

Presiding Supervisor Donalty called the Regular Town Board Meeting, Town of Walworth, County of Wayne, State of New York, held at 3600 Lorraine Drive, Walworth, New York to order at 6:33 PM. Supervisor Donalty led those present in the recitation of the Pledge of Allegiance.

<b><u>PRESENT:</u></b>	Michael Donalty	Supervisor
	Amber Linson	Councilwoman
	Jim Harden	Councilman (entered meeting at 6:42 PM)
	Rick Johnson	Councilman
	Aimée Phillips	Town Clerk

<b><u>ABSENT:</u></b>	Alex Kelly	Councilman
	Kevin Switzer	Highway Superintendent

**OTHERS PRESENT:** Christine Stanford, Town Comptroller; Donald Young, Esq., Town Attorney; Jacqueline VanLare, Recreation Director; Michael Buckley, Parks Superintendent; Gene Bavis, Town Historian; eight (8) members of the public.

**PUBLIC HEARING – 6:30 PM: LOCAL LAW NO. 4 OF 2023 TO AMEND THE WALWORTH TOWN CODE TO ADDRESS SHORT-TERM RENTALS**

**PUBLIC HEARING RULES AND PROCEDURES:**

Supervisor Donalty reviewed the procedures for the public hearing and Town Clerk Phillips read the following legal notice.

**NOTICE OF PUBLIC HEARING FOR LOCAL LAW TO AMEND THE WALWORTH TOWN CODE TO ADDRESS SHORT-TERM RENTALS**

**PLEASE TAKE NOTICE** that a proposed Local Law is under consideration by Town Board of the Town of Walworth, New York, designated as Local Law No. 4 of 2023 to Amend the Walworth Town Code to Address Short-Term Rentals, and its purpose is to regulate the use of Short-Term Rentals in the Town of Walworth.

**PLEASE TAKE FURTHER NOTICE** that said proposed Local Law is on file at the Walworth Town Clerk’s Office located at 3600 Lorraine Dr., Walworth, New York, where it is available for public inspection during regular business hours.

**PLEASE TAKE FURTHER NOTICE** that a public hearing upon said proposed Local Law has been scheduled for the **16<sup>th</sup> day of February, 2023, at 6:30 PM**, to be held at Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY. An opportunity to be heard in regard thereto will then and there be given to members of the public. Written comments may also be directed to the Walworth Town Clerk, Walworth Town Hall, 3600 Lorraine Dr., Walworth, NY.

Dated: January 20, 2023  
 BY ORDER OF THE  
 WALWORTH TOWN BOARD  
 Aimée Phillips  
 Town Clerk

Supervisor Donalty declared the Public Hearing opened and asked if anyone present would like to speak in **FAVOR** or **AGAINST**.

Time: 6:36 PM.

No members of the public wished to address the Town Board.

It was noted that no written correspondence had been received by the Town Clerk’s Office.

Motion by Councilwoman Linson to close the Public Hearing.  
 Seconded by Councilman Johnson.

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

Motion carried.

Time: 6:37 PM.

**MINUTES**

Motion by Councilwoman Linson that the minutes of February 2, 2023 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Johnson.

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

Motion carried.

**PRESENTATION:** David McLellan, A.I.A., LaBella Associates, D.P.C.

Mr. McLellan shared a PowerPoint presentation pertaining to the proposed restroom project in Ginegaw Park. He reviewed project plans including the site, utility, grading, structural, mechanical, electrical, plumbing and sanitary plans. Mr. McLellan discussed the proposed project schedule and budget estimates. Discussion ensued regarding sources of funding and possible alterations to conserve cost to the Town.

**ELECTED OFFICIALS’ REPORTS:**

The following reports were submitted to the Town Board:

- Monthly Report of the Supervisor, December 2022**
- Monthly Report of the Town Clerk, January 2023**

Motion by Councilwoman Linson to accept all submitted Department Reports. Seconded by Councilman Johnson.

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

Motion carried.

**TOWN CLERK** – No report.

**HIGHWAY SUPERINTENDENT** - No report.

**COUNCILMAN KELLY** – No report.

**COUNCILWOMAN LINSON**

Councilwoman Linson shared that the Walworth Historical Society is currently accepting nominations for its annual community service award with submissions due by April 1, 2023. She also stated that the Walworth Historical Society Board of Directors has a vacancy, and nominations can be sent to Linda Pembroke or Jessie Keymel. Councilwoman Linson reported that the Library would be closed on February 20, 2023, as it is Presidents’ Day, and thanked Parks Superintendent Mike Buckley for his work to resolve an exterior lighting issue.

**COUNCILMAN HARDEN** – No report.

**COUNCILMAN JOHNSON** – No report.

**SUPERVISOR DONALTY** – No report.

**RESOLUTIONS:**

**RESOLUTION 49-23: ABSTRACT 2, APPROVAL**

Councilwoman Linson offered the Resolution and moved its adoption. Seconded by Councilman Johnson 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	586.10	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
<b>Total:</b>		<b>100,009.59</b>	<b>1,220,141.37</b>	<b>1,320,150.96</b>

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

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

Adopted this 16<sup>th</sup> day of February, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 50-23: TO APPROVE ORDER ON CONSENT**

Councilman Johnson moved the following Resolution for adoption. Seconded by Councilwoman Linson 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 16<sup>th</sup> day of February, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 51-23: TO APPOINT PETER MARINI AS ETHICS BOARD MEMBER, TERM ENDING DECEMBER 31, 2023**

Councilwoman Linson offered the Resolution and moved its adoption. Seconded by Councilman Johnson 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 16<sup>th</sup> of February 2023 at a meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 52-23: TO AUTHORIZE TOWN SUPERVISOR TO SIGN CONTRACT WITH KOPYKAT FOR PRINTER/COPIER RENTAL FOR TOWN CLERK’S OFFICE**

Councilwoman Linson moved the following Resolution for adoption. Seconded by Councilman Johnson to wit:

The following was submitted:

**KOPYKAT**  
 2207 Sherburne Road  
 Walworth, New York 14568

CONTRACT AFFIRMATION

February 10, 2023

Customer: Town of Walworth, Clerk’s Office      Account #4628  
 Copier Location  
 Address: 3600 Lorraine Drive, Walworth, NY 14568  
 Phone: 315-986-1400      Contact: Teresa Maiolo

E-Mail: SupervisorClerk@townofwalworthny.gov

Bill To: Town of Walworth, 3600 Lorraine Drive, Walworth, NY 14568  
 & Phone: 315-986-1400

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 \$.065 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:      appx. 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) 986-1363. Service is our business. We guarantee your satisfaction!

Sincerely,  


For Service: 315-986-1363  
 Specializing in Independent Service  
 on Xerox® Copiers:      Glenn Roberts  
 Xerox® is a Registered trademark of Xerox Corporation, Rochester, New York      Owner

**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 16<sup>th</sup> day of February, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 53-23: AUTHORIZATION TO RENEW INSURANCE POLICIES WITH EASTERN SHORE ASSOCIATES**

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

The following was submitted:

**Eastern Shore Associates**  
 An ISU Network Member  
 P.O. Box 480, 101 Cayuga St.  
 Fulton, NY 13069  
 (315)598-6000

Town of Walworth  
 3600 Lorraine Drive  
 Walworth, NY 14568

**INVOICE**

Customer	Town of Walworth
Acct #	13864
Date	01/17/2023
Customer Service	Timothy Cleary Peggy Meleski
Page	1 of 2

Payment Information	
Invoice Amount	\$ 90,291.30
Payment Amount	
Payment Ref.	

Thank You

Please detach and return with payment

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Customer: Town of Walworth

Invoice	Effective	Transaction	Description	Amount
684354	01/01/2023	Renew policy	Policy #8MW59125640 01/01/2023-01/01/2024 Liberty Mutual / West American Ins Co	
			Inland Marine - 2023 Renewal	15,080.00
684353	01/01/2023	Renew policy	Policy #F267152 01/01/2023-01/01/2024 Main Street America Assurance / NGM Insurance Company	
			Crime - 2023 Renewal	1,591.00
684347	01/01/2023	Renew policy	Policy #MCATWALW001 01/01/2023-01/01/2024 NYMIR	
			Business Auto - 2023 Renewal	13,285.80
			NY DMV Fee - 2023 Renewal	240.00
684349	01/01/2023	Renew policy	Policy #MECTWALW001 01/01/2023-01/01/2024 NYMIR	
			Excess Liability - 2023 Renewal	6,958.80
684351	01/01/2023	Renew policy	Policy #MLETWALW001 01/01/2023-01/01/2024 NYMIR	
			Law Enforcement Lib. - 2023 Renewal	969.20
				<b>Total</b>

You can now pay ONLINE! To make a payment online, please go to <https://esinsurance.epaypolicy.com/>

Thank You

<b>Eastern Shore Associates</b> An ISU Network Member P.O. Box 480, 101 Cayuga St. Fulton, NY 13069	(315)598-6000 <a href="mailto:info@esinsurance.com">info@esinsurance.com</a>	<b>Date</b> 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)598-6000

**INVOICE**

Customer	Town of Walworth
Acct #	13864
Date	01/17/2023
Customer Service	Timothy Cleary Peggy Meloski
Page	2 of 2

Town of Walworth  
 3600 Lorraine Drive  
 Walworth, NY 14568

<b>Payment Information</b>	
Invoice Summary	\$ 90,291.30
Payment Amount	
Payment for	

Thank You

Please detach and return with payment



Customer: Town of Walworth

Invoice	Effective	Transaction	Description	Amount
884350	01/01/2023	Renew policy	Policy #MOCTWALW001 01/01/2023-01/01/2024 NYMIR General Liability - 2023 Renewal	275.00
884346	01/01/2023	Renew policy	Policy #MPLTWALW001 01/01/2023-01/01/2024 NYMIR Package - 2023 Renewal NY State Fire Fee - 2023 Renewal	41,372.10 73.00
884348	01/01/2023	Renew policy	Policy #MPLTWALW001 01/01/2023-01/01/2024 NYMIR Cyber Liability - 2023 Renewal	3,231.00
884362	01/01/2023	Renew policy	Policy #MPOTWALW001 01/01/2023-01/01/2024 NYMIR Public Officials Lib. - 2023 Renewal	7,224.80

You can now pay ONLINE! To make a payment online, please go to <https://essinsurance.epaypolicy.com/>

**Total**  
\$ 90,291.30

Thank You

<b>Eastern Shore Associates</b> An ISU Network Member P.O. Box 480, 101 Cayuga St. Fulton, NY 13069	(315)598-6000 info@essinsurance.com	<b>Date</b> 01/17/2023
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**BE IT RESOLVED** that the Walworth Town Board authorizes the renewal of insurance policies with Eastern Shore Associates Insurance.

Adopted this 16<sup>th</sup> day of February, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 54-23: TO AUTHORIZE TOWN SUPERVISOR TO SIGN PROFESSIONAL SERVICES AGREEMENT WITH LABELLA ASSOCIATES, D.P.C.**

Councilwoman Linson moved the following Resolution for adoption. Seconded by Councilman Johnson 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](http://www.labellapc.com)

- Specific projects of limited or comprehensive scopes: (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.

Timothy Webber, 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 Simon, 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:

<i>Edward Flynn, AICP</i> Planning Services	<i>David McLellan, A.I.A.</i> Architectural Design
<i>Gregory Senecal, CHMM</i> Environmental Consulting	<i>Nick Harkola, P.E.</i> Electrical Engineering
<i>Andy Karlson, P.E.</i> Structural Engineering	<i>Casey Bernhard, P.E., LEED AP</i> Mechanical Engineering
<i>Michael Haley, L.S.</i> Land Survey	<i>Mary Steblein, P.E., CPESC</i> Stormwater Specialist
<i>Wade Daley, P.E.</i> Traffic Engineering	<i>Francis Kabot, J.D.</i> Environmental Specialist



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

**Work Task Authorization**

The Town will designate representatives (Town Representative) 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 determine 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:

**Engineering / Architectural Services**

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

**Other Services**

Sr. Planner Project Manager	\$120
Jr. Planner	\$100
Environmental Analyst	\$110
GIS Specialist	\$120
Construction Inspector	\$ 85

**Survey**

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  
Regional Civil Leader

ACCEPTED

\_\_\_\_\_  
Michael Donahy, 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 16<sup>th</sup> day of February, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 55-23: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO SALVAGE**

Councilman Johnson offered the following Resolution and moved its adoption. Seconded by Councilwoman Linson 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.

Town Clerk Phillips explained that the Fire Inspection had not yet been completed due to time restrictions and conflicts, and therefore asked for the resolution to be moved, pending the results of the fire inspection to take place in the next week. Councilwoman Linson made the motion to amend the resolutions to state that “the license will be granted pending positive results of the fire inspection to be conducted by the Building Inspector/Fire Marshal.” Councilman Johnson seconded the motion.

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

Resolution carried.

**RESOLUTION 55-23: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO SALVAGE, AS AMENDED**

Councilman Johnson offered the following Resolution and moved its adoption. Seconded by Councilwoman Linson 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 license will be granted pending positive results of the fire inspection to be conducted by the Building Inspector/Fire Marshal;

**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 16<sup>th</sup> day of February, 2023 at a meeting of the Town Board.

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

Resolution carried.

**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

Motion by Councilwoman Linson to approve the correspondence as received.  
 Seconded by Councilman Johnson.

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

Motion carried.

Councilwoman Linson publicly thanked Recreation Department Assistant Director and Digital Media Coordinator Kevin Weiss for his work to convert the Town’s online forms into fillable PDF documents.

**TOWN BOARD MEETINGS:**

DATE	TIME	MEETING TYPE
MARCH 2, 2023	6:30 PM	REGULAR
MARCH 16, 2023	6:30 PM	REGULAR
APRIL 6, 2023	6:30 PM	REGULAR

**NEW AND OTHER BUSINESS:**

- **Employee Handbook/Policies and Procedures Manual Updates**

Discussion ensued with Town Attorney Young regarding discussion of policies and procedures in committee form and reporting to the Town Board. Councilman Johnson

stated that he would be attending an upcoming training pertaining to employee handbooks.

➤ **Knox Box Installations**

Supervisor Donalty reiterated that this is in process led by the Code Enforcement Officer.

➤ **Generators**

It was noted that the Town Attorney is in the process of preparing legislation to be presented to the Town Board at a future meeting as this has been discussed by the Building Inspector, Code Enforcement Officer and the Zoning Board Chairman.

**PUBLIC PARTICIPATION:**

One member of the public addressed the Town Board:

- 1) Gene Bavis, Town Historian, complimented and thanked the Recreation Department for its work and allotment of space in the Town Topics including the Walworth Historical Society and Wayne County Bicentennial. He also shared upcoming dates for Walworth Historical Society events: program regarding the Newark-Marion railroad on March 21, 2023; “Stories from Voices of Wayne County” with Amber Linson on April 17, 2023; annual meeting on May 15, 2023. Additionally, Mr. Bavis reminded residents that the Wayne County Bicentennial Gala will be taking place on May 13, 2023 and tickets will be going on sale on February 28, 2023.
- 2) Steven LoDestro, representing the Wayne Central Education Foundation, spoke regarding an upcoming luau fundraiser on March 4, 2023.

**EXECUTIVE SESSION:**

Motion by Councilwoman Linson to enter into executive session to discuss proposed, pending or current litigation.

Seconded by Councilman Johnson.

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

Motion carried.

Time: 7:22 PM.

**RECONVENE:**

Motion by Councilwoman Linson to reconvene the regularly scheduled meeting.

Seconded by Councilman Johnson.

Time: 7:44 PM.

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

Motion carried.

**ADJOURNMENT:**

Motion by Councilwoman Linson to adjourn. Seconded by Councilman Johnson.

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

Motion carried.

Time: 7:44 PM

Respectfully Submitted,  
Aimée Phillips  
Town Clerk