



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

**315.986.1400**  
**315.926.9154**  
**Fax 315.986.1440**

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**TOWN BOARD REGULAR MEETING – AGENDA**  
**JANUARY 5, 2023 6:30 PM**

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

**MINUTES: December 15, 2022 Regular Meeting**

**PRESENTATIONS**

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

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

**RESOLUTIONS:**

- Resolution -23:** To approve Local Law To Amend The Walworth Zoning Code To Address Zoning For Adult Use Cannabis Retail Dispensaries (Tabled as 211-22)
- Resolution -23:** Justice Court - Findings and Order Upon Audit
- Resolution -23:** To create the position of Superintendent of Parks and Facilities and appoint Michael Buckley to the position
- Resolution -23:** To create the position of Digital Media Coordinator and appoint Kevin Weiss to the position
- Resolution -23:** Authorization for Town Board to sign the Agreement To Spend Highway Funds
- Resolution -23:** Authorizing the Highway Superintendent to purchase 644P John Deere loader with a total cost of \$135,635.96
- Resolution -23:** Authorizing the Highway Superintendent to canvas for and hire a part-time Highway Clerk
- Resolution -23:** Authorize the Town Supervisor to sign the Williamson Law Book Company annual software support contract for Municipal Accounting software, Building & Codes Enforcement software and Town Clerk Plus software, budgeted items

(Updated 1/4/2023)

**COMMUNICATION:**

- Letter from NYS Department of Transportation, dated December 20, 2022
- Letter from John Manne, dated December 8, 2022
- Letter from New York State and Local Retirement System, dated December 21, 2022
- November 2022 Assessment Monthly Sales Reports
- Assessment Department Report for December 2022
- 2023 Planning and Zoning Board Meeting dates
- Parks Department Monthly Report, dated December 30, 2022

**NEW AND OTHER BUSINESS**

**PUBLIC PARTICIPATION**

**EXECUTIVE SESSION**

**ADJOURNMENT**

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

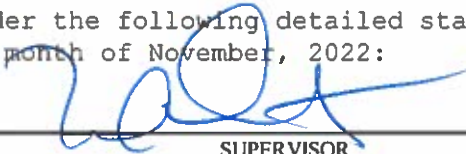
**ADJOURNMENT**

## MONTHLY REPORT OF SUPERVISOR

### TO THE TOWN BOARD OF THE TOWN OF WALWORTH:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of November, 2022:

DATED: December 28, 2022

  
 \_\_\_\_\_  
 SUPERVISOR

	Balance 10/31/2022	Increases	Decreases	Balance 11/30/2022
<b>A GENERAL FUND</b>				
CONSOLIDATED CHECKING	120,000.00	1,041,197.29	288,223.03	872,974.26
CASH IN SAVINGS	545,670.09	20,199.98	565,870.07	0.00
MONEY MARKET ACCT	672,416.95	56.47	0.00	672,473.42
ARPA FUNDS	150,236.89	114,282.98	39,500.00	225,019.87
CERTIFICATE OF DEPOSITS	738,301.00	0.00	100,000.00	638,301.00
PETTY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	45.23	0.00	0.00	45.23
BLDG EQUIPMENT/SOFTWARE	2,049.04	0.17	0.00	2,049.21
TOWN CLERK EQUIPMENT RESERVE	3,133.95	0.26	0.00	3,134.21
COMPUTER EQ RESERVE SAVINGS	66,591.08	5.59	0.00	66,596.67
TOWN HALL CAPITAL RESERVE	245,631.51	20.62	0.00	245,652.13
DOG ENUMERATION RESERVE FUND	3,420.77	0.29	0.00	3,421.06
EMPLOYEE BENEFIT RESERVE	1,980.95	0.17	0.00	1,981.12
PARK EQ RESERVE SAVINGS	95,661.94	8.03	0.00	95,669.97
RETIREMENT CONTRIBUTION RESERV	10,121.76	0.85	0.00	10,122.61
HAMLET SIDEWALK RESERVE FUND	27,821.77	2.34	0.00	27,824.11
RESERVE FOR RECORDS MANAGEMENT	60,885.18	5.11	0.00	60,890.29
<b>TOTAL</b>	<b>2,744,788.11</b>	<b>1,175,780.15</b>	<b>993,593.10</b>	<b>2,926,975.16</b>
<b>CM1- PARK SPECIAL REVENUE FUND</b>				
CONSOLIDATED CHECKING	0.00	108,754.09	256.29	108,497.80
CASH - SAVINGS	103,444.09	5,310.00	108,754.09	0.00
<b>TOTAL</b>	<b>103,444.09</b>	<b>114,064.09</b>	<b>109,010.38</b>	<b>108,497.80</b>
<b>CM6- CEMETERIES</b>				
CONSOLIDATED CHECKING	0.00	18,115.20	12,000.00	6,115.20
CASH - SAVINGS	18,115.20	0.00	18,115.20	0.00
<b>TOTAL</b>	<b>18,115.20</b>	<b>18,115.20</b>	<b>30,115.20</b>	<b>6,115.20</b>
<b>DA HIGHWAY FUND</b>				
CONSOLIDATED CHECKING	120,000.00	502,532.48	181,568.98	440,963.50
CASH IN SAVINGS	493,007.58	25,383.29	518,390.87	0.00
MONEY MARKET ACCT	543,265.40	45.62	0.00	543,311.02
EMPLOYEES BENEFITS RESERVE	6,584.97	0.55	0.00	6,585.52
MACHINERY RESERVE SAVINGS	181,080.62	15.20	0.00	181,095.82
RETIREMENT CONTRIBUTION RESERV	10,121.76	0.85	0.00	10,122.61
<b>TOTAL</b>	<b>1,354,060.33</b>	<b>527,977.99</b>	<b>699,959.85</b>	<b>1,182,078.47</b>
<b>HA HIGHWAY EQUIPMENT</b>				

**MONTHLY REPORT OF SUPERVISOR**

	Balance 10/31/2022	Increases	Decreases	Balance 11/30/2022
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>HB DEWBERRY PUMP STATION UPGRADE</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	227,669.76	19.11	0.00	227,688.87
TOTAL	227,669.76	19.11	0.00	227,688.87
<b>HC NEW PAVILION IN GINEGAW PARK</b>				
CONSOLIDATED CHECKING	0.00	34,500.00	34,500.00	0.00
CASH - SAVINGS	0.00	23,000.00	23,000.00	0.00
TOTAL	0.00	57,500.00	57,500.00	0.00
<b>L LIBRARY FUND</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>MS SELF INSURANCE FUND</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	2,640.37	0.22	0.00	2,640.59
TOTAL	2,640.37	0.22	0.00	2,640.59
<b>SD1- WALWORTH CONSOLIDATED</b>				
CONSOLIDATED CHECKING	0.00	170,246.43	332.80	169,913.63
CASH IN SAVINGS	170,579.23	0.00	170,579.23	0.00
TOTAL	170,579.23	170,246.43	170,912.03	169,913.63
<b>SD2- CRYSTAL CREEK DRAINAGE</b>				
CONSOLIDATED CHECKING	0.00	2,319.73	0.00	2,319.73
CASH IN SAVINGS	2,319.73	0.00	2,319.73	0.00
CRYSTAL CREEK DRAINAGE RES SAV	6,723.48	0.56	0.00	6,724.04
TOTAL	9,043.21	2,320.29	2,319.73	9,043.77
<b>SF2- WEST WALWORTH FIRE PROTECTION</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	1,943.08	0.16	0.00	1,943.24
TOTAL	1,943.08	0.16	0.00	1,943.24
<b>SF3- LINCOLN FIRE PROTECTION</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	11,342.15	0.95	0.00	11,343.10
TOTAL	11,342.15	0.95	0.00	11,343.10
<b>SL1- WALWORTH LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	25,847.47	399.14	25,448.33
CASH IN SAVINGS	25,847.47	0.00	25,847.47	0.00

**MONTHLY REPORT OF SUPERVISOR**

	Balance 10/31/2022	Increases	Decreases	Balance 11/30/2022
TOTAL	25,847.47	25,847.47	26,246.61	25,448.33
<b>SL2- HARVEST HILL LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	6,446.61	671.77	5,774.84
CASH IN SAVINGS	6,446.61	0.00	6,446.61	0.00
TOTAL	6,446.61	6,446.61	7,118.38	5,774.84
<b>SL3- GANANDA LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	18,012.06	1,238.76	16,773.30
CASH IN SAVINGS	18,012.06	0.00	18,012.06	0.00
TOTAL	18,012.06	18,012.06	19,250.82	16,773.30
<b>SL4- BROOKSIDE LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	401.19	18.70	382.49
CASH IN SAVINGS	401.19	0.00	401.19	0.00
BROOKSIDE REPAIR RESERVE	4,719.55	0.40	0.00	4,719.95
TOTAL	5,120.74	401.59	419.89	5,102.44
<b>SL5- ORCHARD VIEW LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	5,754.84	210.29	5,544.55
CASH - SAVINGS	5,754.84	0.00	5,754.84	0.00
TOTAL	5,754.84	5,754.84	5,965.13	5,544.55
<b>SL6- LEHRWOOD LIGHTING DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	500.00	0.00	500.00
CASH - SAVINGS	500.00	0.00	500.00	0.00
TOTAL	500.00	500.00	500.00	500.00
<b>SM GANANDA SIDEWALK DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	43,639.72	0.00	43,639.72
CASH IN SAVINGS	43,639.72	0.00	43,639.72	0.00
TOTAL	43,639.72	43,639.72	43,639.72	43,639.72
<b>SM1- LEHRWOOD SIDEWALK DISTRICT</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>SP JOHN'S PARK DISTRICT</b>				
CONSOLIDATED CHECKING	0.00	3,184.29	0.00	3,184.29
CASH - SAVINGS	3,184.29	0.00	3,184.29	0.00
TOTAL	3,184.29	3,184.29	3,184.29	3,184.29
<b>SS WALWORTH SEWER DISTRICT #1</b>				
CONSOLIDATED CHECKING	0.00	448,725.39	80,158.34	368,567.05
CASH IN SAVINGS	339,559.59	85,322.87	424,882.46	0.00
MONEY MARKET	153,025.98	20,995.88	0.00	174,021.86

**MONTHLY REPORT OF SUPERVISOR**

	Balance 10/31/2022	Increases	Decreases	Balance 11/30/2022
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	202,996.05	17.04	0.00	203,013.09
SEWER EQ RESERVE SAVINGS	128,672.41	10.80	0.00	128,683.21
SEWER CAPITAL RESERVE	301,646.47	25.32	0.00	301,671.79
TOTAL	1,126,000.50	555,097.30	505,040.80	1,176,057.00
<b>SW1- WALWORTH WATER DISTRICT #1</b>				
CONSOLIDATED CHECKING	0.00	38,460.53	0.00	38,460.53
CASH IN SAVINGS	38,460.53	0.00	38,460.53	0.00
SPECIAL RESERVE, WATER STORAGE	2,321.89	0.19	0.00	2,322.08
TOTAL	40,782.42	38,460.72	38,460.53	40,782.61
<b>SW19- WATER EXT #19 LIN/SWA/CO</b>				
CONSOLIDATED CHECKING	0.00	2,092.43	828.00	1,264.43
CASH IN SAVINGS	2,092.43	0.00	2,092.43	0.00
TOTAL	2,092.43	2,092.43	2,920.43	1,264.43
<b>SW20- WATER EXT #20 ARBOR/TUMMONDS</b>				
CONSOLIDATED CHECKING	0.00	1,628.16	0.00	1,628.16
CASH IN SAVINGS	800.16	0.00	800.16	0.00
TOTAL	800.16	1,628.16	800.16	1,628.16
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	75,456.65	159,162.74	157,197.37	77,422.02
TOTAL	75,456.65	159,162.74	157,197.37	77,422.02
<b>TC CUSTODIAL TRUST</b>				
CASH - CHECKING	122,587.12	600.00	14,300.00	108,887.12
TOTAL	122,587.12	600.00	14,300.00	108,887.12
<b>V DEBT SERVICE</b>				
	0.00	0.00	0.00	0.00
ARBOR/TUMMONDS RESERVE SAVINGS	7,564.42	0.64	0.00	7,565.06
LIN/SWAD RESERVE SAVINGS	11,815.00	0.99	0.00	11,815.99
TOTAL	19,379.42	1.63	0.00	19,381.05
TOTAL ALL FUNDS	6,139,229.96	2,926,854.15	2,888,454.42	6,177,629.69

**RESOLUTION -23: TO APPROVE LOCAL LAW TO AMEND THE  
WALWORTH ZONING CODE TO ADDRESS ZONING FOR ADULT USE  
CANNABIS RETAIL DISPENSARIES (TABLED AS 211-22)**

Council made the motion to take Resolution 211-22 from the table and to re-open  
discussion. Council seconded the motion.

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

Motion carried/failed.

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 5<sup>th</sup> of January, 2023 at the meeting of the Town Board.

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

Motion carried/failed.

**RESOLUTION -23: JUSTICE COURT - FINDINGS AND ORDER UPON AUDIT**

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

**RESOLVED**, to file the Findings and Order Upon Audit for the records of the Justice Court reviewed by Town of Walworth Town Board members Amber Linson and Alex Kelly on December 19, 2022. The records appear satisfactory with no findings.

Adopted this 5<sup>th</sup> day of January, 2023 at the meeting of the Town Board.

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

Resolution carried/failed.



**RESOLUTION -23: TO CREATE THE POSITION OF SUPERINTENDENT OF PARKS AND FACILITIES AND APPOINT MICHAEL BUCKLEY TO THE POSITION**

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

**WHEREAS**, the Town Board has determined that the position of Superintendent of Parks and Facilities is necessary for the continued effective and efficient operation of the Town properties;

**WHEREAS**, employee Michael Buckley currently holds the title of Director of Parks and has agreed to take on the duties previously carried out by other employee(s) in the maintenance and upkeep of the additional Town-owned facilities;

**WHEREAS**, the Personnel Committee has compiled a Job Description summarizing the duties and responsibilities of the Superintendent of Parks and Facilities, and determined that Michael Buckley is well-qualified for the position;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes that the position of Superintendent of Parks and Facilities be created, and that Michael Buckley be appointed to fill the position.

Adopted this 5<sup>th</sup> day of January, 2023 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: TO CREATE THE POSITION OF DIGITAL MEDIA COORDINATOR AND APPOINT KEVIN WEISS TO THE POSITION**

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

**WHEREAS**, the Town Board has determined that the position of Digital Media Coordinator is necessary for the continued efficient operation of the Town in the digital age of technology, and that Assistant Recreation Director Kevin Weiss is best qualified for the position;

**DIGITAL MEDIA COORDINATOR**

**JOB SUMMARY:** Under the direction of the Town Board, the Digital Media Coordinator is responsible for developing, implementing, and managing the Town's digital media strategy.

**TYPICAL RESPONSIBILITIES:**

- Manage and oversee digital content across multiple platforms including, but not limited to, the town's website, and Facebook.
- Work to ensure content is informative and engaging
- Collaborate with Town departments to provide digital media exposure when requested
- Keep abreast of the latest digital media best practices and technologies
- Monitor user engagement and suggest content optimization
- Communicate with industry professionals to create a strong network
- Provide constructive feedback to department heads and elected officials
- Recommend purchase of upgrades and new software and hardware
- Additional duties as assigned by the Town Supervisor or Town Board

**POSITION REQUIREMENTS:**

- Basic knowledge of web building software

\*Not WCHR Competitive

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes that the title of Digital Media Coordinator be created per the Job Description, and that Kevin Weiss be appointed to fill the position.

Adopted this 5<sup>th</sup> day of January, 2023 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZATION FOR TOWN BOARD TO SIGN THE AGREEMENT TO SPEND HIGHWAY FUNDS**

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

**WHEREAS**, the Town Highway Superintendent has received the Agreement to Spend Highway Funds pursuant to the provision of Section 284 of the Highway Law; and

**WHEREAS**, the sum of \$820,681.00 may be expended for general repairs upon 58.25 miles of Town highways, included sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof;

**NOW THEREFORE BE IT RESOLVED**, that the Town Board is hereby authorized to sign the Agreement to Spend Highway Funds.

Adopted this 5<sup>th</sup> day of January, 2023 at a meeting of the Town Board.

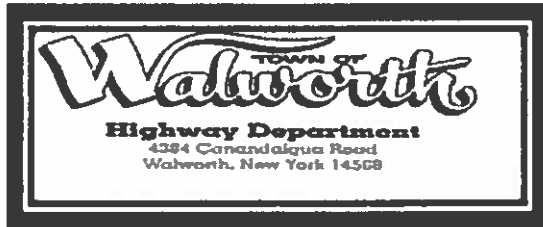
Roll call vote: Councilwoman Linson  
Councilman Kelly  
Councilman Harden  
Councilman Johnson  
Supervisor Donalty

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZING THE HIGHWAY SUPERINTENDENT TO PURCHASE 644P JOHN DEERE LOADER WITH A TOTAL COST OF \$135,635.96**

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

The following was submitted:



Kevin Switzer  
Highway Superintendent

Phone: (315) 524-3150  
Fax: (315) 524-9247

TO: MIKE DONALTY, TOWN SUPERVISOR  
CC: TOWN BOARD MEMBERS  
DATE: January 3, 2023  
SUBJECT: NEW JOHN DEERE LOADER

Be it resolved that the Town Board authorize Kevin Switzer, Highway Superintendent, to purchase a 644P John Deere Loader per sales quote #27537574 from Five Star Equipment, dated October 5, 2022. The purchase is to be made through NYSOGS Contract PC69403, and Sourcewell Cooperative Contract 032119-JDC. The total cost of the loader is \$303,365.96. As part of the purchase, we will be trading in our 2018 JD Loader at a trade in value of \$168,000.00. After allowing for the trade in, our balance due on the 2023 Loader will be \$135,635.96. This purchase is to include delivery to the Highway Garage. The Loader is to be expensed from Account DA5130.23.

Sincerely,

Kevin Switzer

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**BE IT RESOLVED**, that the Town Board hereby authorizes the Highway Superintendent to purchase a 644P John Deere Loader for a total cost of \$135,635.96, to be expended from Account DA5130.23.

Adopted this 5<sup>th</sup> day of January, 2023 at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZING THE HIGHWAY SUPERINTENDENT TO CANVAS FOR AND HIRE A PART-TIME HIGHWAY CLERK**

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

The following was submitted:



Kevin Switzer  
Highway Superintendent

Phone: (315) 524-3150  
Fax: (315) 524-8247

TO: MIKE DONALTY, TOWN SUPERVISOR  
CC: TOWN BOARD MEMBERS  
DATE: January 3, 2023  
SUBJECT: Part Time Highway Clerk

Be it resolved that the Town Board authorize Kevin Switzer, Highway Superintendent, to canvas for and hire a Part Time Highway Clerk at 6-12 hours per week, with the new hire to start effective January 30, 2023. Rate of pay will be per union contract. Additionally, starting January 1, 2023, the current clerk will be working 30 hours per week until she leaves Watworth employ permanently with payroll ending September 23, 2023. At that time, the Part Time Clerk will transition to Full Time. The Part Time Clerk will be in training with the current clerk for a total of 34 days, spread over a period of months. This will allow for the employee to have the benefit of learning the job in real time, when things are truly happening and when reports, forms, (and the like) are due to other entities, such as the State or County. We believe this method of training will be best for the Department and will be the best way for the employee to learn the job as well. Further, no additional money will be needed, as the hours/schedule described above do not exceed the 533,287 that have been allocated for the Clerk position for 2023.

Sincerely,  
  
Kevin Switzer

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**BE IT RESOLVED**, that the Town Board hereby authorizes the Highway Superintendent to canvas for and hire a part-time Highway Clerk, 6-12 hours per week, effective January 30, 2023. Rate of pay will be per union contract.

Adopted this 5<sup>th</sup> day of January, 2023 at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZE THE TOWN SUPERVISOR TO SIGN THE WILLIAMSON LAW BOOK COMPANY ANNUAL SOFTWARE SUPPORT CONTRACT FOR MUNICIPAL ACCOUNTING SOFTWARE, BUILDING & CODES ENFORCEMENT SOFTWARE AND TOWN CLERK PLUS SOFTWARE, BUDGETED ITEMS**

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

The following was submitted:

**Williamson Law Book Company**  
790 Canning Parkway Victor, New York 14564

December 15, 2022

Town of Walworth  
Accounts Payable  
3600 Lorraine Drive  
Walworth, NY 14586

**ANNUAL SOFTWARE SUPPORT CONTRACT**

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

**Building & Codes Enforcement Software**  
(1/1/23 through 12/31/23)

The agreement is between Williamson Law Book Company (WLB) and the Town of Walworth (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by Internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB.)

Charges for the Software Support shall be \$1,839.00 as specified on the enclosed invoice.

\*\*\*Please sign and return one copy of this contract with your payment\*\*\*

Thank you,



Williamson Law Book Company

Accepted for the Town of Walworth

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**Williamson Law Book Company**  
790 Canning Parkway Victor, New York 14564

December 15, 2022

Town of Walworth  
Accounts Payable  
3600 Lorraine Drive  
Walworth, NY 14568

**ANNUAL SOFTWARE SUPPORT CONTRACT**

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

**Municipal Accounting & Budget Preparation Software**  
(1/1/23 through 12/31/23)

This agreement is between Williamson Law Book Company (WLB) and the Town of Walworth (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for the Software Support shall be \$1,366.00 as specified on the enclosed invoice.

\*\*\*Please sign and return one copy of this contract with your payment\*\*\*

Thank you



Williamson Law Book Company

Accepted for the Town of Walworth

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**Williamson Law Book Company**  
790 Canning Parkway Victor, New York 14564

December 15, 2022

Town of Watworth  
Accounts Payable  
3600 Lorraine Drive  
Watworth, NY 14588

**ANNUAL SOFTWARE SUPPORT CONTRACT**

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

**Town Clerk Plus Software**  
(1/1/23 through 12/31/23)

This agreement is between Williamson Law Book Company (WLB) and the Town of Watworth (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support in accord with the above named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$311.00 as specified on the enclosed invoice.

\*\*\*Please sign and return one copy of this contract with your payment\*\*\*

Thank you.



Williamson Law Book Company

Accepted for the Town of Watworth:

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Adopted this 5<sup>th</sup> day of January, 2023 at the meeting of the Town Board.

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

Resolution carried.





## Department of Transportation

**KATHY HOCHUL**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**CHRISTOPHER REEVE, P.E.**  
Acting Regional Director

File: 54.23-350  
Study: 04220130

December 20, 2022

Mr. Peter J. Fadden  
1776 Greenview Drive  
Walworth, NY 14568  
[peter.fadden.49@gmail.com](mailto:peter.fadden.49@gmail.com)

Dear Mr. Fadden:

We have completed our review for safety enhancements at the intersection of Route 350 and Greenview Drive in the Town of Walworth. The review included a three-year crash summary, analysis of vehicle speed, and documentation of roadway characteristics.

During our review, a representative from this office visited the site to evaluate roadway characteristics and analyze vehicle speed by use of radar. We also met with the Traffic Supervisor from the New York State Police to seek his input about lowering the speed limit. In consideration of the roadway characteristics, radar data, and review by the State Police, we determined a reduction of the speed limit is not warranted at this time.

A review of crash records found the intersection averaged less than one crash per year. This would not be considered unusual when compared to similar intersections. In the three years reviewed, no passing related crashes were identified at the intersection.

Intersection sight distance from Greenview Drive to both the north and south is greater than the minimum amount required. Vegetation on the west shoulder of Route 350 is not a factor if the vehicle on Greenview Drive is properly positioned. A single-posted Intersection Warning sign is present to warn southbound drivers traffic may enter the highway from Greenview Drive. Speed Limit signs are present to remind both northbound and southbound motorists of the speed limit.

The available passing sight distance on Route 350 near Greenview Drive is greater than what is associated with a passing restriction. Based on the crash history and roadway characteristics, prohibiting passing on the approaches to the intersection would not be appropriate. When sight distance is adequate and motorists exercise due care, prohibition of passing is not necessary. Thank you for your interest in highway safety. If you have any questions, please contact Andy Quinn at (585) 272-3404.

Sincerely,

*Matthew C. Oravec*

Matthew C. Oravec, P. E.  
Regional Traffic Engineer

MCO/AOQ/CAR

4343 Downs Road  
Walworth, NY 14568  
12/08/2022

Walworth Town Board  
3600 Lorraine Drive  
Walworth, NY 14568

Dear Walworth Town Board:

My name is John Manne and I go to Wayne Central High School. I am writing to you because I believe that Downs Road should have a speed limit posted on it on each side of the road, one on the north end and one on the south end. I live on that road and it is a beautiful road with amazing people on it and I would hate to lose any of my neighbors to a problem that can be solved with a sign on each side of the road.

There are many cars that go fast down our road and it is dangerous for people that walk on it. I was not aware that the speed limit was 55 mph when not posted so I don't think the drivers are aware either. There have been crashes on our street especially hitting deer at night because people just fly down our road and don't think about the dangers it causes. I walk down my road a lot with my dog and I get scared that the drivers will go over a hill, not see us and hit us.

By putting a speed limit sign on opposite sides of the road it will help prevent crashes and injuries. I hope you take this into consideration and I hope to hear back from you soon.

Sincerely,

A handwritten signature in black ink that reads "John Manne". The signature is written in a cursive style with a large initial "J" and "M".

John Manne

Office of the New York State Comptroller  
Thomas P. DiNapoli



New York State and Local Retirement System  
110 State Street, Albany, New York 12244-0001

Phone: 518-474-0167  
Fax: 518-474-8357  
E-mail: [RTempSer@osc.ny.gov](mailto:RTempSer@osc.ny.gov)  
Web: [www.osc.state.ny.us/retirement](http://www.osc.state.ny.us/retirement)

Kimberly Zeto, Director, Member & Employer Services Bureau

December 21, 2022  
Location Code: 30116

Michael Donalty  
Town Supervisor  
Town of Walworth  
3600 Lorraine Dr.  
Walworth, NY 14568

Re: Section 41(j) Plan Adoption

Dear Michael Donalty:

The New York State and Local Retirement System has received the Town of Walworth's resolution to provide the benefits of Section 41(j) for its eligible employees.

The effective date of this benefit option is January 1, 2023, as specified on the resolution.

This benefit will apply to all members. Qualified employees who retire after the effective date will be eligible for this benefit.

An invoice will be sent prior to the end of the Town's fiscal year in which this benefit becomes effective.

The most current information regarding plans available, or any retirement-related information, may be found on our website at [www.osc.state.ny.us/retirement](http://www.osc.state.ny.us/retirement). If you have any questions or require additional information, contact our office at (866) 805-0990 (select option 1, then option 7), or by email at [RTempSer@osc.ny.gov](mailto:RTempSer@osc.ny.gov).

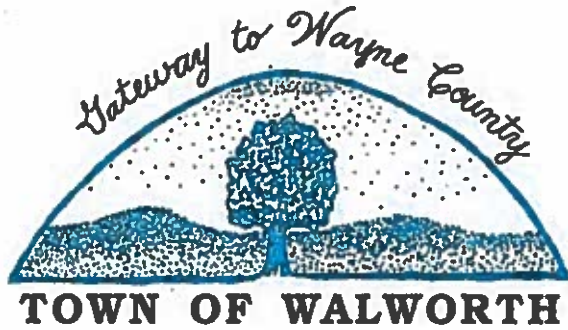
Regards,

*Rachel MacVean*

Rachel MacVean  
ERSE IV  
Member & Employer Services Bureau  
New York State & Local Retirement Systems

cc: Christine Stanford, Comptroller

TAX ID #	SCHOOL CODE	ST #	ST NAME	PROP CLASS	SALE PRICE	SALE DATE	PREVIOUS OWNER	NEW OWNER
61113-07-643926	264201	624	Beaver	210	1	3/7/22	Roach, Kiel L	Casey R Brownyard Beaver Creek 14502 Macedon, NY 624
61114-09-084523	264201	3762	Deer Meadow	210	320000	11/22/22	Lagoyda, David	Michael Williams & Mitchell Anomoa Santana 3762 Deer Meadow Run Macedon, NY
62113-08-944973	543002	3286	Evergreen	210	1	3/4/22	Miller, Jeffrey & Christine	Christine E Miller Evergreen Circle NY 14568 3286 Walworth,
61114-17-133184	264201	244	Farmview	210	1	10/19/22	Drelick, Robert F	Robert & David Drelick, Kimberly A Heller, Susan M Disanferdinano & Sandra Graham 244 Farmview Dr Macedon, NY 14502
62116-11-732564	543401	5409	Fosdick	210	1	11/23/22	Phillips, Aimee K	Michael Lomb Fosdick Rd 14568 Walworth, NY 5409
61114-17-166087	264201	265	Longleaf	210	440085	10/27/22	NVR, Inc. d/b/a Ryan Homes,	Hankrishnan Vijayachandran Pillai & Lekshmi Hemakumari 265 Longleaf Lane Macedon, NY
61114-17-189088	264201	271	Longleaf	311	55500	11/4/22	Lehrwood Estates LLC,	NVR, Inc. d/b/a Ryan Fisher Rd Ste 100 14534 Pittsford, NY One
61114-17-205085	264201	275	Longleaf	210	421500	11/14/22	NVR, Inc. d/b/a Ryan Homes,	Remi Sebastiao Auditore 275 Longleaf Lane, NY 14502 Macedon,
61113-08-870995	543002	704	Rookery	210	1	9/29/22	Morgan, Patrick C	Morgan Family Irev Trust 9/22 James Morgan Trustee Amanda M Wilson Trustee 704 Rookery Way, Macedon, NY 14502
61114-20-883016	543002	705	Rookery	210	318000	11/14/22	Dunbar, Wayne A	Lisa Deyo Rookery Way, 14502 Macedon, NY
61114-17-188152	264201	259	Turtle	210	402590	11/22/22	NVR, Inc d/b/a Ryan Homes,	James N & Barbara A Eaton 259 Turtle Run NY 14502 Macedon,
61114-17-213153	264201	265	Turtle	311	55500	10/28/22	Lehrwood Estates LLC,	NVR, Inc. d/b/a Ryan One Fishers Dr Ste 100 Pittsford, NY 14534 Donna M Salalino 3826 West Walworth Rd, Walworth, NY
61114-00-670559	543002	3816	West Walworth	210	625000	11/9/22	Calder, Jason	West Walworth Rd, 14568 Walworth, NY
62113-08-885948	543002	3222	Woods Edge	210	210000	10/31/22	Gorski, Jill	Douglas J Chirico Woods Edge 14568 Walworth, NY 3222



**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 December 2022

- Processed 14 sales/transfers
- No splits or merges for November
- 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
- New exemption folders created for new applications
- Prepared board report for January
- Verified inventory on Pictometry. (Connect Assessment)
- Fielded may calls concerning Aged Senior Exemption and Cold War Exemption
- Sent out Enhanced and Senior new exemption form per resident's request.
- Comparing property inventory in RPS to Connect Assessment.
- Received calls concerning assessment and understand the process of contesting the assessment.
- Began conversations with the IDA and K2 Brewing about PILOT agreement & Assessed Value.

Sincerely,

*Melissa Halstead*

Melissa Halstead  
NYS Certified Assessor  
Town of Walworth

# 2023 WALWORTH PLANNING BOARD CALENDAR

**\*MEETINGS ARE HELD ON THE SECOND MONDAY OF THE MONTH AT 7PM UNLESS OTHERWISE INDICATED\***

MEETING DATE *TUESDAY	APPLICATION AND PLANS SUBMITTED BY	ADVERTISING DEADLINE (BY NOON)	CONCEPT DISCUSSION ONLY
01/09/23	12/16/22	12/29/22	12/30/22
02/13/23	01/20/23	02/02/23	02/06/23
03/13/23	02/17/23	03/02/23	03/06/23
04/10/23	03/17/23	03/30/23	04/03/23
05/08/23	04/14/23	04/27/23	05/01/23
06/12/23	05/19/23	06/01/23	06/05/23
07/10/23	06/16/23	06/29/23	07/03/23
08/14/23	07/21/23	08/03/23	08/07/23
09/11/23	08/18/23	08/31/23	09/01/23
10/10/23*	09/15/23	09/28/23	10/02/23
11/13/23	10/20/23	11/02/23	11/06/23
12/11/23	11/17/23	11/30/23	12/04/23

\*\*\* FOR ANY MATTER COMING BEFORE THE BOARD THAT REQUIRES A PUBLIC HEARING, ALL PAPERWORK AND PLANS MUST BE SUBMITTED NO LATER THAN THE DEADLINE DATE (AS NOTED ABOVE) IN ORDER TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING. THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATE.

\*\*\*CONCEPT DISCUSSIONS DO NOT REQUIRE A PUBLIC HEARING. ANYONE DESIRING A CONCEPT DISCUSSION MUST NOTIFY THE PLANNING BOARD CLERK NO LATER THAN THE DEADLINE DATE (AS NOTED ABOVE) THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATE.

# 2023 WALWORTH ZONING BOARD CALENDAR

**\*MEETINGS ARE HELD THE FIRST MONDAY OF THE MONTH AT 7PM UNLESS OTHERWISE INDICATED\***

MEETING DATE *TUESDAY	APPLICATION AND PLANS SUBMITTED BY	ADVERTISING DEADLINE (BY NOON)	CONCEPT DISCUSSION ONLY
01/03/23*	12/09/22	12/22/22	12/27/22
02/06/23	01/13/23	01/26/23	01/30/23
03/06/23	02/10/23	02/23/23	02/27/23
04/03/23	03/10/23	03/23/23	03/27/23
05/01/23	04/07/23	04/20/23	04/24/23
06/05/23	05/12/23	05/25/23	05/26/23
07/03/23	06/09/23	06/22/23	06/26/23
08/07/23	07/14/23	07/27/23	07/31/23
09/05/23*	08/11/23	08/24/23	08/28/23
10/02/23	09/08/23	09/21/23	09/25/23
11/06/23	10/13/23	10/26/23	10/30/23
12/04/23	11/09/23	11/22/23	11/27/23

**\*\*\* FOR ANY MATTER COMING BEFORE THE BOARD THAT REQUIRES A PUBLIC HEARING, ALL APPLICATIONS AND PLANS MUST BE SUBMITTED NO LATER THAN THE DEADLINE DATE (AS NOTED ABOVE) IN ORDER TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING. THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATE.**

**\*\*\*CONCEPT DISCUSSIONS DO NOT REQUIRE A PUBLIC HEARING. ANYONE DESIRING A CONCEPT DISCUSSION MUST NOTIFY THE ZONING BOARD CLERK NO LATER THAN THE DEADLINE DATE AS NOTED ABOVE. THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATE.**



3600 Lorraine Drive, Walworth, NY 14568

Mike Buckley, Parks Superintendent

(315) 926-9170

[parkssuper@townofwalworthny.gov](mailto:parkssuper@townofwalworthny.gov)

December 30, 2022,

To: Supervisor Mike Donalty

Re: Parks Monthly Report

This report is for November 24, 2022, through December 30, 2022:

Daily inspection and maintenance of the Ginegaw Park lodge and pavilions

Minor Town Hall maintenance

Light the Night Festival tear down

Snow/ice removal

Winter storm damage cleanup

Respectfully Submitted,

Mike Buckley, Parks Superintendent