



Michael Donalty, Town Supervisor
3600 Lorraine Drive
Walworth, NY 14568

315.986.1400
315.926.9154
Fax 315.986.1440

TOWN BOARD REGULAR MEETING – AGENDA
JUNE 2, 2022 6:30 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

MINUTES: May 19, 2022 Regular Meeting

PRESENTATIONS

REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS):

Town Clerk

- Fireworks Permits have been issued to the Ballroom at Carey Lake for private events, to be held June 11, 2022 and July 17, 2022 for 15 minutes between the hours of 9:00 and 9:30 PM (public notices have been posted)

Supervisor

- Civilian Response To Active Shooter Events presentation announcement
- Recommendation of Supervisor for Patricia Marini to serve on the Wayne County Planning Board
- Wayne County Partnership holding a food distribution at the Town of Walworth on October 18, 2022 from 10:00 AM-12:00 PM

RESOLUTIONS:

- Resolution -22:** Authorization to investigate constructing bathrooms near the south pavilion in Ginegaw Park and engage the services of LaBella Associates to draft plans for the bathrooms
- Resolution -22:** To obligate \$24,055 of ARPA monies to fund the training and transition of Tim McMullen to the position of Building Inspector
- Resolution -22:** Authorize a capital project for the Dewberry Pump Station Upgrade Project and the use of sewer capital reserve funds, subject to permissive referendum
- Resolution -22:** To accept the letter of retirement from Highway Department Clerk Mary Beth Braman
- Resolution -22:** To appoint Dr. Malcolm Riggs of Palmyra as the Local Health Officer for the period of 01/01/2022 through 12/31/2025

(Updated 5/31/2022)

- Resolution -22:** To amend the Meals and Refreshments policy
- Resolution -22:** To approve the Town of Walworth ARPA Funding Request Program For Small Business/Non-Profit Organizations
- Resolution -22:** To approve license agreement for fence at 589 Beaver Creek
- Resolution -22:** To approve license agreement for fence at 417 Parkside Trail

COMMUNICATIONS

- **Retirement Letter from Mary Beth Braman, dated May 26, 2022**
- **Letter from Gananda Rotary regarding Annual Gananda Garage Sale, dated May 25, 2022**
- **Town of Walworth 2021 Annual Financial Report Update Document (Motion to accept and file) – Available for review in Town Clerk’s office and will be posted on the Town’s website**
- **Assessment Department Monthly Report for May 2022**

NEW AND OTHER BUSINESS

- Discussion on next steps to take to regulate Cannabis dispensaries
- Update on revised Town Code and plan for completion
- Discussion on the official Town logo
- Planning/Zoning Board Alternate Position Update

PUBLIC PARTICIPATION

EXECUTIVE SESSION

ADJOURNMENT

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

CIVILIAN RESPONSE TO ACTIVE SHOOTER EVENTS

Participants will learn how to prepare for and respond to being trapped inside a building during an active shooter event.

OPEN TO THE PUBLIC

Presented by Chief (ret.) Michael Donalty

TWO SESSIONS (choose only one):

WE June 8, 2022, at 12:00 noon

OR

TH June 9, 2022, at 7:00 pm

Lodge at Ginegaw Park, Walworth

To reserve your seat, please email with total attending:

supervisorclerk@townofwalworthny.gov



TEXAS STATE
UNIVERSITY

RESOLUTION -22: AUTHORIZATION TO INVESTIGATE CONSTRUCTING BATHROOMS NEAR THE SOUTH PAVILION IN GINEGAW PARK AND ENGAGE THE SERVICES OF LABELLA ASSOCIATES TO DRAFT PLANS FOR THE BATHROOMS

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

The following was submitted:



Jacqueline VanLare, Recreation Director
Recreation Department
Town of Walworth - Wayne County, NY

May 31st, 2022

To: Michael Donalty, Walworth Town Supervisor & Walworth Town Board

RE: New Restroom Facility in Ginegaw Park

I am seeking Town Board approval to engage the services of LaBella Associates in the development and plans of a new rest room facility to be located in Ginegaw Park. All expenses to be expended out of the ARPA Funds.

Respectfully submitted,

Jacqueline VanLare
Recreation Director

NOW, THEREFORE, BE IT RESOLVED that the Town Board authorizes the investigation of constructing bathrooms near the south pavilion in Ginegaw Park and the engagement of the services of LaBella Associates to draft plans for the bathrooms.

Adopted this 2nd day of June, 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: TO OBLIGATE \$24,055 OF ARPA MONIES TO FUND THE TRAINING AND TRANSITION OF TIM MCMULLEN TO THE POSITION OF BUILDING INSPECTOR

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

WHEREAS, the Town Comptroller has made the recommendation to use \$24,055.00 of the Town of Walworth APRA monies to fund the training and transition of Tim McMullen to the position of Building Inspector through working with current Building Inspector Norm Druschel through the remainder of the year; and

WHEREAS, the amount is based on 24 hours per week, beginning the week of June 6, 2022 through December 31, 2022;

WHEREAS, this transition is essential to ensure the continuity and quality of those services after the current Building Inspector retires; and

WHEREAS, the Town Comptroller has requested the authorization to make the following budget modifications:

Increase Revenues A4089 – Federal Aid – ARPA \$24,055

Increase Appropriations as follows:

A3620.11T - Pers Svc Bldg. Inspector trainee (new account) \$18,486.

A9030.81 – Employee Benefits – Soc Sec & Medicare \$1,415

A9055.81 – Employee Benefits – NYS Disability Ins \$10.

A9060.81 – Employee Benefits – Health Insurance \$4144.

To cover 60% of wages and related benefits.

NOW, THEREFORE IT BE RESOLVED, that the Town Board authorizes the use of ARPA funds in the amount of \$24,055.00 for the transition of Tim McMullen to the position of Building Inspector and to authorize the requested budget modification.

Adopted this 2nd day of June, 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 A CAPITAL PROJECT FOR THE DEWBERRY PUMP STATION UPGRADE PROJECT AND THE USE OF SEWER CAPITAL RESERVE FUNDS, SUBJECT TO PERMISSIVE REFERRENDUM

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

WHEREAS, the current Dewberry pump station is not adequate to handle the increased capacity created by the Lehrwood Estates development; and

WHEREAS, the Lehrwood Estates project was approved by the Planning Board with the stipulation that the developer cover part of the costs to upgrade the Dewberry pump station; and

WHEREAS, there are sufficient funds in the Sewer Capital Reserve Fund (SS231R) to cover the balance of the estimated costs of the project;

NOW, THEREFORE IT BE RESOLVED, that the Town Board hereby authorizes the transfer of \$227,590.00 From the Sewer Capital Reserve fund, subject to permissive referendum, and approves the creation of the Dewberry Pump Station Upgrade Project Fund (HB) with the following Capital Project Budget.

Dewberry Sewer Pump Station Upgrade Project Capital Project	Amount
Revenues	
HB5031 - Interfund Transfer from Reserve	\$ 227,590.00
HB2770 - Other Revenue (Lehrwood Estates)	\$ 33,410.00
Total Revenues	\$ 261,000.00
Appropriations	
HB5130.2 Project Costs	\$ 237,000.00
HB5130.21 Contingency	\$ 24,000.00
Total Appropriations	\$ 261,000.00

Adopted this 2nd day of June, 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: TO ACCEPT LETTER OF RETIREMENT FROM HIGHWAY DEPARTMENT CLERK MARY BETH BRAMAN

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

The following was submitted:

May 26, 2022

Kevin Switzer
Walworth Highway Department
4384 Canandaigua Road
Walworth, NY 14568

Dear Kevin:

This letter serves as notice to you that I intend to retire on June 30, 2022. My last day on the payroll will be June 29, 2022.

It has been great working here with all of you, and I have enjoyed every moment of it!

Thank you,



Mary Beth Braman
Cc: Mike Donalty, Town Supervisor
Almee Phillips, Town Clerk

BE IT RESOLVED, that the Town Board accepts the letter of retirement from Highway Department Clerk Mary Beth Braman.

Adopted this 2nd day of June, 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: TO APPOINT DR. MALCOLM RIGGS OF PALMYRA AS LOCAL HEALTH OFFICER FOR THE PERIOD OF 01/01/2022 THROUGH 12/31/2025

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

WHEREAS, in accordance with Section 320 of New York State Public Health Law, a municipality may appoint a Local Health Officer; and

WHEREAS, the Town Board of the Town of Walworth wishes to appoint Dr. Malcolm Riggs of Palmyra, New York as Local Health Officer;

BE IT RESOLVED, that the Town Board appoints Dr. Malcolm Riggs to serve as Local Health Officer for the Town of Walworth for a period of January 1, 2022 through December 31, 2025.

Adopted this 2nd day of June, 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: TO AMEND THE MEALS AND REFRESHMENTS POLICY

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

WHEREAS, the Town of Walworth Meals and Refreshment Policy was last reviewed on February 20, 2020; and

WHEREAS, the legal opinion (98-2) of the Office of the State Comptroller states that “meals would be a proper local government charge when the local government is faced with business of an immediate nature and meetings are essential at mealtime”; and

WHEREAS, the proposed amendment would remove “Examples of authorized categories of expenditures include but are not limited to refreshments for recognition events, Tri-Board Meetings, community meetings, employee trainings and other meetings at which Town business may be conducted” and replace the wording with “authorized expenditures shall be limited to those deemed necessary when a meeting at which Town business is discussed is essential to be conducted at mealtime” and shall read as the following:

MEALS AND REFRESHMENTS

PURPOSE

The Walworth Town Board recognizes that from time to time it may be appropriate to provide meals and/or refreshments at meetings and/or events which are being held at the Town Hall.

POLICY

Any expenditure made on such meals and/or refreshments must be reasonable, itemized and should be appropriately documented with a receipt, and submitted to the Town Board for the purposes of audit and possible reimbursement.

Authorized expenditures shall be limited to those deemed necessary when a meeting at which Town business is discussed is essential to be conducted at mealtime.

All expenditures under this policy must be pre-approved by the Town Board and/or the Supervisor.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby amends the Town of Walworth Meals and Refreshments Policy to reflect the changes stated above.

Adopted this 2nd day of June, 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: TO APPROVE THE TOWN OF WALWORTH ARPA FUNDING REQUEST PROGRAM FOR SMALL BUSINESSES/NON-PROFIT ORGANIZATIONS

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

WHEREAS, the Town of Walworth, having received funding through the American Rescue Plan (ARPA) of 2021, has an interest in supporting small businesses and non-profit organizations who have been impacted by the Coronavirus pandemic; and

WHEREAS, the Town is supportive of making investments that back long-term growth and opportunity, \$100,000.00 has been allocated to this project; and

WHEREAS, the Town would like to approve the ARPA Funding Request Program and application as a tool for the purpose of assisting COVID-19 impacted small businesses and non-profit organizations within the Town of Walworth in their recovery efforts.

NOW, THEREFORE, BE IT RESOLVED that the Town Board approves the Town of Walworth ARPA Funding Request Program for Small Businesses/Non-Profit Organizations.

Adopted this 2nd day of June, 2022 at a meeting of the Town Board.

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

Resolution carried.

May 26, 2022

Kevin Switzer
Walworth Highway Department
4384 Canandaigua Road
Walworth, NY 14568

Dear Kevin:

This letter serves as notice to you that I intend to retire on June 30, 2022. My last day on the payroll will be June 29, 2022.

It has been great working here with all of you, and I have enjoyed every moment of it!

Thank you,

A handwritten signature in cursive script that reads "Mary Beth Braman".

Mary Beth Braman

Cc: Mike Donalty, Town Supervisor
Aimee Phillips, Town Clerk

Gananda Rotary Club

Patti Holdraker, Secretary
3594 Ontario Center Road
Walworth, NY 14568
(315) 986-4300 work (585) 739-9521 cell

May 25, 2022

Walworth Town Board and Supervisor Donalty:

In 2022, the Gananda Rotary Club will again be able to host the 40th Annual Gananda Garage Sale, which will occur this year on Saturday, June 11 and Sunday, June 12. The area covered by this event is the main Gananda development between Route 350 on the east and the Gananda Parkway on the west.

Due to a very heavy congestion of traffic during this sale, we would like to inform the town, law enforcement agencies, as well as town highway and fire departments of this event.

The Rotary Club posts "No-Parking This Side" signs on one side of Waterford Road, Wildflower Drive, Evergreen Circle, Leeward Circle, and Pinewood Drive. We hope this will keep traffic flow moving and allow for any emergency vehicles, which may need to travel in or through the development during that time.

Our Rotary Club food booths and porta-potties will be set up at Waterford Road (near the intersection of Pinewood Drive) and on Wildflower Drive, near the lower soccer field). Garbage toters will be placed throughout the event. We anticipate a fine day and fun time- outside! Should you need to reach me prior to the event, or during the event, I can be contacted at my cell or office numbers listed above.

Thank you for your time and consideration. You are welcome to come and join us.

Sincerely,

Patti Holdraker
Gananda Rotary Club



TOWN OF WALWORTH
Assessor
3600 Lorraine Drive
Walworth, NY 14568
assessor@townofwalworthny.gov
(315) 986-1400 ext 5 phone
(315) 986-4342 fax

Assessment Department Report
For May 2022

- Processed 30 transfers
- Assessor sat with tentative roll on 4 separate occasions per RPTL
- Updated bank codes
- Updated change of addresses
- Permits on hold for next year processing
- C of C's & C of O's on hold for next year processing
- Prepared board report for May
- Ran assessor edits reports
- 2022 tentative roll completed by 5/01/22
- Legal notice sent to paper for 2022 tentative roll completion
- Assessor held informal meetings regarding residents' assessment in person and/or via phone
- Assessor held grievance day May 26th 2022 from 4-8pm
- 7 stipulations were agreed upon between assessor & residents after tentative roll was filed with county
- 0 grievances were presented to the BAR

Sincerely,

A handwritten signature in black ink that reads "Melissa Halstead". The signature is written in a cursive, flowing style.

Melissa Halstead
NYS Certified Assessor
Town of Walworth

APPROVED, 2018



IN USE, 2022

