had presented for the proposal for the Business Improvement District's Downtown Vision Plan and application to New York State. He noted the next community workshop is September 22, 2007. He stated they would like to get more input and attendance at these meetings and he added the public is invited. He reviewed the timeline and stated the contract is under review by the Attorney for the Town and the Vision Plan should be complete sometime in February 2008.

A motion was made by Mr. Switzer, seconded by Mrs. Smith, for discussion, to authorize a wage adjustment for Carol Luety, part-time clerk in the Town Clerk's office, to increase her wage to within the wage grade 7 pay scale, as requested by the Town Clerk in a memo dated 8/17/07.

There was a discussion on the proposal of the Town Clerk. The Town Clerk explained that the entry level pay for a position at wage grade 7 is \$10.16 per hour. The current person in the position makes \$9.77 per hour and has worked for the town since November 2005. The request included retroactive pay. The consensus was that the board was not in favor of retroactive pay.

After discussion, a motion was made by Mr. Ruffell, seconded by Mrs. Smith, to withdraw the motion.
5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mrs. Smith, seconded by Mr. Switzer, to **reject all of the bids from the bid opening on August 6, 2007 for the Tension Fabric Structures for the Community Center Project H-70-05 and to authorize the Director of Recreation and Parks to re-bid the project and direct**

the Town Clerk to post and publish a notice to bidders for the bids to be opened on September 7, 2007 at 2:00 p.m. in the Ontario Town Hall, 1850 Ridge Road, Ontario, NY, as requested by the Director of Recreation and Parks in memorandum PR24-2007. 5 Ayes 0 Nays MOTION CARRIED

A motion was made by Mrs. Smith, seconded by Mr. Ruffell, to **authorize the Director of Recreation and Parks to accept the lowest quote for the Community Center Project H-70-05 for concrete blocks from Phelps Cement Products, for an amount not to exceed \$6,656.28, as recommended by the Director of Recreation and Parks in memorandum # PR23-2007. 5 Ayes 0 Nays MOTION CARRIED**

A motion was made by Mrs. Smith, seconded by Mr. Ruffell, to **authorize the Director of Recreation and Parks to accept the lowest quote for the Community Center Project H-70-05 for concrete slab from Hanson Aggregates of NY, for an amount not to exceed \$17,908.75, as recommended by the Director of Recreation and Parks in memorandum #PR22-2007. 5 Ayes 0 Nays MOTION CARRIED**

A motion was made by Mrs. Smith, seconded by Mr. Ruffell, to **authorize the Director of Recreation and Parks to accept the lowest responsible quote that met the specifications for the Community Center Project H-70-05 for the water line, fire hydrants and necessary fittings from Vellano Bros. Inc., for an amount not to exceed \$11,190.15, as requested by the Director of Recreation and Parks in memorandum #PR21-2007. 5 Ayes 0 Nays MOTION CARRIED**

A motion was made by Mrs. Smith, seconded by Mr. Ruffell, to **authorize the Director of Recreation and Parks to accept the lowest quote for the concrete mason work for the Community Center Project H-70-05 for the foundation of the main building from Mike Odle Masonry, for an amount not to exceed \$19,200., as recommended by the Director of Recreation and Parks in memorandum PR25-2007. 5 Ayes 0 Nays MOTION CARRIED**

Budget Transfers/Adjustments – A motion was made by Mr. Switzer, seconded by Mr. Tobin, to **approve a sewer fund budget transfer of \$260,500. from SS01-0889 (wastewater equipment reserve) to Capital Project H-76-07-5031. 5 Ayes 0 Nays MOTION CARRIED**

Appointments/Resignations – A motion was made by Mr. Tobin, seconded by Mrs. Smith, to **appoint Joelle Flatt, 1183 Ridge Road, to the position of part-time clerk in the Justice Court, a wage grade 8 position, at a starting wage of \$10.68, effective 8/27/07, as requested by the Justices in a memo dated 8/17/07. 5 Ayes 0 Nays MOTION CARRIED**

Reports by Town Board Members – Mr. Switzer noted Mrs. Lonna Jesse has resigned as the representative for the Town of Ontario from the Wayne County Youth Bureau. He requested the Town Clerk send her a letter thanking her for her service.

Mr. Switzer gave a brief report on the landfill closure project; he noted the Pavilion in Casey Park was moved in one piece but the concrete was not able to be saved for future use. He stated he is pleased to see that the handicap town door openers were installed in the back entrance of the Town Hall

Mr. Ruffell added the Town Hall bathrooms have also be re-configured for the handicapped, and he suggested the Planning and Zoning Board meetings may soon be moved back up to the Town Hall.

Mr. Ruffell stated he is working on revisions to the Zoning Ordinance. He noted training classes will be held by the NYS Planning Federation in Saratoga in October and he encouraged attendance.

Mr. Tobin reported on his efforts to obtain technology quotes for the internet, computers and phone system. He suggested the town look into the Association of Towns municipal insurance program (NYMIR), he noted the Department of Homeland Security is requiring National Incident Management (NIMS) training and he stated he feels the town employees should have town employee identification (ID) badges.

There was a brief discussion on sources for ID employee badges and NIMS training.

Approval of Claims – A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **approve the abstract of claims for August 27, 2007 including vouchers # 1837 through # 1939 with a grand total of \$81,826.31 and to authorize the Supervisor to issue payments for same.** 5 Ayes 0 Nays
MOTION CARRIED

Comments from the Public – Mr. Craig Litt asked what was the purpose for the special meeting held August 21st.

Mr. Switzer stated the Town Board conducted a special meeting via a conference call during an executive session for pending assessment litigation.

Mrs. Joan Stark stated the Federal Emergency Management (FEMA) has NIMS training online at their website.

Mr. Molino adjourned the regular meeting for a workshop meeting.

There was a Library budget workshop and a brief discussion on the wage increase request by the Town Clerk.

Reconvene - Mr. Molino re-opened the meeting at 7:44 p.m.

After discussion, a motion was made by Mr. Ruffell, seconded by Mr. Tobin, to **authorize the Town Clerk to adjust part-time clerk, Carol Luety's, wage to \$10.16 per hour, wage grade 7, effective 8/27/07.** 5 Ayes 0 Nays MOTION CARRIED

Executive Session - A motion was made by Mr. Switzer, seconded by Mrs. Smith, to **move into an executive session at 8:38 p.m. for a personnel matter pertaining to specific persons.** 5 Ayes 0 Nays MOTION CARRIED

Adjourn – A motion was made by Mr. Switzer, seconded by Mr. Ruffell, to **adjourn at 9:00 p.m.** 5 Ayes 0 Nays MOTION CARRIED

Respectfully submitted,
Cathy Herzog
Ontario Town Clerk

The above minutes will become official upon approval of the town board.

**WALWORTH TOWN BOARD MEETING – SPECIAL MEETING
31 JULY 2007**

Presiding President Ellen Dietrick called the work session of the Library Board of Trustees, Walworth Town Board and Friends of the Walworth Seely Public Library scheduled Tuesday, July 31, 2007 to order at 6:00 PM.

Present:	Library Board of Trustees	
	Richard Crooks	Vice President
	Donna Stalker	Secretary
	Tina Burmeister	
	Dorothy French	
	Pamela Wolfanger	Substitute Library Director
	Liz O’Toole	Youth Specialist

Walworth Town Board

Robert Plant	Supervisor
Tom Yale	Councilman
Suzi Hawkins-Mance	Councilwoman
Susie C. Jacobs	Town Clerk

Friends of the Walworth Seely Public Library

Jane Cala	President
Dawn Shwind	Vice President
Gail Houghtaling	Secretary

CURRENT STATE OF WALWORTH SEELY PUBLIC LIBRARY

Richard Crooks, Vice President of the Library Board of Trustees passed out a graph, titled “Comparison”. Mr. Crooks explained that there were three different lines on this graph, one the population of Walworth, one the Library circulation and the other holdings (materials that are owned in Walworth, including books, magazines, videos, etc). Mr. Crooks gave some statistics that would be helpful, having to do with the circulation of the library. “Initially in 1995 the library had about 49,000, in 2000 up to 69,500 and by 2006 107,888. And already this year, the library is already at 53,000 and this is through the month of June. We had no library training when we were founded in 1963. By 1980 we had two library technicians on the staff. Our circulation went from 1963 to 1980 from 7500 volumes to 21,422. By 2006 we had six full time employees, one MLS, a paraprofessional and four other staff members including our pages. Our volume and population of the Town in 2006 was 8,712 people and our circulation has grown to 107,688. What I find fascinating is the number of people from other areas that utilize our library. In the month of May the Town of Macedon contributed with 772 people. The Town of Marion 292 a little over 6% of our total, Ontario 71. I had a listing here of about 20 some different towns whom our patrons come. The Town of Walworth, which made up a little over 72% of our patronage for the month of May 3,735 patrons in that one month. You’re talking around 1000 patrons a week. That’s pretty significant. Now if we look at all these statistics what

does it say? It says that we have increased considerably faster than the population of the Town the amount of activity that this library has grown through in the past number of years. We all know that we are crowded. We know that the Town is crowded for space. Our challenge of course is to look at this and see what we might possibly do about it.”

Deb Germain asked regarding the statistics from May by Mr. Crooks, “When you say Macedon, folks from Macedon were 772 in the month of May, are those numbers coming from addresses?” Ellen Diettrick confirmed they were from addresses. Deb Germain said, “In other words, I have a Macedon mailing address, but I live in the Town of Walworth.” Mr. Crooks stated that his guess was that they were a Macedon address rather than Walworth address. Deb Germain stated that the 772 could well be people from the Town of Walworth too.

Pam Wolfanger clarified this question. She stated, “When you apply for a library card, when you come in a get a library card, you are asked what town that your address is, also you school district so that’s all in your record. And so it is probably to whom you pay your taxes. “

INTRODUCE DAVID BEINETTI, PRESIDENT SWBR ARCHITECTS AND ENGINEERS OF ROCHESTER

Ellen Diettrick introduced Dave Beinetti, President of SWBR Architects & Engineers.

Dave Beinetti explained that he usually does this when he is going before the municipalities to try and get a project reviewed by the Planning Board, the Environmental Conservation Board or doing an environmental impact so this is a little bit less adversarial. We are always trying to promote the project. And this is more of an exchange tonight so I want to encourage some opportunity to talk. I live in Monroe County. We have a family of absolute lovers of libraries. One of the libraries that you may be familiar with that we did many years ago is the Town of Bloomfield library, which is a very interesting library. It is fashioned after a house and it was a fun project we did many years ago. We are also involved right now in Oswego with a library, which is basically their city library. It is a public library. It is the oldest continuously operating library in the United States and is on the Historic Preservation’s list for New York State of the seven most important buildings to save in New York State. And so this old 150 year old building, built in 1850 had documentation from 1858 indicating that only 8 years after it was opened it was severely inadequate and way under the size of population. So it’s lasted all the way from 1858 until we started the renovation a year and a half ago in the same condition. Other libraries we are involved in, is a collegiate library at Roberts Wesleyan College, about 42,000 square feet. It’s going to be very significant and is designed very different than most libraries. We are also working at the U of R Rush Rhees library, which again is a very old library and hence has particular problems associated with it. Other libraries I have been working with and continue to work with are the Fairport library and also the Mendon library. I think the Mendon library has, for the time being, given up. They have shelved their plans, it was a lengthy process. The Fairport library is a funny situation because they are fantastically successful. They have about 30,000 square feet. They are in the lower level of the Fairport Village Landing. They have great children’s programs and they do a lot of outreach in the community with library programs. And they are space bound and they don’t have anywhere they can go. They hired us about a year and a half ago to try to figure out where in the world could they expand. And they are in the historic area along the canal. So they couldn’t expand out and they couldn’t expand in so they were really up against it trying to figure out what to do. We have continued to work with them looking at all sorts of different alternatives, to moving them literally out of the village which as you can imagine comes with great consternation. But

none the less they had to come up with some alternatives and so we looked outside the village, they looked in the village, and the latest proposal would actually situate them on the back left hand side of the large parking area that looks at where it is now. It looks like that has some traction to it because the local people and development folks who are involved in this project are kind of "town fathers" and are interested in that site. They like keeping it in the village, they're a real draw obviously for economic reasons. You come to the library, you go to the store and all sorts of things together. However, as successful as they have been it is in fact the thing that has really held them back. And this is somewhat true with the Mendon library and I suspect it is somewhat true of this library too. I have seen it and watched it, read the newsletters and everything else. All of these libraries, Fairport, Mendon and the Walworth Library have something in common. And that is they're very successful. They do a great job of taking care of the patrons, they do a great job with their programs and all three of them are out of space. Significantly out of space. The Mendon library population is around 9,000 and that's not dissimilar to Walworth, very similar in size to the amount of constituents. It has a little bit more space, but not much more and their shelves are their shelves are laid out similar to the shelves here, completely maxed out. All seven levels are maxed out, there is no more space to put anything else in and the boxes and books don't fit. Mendon is the same way and if you were to look closely Fairport is too. All three libraries have the same problem. Fairport library needs 40,000 to 45,000 square feet, now that's a large project. And their situation is similar but their having difficulty, as Mendon is, and I suspect Walworth is too, in securing support. Now why can that be? I think there is several different reasons for that and understanding them might help us to understand what we might need to do to go forward. The current situation as it would exist in most homes today, if you go to the research books is most people have Internet access. Or they have easy access to it through their business or through the schools. What's happening is the access information is becoming increasingly easy and so people are seeing libraries as really a pick up and drop off. It's really no different than Blockbuster or home video services, they can get access to a lot of things very easily. If they don't have the book I want here I can go online and I can ask for it and when it comes in you simply email and I come in and pick it up. I don't really need a library anymore, to a certain extent. The idea of coming in and sitting in a library and actually sitting here, reading and enjoying a soft seat by a window, which is what we designed in Bloomfield, is becoming less and less the norm. Interesting enough, the college libraries are going just the opposite. Where they used to be just stacks and volumes and volumes of books in it, now most of the collegiate libraries are Starbucks. Because now the kids want to go and it becomes a social place for them to be. So here we have this funny phenomena where the college level are becoming social centers and the Town libraries are becoming more "catch me areas for books and if you don't have it I can order it and get it in." So here we have a dilemma because what happens is that great services are provided and nothing is really given up. To the constituent they don't see any loss to a great extent, but yet to the librarian, the library staff and the town, knows that they've got a problem, they're out of space and they need more space. Norms today are at least one square foot per resident. This library is about 3,000 square feet, a little under one half the size of what it should be for the constituency. That's exactly true of Mendon. Fairport's situation is somewhat the same. If they get up to about 44,000 to 45,000 square feet they will probably situate themselves for the next 20 years. And all of these towns and the growth curves are all different.

Similar to Mendon the Wayne County folks would agree entirely that what they really like is to not have much growth. They like the rural character. They want to preserve the farmland, they like the development rights to be offered to folks so they can keep it farmland and all those sorts of things. Similar to Walworth – I took the time to go through the Wayne County Comprehensive Survey and it does give you some good information and some interesting statistics. Wayne County likes the rural

character, clean air and water, the ability to walk, affordable housing, schools, cost of living. Some of the other things people listed about living in Wayne County included golf courses, country life, school, parks, peace and quiet, recreation and the library. So here we have a bit of a problem on how to move forward? Here's what I've learned in working with all of these libraries. Obviously Greece was able to pull it off because they built a new library. Pittsford was able to pull it off, they built a new library and in all of these cases, the single thing that has made a difference more than anything else hasn't been an exciting design, it's not been a provocative site plan, it's not been anything to do with how it looks, it probably had a little to do with how much it cost because certainly we don't want to overspend, but it's had to do entirely with the fact that there is unity between all of the individuals involved. That's the single thing I'm going to say tonight, is that if you want to go forward and get an addition built on to the library or if you want to exercise the other option of building a library somewhere else on this great property, (most folks do not have this) most municipalities do not have a municipal center like you have here. So the idea of actually doing a new building such that you can free up space here for the growth that needs to happen for normal growth in any town or municipality, separate buildings are an option. My experience in this is that this is a harder sell, to do a separate building, but it can be done. An addition onto an existing municipal building is an easier sell to the constituents. Now the situation here is such that the bond on this building is paid off in 2010. It seems like it is well into the future but it is really on your doorstep. So that's probably a good thing from a financial standpoint. It takes three to four years to really pull off a project so if we're trading one bond for another, something like that, the timing is good to continue to move ahead, and to get things going. But what we don't need to do and this has been a subject of debate, when I first met with this group here and we had a couple of nice meetings, we talked about the situation. There tends to be eagerness "to want to go to the idea of getting something drawn up. What's it going to look like, where's it going to be, how much space is it going to be, could we put it on this site." What I have repeatedly said to everybody and it may sound tripe, but it is true, that's the easy part of our work. Architects do that all the time, figuring out how big it will be, what it will look like, what it will be built of and how much it will cost. That's the easy part. But the hard part is making sure we have funding for it and that we have support within the community. So I'm coming back to the word unity. The most important thing, I think that I can counsel anybody on, and any of these other towns that had to go through the same thing, is that the Town Board and the Library Board need to form a unified collective together with the residents of the town to go forward and agree together that this is important and is a priority for the future. If that really can be forged, than the issues that we have to overcome, the schedule, the financing, the bonding and all that sort of stuff is fairly easy. If there is a breakdown in the unity it just won't work. If you have some dissension or some questioning, not sure why you are doing this or the needs or priorities, my experience is, that is exactly what happened in Mendon. They had been working on it for ten years. They have now set it aside and just can't go forward because they have such breakdown in the unity. Is your library different from a lot of others, I would say, "no". Is the story different than a lot of others, I would say, "no". What's going to be the thing that makes this happens is the unification of all the folks here tonight.

Ellen Dietrick stated "that it doesn't happen overnight. Mr. Beinetti commented "no it doesn't happen overnight." He said not to go back and reminisce about the Oswego situation from 1858 to 2007 but it varies. Pittsford, if you go back and think through what they went through, and I don't know all the bits and pieces, but what they attempted to do is combine the community/senior center and that fell, they were up against a school that year, that school is built that year on Calkins Road and Clover Street. That school, I think, was 75 million dollars. They were up against an amazing amount of situations between the school things over the school budget, they had the community center, they had the library and they had the courthouse situation and you can't do it all. And you can't all do it at

once, so it got voted down so you have to wait until it is appropriate. It does take time. It can take five years, ten years or it can take fifteen years. And in the meantime, if it takes a long period of time what do you do? You do the best you can with what you have, you've got great service, you've got great people and the Board has to figure out on a prioritization basis what can they do now. There is always something you can do with the dollars you have to work with. It's not a tale of woes to say it will never happen.

Supervisor Plant asked if the students at the college libraries now, with the large sitting areas and big windows to look out, are going to be looking for the same type of library at the public level seven to ten years from now? Mr. Beinetti replied that this is a question that is tough to answer. We spend a lot of time trying to analyze what the generations are going to need and desire. He did state that one thing they have determined in their research is that social interaction is huge with the current generation. You can see it with the text messaging, Internet, electronic access, wireless etc. It also means that what is at the college level libraries would probably be influential in the town library. And far more work, at the college level and workforce is being done collaboratively. Mr. Beinetti summarized by saying that group work areas are definitely going to be a need.

Councilwoman Hawkins-Mance asked, "How, as an architect, do you plan for future space?" Mr. Beinetti said it is really hard to. Councilwoman Hawkins-Mance asked if Mendon failed because they wanted too much space. Mr. Beinetti explained that Mendon failed because the Library Board set it aside and said they were exhausted from finders trying to do this. And they sat through a change in administration, which was not easy. Basically, the library organizations of the country and New York State, it has always been about what one square foot per person. Some communities will find that they want 1 ½ square foot per person. They would be deciding that they are going to exercise some decision-making, and pull into the library some of the things that are missing in other facilities. The goal is to always try to build a 25-year building. Mr. Beinetti stressed that what you don't want to do is come back to the constituents 10 years from now only to have them say you just did this library 10 years ago and you're telling me it's already out of space. To a certain extend that is what we've got here.

A public participant asked if the 1 to 2 square foot per person is a New York State library standard, and not just a suggested amount. Mr. Beinetti explained that it does come from the library association. Mendon hired a library planner and he came in and did a fairly elaborate analysis of what they needed. He came up with 12,500 square feet. Mendon rounded it up and thought they wanted to build 15,000.00 square feet. Mr. Beinetti went on to give a description of some of the other libraries and the square footage. He mentioned that when developing a new library, you put in mind roughly \$200.00 per square foot. And this is a Municipal Public Sector Multiple Bid law and it can go up from there. The least expensive way to do this would be an addition.

A member from the public asked when looking at new plans, do people incorporate growth space? Mr. Beinetti advised that this is prudent to the project. He agreed that you would want to give yourself some elbowroom. He advised that the best long term solution may be to turn the space over entirely and build a separate building which now gives you two or three size growth potential in the next hundred years. This may not be the cheaper solution but may be the best solution. You don't want to back yourself up in a corner.

People of the town already understand the why. But people any day of the week can walk into the library and say they don't see the need. Pam said this is part of the problem. In many ways, libraries are their own worst enemies, they just keep giving. Historically, libraries do a lot with little, but that is their job and we just keep giving more and more for less. Mr. Beinetti stated that the town is the same way also. You continue to give the best of what you can and you're going to work with what you have. But then you get to a point where your ability to improve the quality of life and to serve the constituents will come to a point where something is being given up or not able to be offered.

Mr. Beinetti advised that another way to look at what we might do here is to try to figure out how to bundle a higher level of response. In other words, rather than just adding on to the library, should the town look at a more well rounded need all the way around and look at the project as a more holistic project and not a single.

Councilman Yale mentioned that there was some discussion at the Town Board meeting where they wanted to make sure the library did not become disjointed with their needs. He advised that the town has significant shortage of space issues as well. The recreation programs are in a crunch. Some of the offices are fairly crunched. Your concept of looking at something together is very real. Deb Germain stated that along the same lines and based on prior experience before we go much further, what becomes really important is to find out what the people in the town want and not just from copying the people who use the library but from surveying everyone in the town because if you don't do that you will find out painfully so that the bottom line is whether their taxes go up. She stated that you have to get out to the public and find out what it is that will make them vote "yes".

Mr. Beinetti agreed entirely. He stated that you might be able to make a big pitch concerning what is in it for the people. He stated that Walworth is a highly educated, highly mobile population and said it is important to find out what their needs are.

Deb Germain said you want to appeal to as many people as you can.

Councilman Yale asked Dorothy French about prior work regarding surveys. She indicated the timing was not good, as it was just after the September 11 attacks. Mr. Beinetti stated that we should not just survey but make sure you ask the right questions. He suggested that the Town might wish to contact a company that would generate the questions in a neutral, non-judgmental manner. Councilman Yale agreed that people should not give an opinion without knowing the whole issue.

Mr. Beinetti said that this may take a year or so but you have to go through the due diligence. This is an important step and his counsel typically is to not make a mistake of creating some sort of an image or a layout, floor plan of a building, he felt this would be sure sudden death, because now you are presuming and it looks like the residents had little or no input. Councilman Yale agreed.

NEXT STEPS?

Councilman Yale made a suggestion that people from the Library Committee, the Town, and the Town Board get together and try to work out and bring questions after identifying those overlapping needs and put together some concept of strategies that could be used to bring out to the people. And see where the support is. One of things they are going to ask is what is it going to cost? It's always a cost benefit question.

A question was asked what do we do first, the chicken or the egg? Do you take a survey and find out what people are looking for and then tie it in to what you're looking for or do you present them with plans? Councilman Yale said that he thought we should present them with some different strategies, and ask them about these, but also give them the opportunity to propose alternatives. Supervisor Plant stated that Williamson sent out a survey and asked the people if they would support this project or what parts of it would you support? Mr. Beinetti stated that you are going to have internal issues and then there will be external issues. Once those are done, you then make the options known. Here is what we believe will make the most sense, here are our options. It's all info gathering and it takes time.

Mr. Crooks asked if there was a percentage of response from surveys that are community wide. Mr. Beinetti stated that this depends on how hot the issue is.

Mr. Beinetti said that the important thing to realize is that what might look like a fairly benign question to you or I when we work on the task force to create the questionnaire might in fact, do just what Councilman Yale said, in that you will get an askew response. He felt it is probably money well spent to bring in somebody and craft a neutral questionnaire.

Susie Jacobs commented that even with a questionnaire and the time that it may take us for the study, in a year or two taxes could take a hike and the possibility of change in administration could turn it down. She asked what is the purpose of going through an expensive questionnaire, why not put it out for a public referendum? Councilman Yale stated that you are going to spend if this gentleman comes in and does a design for us. Also, you are going to spend a lot of time in that design and if the answer out in the community is "no way" you don't want to spend this money. Plus you get them to buy in ahead of time with a questionnaire.

Ellen Dietrick stated, and everyone agreed, that we have a more demanding public than ever before. Three or four years ago they would have said yes but now everything is being questioned.

Ellen Dietrick made a suggestion regarding how to phrase the questions on the questionnaire so that it touches the residents directly. Discussion ensued among those present with them deciding it would be up to the committee to be open to all types of questions.

Mr. Beinetti said that based on his experience is that the Town Board takes the leadership responsibility, it sends the right signal. It is always a question as to whether the library leading the charge is somewhat self serving and while it may be right and correct in your information the way the public sees it is that they think the leaders of the town have the fiduciary responsibility for first and foremost, the money and how it is spent, the taxes, the health, welfare and safety of the residents and the services provided so that if the Town Board were to establish the composition of this task force and then assemble it and begin to oversee it over a period of time. You might want to consider having an independent facilitator from another town come in to act as the facilitator so that the Town Board can have independent participation. There might be a couple of people from the Board, a couple of people from the library and the Town Board should establish any other departments who might have a representative and there should be some community representation. The Town would figure out who would be additive to the group and not detractive, you don't want to fill it with plus minus neutral folks and have constant bickering but at the same time you want people who are honest in seeking the right answer. You're not trying to steer them one-way or the other. The Town Board would be able to recommend a group of ten people, any more than that would become unruly.

You set an agenda and have a time frame and off you go. Healthy communication begins to set the tone for this project. But the Town Board should be the one to carry the flag on this and be out in front. Councilman Yale stated that unfortunately he has to agree with that.

Mary Russo made a comment that she had a thought that before anything happens. When you're thinking about the questionnaire we need to state what we have currently. "We have a library this size, we have government offices this size, we share the same building, the Town offices have this much space, and we need this much space because. The library has this much space and we need this much more space because. Because we have loads and loads of books and records and storage needs and we have nowhere to put anything. We have no room, no meeting rooms, and no office space. We just need to tell the people what we have and what we need and make sure that people understand that the library doesn't just want to expand, the offices need more space."

Jeff VanLare said that he agreed this is a twofold issue. He spoke with Supervisor Plant the other day who stated "he has needs" and this is probably why the Town Board should take the lead so that you address the town needs prior to the library needs. You have to figure out exactly what you have to have for now and what you need for the future.

Councilman Yale said that he would make such a recommendation and suggest that he toss out for comment the make up of this committee. He would propose you make a committee of two Town Board members, one person from the Friend's organization, two Library Board members, one person from Recreation and two people from the public at large. He was asked if he would have someone from the library staff? And what about Recreation and Parks Committee? He had no comment for this. He went on to say that he thought you would have more validity without staff on this committee. This committee is not a "decision making committee". In his opinion they would coordinate questions to put forth some ideas that then will go out to the general public. This committee would have called in the various department heads and talked to them about needs and pull some of these needs together. One of the thoughts out there is that you can't create just a meeting room for the library that is going to stand vacant often. But if you had maybe recreation and library in the same proximity and they could share that function. And maybe as the library grows and recreation gets pushed out then the public buys the need for a larger recreation center and it becomes an organized progression of buildings. Not just one now but a series towards the future.

Councilman Yale offered the following motion for the Town Board to establish a committee created with two Town Board members, one member from the Friends Group, two Library Board members, one from the Recreation Committee and four members at large to represent the various sectors of the community to be appointed by the Town Supervisor.

Seconded by Councilwoman Hawkins-Mance. Adopted: Vote Ayes 3 Nays 0

Councilwoman Hawkins-Mance requested that she be appointed to the committee. Councilman Yale stated that the Supervisor would be looking for a representative from the various committees present today to be appointed to this newly established committee.

Ellen Dietrick thanked all who attended and meeting adjourned at 7:55 PM.

Respectfully submitted by, Susie C. Jacobs Town Clerk

**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.

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.

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.

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.

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

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.
 - 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:

Best Construction	\$1,600.00
Butch's Handyman Service	\$ 800.00

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.

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

**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:

GENERAL FUND	55,121.90
GHWAY FUND	61,464.33
ALWORTH SEWER DISTRICT #1	18,603.90
ROOKSIDE LIGHT DISTRICT	9.25
ANANDA LIGHT DISTRICT	866.92
ARVEST HILL LIGHT DISTRICT	609.53
RICHARD VIEW LIGHT DISTRICT	56.77
ALWORTH LIGHT DISTRICT	515.77
ALWORTH CONSOLIDATED DRAINAGE	1,237.50
ALWORTH WATER DISTRICT #1	3,035.92
EAST WALWORTH FIRE PROTECTION	8,794.93
WALCOLN 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:

RUST & AGENCY	15,574.50
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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.

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

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."

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

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