



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
FEBRUARY 16, 2023 6:30 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

PUBLIC HEARING (6:30 PM): Local Law No. 4 of 2023 To Amend The Walworth
Town Code To Address Short-Term Rentals

MINUTES: February 2, 2023 Regular Meeting

PRESENTATIONS: Ginegaw Restroom Project, LaBella Associates

REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS)

Monthly Report of the Supervisor, December 2022
Monthly Report of the Town Clerk, January 2023
Receiver of Taxes Monthly Report

RESOLUTIONS:

- Resolution -23:** Abstract 2, Approval
- Resolution -23:** To approve Order On Consent
- Resolution -23:** To appoint Peter Marini as Ethics Board member, term ending December 31, 2023
- Resolution -23:** To authorize Town Supervisor to sign contract with Kopykat for printer/copier rental for Town Clerk's office
- Resolution -23:** Authorization to renew insurance policies with Eastern Shore Associates
- Resolution -23:** To authorize Town Supervisor to sign Professional Services Agreement with LaBella Associates, D.P.C.
- Resolution -23:** To authorize the Town Clerk to issue a renewal License To Maintain and Operate An Automobile Salvage Yard For British Auto Salvage

(Updated 2/15/2023)

COMMUNICATION:

- **Walworth Justice Court Monthly Report for January 2023**
- **Monthly Building and Zoning Report for January 2023**
- **Walworth Recreation Department Monthly Report for January 2023**
- **Animal Control Officer Report, dated February 7, 2023**
- **Town of Walworth Wastewater Treatment Facility First Quarter 2023 Sewer Collection Summary Report**
- **Town of Walworth Wastewater Treatment Plant Monthly Report, dated February 10, 2023**

NEW AND OTHER BUSINESS

Policies, Procedures and Employee Handbook Review

Knox Box Installations

Generators

PUBLIC PARTICIPATION

EXECUTIVE SESSION

ADJOURNMENT

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

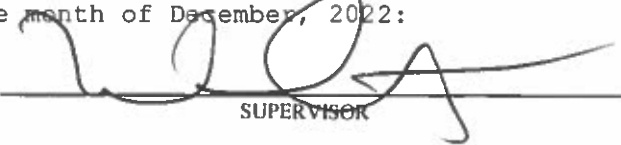
ADJOURNMENT

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 December, 2022:

DATED: February 2, 2023



 SUPERVISOR

	Balance 11/30/2022	Increases	Decreases	Balance 12/31/2022
A GENERAL FUND				
CONSOLIDATED CHECKING	872,974.26	60,086.46	186,977.72	746,083.00
MONEY MARKET ACCT	672,473.42	55.64	24,000.00	648,529.06
ARPA FUNDS	225,019.87	5.51	26,878.94	198,146.44
CERTIFICATE OF DEPOSITS	638,301.00	0.00	0.00	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	2,049.21	0.18	0.00	2,049.39
TOWN CLERK EQUIPMENT RESERVE	3,134.21	0.27	0.00	3,134.48
COMPUTER EQ RESERVE SAVINGS	66,596.67	2,005.89	0.00	68,602.56
TOWN HALL CAPITAL RESERVE	245,652.13	10,021.94	0.01	255,674.06
DOG ENUMERATION RESERVE FUND	3,421.06	0.29	0.00	3,421.35
EMPLOYEE BENEFIT RESERVE	1,981.12	0.17	0.00	1,981.29
PARK EQ RESERVE SAVINGS	95,669.97	10,009.07	0.00	105,679.04
RETIREMENT CONTRIBUTION RESERV	10,122.61	0.87	0.00	10,123.48
HAMLET SIDEWALK RESERVE FUND	27,824.11	2.39	0.00	27,826.50
RESERVE FOR RECORDS MANAGEMENT	60,890.29	2,005.40	0.00	62,895.69
TOTAL	2,926,975.16	84,194.08	237,856.67	2,773,312.57
CM1- PARK SPECIAL REVENUE FUND				
CONSOLIDATED CHECKING	108,497.80	18,339.53	555.02	126,282.31
TOTAL	108,497.80	18,339.53	555.02	126,282.31
CM6- CEMETERIES				
CONSOLIDATED CHECKING	6,115.20	0.00	0.00	6,115.20
TOTAL	6,115.20	0.00	0.00	6,115.20
DA HIGHWAY FUND				
CONSOLIDATED CHECKING	440,963.50	227,895.69	71,934.85	596,924.34
MONEY MARKET ACCT	543,311.02	40.18	75,000.00	468,351.20
EMPLOYEES BENEFITS RESERVE	6,585.52	0.57	0.00	6,586.09
MACHINERY RESERVE SAVINGS	181,095.82	75,021.97	0.00	256,117.79
RETIREMENT CONTRIBUTION RESERV	10,122.61	0.87	0.00	10,123.48
TOTAL	1,182,078.47	302,959.28	146,934.85	1,338,102.90
HA HIGHWAY EQUIPMENT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/2022	Increases	Decreases	Balance 12/31/2022
HB DEWBERRY PUMP STATION UPGRADE				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	227,688.87	33,432.39	0.00	261,121.26
TOTAL	227,688.87	33,432.39	0.00	261,121.26
HC NEW PAVILION IN GINEGAW PARK				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
HD COMPREHENSIVE MASTER PLAN				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
HE GINEGAW RESTROOMS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
L LIBRARY FUND				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
MS SELF INSURANCE FUND				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	2,640.59	0.23	0.00	2,640.82
TOTAL	2,640.59	0.23	0.00	2,640.82
SD1- WALWORTH CONSOLIDATED				
CONSOLIDATED CHECKING	169,913.63	0.00	7,265.60	162,648.03
TOTAL	169,913.63	0.00	7,265.60	162,648.03
SD2- CRYSTAL CREEK DRAINAGE				
CONSOLIDATED CHECKING	2,319.73	0.00	0.00	2,319.73
CRYSTAL CREEK DRAINAGE RES SAV	6,724.04	0.58	0.00	6,724.62
TOTAL	9,043.77	0.58	0.00	9,044.35
SF2- WEST WALWORTH FIRE PROTECTION				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	1,943.24	0.17	0.00	1,943.41
TOTAL	1,943.24	0.17	0.00	1,943.41
SF3- LINCOLN FIRE PROTECTION				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS	11,343.10	0.97	0.00	11,344.07
TOTAL	11,343.10	0.97	0.00	11,344.07

MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/2022	Increases	Decreases	Balance 12/31/2022
SL1- WALWORTH LIGHT DISTRICT				
CONSOLIDATED CHECKING	25,448.33	0.00	438.90	25,009.43
TOTAL	25,448.33	0.00	438.90	25,009.43
SL2- HARVEST HILL LIGHT DISTRICT				
CONSOLIDATED CHECKING	5,774.84	0.00	711.47	5,063.37
TOTAL	5,774.84	0.00	711.47	5,063.37
SL3- GANANDA LIGHT DISTRICT				
CONSOLIDATED CHECKING	16,773.30	0.00	1,302.58	15,470.72
TOTAL	16,773.30	0.00	1,302.58	15,470.72
SL4- BROOKSIDE LIGHT DISTRICT				
CONSOLIDATED CHECKING	382.49	0.00	21.46	361.03
BROOKSIDE REPAIR RESERVE	4,719.95	0.40	0.00	4,720.35
TOTAL	5,102.44	0.40	21.46	5,081.38
SL5- ORCHARD VIEW LIGHT DISTRICT				
CONSOLIDATED CHECKING	5,544.55	0.00	244.46	5,300.09
TOTAL	5,544.55	0.00	244.46	5,300.09
SL6- LEHRWOOD LIGHTING DISTRICT				
CONSOLIDATED CHECKING	500.00	0.00	0.00	500.00
TOTAL	500.00	0.00	0.00	500.00
SM GANANDA SIDEWALK DISTRICT				
CONSOLIDATED CHECKING	43,639.72	0.00	0.00	43,639.72
TOTAL	43,639.72	0.00	0.00	43,639.72
SM1- LEHRWOOD SIDEWALK DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SP JOHN'S PARK DISTRICT				
CONSOLIDATED CHECKING	3,184.29	0.00	2,074.83	1,109.46
TOTAL	3,184.29	0.00	2,074.83	1,109.46
SS WALWORTH SEWER DISTRICT #1				
CONSOLIDATED CHECKING	368,567.05	4,448.53	66,779.57	306,236.01
MONEY MARKET	174,021.86	16,807.28	0.00	190,829.14
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	203,013.09	17.42	0.00	203,030.51
SEWER EQ RESERVE SAVINGS	128,683.21	11.04	0.00	128,694.25
SEWER CAPITAL RESERVE	301,671.79	25.89	0.00	301,697.68

MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/2022	Increases	Decreases	Balance 12/31/2022
TOTAL	1,176,057.00	21,310.16	66,779.57	1,130,587.59
SW1- WALWORTH WATER DISTRICT #1				
CONSOLIDATED CHECKING	38,460.53	0.00	0.00	38,460.53
SPECIAL RESERVE, WATER STORAGE	2,322.08	0.20	0.00	2,322.28
TOTAL	40,782.61	0.20	0.00	40,782.81
SW19- WATER EXT #19 LIN/SWA/CO				
CONSOLIDATED CHECKING	1,264.43	0.00	0.00	1,264.43
TOTAL	1,264.43	0.00	0.00	1,264.43
SW20- WATER EXT #20 ARBOR/TUMMONDS				
CONSOLIDATED CHECKING	1,628.16	502.00	0.00	2,130.16
TOTAL	1,628.16	502.00	0.00	2,130.16
TA TRUST & AGENCY				
CASH - CHECKING	77,422.02	178,291.86	178,548.99	77,164.89
TOTAL	77,422.02	178,291.86	178,548.99	77,164.89
TC CUSTODIAL TRUST				
CASH - CHECKING	108,887.12	5,726.35	4,786.50	109,826.97
TOTAL	108,887.12	5,726.35	4,786.50	109,826.97
V DEBT SERVICE				
	0.00	0.00	0.00	0.00
ARBOR/TUMMONDS RESERVE SAVINGS	7,565.06	0.65	502.00	7,063.71
LIN/SWAD RESERVE SAVINGS	11,815.99	1.01	0.00	11,817.00
TOTAL	19,381.05	1.66	502.00	18,880.71
TOTAL ALL FUNDS	6,177,629.69	644,759.86	648,022.90	6,174,366.65

TOWN CLERK'S MONTHLY REPORT

TOWN OF WALWORTH, NEW YORK

JANUARY, 2023

TO THE SUPERVISOR:

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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:

A1255				
	<u>1</u>	DECALS	<u>4.25</u>	
	<u>1</u>	MARRIAGE LICENSES NO. 23001 TO 23001	<u>17.50</u>	
	<u>1</u>	MISCELLANEOUS	<u>25.00</u>	
	<u>2</u>	B/D/M RECORDS SEARCH	<u>160.00</u>	
		TOTAL TOWN CLERK FEES		206.75
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A2001				
	<u>9</u>	RECREATION	<u>1,042.00</u>	
		TOTAL A2001		1,042.00
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A2115				
	<u>4</u>	PB REVIEW FEES/OTHER	<u>1,300.00</u>	
		TOTAL A2115		1,300.00
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A2544				
	<u>134</u>	DOG LICENSES	<u>1,296.00</u>	
		TOTAL A2544		1,296.00
<hr/>				
A2555				
	<u>24</u>	BUILDING PERMITS	<u>2,878.60</u>	
		TOTAL A2555		2,878.60
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A2770B				
	<u>3</u>	OTHER INCOME BUILDING	<u>120.00</u>	
		TOTAL A2770B		120.00
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CM2025				
	<u>11</u>	FACILITY RENTALS	<u>2,795.00</u>	
		TOTAL CM2025		2,795.00
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CM2089				
	<u>2</u>	PARK EXPENDABLE TRUST	<u>1,300.00</u>	
		TOTAL CM2089		1,300.00
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SS2122				
	<u>4</u>	SEWER APPLICATION WALWOR	<u>3,400.00</u>	
		TOTAL SS2122		3,400.00
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TA30I				
	<u>15</u>	ESCROW - BLDG PERMITS	<u>3,800.00</u>	
		TOTAL TA30I		3,800.00

DATE: 1/15/23

TOWN CLERK'S MONTHLY REPORT

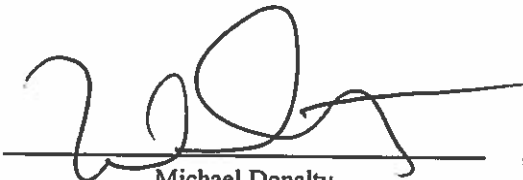
JANUARY, 2023

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	6,839.10 ✓
DECALS SEPARATE MONTHLY REPORT	4.25 ✓
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	3,800.00 ✓
PAID TO SUPERVISOR FOR CEMETERY/PARK EXPENDABLE	4,095.00 ✓
PAID TO SUPERVISOR FOR SEWER APPLICATION FEES	3,400.00 ✓
DECALS SEPARATE MONTHLY REPORT- EFT	72.75
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	154.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	22.50
TOTAL DISBURSEMENTS	18,387.60

FEBRUARY 1, 2023


_____, SUPERVISOR
Michael Donalty

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

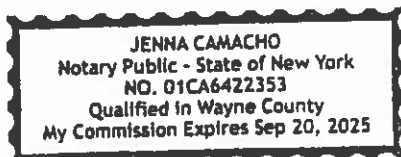


Town Clerk

1st day of February 2023



Notary Public



RESOLUTION -23: ABSTRACT 2, APPROVAL

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

TOWN OF WALWORTH				
Abstract # 002				
Summary by Fund				
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	18,818.73	98,466.50	117,285.23
CM1-	PARK SPECIAL REVENUE FUND	89.43	586.30	675.53
DA	HIGHWAY FUND	13,308.85	51,121.33	64,430.18
HD	COMPREHENSIVE MASTER PLAN		4,490.00	4,490.00
L	LIBRARY FUND		278,632.00	278,632.00
SF2-	WEST WALWORTH FIRE PROTECTION		188,156.00	188,156.00
SF3-	LINCOLN FIRE PROTECTION		168,300.00	168,300.00
SL1-	WALWORTH LIGHT DISTRICT		454.18	454.18
SL2-	HARVEST HILL LIGHT DISTRICT		726.57	726.57
SL3-	GANANDA LIGHT DISTRICT	1,260.36		1,260.36
SL4-	BROOKSIDE LIGHT DISTRICT		22.47	22.47
SL5-	ORCHARD VIEW LIGHT DISTRICT		257.49	257.49
SS	WALWORTH SEWER DISTRICT #1	3,671.38	49,107.48	52,778.86
TA	TRUST & AGENCY	62,860.84		62,860.84
TC	CUSTODIAL TRUST		379,821.25	379,821.25
Total:		100,009.59	1,220,141.37	1,320,150.96

Voucher Numbers 29-166, 5-15, 5-18

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

Adopted this 16th day of February, 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 APPROVE ORDER ON CONSENT

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

WHEREAS, in lieu of upgrading and continuing to independently operate each of such existing wastewater treatment plants, the Wayne County Water and Sewer Authority (“Authority”) and the Town of Macedon, Town of Marion, Town of Palmyra, Town of Walworth and Village of Palmyra have agreed to work together cooperatively to develop a single facility and conveyance system that would meet all their collective needs (the “Project”); and

WHEREAS, as part of the plan for advancing such Project, the Town plans to decommission its wastewater treatment facility, the site of which will ultimately be used as a pump station to convey waste to the regional wastewater treatment facility; and

WHEREAS, absent any upgrades to its wastewater treatment facility, the DEC has notified the Town that its current wastewater treatment facility, which is planned to be decommissioned, is not in compliance with certain requirements; and

WHEREAS, however, given the Town’s plans to proceed with the Project, the DEC has offered to the Town an Order on Consent which would, in sum, excuse penalty against the Town so long as the Town proceeds with the Project and keeps the DEC up to date on the same

NOW, THEREFORE, BE IT, RESOLVED, that the Walworth Town Board hereby authorizes execution of said “Order on Consent.”

Adopted this 16th day of February, 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 APPOINT PETER MARINI AS ETHICS BOARD MEMBER,
TERM ENDING DECEMBER 31, 2023**

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

WHEREAS, the Town's Ethics Board has one vacancy for 2023; and

WHEREAS, the Town Board is desirous to fill the vacant positions on the Ethics Board immediately; and

WHEREAS, Mr. Marini has served in this position in the previous year;

NOW, THEREFORE, BE IT RESOLVED, that the Walworth Town Board appoints Peter Marini to the position of Ethics Board member, term ending December 31, 2023.

Adopted this 16th of February 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: TO AUTHORIZE TOWN SUPERVISOR TO SIGN CONTRACT WITH KOPYKAT FOR PRINTER/COPIER RENTAL FOR TOWN CLERK'S OFFICE

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

The following was submitted:

KOPYKAT
2207 Sherburne Road
Walworth, New York 14568
February 10, 2023

CONTRACT AFFIRMATION

Customer: Town of Walworth, Clerk's Office Account #4628
Copier Location
Address: 3500 Lezanne Drive, Walworth, NY 14568
Phone: 315-916-1400 Contact: Teresa Mizala
E-Mail: SupervisorClerk@townofwalworthny.gov
Bill To: Town of Walworth, 3600 Lezanne Drive, Walworth, NY 14568
& Phone: 315-916-1400
Cust. P.O.#: _____
The customer has agreed to: RENTAL
Equipment: Xerox WorkCentre 6605
Rental Pricing: \$35.00 per month plus \$.02 per black copy and \$.045 per color copy. Pricing month. Pricing includes the copier, all parts, labor, service call charges, and all drum/toner cartridges. Paper and network connection is NOT included. There is no time binding contract. Installation fee has been waived.
Agreement Start Date: approx. week of February 13, 2023
Billing Preference: Monthly Quarterly Semi-Annually Yearly (circle one)
Terms: Net 30; monthly finance charge of 2% of the total amount of invoice will be added 31 days after receipt of invoice. Customer is responsible for and agrees to pay all interest, collection, and court fees incurred in collection efforts. Agreement does not include customer abuse
Signature: _____
Thank you for this opportunity to serve you. For services and supplies, or any questions, please call us anytime. (315) 916-1363. Service is our business. We guarantee your satisfaction!
Sincerely,
John Roberts
John Roberts
Owner
For Service: 315-916-1363
Specializing in Independent Service
on Xerox Copiers
Xerox is a Registered Member
of Xerox Corporation, Birmmng, New York

NOW, THEREFORE, BE IT, RESOLVED, that the Walworth Town Board hereby authorizes the Town Supervisor to sign the contract with Kopykat for the printer/copier rental for the Town Clerk's office.

Adopted this 16th day of February, 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: AUTHORIZATION TO RENEW INSURANCE POLICIES WITH EASTERN SHORE ASSOCIATES

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

The following was submitted:

Eastern Shore Associates
 An ISU Network Member
 P.O. Box 480, 101 Cayuga St.
 Fulton, NY 13069
 (315)568-6000

Town of Watworth
 3600 Lorraine Drive
 Watworth, NY 14658

INVOICE

Town of Watworth	
13864	
01/17/2023	
Tammy Cherry Peggy Meloni	
1 of 2	
\$	90,291.30

Thank You

Please detach and return with payment



Customer: Town of Watworth

Policy #	Effective Date	Description	Amount
684364	01/01/2023	Renew policy Policy #BMW59125840 01/01/2023-01/01/2024 Liberty Mutual / West American Ins Co Wind Storm - 2023 Renewal	15,080.00
684363	01/01/2023	Renew policy Policy #F267152 01/01/2023-01/01/2024 Main Street America Assurance / NOM Insurance Company Crime - 2023 Renewal	1,591.00
684347	01/01/2023	Renew policy Policy #MCATWALW001 01/01/2023-01/01/2024 NYMR Business Auto - 2023 Renewal NY DMV Fee - 2023 Renewal	13,283.80 240.00
684349	01/01/2023	Renew policy Policy #RECTWALW001 01/01/2023-01/01/2024 NYMR Excess Liability - 2023 Renewal	6,854.80
684361	01/01/2023	Renew policy Policy #ALETWALW001 01/01/2023-01/01/2024 NYMR Law Enforcement Lib. - 2023 Renewal	929.20

You can now pay ONLINE! To make a payment online, please go to <https://secure.irsurance.com/policy.asp>

Thank You

Eastern Shore Associates (315)568-6000
 An ISU Network Member P.O. Box 480, 101 Cayuga St. info@eastshore.com
 Fulton, NY 13069 01/17/2023

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Eastern Shore Associates
 An ISU Network Member
 P.O. Box 480, 101 Cayuga St.
 Fulton, NY 13069
 (315)509-6000

INVOICE

Town of Walworth	
13864	
01/17/2023	
Timothy Casey Peggy McNeil	
2 of 2	
\$	80,291.30

Town of Walworth
 2600 Lorraine Drive
 Walworth, NY 14569

Thank You

Please detach and return with payment



Customer: Town of Walworth

684300	01/01/2023	Renew policy	Policy #NOCVALW001 01/01/2023-01/01/2024 NYMR General Liability - 2023 Renewal	775.00
684340	01/01/2023	Renew policy	Policy #MPLTVALW001 01/01/2023-01/01/2024 NYMR Package - 2023 Renewal NY State Fire Fee - 2023 Renewal	41,372.10 75.00
684348	01/01/2023	Renew policy	Policy #MPLTVALW001 01/01/2023-01/01/2024 NYMR Cyber Liability - 2023 Renewal	3,221.80
684352	01/01/2023	Renew policy	Policy #POTVALW001 01/01/2023-01/01/2024 NYMR Public Officers' Liab. - 2023 Renewal	7,234.80
You can now pay ONLINE! To make a payment online, please go to https://www.einsurance.com/policy				\$ 80,291.30

Thank You

Eastern Shore Associates (315)509-6000
 An ISU Network Member P.O. Box 480, 101 Cayuga St. info@einsurance.com 01/17/2023
 Fulton, NY 13069

BE IT RESOLVED that the Walworth Town Board authorizes the renewal of insurance policies with Eastern Shore Associates Insurance.

Adopted this 16th day of February, 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 AUTHORIZE TOWN SUPERVISOR TO SIGN PROFESSIONAL SERVICES AGREEMENT WITH LABELLA ASSOCIATES, D.P.C.

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

The following was submitted:



February 13, 2023

Michael Donalty, Supervisor
Town of Walworth
3600 Lorraine Drive
Walworth, New York 14568

Re: Professional Services Agreement

Dear Mr. Donalty:

LaBella Associates, D.P.C. is pleased to be considered as designated as Town Engineer. This letter outlines our understanding of the position, our management approach for fulfilling our responsibilities and basis of compensation.

POSITION RESPONSIBILITIES

LaBella Associates will provide professional services on an as-needed basis to support the Town in meeting the needs of the community. As a support function, the Town is free to use its in-house expertise as necessary to economically provide services. It is anticipated that the majority of the work will involve Civil Engineering and Planning Services but assignments may include other disciplines including:

- Architecture;
- Mechanical, electrical, traffic, or structural engineering;
- Environmental management;
- Energy conservation;
- Grant Consultation and Administration;
- GIS and
- Land surveying.

It is anticipated that the majority of the assignments will involve supporting the Town Board, Planning Board, Sewer and Highway Departments.

Work assigned to the Town Engineer may include:

- On-going assignments: (for example)
 - Subdivision and Site plan reviews on behalf of the Planning Board;
 - Evaluation of drainage concerns for the Highway Department;
 - Support to the Sewer Superintendent for maintenance and upgrades to various pumping stations;
 - GIS mapping of various utilities;
 - Inspection and construction administration of developer constructed dedicated improvements; and
 - Offering professional opinions on issues or initiatives the Town is considering.

300 State Street, Suite 201 | Rochester, NY 14614 | P (585) 454-6110 | F (585) 454-3066
www.labellapc.com

CONTINUED ON NEXT PAGE

- See for project of limited or comprehensive scope: (for example)
 - Feasibility studies for special use district;
 - Design of street improvements;
 - Design of infrastructure improvements such as storm and sanitary sewers, pumping stations and force mains;
 - Evaluation and design of open-channel drainage improvements and storm water management facilities;
 - Development and implementation of drainage master plan;
 - Development of comprehensive planning studies; and
 - Building and facilities master plans.

IMPLEMENTATION

Service Delivery

We have assigned two experienced professionals to support the Town: Principal-in-Charge and a Client Manager.

Jonathan Wilber, P.E. will be the Principal-in-Charge, providing overall support in assisting our Client Manager, Mike Simon, with quality assurance, allocation of staff resources, and management of the contract.

Michael Sines, will be the Client Service Manager Design Team Leader and will be the primary channel of communication between LaBella Associates and the Town of Walworth. He will assist in defining the needs, goals, and vision for a successful relationship and convey that to the Design Team. For Civil Engineering projects, he will also be responsible for managing and directing the technical staff assigned to the project.

The Client Manager will draw upon the resources of the firm to address the particular needs of the assignments. From time to time he will be supported by specialists outside the field of Civil Engineering including:

<u>Edward Flynn, ACP</u> Planning Services	<u>David McLehlan, A.I.A.</u> Architectural Design
<u>Gregory Semcal, CHMM</u> Environmental Consulting	<u>Nick Martala, P.E.</u> Electrical Engineering
<u>Andy Karbon, P.E.</u> Structural Engineering	<u>Cosy Bernhard, P.E., LEED AP</u> Mechanical Engineering
<u>Michael Healy, L.S.</u> Land Survey	<u>Mary Stobetz, P.E., CPESC</u> Stormwater Specialist
<u>Wade Daley, P.E.</u> Traffic Engineering	<u>Francis Kobot, J.D.</u> Environmental Specialist

2

<u>Stuart Bailey</u> Energy Engineer	<u>Barb Johnston, A.I.C.P.</u> Planning Services & Grants
<u>Greg Camillo, GISP</u> Data Intelligence and GIS Specialist	<u>Glenn Lockwood</u> Construction Inspection

Work Task Authorization

The Town will designate representatives (Town Representatives) that are authorized to assign work tasks to LaBella Associates. Authorization will include:

- For On-going Services of Limited Scope: written or verbal direction by the Town Representative.
- For Specific Projects of Limited or Comprehensive Services: LaBella Associates will provide a written proposal outlining the scope of work, schedule and fee. Fees will be either lump sum, cost reimbursable, or as agreed with the Town's Representative. Work will not be initiated until written authorization is received from the Town.

Schedule

Schedule for individual tasks will be agreed upon with the Town's Representative authorizing the work.

Fees

For on-going assignments, such as Planning Board reviews, or other individual assignments where the Scope of Services is not well defined, services will be provided on a Cost Reimbursable Fee arrangement. Under this arrangement the fee for personnel and expenses can be determined as outlined below:

Personnel

The Town of Walworth will be invoiced based on the actual number of hours worked on each assignment according to the hourly rate schedule listed below:

<u>Engineering / Architectural Services</u>	
Principal-in-Charge	N. C.
Sr. Project Manager	\$130
Sr. Engineer / Architect	\$115
Engineer / Architect	\$100
Project Coordinator	\$ 95
Junior Engineer / Architect	\$ 90
Administrative Assistant	\$ 60

<i>Other Services</i>	
Sr. Planner Project Manager	\$120
Jr. Planner	\$100
Environmental Analyst	\$110
GIS Specialist	\$120
Construction Inspector	\$ 65

<i>Survey</i>	
Licensed Surveyor	\$100
Crew Chief	\$ 90
Instrument Assistant	\$ 70

Reimbursable Expenses

The following items of direct expense will be invoiced at our cost or as indicated below:

- Permit and review fees;
- Printing of plans and specifications;
- Specialized consultants; and
- Additional wages and supplements required by the New York State Department of Labor for field survey at our cost.

Invoices

Invoices for our services will be issued monthly based on:

- Our estimate of the percentage of work completed for Lump Sum Fees; and
- The number of hours worked plus any reimbursable expenses incurred for Cost Reimbursable Fees.

Acceptance

If the terms of this Agreement are acceptable to the Town of Walworth, please execute one copy and return it to our offices. This will serve as our Agreement.

We appreciate the opportunity to serve the Town of Walworth and look forward to a mutually rewarding partnership.

Regards,

LABELLA ASSOCIATES, D.P.C.

Michael A. Simon
Michael A. Simon
Regional Civil Leader

ACCEPTED

Michael Donalty, Supervisor

NOW, THEREFORE, BE IT, RESOLVED, that the Walworth Town Board hereby authorizes the Town Supervisor to sign the Professional Services Agreement with LaBella Associates, D.P.C.. A copy of this agreement is on file in the Town Clerk's office.

Adopted this 16th day of February, 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 AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO SALVAGE

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

The following was submitted:

WHEREAS, application has been made to the Town Board of the Town of Walworth for a License to conduct an automobile wrecking yard, junk yard, or act as a junk dealer at British Auto Salvage, 600 Penfield Road, Walworth, New York, in said for the year 2023 pursuant to Chapter 99 of the Town of Walworth Municipal Code.

WHEREAS, the Building Inspector / Fire Marshal has completed the annual inspection of British Auto Salvage on February 16, 2023; and has found no violations.

BE IT RESOLVED, that the Town Clerk issue the License and collect the fees according to the Walworth Fee Schedule to British Auto Salvage.

Adopted this 16th day of February, 2023 at a meeting of the Town Board.

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

Resolution carried/failed.

Aimee Phillips

From: Walworth Court <court@townofwalworthny.gov>
Sent: Monday, February 6, 2023 3:27 PM
To: 'Aimee Phillips'
Subject: Monthly report Jan.2023

The court collected \$4703.00 for the month of January that was sent to the state on 10th of this month.

Thanks
Tracie Henning

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**TOWN OF WALWORTH
BUILDING DEPARTMENT
3600 Lorraine Drive
Walworth, New York 14568**

Monthly Building and Zoning Report

There were 24 other inspections completed during the month of January 2023.

Notice of Violation: 0

Notice to Remedy: 0

Letters regarding Building Permits: 3

Permits Issued: 23

Certificates of Occupancy Issued:

23-001	Lisa K. Kilma Income Trust	1251 Fairway 7
23-002	David Wilbert	4418 Ontario Center Road

Certificates of Compliance Issued: 7

Soil Test completed: 0

Septic Repair completed: 0

Fire calls: 0

Fire Inspections: 5

Fire Marshall Correspondence: 1

Annual Inspection: 0

Property Maintenance: 4

Drainage Issues: 2

Projects in process:

- Generator Town Code Update
- Installation of Knox Boxes at businesses and apartments

Respectfully submitted,



Norman Druschel
Building Inspector



Brett Malafeew
Code Enforcement Officer



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

Date: February 8, 2023

To: Supervisor Donalty & the Walworth Town Board

Re: Month End Report for January 2023

- Spring Town Topics went to the printer, with spring registration to open on February 15th.
- All forms that are currently on the towns' website have been converted to fillable forms.
- Planning continues for the upcoming market season, and the Summer Concert Series.
- Financial Summary for January
 - Recreation Registration Fees \$4,980.64
 - Lodge Fees \$2,725.00
 - Open Air Pavilion Fees \$70.00

Respectfully submitted,


Jacqueline VanLare, Recreation Director



3600 Lorraine Drive
Walworth, NY 14568



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



walrec@townofwalworthny.gov
www.townofwalworthny.gov



Town of Walworth Parks
& Recreation Department

ANIMAL CONTROL OFFICER REPORT
Walworth, NY

Date: February 7, 2023

Dog Control Officer's Name: Lea Dill

Calls for the month of: January 2023

<u>DESCRIPTION</u>	<u># OF CALLS</u>
1) Reported Stray Sighting (Not picked up).	<u>3</u>
a) Owners reported dog returned home.	<u>2</u>
2) DL 18 processed & taken to Shelter. (Strays picked up).	<u>0</u>
3) DL 18 processed with local pick up charged to dog owner.	<u>0</u>
4) Complaints (Barking, defecating on neighbor's lawn, off property - off leash).	<u>4</u>
5) Calls reporting lost dog.	<u>2</u>
6) Dog Bite Cases.	<u>0</u>
7) Court Appearance tickets issued.	<u>0</u>
8) Follow ups on expired license or no license.	<u>4</u>
9) Other - (Please describe) (wild animal calls raccoons, fox) The fun one, was getting a live fox untangled from the soccer net at Gananda middle school! Two snag poles and a pair of scissors come in handy. Wild animals are not part of dog control, I normally give recommendations to caller as what to do. The live fox was a concern at the school! I called Noble Armstrong – “Wildlife Solutions” was not available. Andrea, I and two gentlemen from the school got the fox cut loose without any harm to the fox or us! 😊	



3451 Ontario Center Road
Walworth NY 14568
315.986.1400 ext 10

Adam Jozwiak, Sewer Superintendent
sewer@townofwalworthny.gov.

February 9, 2023

Attention:
Mike Donalty, Walworth Town Supervisor
Walworth Town Board Members

Following is the summary report for the first quarter 2023 Sewer collection (payment due date February 2, 2023). This encompasses 2S-001 through 2S-062.

Total amount on WCWSA Outstanding Balance Report: \$153,535.58 (1705 Accounts)

Total dollar amount of rents received: \$129,037.61

Total dollar amount paid to Town Comptroller: \$128,528.12

Check 483 - \$19,232.28

Check 484 - \$19,954.48

Check 486 - \$28,294.26

Check 487 - \$32,337.29

Check 489 - \$28,709.81

Balance in bank waiting to clear: \$509.49

If you should have any questions, please give me a call.

Respectfully submitted,

Linda Kleeman, Sewer Dept.
Account Clerk



3451 Ontario Center Road
Walworth NY 14568

Adam Jozwiak, Sewer Superintendent
sewer@townofwalworthny.gov

315-986-1400 ext 10

February 10, 2023

To: Supervisor Mike Donalty

Re: Wastewater Treatment Plant Monthly Report

Please see following the February 2023 monthly report for the Wastewater Treatment Plant from January 13, 2023, through February 10, 2023.

- 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 16 days.
- Hauled 76,000 gallons of thickened sludge for disposal: 64,000 to Canandaigua and 12,000 to VanLare.
- Completed Baldwin Richardson Foods billing & January 2023 DMR's.
- Responded to 17 UFPO requests.
- Responded to 4 after hour call ins.
- Plowed & Salted Town Hall - 14 trips
- Snow Blow sidewalks in Gananda (1 trips) and Hamlet (0 trips).
- Met with Sara LoBello (LaBella Engineer) regarding Sewer District Mapping
- Cleaned drains in shop at WWTP. Cleaned filters.
- Changed pump #1 at main pump station.
- Run conduit and wire for main pump station.
- Troubleshoot sewer smell complaint on High Street / Walworth Palmyra Road.
- Die Testing Walworth Palmyra.
- Regional WWTP project pre-construction meeting.
- Met with DEC / McAlpin regarding their pump station issue.
- Visit from DEC at WWTP.
- Fix garage door at WWTP.
- Force main repair on Walworth Palmyra Road.
- Kyle took the CDL driving test and passed.
- Flushed manhole on Route 350.
- Scale and balance inspections completed on lab equipment.
- Lab proficiency completed.
- Cleaned shop, trucks, and offices.

Respectfully Submitted,

Adam Jozwiak, Sewer Superintendent