

**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**

**DECEMBER 15, 2022 6:30 PM**

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

**EXECUTIVE SESSION: To discuss collective bargaining negotiations per Article 14 of Civil Service Law**

**MINUTES: December 1, 2022 Regular Meeting**

**PRESENTATIONS: Proclamations for Phil Williamson and Norman Druschel**

**REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS)**

**Monthly Report of the Supervisor, November 2022**

**Monthly Report of the Town Clerk, November 2022**

**RESOLUTIONS:**

- Resolution -22:** Budget modifications
- Resolution -22:** Abstract 12, Approval
- Resolution -22:** To accept donation from Friends of the Walworth Parks, Inc. in the amount of \$900.60 to be used to offset expenses of the Light The Night celebration
- Resolution -22:** To approve Local Law To Amend The Walworth Zoning code To Address Zoning For Adult Use Cannabis Retail Dispensaries
- Resolution -22:** Authorizing the Town Clerk to advertise the Town Organizational and Regular Meetings for January 2023
- Resolution -22:** Authorize necessary 2022 year-end budget transfers
- Resolution -22:** Approval of Town employee requests for vacation time carry over from 2022 to 2023

(Updated 12/14/2022)

- Resolution -22:** To abolish the position of Assistant Building Inspector (part-time), and create the position of Building Inspector (part-time)
- Resolution -22:** To reclassify Brett Malafeew from Assistant Building Inspector (part-time) to Code Enforcement Officer (part-time) effective January 1, 2023
- Resolution -22:** To hire Norman Druschel to the position of Building Inspector (part-time), effective January 3, 2023
- Resolution -22:** To hire Chad Goulette to the temporary position of Clerk in the Town Clerk's office, effective January 3, 2023
- Resolution -22:** To waive application fee for Walworth United Methodist Church for a building permit and escrow deposit for the installation of an elevator in the building
- Resolution -22:** To obligate \$35,000.00 of ARPA monies to pay LaBella to complete the Sanitary Sewer mapping project
- Resolution -22:** To approve lease for Town Historian office space

**COMMUNICATION:**

- **Assessment Department Monthly Report for November 2022**
- **Recreation Department Monthly Report, dated December 6, 2022**
- **Town of Walworth Wastewater Treatment Plant Monthly Report, dated December 9, 2022**

**NEW AND OTHER BUSINESS**

**PUBLIC PARTICIPATION**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

# TOWN CLERK'S MONTHLY REPORT

TOWN OF WALWORTH, NEW YORK

NOVEMBER, 2022

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

<b>A1255</b>			
	<u>1</u>	DECALS	<u>54.10</u>
	<u>2</u>	MARRIAGE LICENSES NO. 22037 TO 22038	<u>35.00</u>
	<u>4</u>	MISCELLANEOUS	<u>1,628.61</u>
	<u>5</u>	B/D/M RECORDS SEARCH	<u>150.00</u>
		<b>TOTAL TOWN CLERK FEES</b>	<b>1,867.71</b>
<b>A1689</b>			
	<u>1</u>	PERC/NEW/SEPTIC REPAIR	<u>400.00</u>
		<b>TOTAL A1689</b>	<b>400.00</b>
<b>A2001</b>			
	<u>3</u>	RECREATION	<u>542.00</u>
		<b>TOTAL A2001</b>	<b>542.00</b>
<b>A2110</b>			
	<u>1</u>	ZONING BOARD REVIEW	<u>50.00</u>
		<b>TOTAL A2110</b>	<b>50.00</b>
<b>A2115</b>			
	<u>7</u>	PB REVIEW FEES/OTHER	<u>1,027.10</u>
		<b>TOTAL A2115</b>	<b>1,027.10</b>
<b>A2544</b>			
	<u>168</u>	DOG LICENSES	<u>2,342.00</u>
		<b>TOTAL A2544</b>	<b>2,342.00</b>
<b>A2555</b>			
	<u>19</u>	BUILDING PERMITS	<u>2,075.00</u>
		<b>TOTAL A2555</b>	<b>2,075.00</b>
<b>A2770B</b>			
	<u>1</u>	OTHER INCOME BUILDING	<u>40.00</u>
		<b>TOTAL A2770B</b>	<b>40.00</b>
<b>CM2025</b>			
	<u>9</u>	FACILITY RENTALS	<u>2,325.00</u>
		<b>TOTAL CM2025</b>	<b>2,325.00</b>
<b>CM2089</b>			
	<u>1</u>	PARK EXPENDABLE TRUST	<u>650.00</u>
		<b>TOTAL CM2089</b>	<b>650.00</b>
<b>SS2122</b>			
	<u>1</u>	SEWER APPLICATION WALWOR	<u>850.00</u>
		<b>TOTAL SS2122</b>	<b>850.00</b>

**TOWN CLERK'S MONTHLY REPORT**

NOVEMBER, 2022

page 2

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<b>TA30I</b>			
	<u>12</u>	ESCROW - BLDG PERMITS	<u>1,600.00</u>
		<b>TOTAL TA30I</b>	<b>1,600.00</b>

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**TOWN CLERK'S MONTHLY REPORT**

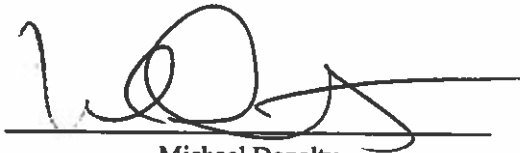
NOVEMBER, 2022

page 3

**DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	8,289.71 ✓
DECALS SEPARATE MONTHLY REPORT	54.10 ✓
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	1,600.00 ✓
PAID TO SUPERVISOR FOR CEMETERY/PARK EXPENDABLE	2,975.00 ✓
PAID TO SUPERVISOR FOR SEWER APPLICATION FEES	850.00 ✓
DECALS SEPARATE MONTHLY REPORT- EFT	927.90
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	398.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	45.00
<b>TOTAL DISBURSEMENTS</b>	<b>15,139.71</b>

DECEMBER 1, 2022

  
\_\_\_\_\_  
Michael Donalty

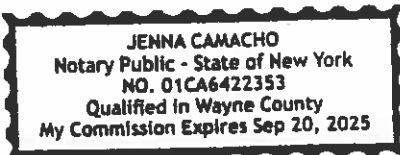
, SUPERVISOR

**STATE OF NEW YORK, COUNTY OF WAYNE, TOWN OF WALWORTH**

I, Aimee Phillips, being duly sworn, says that I am the Clerk of the TOWN OF WALWORTH that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

1<sup>st</sup> day of December 2022

  
\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Town Clerk

## RESOLUTION -22: BUDGET MODIFICATIONS

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

### Budget Modifications for December 15, 2022 Board Meeting

	\$	Acct #	Description	Acct #	Reason	
<b>General Fund</b>						
Transfer	\$ 200.00	FROM AS132.42	(Highway Garage - Uniforms)	TO AS010.41	(Superintendent of hwy)	to cover Abstract 12 claims.
Transfer	\$ 131.85	FROM A1110.42	(Justices - Training)	TO A1110.46	(Justices - Security)	to cover Abstract 12 claims.
Transfer	\$ 72.75	FROM A1110.42	(Justices - Training)	TO A1110.44	(Justices - Law Library)	to cover Abstract 12 claims.
Transfer	\$ 300.00	FROM A1330.42	(Rec of Taxes - Conference/AOT)	TO A1330.41	(Rec of Taxes - Office Expense)	to prepare for upcoming purchases
Transfer	\$ 1,100.00	FROM A1330.42	(Rec of Taxes - Conference/AOT)	TO A1330.43	(Rec of Taxes - Mailing expenses)	to prepare for postage for upcoming tax bill mailing.
Transfer	\$ 528.23	FROM A3620.43	(Safety Insp - Office Expense)	TO A3620.42	(Safety Insp - Maint/Fuel)	for Abstract 12 claims and estimate for the remainder of the year.
Transfer	\$2.55	FROM A3620.43	(Safety Insp - Office Expense)	TO A8010.41	(Zoning Bd of Appeals - signs/copies)	to cover Abstract 12 claims.
Transfer	\$189.05	FROM A3620.43	(Safety Insp - Office Expense)	TO A8020.42	(Planning Board - Signs/Expenses)	to cover Abstract 12 claims.
Transfer	\$976.05	FROM A8989.42	(Other Home & Comm Serv - Clean-up)	TO A1355.46	(Assessment - Consultation)	to cover CERT case expenses.
Transfer	\$1,939.27	FROM A1620.22	(Town Office - Equipment)	TO A1620.47	(Town Office - WGL PPA)	to cover Abstract 12 claims.
Transfer	\$100.40	FROM A5182.21	(Street Lights - Add Lights)	TO A5182.41	(Street Lights - Intersection)	to cover Abstract 12 claims.
Transfer	\$1,850.00	FROM A7310.42	(Youth Rec - New/Special prgms)	TO A7310.41	(Youth Rec - Supplies/Shirts)	to cover Abstract 12 claims and anticipated expenses for the remainder of the year.
Transfer	\$3.00	FROM A1410.41	(Town Clerk - Conf & Training)	TO A1410.48	(Town Clerk - Postage)	to cover Abstract 12 & anticipated cost for remainder of year.
<b>Highway Fund</b>						
Transfer	\$ 10,000.00	FROM DA5142.41	(Snow Removal - plowing)	TO DA5142.42	(Snow Removal - Supplies)	to stock up on blades in advance of supply issues and price increase.
<b>Sewer Fund</b>						
Transfer	\$ 6,352.58	FROM SS8130.40	(Maintenance)	TO SS8130.23	(Pump Station)	to cover abstract 12 claims.
Transfer	\$ 526.25	FROM SS8130.41	(Odor Control)	TO SS8130.405	(Fuel)	to cover abstract 12 claims.
Transfer	\$ 4,176.00	FROM SS8130.40	(Sludge Disposal)	TO SS8130.406	(Chemicals)	to cover abstract 12 claims.
Transfer	\$ 3,500.00	from SS8130.48	(sludge Disposal)	to SS8110.41	(Training)	to cover CDL training for Kyle Quigley
<b>JOHN'S PARK</b>						
Transfer	\$ 174.83	FROM SP599	(Appropriated Fund Balance)	TO SP8810.41	(Contractual Maintenance)	to cover 2022 Mowing

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: ABSTRACT 12, APPROVAL**

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

**TOWN OF WALWORTH**

**Abstract # 012  
Summary by Fund**

12/12/2022  
13:47:23

<b>Code</b>	<b>Fund</b>	<b>Prepays</b>	<b>Unpays</b>	<b>Totals</b>
A	GENERAL FUND	34,753.57	47,383.85	82,137.42
CM1-	PARK SPECIAL REVENUE FUND	57.00	429.62	486.62
DA	HIGHWAY FUND	10,183.45	21,628.86	31,812.31
SD1-	WALWORTH CONSOLIDATED DRAINAGE		6,600.00	6,600.00
SL1-	WALWORTH LIGHT DISTRICT		438.90	438.90
SL2-	HARVEST HILL LIGHT DISTRICT		711.47	711.47
SL3-	GANANDA LIGHT DISTRICT	1,238.76		1,238.76
SL4-	BROOKSIDE LIGHT DISTRICT		21.46	21.46
SL5-	ORCHARD VIEW LIGHT DISTRICT		244.46	244.46
SP	JOHN'S PARK DISTRICT		2,074.83	2,074.83
SS	WALWORTH SEWER DISTRICT #1	4,003.52	44,758.56	48,762.08
TA	TRUST & AGENCY	42,930.43		42,930.43
TC	CUSTODIAL TRUST		4,786.50	4,786.50
V	DEBT SERVICE		66.98	66.98
<b>Total:</b>		<b>93,166.73</b>	<b>129,145.49</b>	<b>222,312.22</b>

Voucher Numbers 1752-1891, 100-107, 127-129

Abstract of audited vouchers is on file in the Town Clerk's office.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: TO ACCEPT DONATION FROM THE FRIENDS OF THE WALWORTH PARKS, INC. IN THE AMOUNT OF \$900.60 TO BE USED TO OFFSET EXPENSES OF THE LIGHT THE NIGHT CELEBRATION**

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

The following was submitted:

**FRIENDS OF THE WALWORTH PARKS INC.  
Walworth, New York**

December 7, 2022

Walworth Town Board

The Friends of the Walworth Parks group is pleased to make a donation of \$900.60 to be used to offset expenses of the Light the Night celebration. Contributing funds were raised by the Friends Group throughout the course of the year by a variety of fundraising events.

The Friends of the Walworth Parks group is please to work in cooperation with the Walworth Recreation Department to provide opportunities for families to enjoy time together happily and safely. Our goal is to preserve, protect, improve and promote the use of the Town of Walworth's parks and recreational areas.

Friends of the Walworth Parks

**BE IT RESOLVED**, the following money be accepted as a donation from the Friends of the Walworth Parks, Inc., to be used to offset expenses of the Light the Night celebration.

Adopted this 15<sup>th</sup> day of December, 2022 at a meeting of the Town Board.

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

Resolution carried/failed.



**RESOLUTION -22: TO APPROVE LOCAL LAW TO AMEND THE  
WALWORTH ZONING CODE TO ADDRESS ZONING FOR ADULT USE  
CANNABIS RETAIL DISPENSARIES**

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

**WHEREAS**, a public hearing was duly called for, and held on November 17, 2022, relative to a proposed local law to “Amend the Walworth Town Code to Address Zoning for Adult Use Cannabis Retail Dispensaries,” and all interested parties were permitted an opportunity to speak thereon; and

**WHEREAS**, the Town Board of the Town of Walworth, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Walworth Town Code should thus be amended as set forth herein; now, therefore be it

**RESOLVED**, that, in accordance with the State Environmental Quality Review Act, the Town Board hereby approves the attached EAF Part 2 and 3, issuing a negative declaration relative to this matter; and, be it further

**RESOLVED**, that the Town Board hereby adopts said Local Law to “Amend the Walworth Town Code to Address Zoning for Adult Use Cannabis Retail Dispensaries,” all as set forth in the attached Local Law, which is incorporated herein and made a part hereof; and be it further

**RESOLVED**, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting and to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York.

Adopted this 15<sup>th</sup> day of December, 2022 at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: AUTHORIZING THE TOWN CLERK TO ADVERTISE THE TOWN ORGANIZATIONAL AND REGULAR MEETINGS FOR JANUARY 2023**

Council offered Resolution -22 and moved its adoption. Seconded by Council to wit:

**RESOLVED** that the Town Clerk advertise the Town Organizational Meeting for Thursday, January 5, 2023 at 6:00 PM and the Town Board Regular Meeting for Thursday, January 5, 2023 at 6:30 PM.

Adopted this 15<sup>th</sup> day of December, 2022 at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: APPROVAL OF TOWN EMPLOYEE REQUESTS FOR VACATION TIME CARRY OVER FROM 2022 TO 2023**

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

**WHEREAS**, Town of Walworth part-time and full-time regular employees receive paid vacation time; and

**WHEREAS**, if any employee does not use the vacation time earned and wishes to carry over those hours into the new calendar year, that employee must submit a formal request for management approval, as per the Town of Walworth Employee Handbook;

**WHEREAS**, each employee making this request understands that he or she may only carry over a maximum of five (5) days, the total hours dependent on his or her work day;

**BE IT RESOLVED**, the Town of Walworth employee vacation time requests be approved to be carried over from 2022 to 2023.

Adopted this 15<sup>th</sup> day of December, 2022 at a meeting of the Town Board.

\*Employee requests are on file in the Town Clerk's Office.

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

Resolution carried/failed.

**RESOLUTION -22: TO ABOLISH THE POSITION OF ASSISTANT BUILDING INSPECTOR (PART-TIME), AND CREATE THE POSITION OF BUILDING INSPECTOR (PART-TIME)**

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

**WHEREAS**, on August 18, 2022, the Town Board authorized by Resolution the creation of the position of Assistant Building Inspector (part-time); and

**WHEREAS**, subsequent research indicates that this title does not exist within the Wayne County Civil Service Rules and Regulations and therefore must be modified; and

**WHEREAS**, the Town Board has determined that the position of Building Inspector (part-time) is necessary for the continued efficient operation of the Town's Building Department;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes that the title of Assistant Building Inspector (part-time) be abolished and replaced with the title of Building Inspector (part-time) to comply with Civil Service regulations.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: TO RECLASSIFY BRETT MALAFEEW FROM ASSISTANT BUILDING INSPECTOR (PART-TIME) TO CODE ENFORCEMENT OFFICER (PART-TIME) EFFECTIVE JANUARY 1, 2023**

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

**WHEREAS**, part-time Code Enforcement Officer Phil Williamson has indicated his intent to retire at the end of 2022; and

**WHEREAS**, on October 6, 2022, the Town Board authorized by Resolution the hiring of Brett Malafeew to the position of Assistant Building Inspector (part-time), a position which he currently occupies and has performed dutifully; and

**WHEREAS**, Brett Malafeew was found to be best qualified for the position of Code Enforcement Officer (part-time) and possesses the appropriate qualifications;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the reclassification of Brett Malafeew to the position of Code Enforcement Officer (part-time) effective January 1, 2023.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

Roll call vote: Councilwoman Linson  
Councilman Kelly  
Councilman Harden  
Councilman Johnson  
Supervisor Donalby

Resolution carried/failed.

**RESOLUTION -22: TO HIRE NORMAN DRUSCHEL TO THE POSITION OF BUILDING INSPECTOR (PART-TIME), EFFECTIVE JANUARY 3, 2023**

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

**WHEREAS**, Building Inspector Norman Druschel is retiring at year's end from his position as the full-time Building Inspector, but has agreed to remain employed by the Town in a part-time capacity; and

**WHEREAS**, Assistant Building Inspector (part-time) Brett Malafeew has agreed to accept the position of Code Enforcement Officer (part-time), effective January 1, 2023, thus leaving his current position vacant; and

**WHEREAS**, Norman Druschel has agreed to return to the Town's employ as the Building Inspector (part-time), effective January 3, 2023;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the hiring of Norman Druschel to the position of Building Inspector (part-time), effective January 3, 2023.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: TO HIRE CHAD GOULETTE TO THE TEMPORARY POSITION OF CLERK IN THE TOWN CLERK'S OFFICE, EFFECTIVE JANUARY 3, 2023**

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

**WHEREAS**, the Town Clerk's office and the Building Department have a backlog of records requiring digitizing; and

**WHEREAS**, the Town Clerk has budgeted for Temporary Records Management Support in 2023; and

**WHEREAS**, Mr. Goulette has been previously employed to provide labor related to digitizing records in the Building Department and has performed dutifully;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the hiring of Chad Goulette as temporary Clerk in the Town Clerk's office, effective January 3, 2023.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: TO WAIVE APPLICATION FEE FOR WALWORTH UNITED METHODIST CHURCH FOR A BUILDING PERMIT AND ESCROW DEPOSIT FOR THE INSTALLATION OF AN ELEVATOR IN THE BUILDING**

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

**WHEREAS**, past practice of the Town Board has been to waive the permit and escrow fees for local not-for-profit organizations; and

**WHEREAS**, the Walworth United Methodist Church is installing an elevator in the church for the convenience of their congregants, said project requiring by Town Code a Building Permit and Escrow deposit; and

**WHEREAS**, the Church is a not-for-profit organization and has requested that the fees be waived as is customary;

**THEREFORE, BE IT RESOLVED** that the Town Board hereby approves the request made by the Walworth United Methodist Church to waive the fee for a building permit and escrow deposit for the construction of an elevator within the church.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.



**RESOLUTION -22: TO OBLIGATE \$35,000.00 OF ARPA MONIES TO PAY LABELLA TO COMPLETE THE SANITARY SEWER MAPPING PROJECT**

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

**WHEREAS**, the Town, must provide current sanitary maps to the Regional Sewer Project and;

**WHEREAS**, the Town considers this in line with providing general government services an

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board authorizes the use of ARPA funds not to exceed \$35,000.00 to complete the sanitary sewer mapping.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -22: TO APPROVE LEASE FOR TOWN HISTORIAN OFFICE SPACE**

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

**WHEREAS**, the Town of Walworth seeks to enter into a lease with the Walworth Historical Society at its building at 2257 Academy St. for the purposes of providing office space to the Walworth Town Historian there; and

**WHEREAS**, the Walworth Historical Society has offered to lease office space there for the total annual rent of \$1,625.00; and

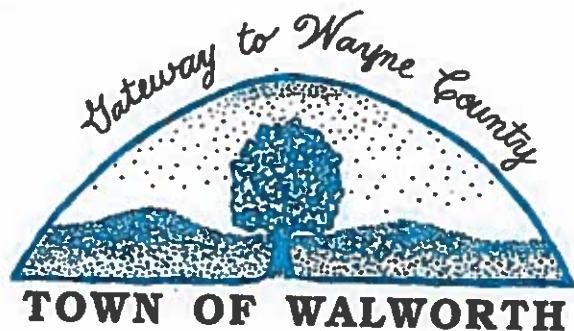
**WHEREAS**, the Walworth Town Board now has before it a proposed lease for said office space at the proposed rent.

**NOW, THEREFORE, BE IT, RESOLVED**, that the proposed lease is hereby approved, the Supervisor is authorized to execute said Lease, and payment is authorized after execution of the same by the Walworth Historical Society.

Adopted this 15<sup>th</sup> day of December, 2022 at the meeting of the Town Board.

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

Resolution carried/failed.



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

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Assessment Department Report  
For November 2022

- Processed 25 transfers/sales (October)
- Processed 1 Split for the month of October
- Sent out renewal applications for Senior and Disability.
- Sent out Senior Applications to residents that maybe eligible.
- Processed incoming applications such as Agricultural, disability etc.
- Updated bank codes
- Updated change of addresses
- Updated address book
- Permits processed
- C of C's & C of O's processed
- Prepared board report for December
- Verified inventory on Pictometry. (Connect Assessment)
- Fielded may calls concerning STAR and Rebate Checks
- Ran STAR Report #11
- Sent out Enhanced and Senior new exemption form per resident's request.
- Fielded many calls concerning the new income increase for the senior exemption.
- Comparing property inventory in RPS to Connect Assessment.

Sincerely,

*Melissa Halstead*

Melissa Halstead  
NYS Certified Assessor  
Town of Walworth



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

December 6, 2022

To: Michael Donalty, Town Supervisor & Walworth Town Board

Re: Recreation Report for the Month of December

- Our intern Ryan has successfully completed his internship with the department. We were able to show him all aspects of what goes into running the department including the special events.
- Light the Night was held on December 3<sup>rd</sup> in Ginew Park, with a fantastic turnout. A special thank you goes out to the Parks Department for all their hard work turning Ginew Park into a magical place for the community during the Holiday Season.
- Registration is now open for Winter programming.



3600 Lorraine Drive  
Walworth, NY 14568



(p) 315 986 1400  
(f) 315 986 1440



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Town of Walworth Parks  
& Recreation Department

Respectfully submitted,

Jacqueline VanLare

Recreation Director



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December 9, 2022

To: Supervisor Mike Donalty  
Re: Wastewater Treatment Plant Monthly Report

Please see following the monthly report for the Wastewater Treatment Plant for the period of November 11 through December 9, 2022.

- Daily maintenance and monitoring.
- Daily process and required sampling.
- Daily required sampling for DEC and Baldwin Richardson Foods.
- Operated the DAF sludge thickener for a total of 14 days.
- Hauled 56,000 gallons of thickened sludge for disposal to Canandaigua.
- Completed Baldwin Richardson Foods billing & November 2022 DMR's.
- Responded to 33 UFPO requests.
- Responded to 1 after hour call ins.
- Tim attended training at Siewert Equipment as part of his continuing education.
- Modified the decant pipe and installed it.
- Repaired flusher
- Cleaned post air tank.
- Replaced pressure switch on air tank.
- Pulled out decant weir, disassembled it and rounded up pumps and parts to fix.
- Disassembled flex joint / ordered new one.
- Changed dusk to dawn light over post air tank.
- Cleaned shop.
- Salted Town Hall - 1 trip
- Department Head Meeting
- Met with new staff at BR Food to discuss Industrial User Permit.
- Installed new flex joint in basin #2 at plant with help of 4 highway employees.

Respectfully Submitted,  
Linda Kleeman, Clerk Sewer Department