



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

**315.986.1400**  
**315.926.9154**  
**Fax 315.986.1440**

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**TOWN BOARD REGULAR MEETING – AGENDA**  
**SEPTEMBER 7, 2023 6:30 PM**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**MINUTES:**                    **August 17, 2023**                    **Regular Meeting**

**PRESENTATIONS**

**REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS:**

**RESOLUTIONS**

- Resolution -23:** Budget Modifications
- Resolution -23:** To amend the 2023 Town Fee Schedule for Planning Board Review and certain Building Department fees
- Resolution -23:** To accept the resignation of Sole Assessor Melissa Halstead, effective January 4, 2024, and to conduct a search for her replacement
- Resolution -23:** Authorize the position of per diem Recreation Assistant
- Resolution -23:** Authorize to hire and set salary for per diem recreation assistant staff
- Resolution -23:** To accept the resignation of Highway Clerk and appoint a replacement
- Resolution -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
- Resolution -23:** To dedicate the newly constructed pavilion in Ginegaw Park as a tribute to our local first responders and name it "First Responders Pavilion"
- Resolution -23:** To amend Town Board 2023 meeting schedule
- Resolution -23:** To set public hearing for Local Law No. 7 of 2023, A Local Law To Override The Tax Levy Limit Established In General Municipal Law
- Resolution -23:** To appoint Jenna Camacho to fill the vacancy on Board of Assessment Review for term beginning October 1, 2023

(Updated 9/6/2023)

**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

**NEW AND OTHER BUSINESS**

**Policies, Procedures and Employee Handbook Review**

**Dolomite Park Update**

**PUBLIC PARTICIPATION**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

**RESOLUTION -23: BUDGET MODIFICATIONS**

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

Budget Modifications for Sept 7, 2023

General Fund	\$		Acct #	Description		Acct #		Reason
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 Benefits - Soc Sec & Med	
<b>CM1</b>								
Amend budget by Appropriate Add'l Fund	\$ 1,800.00	Increase	CM1-2705	Gifts & Donations (Revenue)	Increase	CM1-7110.45	Park's 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.
Bal	\$ 665.00	FROM	CM1-599	Appropriated Fund Balance	TO	CM1-7110.21	Park's - Capital Exp	

Adopted this 7<sup>th</sup> day of September, 2023 at the meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: TO AMEND THE 2023 TOWN FEE SCHEDULE FOR PLANNING BOARD REVIEW AND CERTAIN BUILDING DEPARTMENT FEES**

Councilman \_\_\_\_\_ offered the Resolution and moved its adoption. Seconded by Councilman \_\_\_\_\_ to wit:

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

<b>PLANNING BOARD REVIEW</b>	<b>Application Fee (Per Lot)</b>	<b>*Escrow (Per Lot)</b>
<b>Subdivision</b>	\$150	\$350
<b>Site Plan</b>	\$150	\$350

**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:

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

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

<b>Special Use Permit</b>	\$250	\$500
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<b>Copies (Resident)</b>	\$6 per page
<b>Copies (Non-resident)</b>	\$10 per page

	<b>Fee</b>	<b>Escrow</b>
<b>Knox Box</b>	Actual Cost + Shipping	\$100

	<b>Application Fee</b>	
<b>Short Term Rental Permit</b>	\$250 (includes inspection fee)	
<b>Short Term Rental Permit Renewal</b>	\$150 (includes inspection fee)	

Adopted this 7<sup>th</sup> day of September, 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 ACCEPT THE RESIGNATION OF SOLE ASSESSOR  
MELISSA HALSTEAD, EFFECTIVE JANUARY 4, 2024, AND TO CONDUCT A  
SEARCH FOR HER REPLACEMENT**

Councilman offered the Resolution and moved its adoption. Seconded by Councilman 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.

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

Council                      offered the Resolution and moved its adoption. Seconded by Council  
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.

Adopted this 7<sup>th</sup> day of September, 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: AUTHORIZE TO HIRE AND SET SALARY FOR PER DIEM RECREATION ASSISTANT STAFF**

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

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>HOURS</b>	<b>WAGE</b>
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 7<sup>th</sup> day of September, 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 ACCEPT THE RESIGNATION OF HIGHWAY CLERK AND APPOINT A REPLACEMENT**

Council offered the Resolution and moved its adoption as amended. Seconded by Council 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 9/23/24

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.

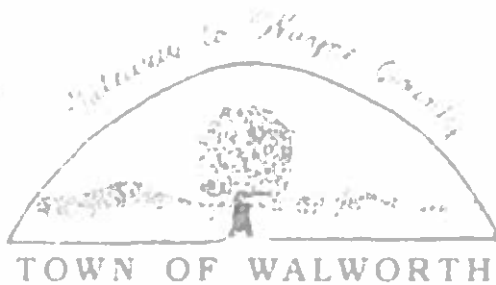
Again, thank you very much for all you have done to make my time here a wonderful working experience! Best of everything to you and to the entire Team of Walworth Highway Crew!

Sincerely,



Mrs. 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 9/1/23. 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.

Adopted this 7<sup>th</sup> day of September, 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 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**

Council                    offered the Resolution and moved its adoption. Seconded by Council  
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.

Adopted this 7<sup>th</sup> day of September, 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 DEDICATE THE NEWLY CONSTRUCTED PAVILION IN GINEGAW PARK AS A TRIBUTE TO OUR LOCAL FIRST RESPONDERS AND NAME IT “FIRST RESPONDERS PAVILION”**

Councilman offered the Resolution and moved its adoption. Seconded by Councilman 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.”

Adopted this 7<sup>th</sup> day of September, 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 AMEND TOWN BOARD 2023 MEETING SCHEDULE**

Council presented the following Resolution and moved its adoption. Seconded by Council 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 7<sup>th</sup> day of September, 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: SET PUBLIC HEARING FOR LOCAL LAW NO. 7 OF 2023, A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW**

Council                      offered the Resolution and moved its adoption. Seconded by Council                      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 7<sup>th</sup> day of September, 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 APPOINT JENNA CAMACHO TO FILL THE VACANCY  
ON BOARD OF ASSESSMENT REVIEW FOR TERM BEGINNING OCTOBER 1, 2023**

Council                      offered the Resolution and moved its adoption. Seconded by Council    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.

Adopted this 7<sup>th</sup> day of September, 2023 at a meeting of the Town Board.

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

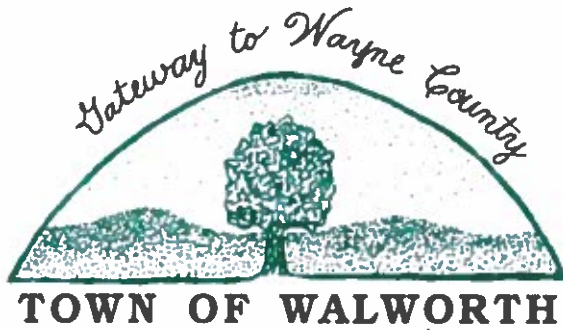
Resolution carried/failed.

8/22/23

I Kyle Quigley am putting in my  
2 week notice because I'm going  
elsewhere that pays more







**TOWN OF WALWORTH**  
**Assessor**  
**3600 Lorraine Drive**  
**Walworth, NY 14568**  
[assessor@townofwalworthny.gov](mailto:assessor@townofwalworthny.gov)  
**(315) 986-1400 phone**  
**(315) 986-4342 fax**

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August 29, 2023

Please accept this letter as formal notification of my resignation as the Sole Assessor for the Town of Walworth. My last day will be January 4, 2024.

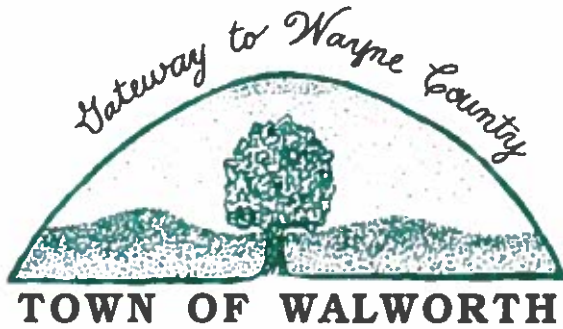
Thank you so much for the opportunity to work for the Town of Walworth and its residents. It has been a pleasure working for Walworth and getting to work with such wonderful employees and residents. I will truly miss everyone. I will be leaving with many memories and friendships that will last a lifetime.

Once again thank you, and it's been a pleasure serving the Town of Walworth as the Sole Assessor.

Sincerely,

*Melissa Halstead*

Melissa Halstead  
NYS Certified Assessor  
Town of Walworth



**TOWN OF WALWORTH**  
**Assessor**  
**3600 Lorraine Drive**  
**Walworth, NY 14568**  
[assessor@townofwalworthny.gov](mailto:assessor@townofwalworthny.gov)  
**(315) 986-1400 ext 5 phone**  
**(315) 986-4342 fax**

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Assessment Department Report  
For August 2023

- Processed 19 transfers.
- Updated bank codes
- Updated change of addresses
- Updated address book
- Permits processed
- C of C's & C of O's processed
- Prepared board report for August
- Ran assessor edits reports.
- Assessor ran Star Reports
- Verified inventory on Pictometry
- We have processed 3 splits and 1 merger.
- Began processing EDUs for regional sewer project.
- Updated PILOT exemptions
- Began processing exemptions that have been received to date.

Sincerely,

*Melissa Halstead*

Melissa Halstead  
NYS Certified Assessor  
Town of Walworth



HIGHWAY DEPARTMENT 4384 CANANDAIGUA ROAD WALWORTH, NY 14568

Kevin Switzer  
Highway Superintendent

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

### SUMMARY HIGHWAY WORK JULY 2023

Put in a stone pad at the park for the new pavilion.

Fixed large sink hole on Springbeauty Crescent

July 17-July 20: Closed Bills Road from Cream Ridge Road to Stalker Road to complete a large pipe job with some assistance from Wayne County Highway. Opened the section of road back up at 3:30 on July 20.

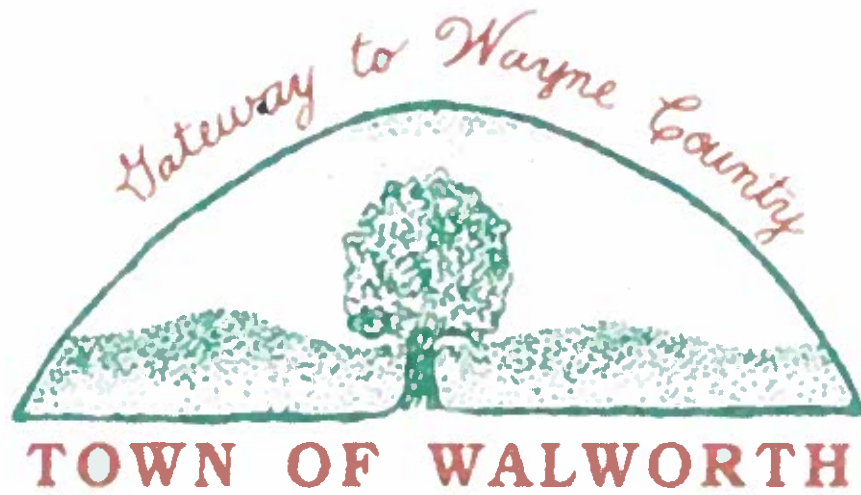
Patched spots at the Town Hall parking lot to have it ready to chip sealing in August.

Wedged Sherburne Road.

Paved Swadling Road with assistance from the towns of Macedon, Marion, Huron, and Savannah Highway Depts.

Began cleanup work on Swadling Road after paving.

Continued roadside mowing throughout town.



HIGHWAY DEPARTMENT 4384 CANANDAIGUA ROAD WALWORTH, NY 14568

Kevin Switzer  
Highway Superintendent

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

### SUMMARY HIGHWAY WORK AUGUST 2023

Sent two trucks to Wolcott Highway to help them with a paving job.  
Sent one truck to Wayne County Highway to help them with a paving job.  
Sent two trucks to Ontario Highway to help them chip seal one of their roads.  
Completed a pipe job on Kuttruff Road.  
Cut shoulders on various roads where they had eroded due to heavy rain.  
Did some sidewalk work on Mykola Road and Teresa Drive.  
Chip Sealed Kuttruff, Finley, Sherburne, and Mykola Roads as well as chip sealing Teresa Drive, Orchard Street, Johnny Lane, and the Town Hall parking lot.

We did a tremendous amount of work to Swadling Road, which is as follows:  
Sand sealed the road and swept it after sand seal was completed.  
Chip sealed the road.  
Replaced stone and pavement in all driveways that had been affected by the work being done on the road.  
Replaced shoulders on Swadling Road with assistance from Palmyra Highway Dept.  
Replaced topsoil/repairs any lawn damage that was created by the work being done to the road.  
Put mailboxes back up that we had to take down in order to do the work.  
There was a new Center line put on Swadling Road after all the work was done.

Swept all roads that were chip sealed.  
Cleaned all the Highway Trucks after all the roadwork we had done in July/August.  
Continued roadside mowing.