



Letter to the Board

Michael Havens

Superintendent of Schools

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August 3, 2007

"It is every man's obligation to put back into the world at least the equivalent of what he takes out of it."
--Albert Einstein, German-born Swiss-American physicist

Board Agenda:

1. Executive Session: We will hold an executive session at 6:30 to complete the superintendent review. We will also be inviting Pete Derse in to talk with us prior to the board meeting. Pete is being recommended to the board as the High School Assistant Principal.

2. Annual Report: I will be reviewing the Annual Report with the board.

3. School Improvement Plan: Mrs. Cox will be reviewing the School Improvement Plan for the 2007-08 school year. The school improvement plan is developed as a by-product of the board-administrative workshop where we work to develop our goals. From that, the administration goes on their 3 day retreat and develops working action plans or "improvement plans" to meet the goals as established by the board/administration. These are all combined into one overall plan, which we call our "School Improvement Plan." Our administration uses this as a directional for the year. We will be reviewing this on the 16th.

4. Facilities Discussion: We will continue our facilities plan discussion. Our desire is for you to narrow our options down to 1 or 2. Those options were:

1. Add to OP
2. Add to OP and include Freewill (one campus)
3. One campus new elementary between HS and MS
4. One campus new MS between buildings and convert MS to Elementary
5. Connect OP and OE with new building
6. Build a whole new campus

The pluses and minuses of each are included in the minutes.

5. Board Action: We have several business items for approval. The personal action is one of the larger ones, as is typical for the start of the year. CSE/CPSE action is presented for your review. The format has changed simply to accommodate the word format to fit into the board agenda docushare postings. On the Consensus agenda: a gift to the district from the middle school PTO, Rochester CSD Health Contract, and bids round out the regular business items. Greg Atseff is recommending that the school lunch prices remain the same. I would like to note the fine work of Mrs. Wilson in providing a quality lunch program for

our students, while being a very efficient fiscal manager. Greg has provided a corrective action memo outlining required responses from the independent audit. And lastly, we need to adopt the tax levy for the 2007-2008 school taxes. You will recall the board agreed to keep the rate the same.

Board Letter:

1. **District Calendar and Back to School Newsletter:** Both the District calendar and the back to school newsletter were sent to the printer last week. The projected turn around time is about two weeks. This will have us in good shape, with a projected delivery date to residents of the week of August 20. Congratulations to Amy for a job well done.
2. **Vacations:** I will be on vacation the week of August 6-10. Lori will be on vacation from August 3-13. Lori's phone will have a pre-recorded message directing your phone calls to Shari Switzer for immediate attention, or to a voice mail. The email auto response will also be preset. As noted earlier, this week is a block out week for administrators, and several are on vacation. If there is a need to reach me, please try leaving a message on my cell phone (576-0228) as I will be checking that periodically. If there is an emergency, Michelle will be working and can be reached at 524-1022.
3. **Building Tours:** I have arranged the requested Maintenance, Transportation tours for September 27. In years past we have also toured the athletic fields, generally in conjunction with the high school. This year I decided to combine these three and have requested a small bus from transportation to transport us to and from the district office. While each of these departments obviously have their own very important roles, they are all integrated in the athletics arena. As the schedule falls, the high school tour will not occur until January anyway, which clearly would not be conducive to athletic field tours, unless you plan to bring your cross country skis. I am expecting a start time for the tour of 6:00 that evening.
4. **Upcoming Events:**
 - 8/16 – Board Meeting
 - 8/20-22 – New Teacher Orientation
 - 8/20 – Meet the Coaches Night @ PAC – 7:00 p.m.
 - 8/23 – MS Ice Cream Social @ MS – 6:00 & 6:45 p.m.
 - 9/4 – First day for Staff/Welcome Back Session
 - 9/5 – First day for students

Athletics:

- 8/6 -10 – Soccer Camp at Wayne Central School District
- 8/6-10 – Football Camp at Wayne Central School District
- 8/13 – Fall JV/V Sport Season Begins
- 8/20 – Meet the Coaches Night @ PAC – 7:00 p.m.
- 8/25 – Boys V Football Scrimmage @ E. Rochester – 9:00 a.m.
- 8/28 – Boys V Volleyball Tournament @ Midlakes
- 8/31 & 9/1 – Girls JV & V Soccer Tournament – Cohocton
- 8/31 & 9/1 – Boys JV & V Soccer Tournament – Fayetteville
- 9/1 – Fall Modified Cross Country Season Begins
- 9/4 – Modified Volleyball Season begins
- 9/8 – Girls JV & V Volleyball Tournament – Baldwinsville

7. Attachment

A. Walworth Town Board Meeting Minutes – 7/5

**WALWORTH TOWN BOARD - REGULAR MEETING
5 JULY 2007**

Presiding Supervisor Plant called the regularly scheduled Town Board meeting, held at the Walworth Town Hall, 3600 Lorraine Drive, to order at 7:34 PM.

Present:	Daniel Keyes	Councilman
	Thomas Yale	Councilman
	Suzi Hawkins-Mance	Councilwoman
	Susie Jacobs	Town Clerk
	George Schaller	Sewer Superintendent
	Carl Hewings	Project Manager – Parrone
Absent:	Patti Marini	Councilwoman

RECESS:

Supervisor Plant stated that the Town Board would take a recess to audit the Court's papers.
Time: 7:35 PM.

RECONVENE:

Time: 7:45 PM.

AUDIT OF COURT FINANCIAL RECORDS:

Councilwoman Hawkins-Mance stated that the Town Board did an audit of the Court Summary Report of Cases Closed and would make it available to the public.

MINUTES:

Motion by Councilman Yale to approve the Minutes of June 21, 2007, as presented.
Seconded by Councilman Keyes.
Adopted: Vote Ayes 4 Nays 0

CORRESPONDENCE:

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

PUBLIC PARTICIPATION:

1. A resident from Atlantic Avenue explained that the U-Pick farm next door has placed a portable toilet at her chain-link fence. She continued to explain the location and how close it was to her property/house. She posed a question regarding the placement of portable toilets relating to Town of Walworth Code, and stated that with no Town Law, enforcement could not take place. Supervisor Plant stated that the Building Inspector has visited the site. He also verified that there is nothing in the Town's Code Book regarding "portable anything

being a specific distance from property lines.” Councilman Yale commented that he would like some research done pertaining to the health and safety/DOH side of the issue and would like this referred to the Town Attorney for his advice. The resident expressed concern for a Town Law stating that a portable toilet must be placed at least five feet from the property line.

2. A resident from Heather Brook Lane made a suggestion that the Town interface with the Lions Club to ensure an open accessible path from the carnival area to the community area (booths) at the Walworth Festival in the Park.

DEPARTMENT HEAD REPORTS:

SEWER –

Nothing reported at this time.

ENGINEER –

Nothing reported at this time.

TOWN CLERK –

Nothing reported at this time.

COMMITTEE REPORTS:

Councilwoman Hawkins-Mance reported that the Library Board has hired substitute Library Director Pamela Wolfanger effective July 17, 2007, during Mary Zingerella’s disability leave.

Councilman Yale advised that Karen Ambroz, Town Assessor, is in the process of completing and filing the necessary application for the annual assessment for the Town for the next six years. Completion of this application provides a benefit to the Town from the State.

ASSESSOR APPOINTMENT DISCUSSION:

Supervisor Plant advised that the appointment for the Assessor expires on September 30, 2007. Councilman Yale requested that this be placed on the agenda for the Town Board meeting of August 2, 2007.

SPEED LIMIT WALWORTH-PALMYRA ROAD RESOLUTION 40-07:

Councilwoman Hawkins-Mance offered the following Resolution **40-07** and moved its adoption.

Seconded by Councilman Keyes to wit:

WHEREAS, Walworth Palmyra Road, County Road 208 has a speed limit of 55 MPH south of Sherburne Road, and;

WHEREAS, the Town Board of the Town of Walworth is requesting that a TE-9 form be completed and submitted to Wayne County Superintendent of Highways, therefore;

BE IT RESOLVED, that the Town Board of the Town of Walworth is requesting to establish a speed limit reduction to 35 MPH between Sherburne Road and Pond Road, and;

BE IT FURTHER RESOLVED, that the Town Board of the Town of Walworth adopt Resolution **40-07**.

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

Resolution carried.

SHERBURNE ROAD SPEED LIMIT REQUEST:

A petition was presented from residents of Sherburne Road and the Town of Walworth, asking the Town to consider reducing the speed limit on Sherburne Road from 45 MPH to 30 MPH. Discussion ensued with residents and Council members as to reasons why a speed reduction was being requested. Council members advised that the necessary forms should be sent to the state for their evaluation and determination.

Councilman Yale offered the following Resolution **41-07** and moved its adoption. Seconded by Councilman Keyes to wit:

WHEREAS, Sherburne Road is a Town highway between Ontario Center Road (Route 350) and Walworth-Palmyra Road (Main Street) and it has a speed limit of 45 MPH, and;

WHEREAS, the Town Board of the Town of Walworth is requesting that a TE-9a form be completed and submitted to Wayne County Superintendent of Highways, and;

WHEREAS, Wayne County Department of Highways will forward such form to New York State Department of Transportation for evaluation and determination, therefore;

BE IT RESOLVED, that the Town Board of the Town of Walworth is requesting to establish a speed limit reduction to 30 MPH on Sherburne Road, and;

BE IT FURTHER RESOLVED, that the Town Board of the Town of Walworth adopt Resolution **41-07**.

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

Resolution carried.

HAMLET OF LINCOLN SPEED LIMIT REQUEST DENIED:

A petition with nine signatures was presented from residents in the hamlet of Lincoln requesting a speed limit reduction from 45 MPH to 35 MPH, stating that the present speed limit and increase in traffic has made the intersection of Plank Road and Lincoln Road more dangerous. Discussion ensued, with a determination that more information was required in terms of defining the area in question and submitting additional signatures on a petition.

DESIGN CRITERIA BOOK DISCUSSION:

Supervisor Plant reintroduced the Design Criteria Book discussion, which had been tabled at the Town Board meeting of June 21, 2007, explaining the proposal from Parrone Engineering in the amount of \$18,560.00. Supervisor Plant stated that he had also contacted the Town Attorney for an estimate of his fee for the Design Criteria Book; this would be 8 hours. Discussion ensued, with Council Members suggesting that perhaps Norm Druschel, Building Department, and Phil Williamson, Code Enforcement, would be able to design some of the preliminary work in-house. With Council members having a better understanding of the budget and allocation of monies, the Town could move forward by September, 2007, in order to comply with the requirements for Phase II Stormwater and the MS-4 deadline of March, 2008. Council Members determined that the actual printing of new Code Books at the estimated cost of \$8,000.00 would be treated as a separate issue.

PAINING OF STUCCO, FLAGPOLE, BENCHES AND COOLING TOWER:

Motion by Councilwoman Hawkins-Mance authorizing Pomponio Painting & Power Washing to paint the stucco, flagpole, benches and cooling tower for an amount not to exceed \$950.00.

Seconded by Councilman Yale with the request of discussion.

Discussion: Councilman Yale stated that the benches are in disrepair, and we should have them fixed prior to painting. Additionally, the flagpole should be blasted or sanded prior to painting. He requested that the Supervisor verify that this was included in the contract.

Adopted: Vote Ayes 4 Nays 0

ROOF SHINGLES – BEST CONSTRUCTION QUOTE:

Supervisor Plant stated that he had received a quote from Best Construction for upper and lower roofs to install new shingles matching color and style as best possible where missing; hand-seal new shingles to ensure they do not blow off again; no guarantee against future high wind blow-offs for \$1,600.00. Councilman Yale requested additional quotes.

BALL DIAMOND RED CLAY PURCHASE:

Supervisor Plant presented a request from Jackie VanLare, Interim Recreation Director, for the purchase of 200 bags of Pro's Choice Red (100% Red Clay) to be used on the 90' Ball Diamond at Dolomite Park from budgeted line A7310.48 for an amount not to exceed \$1,370.00. Councilman Keyes inquired as to what had been used in the past. His recommendation was that perhaps Jackie and the Recreation Committee should research other options that might be available. Councilman Keyes was not against the purchase of the clay, but indicated that he would like clarification with regard to its need. Councilman Yale stated that the Town Board needed to ask Jackie if this were an emergent need or if she could hold off for a little while to allow for some examination of the matter.

Motion by Councilman Yale approving the purchase of 200 bags of Pro's Choice Red (100% Red Clay), based on the emergent need determination by Jackie VanLare, to be used on the 90' Ball Diamond at Dolomite Park, from budgeted line A7310.48, for an amount not to exceed \$1,370.00.

Seconded by Councilwoman Hawkins-Mance.
Adopted: Vote Ayes 4 Nays 0

SURPLUS EQUIPMENT – RECREATION DEPARTMENT:

Supervisor Plant read a list of items requested by the Interim Recreation Director to be declared as surplus:

- Various T-Shirts (old styles)
- Craft sets from past craft programs
- Piano
- Golf Clubs and Bags (10 sets)

A resident from the Town commented that the golf clubs were brand new, and there was information in the *Town Topics* stating that the golf clubs and bags were a gift from the NRPA's (National Recreation and Parks Association's) Sticks for Kids Program, to be used in conjunction with Walworth Recreation's Jr. Golf program. Discussion ensued, and Councilman Yale suggested that the 10 sets of golf clubs and bags be removed from the list pending further investigation.

Motion by Councilman Yale authorizing that the following items from the Recreation Department be declared surplus: various T-Shirts, Craft sets from past craft programs and piano.

Seconded by Councilman Keyes.
Adopted: Vote Ayes 4 Nays 0

ORCHARD VIEW SECTION 3A LETTER OF CREDIT RELEASE:

Supervisor Plant advised that he had received a request from Orchard View for a letter of credit release. Carl Hewings, Parrone Engineering, stated that he had just received this request. Supervisor Plant tabled this matter until the next Town Board meeting on July 19, 2007

AMENDING WALWORTH-PALMYRA ROAD SIDEWALK MOTION:

Motion by Councilwoman Hawkins-Mance amending for clarification the Walworth- Palmyra Road Sidewalk Bid motion: authorizing Parrone Engineering to prepare documents and the Town Clerk to advertise for bids for the Walworth-Palmyra Road Sidewalk Improvements from Sherburne Road to Brookside Road.

Seconded by Councilman Yale.
Adopted: Vote Ayes 4 Nays 0

FINANCIAL TRANSACTION RESOLUTION 39-07:

Councilman Keyes offered the following Resolution 39-07 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED that the Account Clerk be authorized to transfer from the following:
\$2,771.00 from A1410.43 Town Clerk Codification to A1410.22 Town Clerk

Laser Fiche. To cover purchase of Laser Fiche.

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

Resolution carried.

ADJOURNMENT:

Motion by Councilwoman Hawkins-Mance to adjourn.

Seconded by Councilman Yale and unanimously carried.

Time: 8:39 PM.

Respectfully Submitted,

Susie C. Jacobs,
Town Clerk