



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

315.986.1400
315.926.9154
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TOWN BOARD REGULAR MEETING – AGENDA
APRIL 20, 2023 6:30 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

MINUTES: **April 6, 2023 Regular Meeting**

PRESENTATIONS: **Joseph Arcoraci, Eagle Scout candidate**

REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS)

Monthly Report of the Town Clerk for March 2023
Highway Superintendent March 2023 Highway Summary

Town Clerk – Permissive Referendum results for Resolution 68-23 (Authorize use of additional Sewer Capital Reserve funds in the amount of \$156,000.00 to cover the increased cost of the Dewberry Pump Station Upgrade Project)

RESOLUTIONS:

- Resolution -23:** Budget Amendments
- Resolution -23:** Abstract 4, Approval
- Resolution -23:** To approve Local Law To Amend The Walworth Town Code To Address Residential Standby Generators
- Resolution -23:** To designate additional official depository and authorize Town Comptroller to participate in the NYCLASS program
- Resolution -23:** Authorization for the Highway Superintendent to shut down Highway Department for the week of July 3 through July 7, 2023
- Resolution -23:** Authorization for the Town Supervisor to sign the contract for the Dewberry Pump Station improvements
- Resolution -23:** Adoption of Covid Sick Pay Policy
- Resolution -23:** To approve grant to Walworth-Seely Public Library

(Updated 4/17/2023)

COMMUNICATION:

- MS4 Annual Report and the SWPPP (Stormwater Pollution Prevention Plan) have been posted on the Town of Walworth MS4/Drainage page on the Town of Walworth website. Any public comments must be submitted by May 26,2023 and may be sent to bldginsp@townofwalworthny.gov.
- Town of Walworth Wastewater Treatment Plant Monthly Report for March 2023
- Monthly Building and Zoning Report for March 2023
- Monthly Update for the Walworth Town Justice Court for March 2023
- Assessment Department Sales Report for March 2023
- Recreation Department Monthly Report for March 2023
- Parks Department Monthly Report for February 25 through April 14, 2023

NEW AND OTHER BUSINESS

Policies, Procedures and Employee Handbook Review

Knox Box Installations

PUBLIC PARTICIPATION

EXECUTIVE SESSION

ADJOURNMENT

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

RESOLUTION -23: BUDGET AMENDMENTS

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

Budget Modifications for April 20, 2023

\$	Acct #	Description	Acct #	Reason
General Fund				
Transfer \$	200.00	FROM A7620.42 Adult Rec - Program Instructor Fees	TO A7310.44 Youth Rec - Training/Dues/Ins	To cover Accident/Health Ins coverage for participants
Highway Fund				
Transfer \$	138.81	FROM DA5130.41 Repair of Machinery	TO 5130.22 Pick-up Truck	To cover cost of strobe light added to the 2023 chevy pickup

Adopted this 20th day of April, 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: ABSTRACT 4, APPROVAL

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

TOWN OF WALWORTH				
Abstract # 004				
Summary by Fund				
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	19,049.67	89,637.83	108,687.50
CM1-	PARK SPECIAL REVENUE FUND	272.04	193.54	465.58
CM6-	CEMETERIES		155.25	155.25
DA	HIGHWAY FUND	13,307.00	106,482.14	119,789.14
HD	COMPREHENSIVE MASTER PLAN		4,728.00	4,728.00
HE	GINEGAW RESTROOMS		56,600.10	56,600.10
SL1-	WALWORTH LIGHT DISTRICT		427.68	427.68
SL2-	HARVEST HILL LIGHT DISTRICT		696.59	696.59
SL3-	GANANDA LIGHT DISTRICT	1,233.44		1,233.44
SL4-	BROOKSIDE LIGHT DISTRICT		20.76	20.76
SL5-	ORCHARD VIEW LIGHT DISTRICT		234.89	234.89
SM	GANANDA SIDEWALK DISTRICT		270.70	270.70
SS	WALWORTH SEWER DISTRICT #1	3,511.25	32,351.18	35,862.43
TA	TRUST & AGENCY	98,890.14		98,890.14
TC	CUSTODIAL TRUST		5,122.50	5,122.50
Total:		136,263.54	296,921.16	433,184.70

04/19/2023
09:09:54

Voucher Numbers 305-477, 32-50, 26-34

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

Adopted this 20th day of April, 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 DESIGNATE ADDITIONAL OFFICIAL DEPOSITORY AND AUTHORIZE TOWN COMPTROLLER TO PARTICIPATE IN THE NYCLASS PROGRAM

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

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS, the Town of Walworth wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Town of Walworth wishes to satisfy the safety and liquidity needs of their funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That Christine Stanford, Town Comptroller of the Town of Walworth is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

Adopted this 20th day of April, 2023, at a meeting of the Town Board.

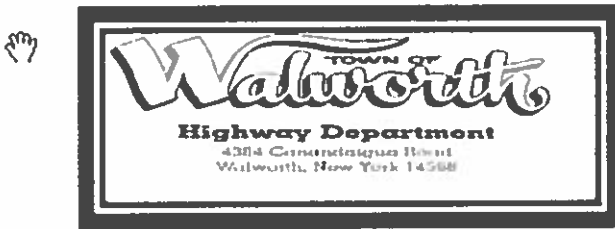
Roll call vote: Councilwoman Linson
Councilman Kelly
Councilman Harden
Councilman Johnson
Supervisor Donalty

Resolution carried/failed.

RESOLUTION -23: AUTHORIZATION FOR THE HIGHWAY SUPERINTENDENT TO SHUT DOWN HIGHWAY DEPARTMENT FOR THE WEEK OF JULY 3 THROUGH JULY 7, 2023

Council offered the following 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: April 4, 2023
SUBJECT: Department Shut Down July 3, 2023-July 7, 2023

Be it resolved that the Town Board authorize Kevin Switzer, Highway Superintendent, to shut down the Highway Department for the week of July 3, 2023 through July 7, 2023 due to an overwhelming number of employees indicating they would like the week off. With this in mind, it has been determined that the best course of action is to shut the department down for that time period. We will reopen the department on Monday, July 10, 2023, at 6AM. All employees have been informed that the shutdown will occur and have also been informed of when the department will reopen.

Sincerely,

Kevin Switzer

NOW, THEREFORE IT BE RESOLVED THAT the Highway Superintendent is hereby authorized to shut down the Highway Department for the week of July 3, 2023 through July 7, 2023.

Adopted this 20th day of April, 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: AUTHORIZATION FOR THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE DEWBERRY PUMP STATION IMPROVEMENTS

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

WHEREAS, the bid contract for the Dewberry Pump Station Improvements Project was awarded to Dakksco Pipeline Company in the amount of \$227,944.00 at the March 16, 2023, Regular Town Board meeting (**RESOLUTION 67-23**), and;

WHEREAS, the Contractor has received the Notice of Bid Award and accompanying Contract, which has been duly executed by the Contractor, and;

WHEREAS, the executed Contract has been returned to the Town for final authorization by the Board before the work can commence;

NOW THEREFORE BE IT RESOLVED that the Town Supervisor is hereby authorized to sign the Contract for the Dewberry Pump Station Improvements.

Adopted this 20th day of April, 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: ADOPTION OF COVID SICK PAY POLICY

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

The following was submitted:

COVID-19 Sick Pay

To comply with NYS requirements regarding COVID sick pay and job protection, the Town of Walworth is implementing the following official policy. The Town will follow the CDC guidelines regarding isolation (see attached) since NYS is now referring to those guidelines.

All employees are eligible to receive COVID sick pay if they need to isolate per CDC Guidelines.

Employees are entitled to up to three periods of paid COVID leave (from the start of the pandemic in 2020). Each period includes the number of days employees are required to isolate, per the CDC guidelines, but no more than 14 days per period based on symptoms.

Part-time employees will receive COVID sick pay in proportion to the number of hours and days per week they normally work.

The following process is required to submit a request for COVID sick pay:

First instance

- Contact and inform your supervisor that you have to isolate because of COVID-19
- Complete the "Affirmation of Isolation" form and send it to your supervisor who will forward it to the Payroll Office.

2nd & 3rd Instances

Guidance states that 2nd & 3rd periods of COVID leave must be based on a positive test and that the employee must submit documentation showing a valid positive test. Acceptable documentation of a positive test includes:

- Results from a testing facility or primary care physician or
- Results from a non-expired home test will be accepted as long as it includes BOTH a picture of the positive test result and a picture of the box the test came from showing the expiration date.

Send the proof of positive test documentation AND a completed "Affirmation of Isolation" form to your supervisor who will then forward it to the payroll office.

Additional Instances of COVID-19 illness

Should an employee have COVID more than three times, the employee will need to use Paid Time off accruals. Should the employee deplete PTO banks, the employee can take time-off without pay without fear of losing employment. Additionally, the employee can apply for Disability benefits.

This policy shall remain in effect until New York State ends its COVID-19 Leave Pay mandate.

WHEREAS, the Town is required by NYS to pay COVID sick pay benefit, and

WHEREAS, the Town's current Employee Handbook does not address this topic,

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Walworth hereby adopts the proposed COVID Sick Pay policy, to be added to the current Employee Handbook and to be distributed to the Town of Walworth employees.

Adopted this 20th day of April, 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 APPROVE GRANT TO WALWORTH-SEELY PUBLIC LIBRARY

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

WHEREAS, pursuant to New York Education Law Section 256, the Town may “grant money for the support of cost of maintaining or the cost of any capital improvements to or expenditure for” public libraries; and

WHEREAS, the Walworth Town Board would like to make a grant to the Walworth-Seely Public Library pursuant to the above.

NOW, THEREFORE, BE IT, RESOLVED, that the Walworth Town Board hereby approves a grant in the amount of \$2000.00 to be paid to the Walworth-Seely Public Library, and directs that such monies be paid over to the Walworth-Seely Public Library out of contingency funds.

Adopted this 20th day of April, 2023 at a meeting of the Town Board.

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

Resolution carried/failed.



3451 Ontario Center Road
Walworth NY 14568

Adam Jozwiak, Sewer Superintendent
sewer@townofwalworthny.gov

315-986-1400 ext 10

April 5, 2023

To: Supervisor Mike Donalty

Re: Wastewater Treatment Plant Monthly Report

Please see following the March 2023 monthly report for the Wastewater Treatment Plant from March 10 - 31.

- 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 11 days.
- Hauled 40,000 gallons of thickened sludge for disposal to Canandaigua.
- Completed March 2023 DMR's.
- Responded to 42 UFPO requests: 39 Regular and 3 Emergency.
- Responded to 0 after hour call ins.
- Plowed & Salted Town Hall - 5 trips.
- Snow Blow sidewalks in Gananda (1 trip) and Hamlet (1 trip).
- Cleaned filter tank, removed grit.
- Cleaned tank truck.
- Repaired broken power steering hose on International sludge truck.
- Updated tank capacities spreadsheet.
- Removed PTO shaft on tank truck. Ordered parts and repaired.
- Repaired block heater on F800.
- Cleaned Pheasant Run pump station.
- Adjusted decant weir stops.
- Changed oil in Bobcat and V-12 generator.
- Met with Colacino and Daakseo at Dewberry pump station.
- Cleaned post-air tank.
- Worked on sewer department inventory list.
- Changed oil in Walworth Ontario and Walworth Palmyra pump stations.
- Zoom Meeting with LaBella and GA Fleet for Dewberry pump station issues.
- Demolition of blue digester tank.
- Troubleshoot issues with thickener.
- Changed oil on big generator at plant.
- Spoke with resident about removing log pile from sewer easement on their property.
- Demolition of old septic receiving buildings.

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

Monthly Building and Zoning Report

There were 22 other inspections completed during the month of March 2023.

Notice of Violation: 0

Notice to Remedy: 0

Letters regarding Building Permits: 9

Permits Issued: 17

Certificates of Occupancy Issued:

23-004	NVR/Ryan Homes	265 Turtle Run
23-005	Soucy, Mark	3973 Walworth-Ontario Rd
23-006	Cowles, Michael	1567 Trefoil Court
23-007	NVR/Ryan Homes	271 Longleaf Lane

Certificates of Compliance Issued: 8

Soil Test completed: 0

Septic Repair completed: 1

Fire calls: 0

Fire Inspections: 4

Fire Marshall Correspondence: 3

Annual Inspection: 0


Property Maintenance: 3

Drainage Issues: 5

Projects in process:

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

Respectfully submitted,


Norman Druschel
Building Inspector


Brett Malafeew
Code Enforcement Officer

Aimee Phillips

From: Walworth Court <court@townofwalworthny.gov>
Sent: Tuesday, April 11, 2023 10:00 AM
To: townclerk@townofwalworthny.gov
Subject: Monthly update

The Judges have sent \$5052 in fines/surcharges for the month of March.
Tracie

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March 2023 Sales

TAX ID	School Code	St #	Street Name	Prop Class	Sale Price	Sale Date	Prior Owner	New Owner	Mailing Address
64115-00-168949	543201	4913	Arbor	210	1	3/15/2023	Richards, Thomas	Thomas R & Wendy L Richards Family Irrevocable Trust	4913 Arbor Rd Walworth, NY 14568
62114-00-533390	543002	VL	Baker	311	9725	3/21/2023	Darron, Carlyle G	Hansen, Jacqueline	4309 Route 350 Walworth, NY 14568
62114-00-508187	543002	VL	Baker	311	29660	3/29/2023	Darron, Carlyle G	Michielson, Andrew O	3261 Sherwood Dr Walworth, NY 14568
62114-00-510333	543002	VL	Baker	105	190850	3/29/2023	Darron, Carlyle G Jr	McGonegal, Russell J	3700 Baker Rd Walworth, NY 14568
61114-19-564067	264201	3390	Dewberry	210	335000	3/29/2023	Blalock, Sandra J	Polaski, Michael John & Katherine Mary Johnson	3390 Dewberry Ln Macedon, NY 14502
61113-00-876906	543002	3279	Hance	312	5353	2/21/2023	Bonczek, David	Bonczek, David S	3279 Hance Rd Macedon, NY 14502
62114-00-061968	543002	991	Kuttruff	210	235000	3/24/2023	Perrill, James Iv	Perrill, James T V & Crystal Eve Didas	991 Kuttruff Rd Walworth, NY 14568
61114-00-331090	264201	399	Mildahn	210	1	3/22/2023	Brasser, Eric	Brasser, Eric	399 Mildahn Rd Macedon, NY 14502
63114-10-494693	543401	2132	Mykola	210	370000	3/1/2023	Pinkley, Gerald R	Hewitt, John R & Sharon M	2132 Mykola Rd Walworth, NY 14568
63114-10-431717	543401	3923	North Park	210	1	2/24/2023	Kerr, Linda C	Linda C Kerr Family Trust Katherine L Collins as Trustee	3923 North Park Way Walworth, NY 14568
63114-14-373474	543401	3737	Orchard	210	1	3/24/2023	Lawrence, Ronald W	Irrevocable Trust Christina, A Lawrence Carrie E Milly as Trustee	3737 Orchard St Walworth, NY 14568

March 2023 Sales

61113-06-435953	264201 451	Parkside	210	1	3/22/2023	Thomann, Kurt D	Thomann, Kurt D & FE Zoraida	451 Parkside Trl Macedon, NY 14502
61114-00-008196	264201 144	Route 441	210	1	3/21/2023	Brotz, Abbie F	Hutton, Andrew J	144 Route 441 Macedon, NY 14502
63115-00-967739	543401 2500	Smith Hill	210	330000	3/22/2023	Johnson, Bruce Dickinson,	Krocke, Samuel J & Tessa D Robinson	2500 Smith Hill Rd Walworth, NY 14568
62116-00-015591	543401 5431	Swadling	210	125932	2/9/2023	Beulah R	Capogreco, Colleen J	5431 Swadling Rd Ontario, NY 14519
62114-20-795012	543002 1561	Trefoil	210	225000	3/9/2023	Hickey, Christine K	Romach, Kyle B & Brittany A Pieters	1561 Trefoil Ct Walworth, NY 14568
61114-17-213153	264201 265	Turtle	311	355745	3/20/2023	NVR, Inc. d/b/a Ryan,	Paterne, Hica, Hica Anuarite & Hicburundi Athanas	265 Turtle Run Macedon, NY 14502
62113-08-783969	543002 1542	Wakerobin	210	160000	2/1/2023	Fifth Third Bank, National, Association	Robins, Gary & Susan Marie	74 Cinnamon Cir Fairport, NY 14450
63115-00-615266	543401 4381	Wal-Ontario	210	300000	3/29/2023	Wilbert, Andrew	Seneca, Michael & Shannon	4381 Wal-Ontario Rd Walworth, NY 14568



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

Date: April 14, 2023

To: Supervisor Donalty & the Walworth Town Board

Re: Month End Report for March 2023

- The Summer Town Topics is at the printers. Registration for summer will open May 4th.
- Financial Summary for March
 - Recreation Registration Fees \$38,780.22
 - Lodge Fees \$2050.00
 - Open Air Pavilion Fees \$155.00

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



3600 Lorraine Drive, Walworth, NY 14568

Mike Buckley, Parks & Facilities Superintendent

(315) 926-9170

parkssuper@townofwalworthny.gov

April 14, 2023,

To: Supervisor Mike Donalty

Re: Parks Monthly Report

This report is for February 25, 2023, through April 14, 2023:

Daily inspection and maintenance of the Ginegaw Park lodge and pavilions

Minor Town Hall maintenance

Snow/ice removal

Continued construction on Parks building to enclose and heat shop area

Seasonal employees returned

Removal of fallen trees in Ginegaw and Sherburne Parks

Winter debris cleanup

Began Baseball and softball field spring renovations

Opened bathroom in Ginegaw Park

Began spring equipment maintenance

Planted a sycamore tree north of the Town Hall in preparation for the Wayne County Bicentennial

Respectfully Submitted,

Mike Buckley, Parks & Facilities Superintendent