



**Susie C. Jacobs, MMC, Town Supervisor**  
**3600 Lorraine Drive**  
**Walworth, NY 14568**

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**TOWN BOARD ORGANIZATIONAL MEETING – AGENDA**  
**JANUARY 2, 2022 12:00 PM**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**Supervisor Appointments: Amber Linson, Deputy Town Supervisor**  
**Teresa Flye, Confidential Secretary**

**Liaison/Committee Appointments**

**Highway Superintendent Appointment: James LeMay, Deputy Highway Superintendent**

**Receiver of Taxes Appointment: Trumaine Gibbs, Deputy Receiver of Taxes**

**Town Clerk Appointment: Jenna Camacho, Deputy Town Clerk**

- Resolution -22: Town Board Appointments**
- Resolution -22: Justice Court Hours**
- Resolution -22: Town of Walworth Legal Paper Designation**
- Resolution -22: Authorize the Town Supervisor the Day to Day Administration and Supervision of Town and Special Improvement District Functions Pursuant to Town Law Section 29(16)**
- Resolution -22: Town Board Meetings**
- Resolution -22: Authorize spending limits for budgeted expenditures**
- Resolution -22: Official Depositories**
- Resolution -22: Authorization to change signatures on the Town of Walworth bank accounts for which the previous supervisor was responsible**
- Resolution -22: Authorizing the removal of Susie C. Jacobs and Timothy Vendel as users on the Town of Walworth credit cards effective, December 31, 2021; and adding Michael Donalty, Town Supervisor, and Kevin Switzer, Highway Superintendent as authorized users and cards issued effective January 1, 2022**
- Resolution -22: Check Signing and Facsimile Signature Authorization**
- Resolution -22: Official Undertaking of Municipal Officials**

(Updated 12/30/2021)

- Resolution** -22: NYS Retirement Establishment of Standard Workday
- Resolution** -22: Annual Review of Town Policy – Deposits and Investments – Town Policies.
- Resolution** -22: Annual Review of Town Policy – Procurement – Town Policies
- Resolution** -22: Annual review of New York State Non-Discrimination and Harassment Policy
- Resolution** -22: Annual review of Local Law Chapter 18 Ethics, Code Of
- Resolution** -22: Authorizing the Annual Issuance / Renewal of Petty Cash Funds to Departments Authorized with Petty Cash
- Resolution** -22: Authorize Registration and attendance for Town Officials, Employees and Appointed Boards for Meetings, Trainings & Workshops in the performance of their official duties, as recorded/requested with the 2022 Adopted Town Budget
- Resolution** -22: Authorize Mileage Reimbursement for Town Officials, Employees and Appointed Board Members for Meetings, Trainings & Workshops in the performance of their official duties, as recorded/requested with the 2022 Adopted Town Budget
- Resolution** -22: Authorizing the Town Supervisor to Sign the Contract for the Appointment of Labella Associates, D.P.C., for Engineering Services for the Town of Walworth for the Year 2022
- Resolution** -22: Authorizing the Town Supervisor to Sign the Contract for the Appointment of Donald Young, Esq., for Legal Services for the Town of Walworth for the Year 2022
- Resolution** -22: Authorizing the Town Supervisor to Sign the Contract for the Appointment of Nicholas J. Fiorenza, Esq., for Legal Services for the Town of Walworth for the Year 2022
- Resolution** -22: Town Hall business hours for departments Monday through Friday 8AM – 4PM
- Resolution** -22: Adoption of the meeting rules of order for the Town Board of Walworth
- Resolution** -22: Adoption of Retention and Disposition schedule for New York Local Government Records (LGS-1)
- Resolution** -22: Adopting the New York State Records Retention and Disposition Schedule LGS-1 be maintained as the Town of Walworth subject matter list for Freedom of Information requests through 12/31/2022

## **ADJOURNMENT**

(Updated 12/30/2021)

## **2022 Liaison/Committee Appointments**

### **Supervisor Donalty:**

Union Negotiations  
Regional Sewer Project

### **Councilman Bryson:**

Justice Court  
Fire Departments  
Regional Sewer Project

### **Councilman Harden:**

Cemeteries  
Western Wayne Ambulance  
Regional Sewer Project (alternate)

### **Councilman Johnson:**

Planning and Zoning Boards  
Western Wayne Chamber of Commerce  
Union Negotiations

### **Councilwoman Linson:**

Library  
Walworth Historical Society  
Union Negotiations (alternate)

**RESOLUTION -22: TOWN BOARD APPOINTMENTS**

Council offered the following Resolution to appoint the following:  
Seconded by Council to wit:

Zoning Board	Christine Kubida	12/31/2026
Zoning Board Council	Donald Young, Esq.	12/31/2022
Planning Board	Patricia Marini	12/31/2026
Planning Board Chair	Dennis Landry	12/31/2022
Planning Board Council	Donald Young, Esq.	12/31/2022
Assessment Review Board	Melissa Cocola	9/30/2026
NYSAOT Delegate	Philip Williamson	12/31/2022
NYSAOT Alternate	Michael Donalty	12/31/2022
Dog Control Officer	Lea Dill	12/31/2022
Deputy Dog Control Officer	Andrea Colocillo	12/31/2022
Engineer for the Town	LaBella Assoc. PC	12/31/2022
Ethics Board	Douglas Weeks	12/31/2022
Ethics Board/Employee	Jenna Camacho	12/31/2022
Ethics Board	Morris Owen	12/31/2022
Ethics Board	Robert Seaman	12/31/2022
Ethics Board/Employee	Phil Williamson	12/31/2022
Ethics Board	Steve Gallaher	12/31/2022
Ethics Board	Cody Szatkowski	12/31/2022
Personnel Committee	Linda Kleeman	12/31/2022
Personnel Committee	Teresa Flye	12/31/2022
Personnel Committee Chair	Phillip Williamson	12/31/2022
Confidential Secretary	Teresa Flye	12/31/2022
Town Historian	Eugene Bavis	12/31/2022

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: JUSTICE COURT HOURS**

Council                    offered the following Resolution and moved its adoption.  
Seconded by Council                    to wit:

**BE IT RESOLVED** that the Justice Court will be held at the Walworth Town Offices as follows:

- |   |   |                          |
|---|---|--------------------------|
| 1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday | - | Regular Court at 7:00 PM |
| 1 <sup>st</sup> Wednesday                   | - | A.D.A. Court at 6:00 PM  |
| 4 <sup>th</sup> Monday                      | - | A.D.A. Court at 9:00 AM  |

Date and times are subject to change.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote:                    Councilwoman Linson  
   Councilman Bryson  
   Councilman Harden  
   Councilman Johnson  
   Supervisor Donalty

Resolution carried.

**RESOLUTION -22: LEGAL PAPER DESIGNATION**

Council offered the following Resolution and moved its adoption.  
Seconded by Council to wit:

**BE IT RESOLVED** that the *Times of Wayne County* shall be the legal newspaper for the Town of Walworth for 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZE THE TOWN SUPERVISOR THE DAY TO DAY ADMINISTRATION AND SUPERVISION OF TOWN AND SPECIAL IMPROVEMENT DISTRICT FUNCTIONS PURSUANT TO TOWN LAW SECTION 29(16)**

Council offered the Resolution and moved its adoption. Seconded by Council to wit:

**BE IT RESOLVED**, that the Town Board authorizes the Town Supervisor the duties of day-to-day administration and supervision of Town and Special Improvement District functions pursuant to (Town Law, §29(16)).

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: TOWN BOARD MEETINGS**

Council the following Resolution and moved its adoption. Seconded by Council to wit:

The following was submitted:

**2022 WALWORTH TOWN BOARD MEETING SCHEDULE**

<b>DATE</b>	<b>TIME</b>	<b>MEETING</b>
January 2	12:00p	Organizational
January 6	6:30p	Regular
January 20	6:30p	Regular
February 3	6:30p	Regular
February 17	6:30p	Regular
March 3	6:30p	Regular
March 17	6:30p	Regular
April 7	6:30p	Regular
April 21	6:30p	Regular
May 5	6:30p	Regular
May 19	6:30p	Regular
June 2	6:30p	Regular
June 16	6:30p	Regular
July 7	6:30p	Regular
July 21	6:30p	Regular
August 4	6:30p	Regular
August 18	6:30p	Regular
September 1	6:30p	Regular
September 8	8:00a - 4:00p	Budget work session with Departments
September 15	1:00p - 6:00p	Budget work session
September 15	6:30p	Regular
September 22	4:00p – 9:00p	Budget work session
September 29	6:30p	Special – Tentative budget to Town Clerk
October 6	6:30p	Regular – Budget Public Hearing
October 20	6:30p	Regular – Budget Adoption
November 3	6:30p	Regular



November 17	6:30p	Regular
December 1	6:30p	Regular
December 15	6:30p	Regular
December 29	6:30p	Special – Year End Close-out (if needed)

**BE IT RESOLVED** that the Town Board meetings will be held at the Walworth Town Offices, 3600 Lorraine Drive, Walworth, according to the submitted schedule.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZE SPENDING LIMITS FOR BUDGETED EXPEDITURES**

Council offered the following Resolution and moved its adoption.  
Seconded by Council to wit:

**BE IT RESOLVED** that the following 2022 Budgeted Expenditures by Department heads is authorized prior to Town Board approval.

Town Supervisor	\$7,500.00
Highway Superintendent	\$7,500.00
Sewer Superintendent	\$7,500.00
Parks	\$2,000.00
Recreation	\$2,000.00

Combination of the Department Head and the Town Supervisor, spending limits for budgeted expenditures, is permitted to increase the total amount authorized.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: OFFICIAL DEPOSITORIES**

Council                    offered the following Resolution and moved its adoption.  
Seconded by Council                    to wit:

**BE IT RESOLVED** that the following banks be declared official depositories for Town Officials:

Supervisor	Lyons National Bank, Federal Home Loan Bank
Judge Young	Citizens Bank
Judge Majchrzak	Lyons National Bank
Town Clerk	Lyons National Bank
Receiver of Taxes	Lyons National Bank
Sewer Superintendent	Lyons National Bank

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote:                    Councilwoman Linson  
   Councilman Bryson  
   Councilman Harden  
   Councilman Johnson  
   Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZATION TO CHANGE SIGNATURES ON THE TOWN OF WALWORTH BANK ACCOUNTS FOR WHICH THE PREVIOUS SUPERVISOR WAS RESPONSIBLE**

Council    offered the Resolution and moved its adoption. Seconded by Council to wit:

**WHEREAS**, the Town of Walworth Supervisor is responsible for signing payroll checks, bill pay and other items authorized by the Walworth Town Board; and

**WHEREAS**, the current Town Supervisor is retiring on December 31, 2021; and

**WHEREAS**, the Walworth Town Board authorizes the new Town Supervisor to assume the same duties, therefore be it

**RESOLVED**, Michael Donalty was elected to fill the Town Supervisor position starting January 1, 2022; and be it

**FURTHER RESOLVED**, that Michael Donalty will be responsible to sign all checks and documents for which the previous Town Supervisor was responsible.

Adopted this 2<sup>nd</sup> day of January 2022, at a meeting of the Town Board.

Roll call vote:                                  Councilwoman Linson  
    Councilman Bryson  
    Councilman Harden  
    Councilman Johnson  
    Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZING THE REMOVAL OF SUSIE C. JACOBS AND TIMOTHY VENDEL AS USERS ON THE TOWN OF WALWORTH CREDIT CARDS EFFECTIVE, DECEMBER 31, 2021; AND ADDING MICHAEL DONALTY, TOWN SUPERVISOR, AND KEVIN SWITZER, HIGHWAY SUPERINTENDENT AS AUTHORIZED USERS AND CARDS ISSUED EFFECTIVE JANUARY 1, 2022**

Council offered the Resolution and moved its adoption. Seconded by Council to wit:

WHEREAS, Susie C. Jacob's term ended on December 31, 2021 as Town Supervisor; and

WHEREAS, Timothy Vendel's term ended on December 31, 2021 as Highway Superintendent; and

WHEREAS, the Town of Walworth has authorized credit cards with Lyons National Bank and granted the Town Supervisor and Highway Superintendents as authorized users; and

WHEREAS, Michael Donalty, was elected to serve as Town Supervisor effective January 1, 2022; and

WHEREAS, Kevin Switzer was elected to serve as Highway Superintendent effective January 1, 2022;

**BE IT RESOLVED** that Susie C. Jacobs and Timothy Vendel are removed as authorized users on the Town of Walworth LNB Credit Cards and that Michael Donalty, Town Supervisor, and Kevin Switzer, Highway Superintendent are granted user authorization and cards are issued to reflect the same, effective January 1, 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: CHECK-SIGNING AND FACSIMILIE SIGNATURE  
AUTHORIZATION**

Council                      offered the following Resolution and moved its adoption.  
Seconded by Council                      to wit:

**BE IT RESOLVED**, that Michael Donalty, Town Supervisor, and Amber Linson, Deputy Town Supervisor, are authorized to sign checks and authorize facsimile signatures for monies deposited in the Official depositories Banks.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote:                      Councilwoman Linson  
   Councilman Bryson  
   Councilman Harden  
   Councilman Johnson  
   Supervisor Donalty

Resolution carried.

**RESOLUTION -22: OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS**

Council offered the following Resolution and moved its adoption. Seconded by Council to wit:

**WHEREAS**, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

**WHEREAS**, we, the Town Board of the Town of Walworth hereby require the Supervisor, Town Clerk, Receiver of Taxes, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

**NOW, THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Walworth approve the document entitled “Town of Walworth Official Undertaking of Municipal Officers and Employees” as to its form and manner of execution and the sufficiency of the insurance, and

**BE IT FURTHER RESOLVED** that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: NYS RETIREMENT ESTABLISHING STANDARD WORK DAY FOR EMPLOYEES**

Council offered the following Resolution and moved its adoption. Seconded by Council to wit:

The following was submitted:



Office of the New York State Comptroller  
New York State and Local Retirement System  
Employers' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

**Standard Work Day  
Resolution for Employees\***  
**RS 2418**  
(Rev. 7/11)

BE IT RESOLVED, that the Town of Watworth, Location code 30118, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (hrs/day)
Sewer Superintendent	8.00
Justice Court Clerk	8.00
Laborers	8.00
Technicians	8.00
Groundskeeper	8.00
Head Groundskeeper	8.00
Court Constable	8.00
Clerks	8.00

On this 2nd day of January, 2022

Date enacted: January 2, 2022

(Signature of Clerk)

I, Aimee Phillips-Lomb, clerk of the governing board of the Town of Watworth

(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2 day of January, 2022, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

Town of Watworth

(Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials

See Instructions for Completing Form on Back

**CONTINUED ON THE NEXT PAGE**





Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-6001

## Standard Work Day Resolution for Employees\* RS 2418 (Rev. 7/11)

BE IT RESOLVED, that the Town of Walworth, Location code 30118, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Title	Standard Work Day (hrs/day)
Sewer Clerk	6.00
Code Enforcement Officer	6.00
Building Inspector	6.00
Assessment Clerk	6.00
Recreation Director	6.00
Recreation Assistant Director	6.00
Account Clerk	6.00
Court Clerk	6.00

On this 2nd day of January, 2022

\_\_\_\_\_  
(Signature of clerk) Date enacted: January 2, 2022

I, Aimee Phillips-Lomb, clerk of the governing board of the Town of Walworth  
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2 day of January, 2022, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the  
 Town of Walworth  
 \_\_\_\_\_  
(Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RSD17-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

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City of the New York State Comptroller  
New York State and Local Retirement System  
Employees' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

## Standard Work Day Resolution for Employees\* RS 2418 (Rev 7/11)

BE IT RESOLVED, that the Town of Watworth, Location code 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of the body:

Title	Standard Work Day (F-Holiday)
Sewer Laborer	8.00
Sewer Technician	8.00
Recreation Assistant	6.00
Motor Equipment Operator	6.00
Zoning Board Chairperson	6.00
Records Access Officer	6.00
Ethics Board Member	8.00

On this 2nd day of January, 2022

\_\_\_\_\_  
(Signature of clerk) Date enacted: January 2, 2022

Aimee Phillips-Lomb, clerk of the governing board of the Town of Watworth  
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2 day of January, 2022, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
Set my hand and the seal of the  
Town of Watworth

\_\_\_\_\_  
(Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ANNUAL REVIEW OF INVESTMENT POLICY**

Council offered the following Resolution and moved its adoption. Seconded by  
Council to wit:

**THEREFORE BE IT RESOLVED**, the Town Board has reviewed the Investment policy adopted 2/21/19, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ANNUAL REVIEW OF PROCUREMENT POLICY**

Council offered the following Resolution and moved its adoption. Seconded by  
Council to wit:

**THEREFORE BE IT RESOLVED**, the Town Board has reviewed the Procurement policy adopted 1/2/2020, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ANNUAL REVIEW OF NEW YORK STATE NON-DISCRIMINATION AND HARASSMENT POLICY**

Council offered the following Resolution and moved its adoption.  
Seconded by Council to wit:

**WHEREAS**, the Town Board has reviewed the New York State Non-Discrimination and Harassment Policy adopted 10/3/2019 and finds that no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

**NOW, THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Walworth approve the document entitled "New York State Non-Discrimination and Harassment Policy" adopted on 10/3/2019.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ANNUAL REVIEW OF LOCAL LAW CHAPTER 18 ETHICS, CODE OF**

Council offered the following Resolution and moved its adoption. Seconded by Council to wit:

**THEREFORE BE IT RESOLVED**, the Town Board has reviewed the Local Law Chapter 18, Ethics, Code of, adopted 1/22/15, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZING THE ANNUAL ISSUANCE / RENEWAL OF PETTY CASH FUNDS TO DEPARTMENTS AUTHORIZED WITH PETTY CASH**

Council offered the following Resolution and moved its adoption. Seconded by  
Council to wit:

**WHEREAS**, the Town of Walworth Policy and Procedures adopted 1/21/2021 outlines the issuance of Petty Cash to Departments authorized with Petty Cash, and

**WHEREAS**, this Resolution will authorize the issuance and renewal of Departments with Petty Cash.

**BE IT RESOLVED** that the Town Board authorizes the issuance/renewal of Petty Cash according to the Policy and Procedure Manual.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZE REGISTRATION AND ATTENDANCE FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR MEETINGS, TRAININGS & WORKSHOPS AS RECORDED WITH THE 2022 ADOPTED TOWN BUDGET**

Council offered the Resolution and moved its adoption. Seconded by Council to wit:

**WHEREAS**, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2022 budget preparations; and

**WHEREAS**, the 2022 budget was adopted included the attendance to these meetings, trainings and workshops; and

**BE IT RESOLVED** that Town Officials, Employees and appointed Board Members are authorized to register and attend meetings, trainings and workshops as requested during the 2022 budget preparations and approved with the adoption of the 2022 Town Budget is permitted without prior Town Board Approval.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.



**RESOLUTION -22: AUTHORIZE MILEAGE REIMBURSEMENT, WHEN THE TOWN VEHICLE IS NOT AVAILABLE, FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR TOWN BUSINESS AS RECORDED WITH THE 2022 ADOPTED TOWN BUDGET**

Council offered the Resolution and moved its adoption. Seconded by Council to wit:

**WHEREAS**, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2022 budget preparations; and

**WHEREAS**, the 2022 budget was adopted included the Mileage Reimbursement to attend meetings, trainings and workshops at the 2022 IRS rate of 58.5 cents per mile; and

**BE IT RESOLVED** that Town Officials, Employees and appointed Board Members are authorized to request mileage reimbursement (Voucher) when the town vehicle is not available for Town business as requested during the 2022 budget preparations and included in the adoption of the 2022 Town Budget is permitted without prior Town Board Approval.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF LABELLA ASSOCIATES, D.P.C., FOR ENGINEERING SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2022**

Council                    offered the Resolution and moved its adoption. Seconded by Council  
to wit:

**BE IT RESOLVED**, the Town Supervisor is hereby authorized to sign the agreement with LaBella Associates, D.P.C., for engineering services for the Town of Walworth for the year 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote:            Councilwoman Linson  
                                 Councilman Bryson  
                                 Councilman Harden  
                                 Councilman Johnson  
                                 Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF DONALD YOUNG, ESQ., FOR LEGAL SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2022**

Council                      offered the Resolution and moved its adoption. Seconded by Council  
to wit:

**BE IT RESOLVED**, the Town Supervisor is hereby authorized to sign the agreement with Donald Young, Esq., for legal services for the Town of Walworth for the year 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote:              Councilwoman Linson  
                                    Councilman Bryson  
                                    Councilman Harden  
                                    Councilman Johnson  
                                    Supervisor Donalty

Resolution carried.

**RESOLUTION -22: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF NICHOLAS J. FIORENZA, ESQ., FOR LEGAL SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2022**

Council offered the Resolution and moved its adoption. Seconded by Council to wit:

**BE IT RESOLVED**, the Town Supervisor is hereby authorized to sign the agreement with Nicholas J. Fiorenza, Esq., for legal services for the Town of Walworth for the year 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: TOWN HALL BUSINESS HOURS FOR DEPARTMENTS  
MONDAY THROUGH FRIDAY 8AM – 4PM**

Council offered the following Resolution and moved its adoption. Seconded by  
Council to wit:

**WHEREAS**, To provide convenient service to the Town Hall customers Departments will be opened Business hours of Monday – Friday 8AM – 4 PM.

**BE IT RESOLVED**, that the Town Hall Business Hours will be Monday - Friday 8AM –4PM, unless otherwise posted.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Bryson  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ADOPTION OF THE MEETING RULES OF ORDER FOR THE TOWN BOARD OF WALWORTH**

Council offered the following Resolution and moved its adoption. Seconded by  
Council to wit:

The following was submitted:

**Meeting Rules of Order – Town Board of Walworth**

**RULE 1. Organizational Meeting.** The organizational meeting of the Walworth Town Board shall be held once annually on or before the 8<sup>th</sup> of January. The Supervisor shall preside over all meetings of the Board and shall have the authority to preserve order and decorum in debate.

The Board, under the Supervisor, shall then proceed with:

- a) The adoption of dates and times for the Board’s regularly scheduled meetings.
- b) The appointment of the Attorney for the Town, Engineer for the Town and any other elective or appointive officers required by law.
- c) The adoption or amendment of the Rules of Order for the ensuing year.
- d) Other matters that the Supervisor wishes to bring before this meeting.
- e) Liaisons: The Supervisor shall, at the organizational meeting, appoint Town Board members as liaisons, subcommittees or chairs to subcommittees to the various departments, committees or organizations as deemed necessary. These assignments may be made or changed at a later time.

**RULE 2. Regular Meetings:** Regular meetings of the Board shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month beginning at 6:30PM, with the exception of June, July and August (where the meetings shall be held only on the 3<sup>rd</sup> Thursday of the month), unless otherwise specified by the Board during the organizational meeting or otherwise.

**RULE 3. Special Meetings:** Special meetings shall be held at the call of the Town Clerk upon direction of the Supervisor, or upon written request (paper or electronic mail) to the Supervisor signed by two members of the Board.

A notice in writing stating the time, place and general purpose of the special meeting shall be delivered, by paper or electronic mail, upon each member of the Board by the Town Clerk at least 48 hours before the date and time fixed for holding the meeting.

However, in lieu of the above, the Supervisor, at a regular meeting, may announce the time, place and purpose of a special meeting and if the majority of the Board approves it, the special meeting shall be held at the appointed time and place without further written notification to the Town Board members, but reasonable notice shall be given to members of the Board not in attendance at such meeting.

However, in the case of an emergency in the discretion of the Supervisor, the Supervisor may call a Special Meeting upon such notice as may be practicable under the circumstances.

In any event, meetings shall be noticed and held in compliance with NY Open Meetings Law.

**RULE 4. Place of Meetings:** All meetings shall be held at the Walworth Town Hall, unless otherwise designated.

**RULE 5. Presence of the Attorney:** The Attorney for the Town shall be present during meetings, as needed.

**RULE 6. Order of Business:** The regular order of business at each session shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Review of Prior Meeting Minutes
4. Presentations
5. Elected Officials Reports
6. Committees/Liaisons Reports
7. Resolutions
8. Communications
9. New and Other Business / Resolutions
10. Public Participation
11. Executive Session (for stated reason) (if needed)
12. Additional Resolutions due to Executive Session (if needed)
13. Adjournment

The Supervisor, who is charged with presiding over the meeting, may change the order of business, including the order of addressing resolutions.

**RULE 7. Roll Call:** On roll call, the Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

**RULE 8. Review of Prior Meeting Minutes:** Minutes of previous meeting shall be reviewed and, if accurate, approved by the Board.

**RULE 9. Communications:** Communications to the Town Board, or otherwise sent to a Town Official relating to Town business, sent before distribution of the agenda, including but not limited to petitions, notices, departmental reports (which would not otherwise be addressed during the "reports" section of the agenda), letters, etc., shall be recorded in a summary report by the Town Clerk, noting the author, date and any subject line reference. Such communications report and communications shall be distributed to the Town Board with the agenda. Such communications may be read, discussed or otherwise addressed at this time at the discretion of the Board.

**RULE 10. Resolutions and Motions:**

Resolutions may be addressed during the Resolutions portion of the agenda or during New/Other Business.

The Town Board agrees that it is the intent of this Board to address Resolutions under the "Resolutions" portion of the meeting so that draft Resolutions may be distributed, reviewed and considered by the Town Board and the public prior to having to act thereon. However, the Town Board also agrees that some issues may arise on short notice, and there should be an opportunity to address such issues under New/Other Business. However, addressing Resolutions under the New/Other Business should be the exception, not the rule.

If, at a Town Board meeting, the Board directs preparation of a resolution for the future, it shall be prepared and present on the next agenda or as otherwise agreed upon by the Town Board.

If a proposed written Resolution is submitted to the Supervisor sufficiently in advance of distribution of the agenda by a Town Board member and sponsored by one other Town Board member, then it shall be placed on the agenda.

If a proposed written resolution is submitted in advance by any other Town official or employee, the Supervisor shall have the discretion to determine whether it shall be included on the agenda.

All proposed written Resolutions shall be submitted to the Supervisor in advance of the distribution date of the agenda, with sufficient time to permit review by the Supervisor, Town Attorney, etc., where needed, who may suggest modifications to form or otherwise.

**Resolutions on the Agenda:** Proposed resolutions submitted with the agenda distribution shall be addressed during the Resolution section of the meeting. They may be approved, denied, modified, amended, tabled, etc., by vote of the Board.

**Resolutions under New Business:** Resolutions not submitted with the agenda distribution may be proposed during the New and Other Business Section of the agenda and, if seconded, may be acted upon. Since these resolutions were not submitted in advance, they may also be tabled by vote of the Board. The Town Board agrees that, as a matter of policy, Resolutions under this section shall be submitted only in situations of emergency or where submission as part of the regular agenda wasn't otherwise reasonably practicable.

**RULE 11. Rules of Debate:** When a Resolution is proposed and properly seconded, the procedure and rules of debate shall be governed by the following rules:

1. The Supervisor shall ask the Town Board members if they would like to discuss the Resolution and afford each Town Board member the opportunity to discuss amongst the Town Board.
2. Once it appears that discussion is complete, the Supervisor shall call for vote, and each member may then vote.
3. Alternatively, any Town Board member, including the Supervisor, may call to table a Resolution and have it addressed at a future Town Board meeting. If seconded, such motion to table shall be voted upon.



4. Also, alternatively, prior to a vote on the Resolution, any Town Board member, including the Supervisor, may move to amend a resolution. Such motion would require a second and a vote to succeed. The amended resolution may then be moved.
5. A moving or seconding member may, at any time prior to a vote, withdraw their support of the motion, in which case, the motion may be moved and seconded by other Town Board member(s).

**RULE 12. Agenda:**

The Supervisor shall be primarily responsible for compiling the agenda, which shall be completed and distributed electronically to the Town Board by the Supervisor or designee no later than the close of business on the Friday prior to the next Thursday meeting, or otherwise six days ahead of the next meeting.

At the time of distribution or as soon as practicable thereafter, but wherever reasonably possible no later than Monday prior to the upcoming Thursday meeting, the agenda shall be posted on the Town website. The Town Clerk will assist the Supervisor with preparing and distributing the agenda.

Where reasonably practicable, Resolutions and relevant items shall be included with the distribution of the agenda. The Town Clerk may collect such items and provide them to the Supervisor or designee for distribution.

The agenda shall indicate a “last revised date,” and shall also explicitly provide that it is “subject to revision and change up to and through the date of the subject meeting.”

The agenda may be modified after distribution, but such changes shall be made as soon as reasonably possible. Such later additions and modifications shall be an exception, not the rule. Where the agenda is updated after distribution, it shall be provided as soon as reasonably practicable to the Town Board members via electronic mail.

The latest revised version of the agenda shall be made available to the Town Board members and also to the public at the subject Town Board meeting.

Items not placed on the agenda may, in any event, be raised (verbally or otherwise) as new or other business during such portion of the meeting.

**RULE 13.** All Department Heads and Liaisons shall as promptly as possible report to the Supervisor upon proposed resolutions, communications or other matters as may be referred or otherwise relevant to him/her.

**RULE 14. Unfinished Business (Resolutions):**

Resolutions tabled at a prior Town Board meeting shall be placed on the Agenda on an upcoming Town Board meeting, unless otherwise specified, or unless otherwise disposed of.

**RULE 15. Public Participation:** Public participation for members of the public (i.e., other than members of the Board) shall occur at this time and shall be conducted in accordance with any rules the Town Board may adopt in relation thereto.

**Rule 16: Public Hearings:** It shall be the duty of the Supervisor to preside over all public hearings, general or special. Each person addressing the Board shall state their Name and Address for the record from the podium (exceptions allowed).

**RULE 16. Order of Voting:** The Clerk shall maintain a record of order of voting by roll call, and the Supervisor shall be called last.

**RULE 17. Executive Session:** Upon successful motion, the Board shall go into executive session, presided over by the Supervisor, during which time any matters permitted under the New York State Open Meetings Law may be addressed. Only members of the Town Board shall participate in the executive session, except that such other persons may be called into the session as may be necessary.

If the need for an executive session is known in advance of distribution of the agenda, such session shall be listed on the agenda, including the general reason therefor.

If the need for an executive session is not known in advance of distribution of the agenda, an executive session may be called for by motion at this time.

In any event, in accordance with law, a valid reason pursuant to NY Open Meetings Law shall be announced prior to entering into executive session.

**RULE 18.** If the adopted Rules are or become at any time in conflict with the statutory law (where such law is not otherwise intentionally and legally superseded), the statutory law shall take precedence.

**RULE 19. Decorum.** No member of the public shall engage in any booing, clapping, obscene language or acts or otherwise disrupt the business of the Board, and meeting shall otherwise be conducted in accordance with any rules of decorum and procedure the Town Board may implement.

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby approves the Meeting Rules of Order for the Town Board of the Town of Walworth.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote:            Councilwoman Linson  
                                 Councilman Bryson  
                                 Councilman Harden  
                                 Councilman Johnson  
                                 Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ADOPTION OF RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)**

Council                      offered the following Resolution and moved its adoption. Seconded by  
Council                      to wit:

The following was submitted:

**RESOLVED**, by the Town Board of the Town of Walworth that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, us hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Adopted this 2<sup>nd</sup> day of January, 2022 at the meeting of the Town Board.

Roll call vote:              Councilwoman Linson  
                                    Councilman Bryson  
                                    Councilman Harden  
                                    Councilman Johnson  
                                    Supervisor Donalty

Resolution carried.

**RESOLUTION -22: ADOPTING THE NEW YORK STATE RECORDS RETENTION AND DISPOSITION SCHEDULE LGS-1 BE MAINTAINED AS THE TOWN OF WALWORTH SUBJECT MATTER LIST FOR FREEDOM OF INFORMATION REQUESTS THROUGH 12/31/2022**

Council                      offered the following Resolution and moved its adoption. Seconded by  
Council                      to wit:

**BE IT RESOLVED**, that the New York State Record Retention and Disposition Schedule LGS-1 be maintained as the Town of Walworth Subject Matter List for Freedom of Information requests through December 31, 2022.

Adopted this 2<sup>nd</sup> day of January, 2022 at a meeting of the Town Board.

Roll call vote:              Councilwoman Linson  
                                    Councilman Bryson  
                                    Councilman Harden  
                                    Councilman Johnson  
                                    Supervisor Donalty

Resolution carried.