

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 and led those present in the recitation of the Pledge of Allegiance.

<u>PRESENT:</u>	Michael Donalty	Supervisor
	Amber Linson	Councilwoman
	Alex Kelly	Councilman
	Jim Harden	Councilman
	Rick Johnson	Councilman
	Kevin Switzer	Highway Superintendent
	Aimée Phillips	Town Clerk

ABSENT: No members of the Town Board were absent.

OTHERS PRESENT: Jacqueline VanLare, Recreation Director; Gene Bavis, Town Historian; two (2) members of the public.

MINUTES

Motion by Councilwoman Linson that the minutes of August 17, 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	Aye
	Councilman Johnson	Aye
	Supervisor Donalty	Aye

Motion carried.

ELECTED OFFICIALS’ REPORTS:

TOWN CLERK – No report.

HIGHWAY SUPERINTENDENT – No report.

COUNCILMAN KELLY – No report.

COUNCILWOMAN LINSON

Councilwoman Linson shared upcoming events to be held by the Walworth Historical Society and stated that the copper beech tree from the Walworth Historical Society property had been processed. Additionally, she informed those present that there had been discussions with the attorney and forward movement on sewer agreement and sidewalk district issues.

COUNCILMAN HARDEN – No report.

COUNCILMAN JOHNSON – No report.

SUPERVISOR DONALTY

Supervisor Donalty shared that he would like the Town Board to explore options for professional service contracts for 2024, and he stated that the restroom project will be revisited as well. Additionally, Supervisor Donalty stated that ARPA funds had been allotted for a remodel of the Town Hall and he would like to see this process begin shortly. Finally, he appointed Councilman Kelly to work with Building Inspector Norm Druschel and Highway Superintendent Switzer as the Drainage Committee to address drainage concerns throughout the Town.

RESOLUTIONS:

RESOLUTION 133-23: BUDGET MODIFICATIONS

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

Budget Modifications for Sept 7, 2023

	\$		Acct #	Description		Acct #		Reason
General Fund								
Transfer	\$ 888.00	FROM	A1990.41	Contingent Account	TO	A7110.45	Park - Field Improvements	To cover add'l cost of two foul poles for field #3
Transfer	\$ 1,470.00	From	A1990.41	Contingent Account	TO	A7310.15	Youth Rec - Seas/summer help	To cover per diem rec assistant to help with prgs for add'l per diem rec wages
Transfer	\$ 113.00	From	A1990.41	Contingent Account	TO	A9030.81	EE Benefitis - Soc Sec & Med	
CM1								
Amend budget by Appropriate Add'l Fund Bal	\$ 1,800.00	Increase	CM1-2705	Gifts & Donations (Revenue)	Increase	CM1-7110.45	Parks Furniture & Fixtures (Exp)	To increase budget to reflect restricted nature of recent donation for picnic tables. add'l funds needed to cover the cost of signs for the dog park.
	\$ 665.00	FROM	CM1-599	Appropriated Fund Balance	TO	CM1-7110.21	Parks - Capital Exp	

Adopted this 7th day of September, 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 134-23: TO AMEND THE 2023 TOWN FEE SCHEDULE FOR PLANNING BOARD REVIEW AND CERTAIN BUILDING DEPARTMENT FEES

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

WHEREAS, the 2023 Town Fee Schedule specifies that the Planning Board Review fees are as follows:

WHEREAS, this rate does not accurately reflect the true cost to the Town of the personnel and administrative costs;

WHEREAS, it is sometimes necessary to engage the services of an outside firm to review these applications;

WHEREAS, the Town has assumed the Knox Box emergency access program for certain commercial developments;

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby amends the 2023 Town Fee Schedule as indicated below:

PLANNING BOARD REVIEW	Application Fee (Per Lot)	*Escrow (Per Lot)
Subdivision - Residential	\$150	\$750
Site Plan - Residential	\$150	\$750
Subdivision Non-Residential	\$250	\$750 per lot (Minimum \$2000)
Site Plan Non-Residential	\$250	\$5,000

	Application Fee (Per Pad)	*Escrow (Per Pad)
Site Plan - Multi-Unit Dwelling	\$150	\$750 per pad (Minimum \$2000)

Special Use Permit	\$250	\$500
---------------------------	-------	-------

Copies (Resident)	\$6 per page
Copies (Non-resident)	\$10 per page

	Fee	Escrow
Knox Box	Actual Cost + Shipping	\$100

	Application Fee
Short Term Rental Permit	\$250 (includes inspection fee)

Short Term Rental Permit Renewal	\$150 (includes inspection fee)	
----------------------------------	---------------------------------	--

Adopted this 7th day of September, 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 135-23: TO ACCEPT THE RESIGNATION OF SOLE ASSESSOR MELISSA HALSTEAD, EFFECTIVE JANUARY 4, 2024, AND TO CONDUCT A SEARCH FOR HER REPLACEMENT

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

WHEREAS, Melissa Halstead, Sole Assessor under a shared services agreement between the Towns of Walworth and Ontario, submitted her resignation to the Town Supervisor on August 29, 2023; and

WHEREAS, the Sole Assessor position is an essential and necessary part of the Town’s daily operations and cannot remain vacant while a search is conducted; and

WHEREAS, Mrs. Halstead has recommended that the Town of Walworth hire a part-time Sole Assessor as her replacement;

NOW, THEREFORE IT BE RESOLVED that the Town Board hereby accepts the resignation of Melissa Halstead, effective January 4, 2024, and authorizes the Town Supervisor to conduct a search for a replacement Sole Assessor (PT) to start on or before January 4, 2024.

Councilwoman Linson commended Mrs. Halstead for her work serving as the Sole Assessor.

Adopted this 7th day of September, 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 136-23: AUTHORIZE THE POSITION OF PER DIEM RECREATION ASSISTANT

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

WHEREAS, the Recreation Department has a need for intermittent additional support staff to help with the delivery of various programs; and

WHEREAS, the Recreation Department wishes to create the position of Per Diem Recreation Assistant to fill this need; and

WHEREAS, the Recreation Department recommends the starting rate for this position be set at \$15.00 per hour;

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes the creation of the per diem Recreation Assistant at the rate of \$15.00 per hour.

Recreation Director VanLare explained the need and reasoning for this position.

Adopted this 7th day of September, 2023 at a 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 137-23: AUTHORIZE TO HIRE AND SET SALARY FOR PER DIEM RECREATION ASSISTANT 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 per diem staff; and

WHEREAS, the Recreation Department has a need for per diem Recreation Assistant staff members; and

WHEREAS, the Recreation Department has recommended the following:

EMPLOYEE	POSITION	HOURS	WAGE
ANDREW GLEASON	RECREATION ASSISTANT	PER DIEM	\$15.00
RYAN STRAHLEY	RECREATION ASSISTANT	PER DIEM	\$15.00
AUSTIN JACOBS	RECREATION ASSISTANT	PER DIEM	\$15.00

BE IT RESOLVED, the hiring and the salary of Mr. Austin Jacobs, Mr. Ryan Strahley and Mr. Andrew Gleason as Recreation Assistant staff is authorized and set as presented.

Adopted this 7th day of September, 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 138-23: TO ACCEPT THE RESIGNATION OF HIGHWAY CLERK AND APPOINT A REPLACEMENT

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

The following was submitted:

August 30, 2023

Kevin Switzer
 Highway Superintendent
 Town of Walworth Highway Department
 4384 Canandaigua Road
 Walworth, NY 14568

Dear Kevin,

This serves as my official notification that I will be resigning from my position as the Highway Clerk effective with the payroll ending 9/23/23.

It has been a genuine pleasure working for you, and I would like to commend you for the great job you have done as the Highway Superintendent since starting your first term in January 2022. Your dedication to your job, concern for the safety of Walworth residents, and prompt replies to the residents when they have issues they would like addressed are admirable, and you have put together a great group of guys who work as one cohesive unit in all they do. They trust you, trust your judgement, and trust in your experience, which isn't always as easy to accomplish as it seems. I applaud you for all you have achieved in just these two short years.

I have been a Highway Clerk for over 21 years, and I always tell everyone it is the best job I have ever had. That was the case when I first began as a Highway Clerk and will remain true up until my last day as a Highway Clerk. Thank you for making work something to enjoy rather than to dread. I truly appreciate all you and the entire Town of Walworth Highway Crew do for the residents, and for me!

If there is any way I can assist your new clerk in the future, please don't hesitate to contact me. I would be happy to help in any way I can.

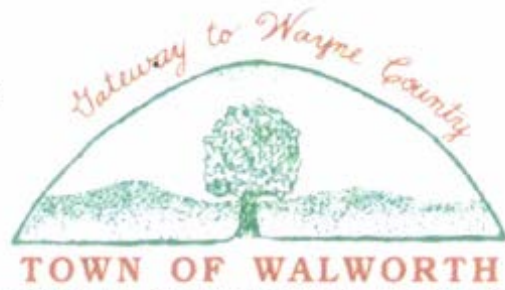
Again, thank you very much for all you have done to make my time here a wonderful working experience! Best of everything to you and to the entire Town of Walworth Highway Crew!

Sincerely,



Mary Beth Braman

CONTINUED ON THE NEXT PAGE



HIGHWAY DEPARTMENT 4384 CANANDAIGUA ROAD WALWORTH, NY 14568


Kevin Switzer
Highway Superintendent

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

DATE: August 22, 2023
TO: MIKE DONALTY, TOWN SUPERVISOR
TOWN BOARD MEMBERS
FROM: KEVIN SWITZER
RE: AMANDA CANTWELL

Mike:

Please authorize Kevin Switzer, Highway Superintendent, to appoint Amanda Cantwell as full time Highway Clerk effective 9/17/23. Amanda will transition from her current position as part time clerk to the position of full time clerk to replace Mary Beth Braman, who will be retiring with payroll ending 9/23/23. Amanda will be working a total of 37.5 hours per week and will remain at her current hourly rate of \$16.50 through the end of the year.

Sincerely,

Kevin Switzer
Highway Superintendent

WHEREAS, the Town has received the resignation letter from Mary Beth Braman, Highway Clerk, effective with payroll ending September 23, 2023; and

WHEREAS, the Highway Superintendent recommends filling the position with Amanda Cantwell, who has been training with the Highway Clerk since January 30, 2023;

NOW, THEREFORE BE IT RESOLVED, that the Town Board accepts the resignation of Mary Beth Braman and appoints Amanda Cantwell to the position of Full-Time Highway Clerk (37.5 hrs/week). Amanda will remain at her current rate of \$16.50/hr through the end of the year.

The Town Board thanked Ms. Braman for her years of service to the Town of Walworth.

Adopted this 7th day of September, 2023 at a 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 139-23: TO ACCEPT DONATION FROM THE FAMILY OF PAST SUPERVISOR CARLYLE DARRON IN THE AMOUNT OF \$1800.00 TO BE USED TO PURCHASE PICNIC TABLES FOR THE NEW PAVILION

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

WHEREAS, lifelong Walworth resident Carlyle Darron served as Town Supervisor from 1976 to 1979, and again from 1986 to 1989, and;

WHEREAS, sadly, Mr. Darron passed away in July of 2022 at the age of 95 after having devoted all of his adult life in service to his community, and;

WHEREAS, Mr. Darron’s family has expressed the desire to have his service memorialized by donating \$1800.00 to cover the entire cost of purchasing the picnic tables needed to equip the new Pavilion in Ginegaw Park;

BE IT RESOLVED, the Town Board expresses its deepest sympathies to the family of Carlyle Darron, and graciously accepts the donation of \$1800.00 to purchase the picnic tables for the new pavilion in Ginegaw Park as a fitting tribute to Mr. Darron’s many years of service to Walworth.

Discussion ensued regarding Past Supervisor Darron’s commitment to and love of the Town of Walworth, as well as Supervisor Donalty stating that a plaque will be installed at the pavilion.

Adopted this 7th day of September, 2023 at a 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 140-23: TO DEDICATE THE NEWLY CONSTRUCTED PAVILION IN GINEGAW PARK AS A TRIBUTE TO OUR LOCAL FIRST RESPONDERS AND NAME IT “FIRST RESPONDERS PAVILION”

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

WHEREAS, construction of a new pavilion in Ginegaw Park was recently completed and will become available for public use soon; and

WHEREAS, the construction of the pavilion was funded through monies received from the American Rescue Plan Act (ARPA) and no local tax dollars were expended; and

WHEREAS, the Town Board wishes to recognize the many contributions of our local First Responders, especially during the recent Pandemic;

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby dedicates the new pavilion to our local First Responders and authorizes the official name of the pavilion to be “First Responders Pavilion.”

Supervisor Donalty shared that a dedication ceremony would be scheduled in the near future.

Adopted this 7th day of September, 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 141-23: TO AMEND TOWN BOARD 2023 MEETING SCHEDULE

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

WHEREAS, the Town Board 2023 Meeting Schedule was adopted (Resolution 5-23) on January 5, 2023; and

WHEREAS, the Town Board has determined that additional meetings will be necessary to prepare for and present the 2024 Budget; and

WHEREAS, the Town Board wishes to amend the Meeting Schedule to reflect the addition of Budget Workshop Meetings to be held on September 28, October 12, and October 18, 2023 at 6:00 PM; and

BE IT RESOLVED that the Town Board 2023 Meeting Schedule is hereby amended as reflected in this Resolution.

Adopted this 7th day of September, 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 142-23: SET PUBLIC HEARING FOR LOCAL LAW NO. 7 OF 2023, A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW

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

WHEREAS, the Town Board of the Town of Walworth, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, the Town Board of the Town of Walworth has reviewed the draft of the aforementioned proposed Local Law and deems it in the best interests of the Town of Walworth to proceed in accordance with the Code of the Town of Walworth and the Laws of the State of New York in adopting said Local Law;

RESOLVED by the Town Board of the Town of Walworth that a Public Hearing shall be had on the **21st day of September, 2023, at 6:31 p.m.**, for the purpose of considering adoption of such Local Law A Local Law to Override the Tax Levy Limit Established in General Municipal Law; and be it further

RESOLVED, that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

Adopted this 7th day of September, 2023 at a 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 143-23: TO APPOINT JENNA CAMACHO TO FILL THE VACANCY ON BOARD OF ASSESSMENT REVIEW FOR TERM BEGINNING OCTOBER 1, 2023

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

WHEREAS, the Board of Assessment Review carries terms of five (5) years; and

WHEREAS, a vacancy exists for the term beginning October 1, 2023;

BE IT RESOLVED, that the Town Board hereby appoints Mrs. Jenna Camacho to the Board of Assessment Review the five-year term beginning October 1, 2023.

Councilwoman Linson praised Mrs. Camacho for her efforts and continued service to and involved with the Town of Walworth and its residents.

Adopted this 7th day of September, 2023 at a 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:

- Letter of resignation from Kyle Quigley, dated August 22, 2023
- Letter of resignation from Melissa Halstead, dated August 29, 2023
- Assessment Department Report for the month of August 2023
- Summary of Highway Work July and August 2023

TOWN BOARD MEETINGS:

DATE	TIME	MEETING TYPE
SEPTEMBER 21, 2023	6:30 PM	REGULAR
SEPTEMBER 28, 2023	6:00 PM	BUDGET WORKSHOP
OCTOBER 5, 2023	6:30 PM	REGULAR

NEW AND OTHER BUSINESS:

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

Councilwoman Linson stated that the committee had finished its review and Supervisor Donalty has reviewed the draft of the Employee Handbook as well. It was stated that the handbook may be up for Town Board review in early October. Councilman Johnson thanked the committee members for their hard work.

➤ **Dolomite Park Update**

Councilwoman Linson stated that the deconstruction and removal of the stone at Dolomite Park had begun.

PUBLIC PARTICIPATION:

Town Historian Gene Bavis shared upcoming events for both the Walworth Historical Society and the Wayne County Bicentennial.

EXECUTIVE SESSION:

Motion by Councilman Kelly to enter into executive session to discuss the proposed acquisition/sale/lease of real property when publicity might affect value.

Seconded by Councilman Johnson.

Roll call vote:	Councilwoman Linson	Aye
	Councilman Kelly	Aye
	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: 7:48 PM.

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

Motion carried.

ADJOURNMENT:

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

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

Motion carried.

Time: 7:48 PM

Respectfully Submitted,
Aimée Phillips
Town Clerk