

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 6:30 PM. Supervisor Donalty led those present in the recitation of the Pledge of Allegiance.

**PRESENT:**

Michael Donalty	Supervisor
Amber Linson	Councilwoman
Alex Kelly	Councilman
Jim Harden	Councilman (arrived at 6:35 PM)
Rick Johnson	Councilman
Aimée Phillips	Town Clerk

**ABSENT:** Kevin Switzer Highway Superintendent

**OTHERS PRESENT:** Jacqueline VanLare, Recreation Director; Christine Stanford, Town Comptroller; Gene Bavis, Town Historian; Donald Young, Esq., Town Attorney; one (1) member of the public.

**MINUTES**

Motion by Councilwoman Linson that the minutes of May 4, 2023 Regular Meeting are approved as submitted by the Town Clerk. Seconded by Councilman Kelly.

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

Motion carried.

**ELECTED OFFICIALS’ REPORTS:**

**Monthly Report of the Supervisor for March 2023**  
**Monthly Report of the Town Clerk for April 2023**

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

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

Motion carried.

**TOWN CLERK**

Town Clerk Phillips shared that the results of the Wayne Central School District Board Election for 2023 had been received and are on file in the Town Clerk’s office.

**HIGHWAY SUPERINTENDENT** – No report.

**COUNCILMAN KELLY**

Councilman Kelly shared that the Memorial Day parade will be taking place on May 29, 2023, beginning up at the Walworth Fire Hall at 11:00 AM, with a ceremony following down in Ginegaw Park.

**COUNCILWOMAN LINSON**

Councilwoman Linson shared that the Walworth Historical Society held its annual meeting on Monday, May 15, 2023, and stated that it had elected a new trustee and president, and that Bob Mogray was awarded the Community Service award. She informed those present that the Library is discussing a community garden. Additionally, Councilwoman Linson stated that she and Town Attorney Young will be meeting to discuss the sewer agreement with the Town of Macedon, and shared that she and Councilman Kelly had visited the Highway Department to see its new front loader.

**COUNCILMAN JOHNSON**

Councilman Johnson stated that he had attended the “Coffee Hour” with the Western Wayne County Chamber of Commerce on May 5, 2023, and that the organization is interested in increasing business development in the Palmyra and Walworth areas. He also shared that he had visited the area near the TriCounty Sports Complex pertaining to garbage concerns of which a resident had discussed at the last Town Board meeting. He stated that the matter should be able to be resolved civilly between the business and property owners.

**COUNCILMAN HARDEN** – No report.

**SUPERVISOR DONALTY**

Supervisor Donalty shared that K2 Brewing had officially closed on its purchase of Freewill Elementary School and will soon be prepared to present its site plan to the Town. Also, Mr. Donalty read an e-mail that had been received from Kevin Rooney, Wayne County Superintendent of Public Works, stating that the roundabout project had been suspended.

**RESOLUTIONS:**

**RESOLUTION 88-23: BUDGET MODIFICATIONS**

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

	\$		Acct #	Description		Acct #		Reason
<b>General Fund</b>								
Transfer	\$ 1,085.00	FROM	A7620.42	Adult Rec - Prg/ instruct fees	TO	A7310.15	Pers Services - Seasonal / Summer PRGS	To fund Rec Seasonal support staff
Transfer	\$ 83.00	FROM	A7620.42	Adult Rec - Prg/ instruct fees	TO	A9030.81	Benefits - Soc Sec & Medicare	To fund Rec Seasonal support staff
Transfer	\$ 7.40	FROM	A7620.42	Adult Rec - Prg/ instruct fees	TO	A9055.81	Benefits - Disability	To fund Rec Seasonal support staff
Transfer	\$ 300.00	FROM	A1990.4	Contingent Account	TO	A7145.44	Joint Recreation Projects	For Town Contrib toward Eagle Scout project
Transfer	\$ 744.00	FROM	A1990.4	Contingent Account	TO	A1220.42	Supervisor - Office Expense	Sit-Stand Desk for Comptroller

Adopted this 18<sup>th</sup> day of May, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 89-23: ABSTRACT 5, APPROVAL**

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

TOWN OF WALWORTH				
Abstract # 005				
Summary by Fund				
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	22,892.86	77,892.08	100,784.94
CM1-	PARK SPECIAL REVENUE FUND	94.97	1,330.05	1,425.02
CM6-	CEMETERIES		219.53	219.53
DA	HIGHWAY FUND	13,257.05	88,477.66	101,734.71
HB	DEWBERRY PUMP STATION UPGRADE		145,486.80	145,486.80
HD	COMPREHENSIVE MASTER PLAN		3,624.80	3,624.80
HE	GINEGAW RESTROOMS		3,111.25	3,111.25
MS	SELF INSURANCE FUND	9.90		9.90
SF2-	WEST WALWORTH FIRE PROTECTION		39,000.00	39,000.00
SF3-	LINCOLN FIRE PROTECTION		49,000.00	49,000.00
SL1-	WALWORTH LIGHT DISTRICT	323.47		323.47
SL2-	HARVEST HILL LIGHT DISTRICT	595.00		595.00
SL3-	GANANDA LIGHT DISTRICT	1,255.62		1,255.62
SL4-	BROOKSIDE LIGHT DISTRICT	13.51		13.51
SL5-	ORCHARD VIEW LIGHT DISTRICT	145.41		145.41
SS	WALWORTH SEWER DISTRICT #1	5,874.17	33,269.72	39,143.89
SW19	WATER EXT #19 LIN/SWA/CO	22,700.00		22,700.00
SW20	WATER EXT #20 ARBOR/TUMMONDS	5,675.00		5,675.00
TA	TRUST & AGENCY	81,873.76		81,873.76
TC	CUSTODIAL TRUST		2,235.50	2,235.50
<b>Total:</b>		<b>154,710.72</b>	<b>443,647.39</b>	<b>598,358.11</b>

Voucher Numbers 478-630, 51-65, 35-36

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

Adopted this 18<sup>th</sup> day of May, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 90-23: TO WAIVE APPLICATION FEES FOR WESTERN WAYNE AMBULANCE, INC. FOR SITE PLAN APPLICATION AND BUILDING PERMIT**

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

The following was submitted:



**WESTERN WAYNE AMBULANCE, INC.**  
 2180 Church Street P.O. Box 36  
 Walworth, New York 14568  
 315-986-5555

5/5/23

To: The Walworth Town Board  
 From: Western Wayne Ambulance, Inc.  
 Subject: Waiver of Fees

The Walworth Fire Department has given our agency permission to build on their property, a garage to house emergency 4 medical response vehicles adjacent to our current building on their property. The precise details will be forthcoming with the approval of the fire department and the Town of Walworth. We have building blue prints and a site plan and are working closely with the Fire Commissioners.

This letter is seeking a waiver of financial cost for the Site Plan Application and the Building Permit from the Town of Walworth. As you may know Western Wayne Ambulance is a 501C-3 not for profit agency and responds to over 900 calls annually.

Thank you for your consideration.

Steven G. Matteson  
 President, Western Wayne Ambulance  
[medicwwa@gmail.com](mailto:medicwwa@gmail.com)  
 315.576.1202

**THEREFORE, BE IT RESOLVED** that the Town Board hereby approves the request made by the Western Wayne Ambulance, Inc. to waive the fees for a site plan application and building permit to build a garage to house emergency response vehicles.

Discussion ensued regarding specific fees to waive and past resolutions for other organizations.

Councilwoman Linson made the motion to table the resolution until the next Town Board meeting on June 1, 2023. Councilman Kelly seconded the motion.

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

Motion carried.

**RESOLUTION 91-23: AUTHORIZE THE HIRE AND SET SALARY FOR FOUR (4) SEASONAL DAY CAMP STAFF**

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

**WHEREAS**, annually the Town Board will hire and set the salary for seasonal Day Camp employees; and

**WHEREAS**, the following rates were established by the 2023 budget:

EMPLOYEE	POSITION	HOURS	WAGE
JILLIAN HANNOLD	DAY CAMP DIRECTOR	37.5 HOURS / WEEK MAXIMUM	\$17.00
CONNOR KERR	DAY CAMP COUNSELOR	32.5 HOURS/WEEK	\$14.40
ISABELLA MAJCHRZAK	DAY CAMP COUNSELOR	32.5 HOURS/WEEK	\$14.40
JOSEPHINE LADUKE	DAY CAMP COUNSELOR	32.5 HOURS/WEEK	\$14.40

**WHEREAS**, the calendar for seasonal Day Camp employees is set from July 10, 2023 through August 11, 2023;

**BE IT RESOLVED**, the hiring and the salaries of the four seasonal Day Camp staff are authorized and set as presented.

Adopted this 18<sup>th</sup> day of May, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 92-23: AUTHORIZE TO HIRE AND SET SALARY FOR AUSTIN JACOBS AS SEASONAL SUPPORT STAFF**

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

**WHEREAS**, the Town Board approves the hire and sets the salary for seasonal support staff; and

**WHEREAS**, the Recreation Department has a need for a seasonal support staff member; and

**WHEREAS**, the Recreation Department has recommended the following:

EMPLOYEE	POSITION	HOURS	WAGE
AUSTIN JACOBS	SEASONAL SUPPORT STAFF	70 HOURS MAXIMUM	\$15.50

**WHEREAS**, the calendar for seasonal support staff is set to be from May 4, 2023 through August 31, 2023;

**BE IT RESOLVED**, the hiring and the salary of Mr. Austin Jacobs as seasonal support staff is authorized and set as presented.

Adopted this 18<sup>th</sup> day of May, 2023 at the meeting of the Town Board.

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

Resolution carried.

**RESOLUTION 93-23: AUTHORIZATION TO ADVERTISE TO FILL THE POSITION OF MOTOR EQUIPMENT OPERATOR WITHIN THE HIGHWAY DEPARTMENT**

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

**WHEREAS**, a Motor Equipment Operator within the Highway Department has tendered his resignation effective June 3, 2023, leaving the position of Motor Equipment Operator vacant; and

**WHEREAS**, the Highway Superintendent has determined that filling the position is necessary to continue to provide efficient and effective operation of his Department;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the Highway Superintendent to fill the vacant position as soon as possible and further authorizes the Town Clerk to advertise for applications for the position.

Adopted on the 18<sup>th</sup> day of May, 2023 at the meeting of the Town Board.

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

Resolution carried.

**COMMUNICATION:**

- **Animal Control Officer Report**, dated April 30, 2023
- **Town of Walworth Wastewater Treatment Plant Monthly Report for April 2023**
- **Town of Walworth Wastewater Treatment Plant Summary Report for Sewer Collection, dated through May 3, 2023**
- **E-mail from Guy Bringley regarding Wreaths Across America event on December 16, 2023, dated April 27, 2023**
- **Assessment Department Monthly Sales Report for April 2023**
- **Monthly Building and Zoning Report for April 2023**
- **Recreation Department Month End Report for April 2023**
- **Letter of Resignation from Brian Parks**, dated May 15, 2023
- **Parks and Facilities Monthly Report**, dated May 12, 2023
- **E-mail from Kevin Rooney, P.E.**, dated May 16, 2023
- **Wayne Central School District Budget Vote & Election Results**

**TOWN BOARD MEETINGS:**

DATE	TIME	MEETING TYPE
JUNE 1, 2023	6:30 PM	REGULAR
JUNE 15, 2023	6:30 PM	REGULAR
JULY 6, 2023	6:30 PM	REGULAR

**NEW AND OTHER BUSINESS:**

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

Councilwoman Linson informed the Town Board that she had met with Councilman Johnson, Clerk to the Supervisor Teresa Flye and the Town Comptroller regarding this update and shared the progress made and next steps.

➤ **Knox Box Installations**

Supervisor Donalty stated that a policy for this should be prepared for presentation at the next Town Board meeting.

**PUBLIC PARTICIPATION:**

Town Historian Gene Bavis shared the results of the Walworth Historical Society’s election and reiterated congratulations to Mr. Bob Mogray for his receipt of the Community Service Award. Mr. Bavis also commented on the Bicentennial Gala and shared upcoming Wayne County Bicentennial events.

Supervisor Donalty spoke regarding the Town Board’s desire to pursue the abolishment of the Receiver of Taxes as an elected position in the Town of Walworth. The position would be re-assigned to the Town Clerk’s office by Local Law, subject to mandatory referendum. Discussion ensued and updates will follow at future Town Board meetings.

**ADJOURNMENT:**

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

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

Motion carried.

Time: 7:17 PM

Respectfully Submitted,  
 Aimée Phillips  
 Town Clerk