



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

315.986.1400
315.926.9154
Fax 315.986.1440

TOWN BOARD REGULAR MEETING – AGENDA
OCTOBER 19, 2023 6:30 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

MINUTES: **October 5, 2023** **Regular Meeting**

PRESENTATIONS

REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS:

Monthly Report of the Town Clerk for September 2023

Supervisor: Proclamation in recognition of Walworth Fire Department member Dick Stalker's years of service

RESOLUTIONS

- Resolution -23: Abstract 10, Approval**
- Resolution -23: Adoption of the Tentative Budget as the 2024 Preliminary Budget**
- Resolution -23: Authorize public hearing for the West Walworth Fire Department 2024 contract**
- Resolution -23: Authorize public hearing for the Lincoln Fire Department 2024 contract**
- Resolution -23: Authorize public hearing for Western Wayne Ambulance, Inc. 2024 contract**
- Resolution -23: Authorize public hearing for 2024 Preliminary budget**
- Resolution -23: Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS2417-A)**
- Resolution -23: Authorizing issuance of request for proposals for various service providers**

(Updated 10/18/2023)

COMMUNICATION:

- **Town of Walworth Wastewater Treatment Plant Report for the month of August 2023**
- **Animal Control Officer Report for September 2023**
- **Thank you note from Dick Stalker for statements at 51st anniversary celebration luncheon**
- **JCAP Requests from Walworth Town Court**
- **Summary of Highway Work For September 2023**
- **Parks & Facilities Monthly Report, dated October 16, 2023**
- **Recreation Department Month End Report for September 2023**
- **Monthly Building and Zoning Report for the month of September 2023**
- **Proclamation honoring Richard “Dick” Stalker for his fifty-one years of service to the Walworth Fire Department**

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

TOWN CLERK'S MONTHLY REPORT

TOWN OF WALWORTH, NEW YORK

SEPTEMBER, 2023

COPY

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255	<u>1</u>	DECALS	<u>229.42</u>	
	<u>8</u>	MARRIAGE LICENSES NO. 23031 TO 23038	<u>140.00</u>	
	<u>6</u>	B/D/M RECORDS SEARCH	<u>120.00</u>	
TOTAL TOWN CLERK FEES				489.42
<hr/>				
A1689	<u>1</u>	PERC/NEW/SEPTIC REPAIR	<u>100.00</u>	
TOTAL A1689				100.00
<hr/>				
A2001	<u>7</u>	RECREATION	<u>1,982.00</u>	
TOTAL A2001				1,982.00
<hr/>				
A2115	<u>5</u>	PB REVIEW FEES/OTHER	<u>850.00</u>	
TOTAL A2115				850.00
<hr/>				
A2544	<u>84</u>	DOG LICENSES	<u>818.00</u>	
TOTAL A2544				818.00
<hr/>				
A2555	<u>30</u>	BUILDING PERMITS	<u>5,675.00</u>	
TOTAL A2555				5,675.00
<hr/>				
A2770B	<u>8</u>	OTHER INCOME BUILDING	<u>273.00</u>	
TOTAL A2770B				273.00
<hr/>				
A2770S	<u>2</u>	SEPTIC INSP (NEW CONSTR)	<u>150.00</u>	
TOTAL A2770S				150.00
<hr/>				
CM2025	<u>6</u>	FACILITY RENTALS	<u>565.00</u>	
TOTAL CM2025				565.00
<hr/>				
CM2026	<u>12</u>	DOG PARK REGISTRATION	<u>425.00</u>	
TOTAL CM2026				425.00
<hr/>				
CM2089	<u>6</u>	PARK EXPENDABLE TRUST	<u>3,900.00</u>	
TOTAL CM2089				3,900.00

TOWN CLERK'S MONTHLY REPORT

SEPTEMBER, 2023

page 2

SS2122

3 SEWER APPLICATION WALWOR 2,550.00

TOTAL SS2122 2,550.00

TA301

12 ESCROW - BLDG PERMITS 3,600.00

TOTAL TA301 3,600.00

TOWN CLERK'S MONTHLY REPORT


SEPTEMBER, 2023

page 3

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	10,108.00 ✓
DECALS SEPARATE MONTHLY REPORT	229.42 ✓
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	3,600.00 ✓
PAID TO SUPERVISOR FOR CEMETERY/PARK EXPENDABLE	4,890.00 ✓
PAID TO SUPERVISOR FOR SEWER APPLICATION FEES	2,550.00 ✓
DECALS SEPARATE MONTHLY REPORT- EFT	3,929.58
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	96.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	180.00
TOTAL DISBURSEMENTS	25,583.00

OCTOBER 3, 2023


_____, SUPERVISOR
Michael Donalty

STATE OF NEW YORK, COUNTY OF WAYNE, TOWN OF WALWORTH

I, Aimee Phillips, being duly sworn, says that I am the Clerk of the TOWN OF WALWORTH that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

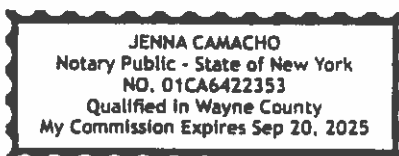
3rd day of October 2023

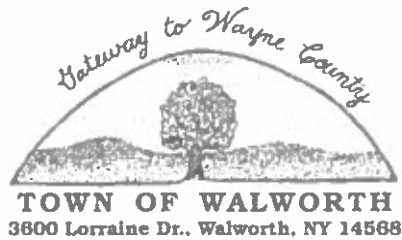


Notary Public



Town Clerk





PROCLAMATION

Honoring **RICHARD "DICK" STALKER**

for his fifty-one years of service to the Walworth Fire Department

WHEREAS, Richard "Dick" Stalker began his lengthy service as a volunteer with the Walworth Fire Department on May 1st, 1972, and continues to provide this valuable service to this day;

AND

WHEREAS, for over fifty years, Dick has distinguished himself as a hard-working and dedicated volunteer firefighter, at all times committed to helping his community, and has provided invaluable leadership and guidance to a new generation of firefighters;

AND

WHEREAS, his fellow firefighters know him as a steady, dependable volunteer and friend, who takes pride in his work and in this community, and who is always ready to lend a helping hand when needed;

AND

WHEREAS, Dick's family, friends and fellow firefighters have gathered here today to recognize his invaluable contributions to his community and his endearing friendship;

NOW, THEREFORE, BE IT RESOLVED THAT, the Walworth Town Board, together with the citizens of this community, do hereby express their sincere appreciation and gratitude for Dick Stalker's dedication and commitment to his Town and its residents, and congratulate him on achieving this milestone, and wish him many continued years of happiness and good health.

Presented on behalf of the Town of Walworth this 1st day of October, 2023.

Michael R. Donalty
Supervisor, Town of Walworth

RESOLUTION -23: ABSTRACT 10, APPROVAL

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

TOWN OF WALWORTH				
Abstract # 010				
Summary by Fund				
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	17,196.19	77,510.51	94,706.70
CM1-	PARK SPECIAL REVENUE FUND	73.02	219.60	292.62
CM6-	CEMETERIES		12,000.00	12,000.00
DA	HIGHWAY FUND	11,179.86	20,595.05	31,774.91
HC	NEW PAVILION IN GINT GAW PARK		10,400.00	10,400.00
SD1-	WALWORTH CONSOLIDATED DRAINAGE		281.92	281.92
SL1-	WALWORTH LIGHT DISTRICT	472.73		472.73
SL2-	HARVEST HILL LIGHT DISTRICT	738.81		738.81
SL3-	GANANDA LIGHT DISTRICT	1,198.16		1,198.16
SL4-	BROOKSIDE LIGHT DISTRICT	23.79		23.79
SL5-	ORCHARD VIEW LIGHT DISTRICT	271.45		271.45
SS	WALWORTH SEWER DISTRICT #1	2,454.98	9,385.74	11,840.72
TA	TRUST & AGENCY	76,050.36		76,050.36
TC	CUSTODIAL TRUST		10,882.00	10,882.00
Total:		109,659.35	141,274.82	250,934.17

* 10/18/2023
09:16:48

Voucher Numbers 1274-1423, 135-150, 85-109

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

Adopted this 19th day of October, 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: ADOPTION OF THE TENTATIVE BUDGET AS THE 2024 PRELIMINARY BUDGET

Council offered Resolution -23 and moved its adoption. Seconded by Council to wit:

WHEREAS the Town of Walworth adopts a budget annually for the general operation of the departments of the Town; and

WHEREAS workshops have been held for the review of the Tentative Budget document;

WHEREAS the Tentative Budget was submitted to the Town Clerk on September 29, 2023;

BE IT RESOLVED that the Walworth Town Board adopts the Tentative Budget as the Preliminary Budget for the 2024 fiscal year with amendments as presented.

Adopted this 19th day of October 2023, at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZE PUBLIC HEARING FOR THE WEST WALWORTH
FIRE DEPARTMENT 2024 CONTRACT**

Council offered Resolution -23 and moved its adoption. Seconded by Council to wit:

BE IT RESOLVED, that a public hearing is scheduled for **Thursday, November 2, 2023 at 6:30 PM** for the purpose of hearing comments regarding the West Walworth Fire Department 2024 Contract.

Adopted this 19th day of October, 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 PUBLIC HEARING FOR THE LINCOLN FIRE DEPARTMENT 2024 CONTRACT

Council offered Resolution -23 and moved its adoption. Seconded by Council to wit:

BE IT RESOLVED, that a public hearing is scheduled for **Thursday, November 2, 2023 at 6:30 PM** for the purpose of hearing comments regarding the Lincoln Fire Department 2024 Contract.

Adopted this 19th day of October, 2023, at a meeting of the Town Board.

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

Resolution carried/failed.

**RESOLUTION -23: AUTHORIZE PUBLIC HEARING FOR WESTERN WAYNE
AMBULANCE, INC. 2024 CONTRACT**

Council offered Resolution -23 and moved its adoption. Seconded by Council
to wit:

BE IT RESOLVED, that a public hearing is scheduled for **Thursday, November 2, 2023 at 6:30 PM** for the purpose of hearing comments regarding the Western Wayne Ambulance, Inc. 2024 Contract.

Adopted this 19th day of October, 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 PUBLIC HEARING FOR 2024 PRELIMINARY BUDGET

Council offered Resolution -23 and moved its adoption. Seconded by Council to wit:

WHEREAS, the Town Board desires to schedule a Public Hearing on **Thursday, November 2, 2023 at 6:30 PM** for the purpose of hearing comments regarding the 2024 Preliminary Budget; and

WHEREAS, the Town Board directs the Town Clerk to publish the notice stating compensation proposed to be paid to each Elected Official (Town Law§108), effective January 1, 2024; and

BE IT RESOLVED, that the Town Board will hold a Public Hearing on said 2024 Preliminary Budget at the Walworth Town Hall, 3600 Lorraine Drive, in the Town of Walworth, New York at **6:30 PM on Thursday, November 2, 2023**;

BE IT FURTHER RESOLVED, that the Town Clerk publish or cause to be published a public notice in the official newspaper of the Town of said public hearing at least five (5) days prior thereto.

Adopted this 19th day of October, 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: STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS (RS2417-A)

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

The following was submitted:



Standard Work Day and Reporting Resolution for Elected and Appointed Officials
RS 2417-A

Received Date:

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED that the TOWN OF WALWORTH hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Began & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Ter 1
Elected Officials									
AMBER LINSON			TOWN BOARD MEMBER	01/07/2022-11/2024	6	7.71	<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, AIMEE PHILLIPS secretary/clerk of the governing board of the TOWN OF WALWORTH of the State of New York do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 19 day of OCTOBER, 2023 of file as part of the minutes of such meeting and that same is a true copy thereof and the whole of such original.

I, TOWN OF WALWORTH do hereby witness whereof I have hereunto set my hand and the seal of the TOWN OF WALWORTH on this 19 day of OCTOBER, 2023.

Affidavit of Posting: I, AIMEE PHILLIPS being duly sworn, deposes and says that the posting of the Resolution began on 19 and continued for at least 30 days. That the Resolution was available to the public on the 19 day of OCTOBER, 2023.

Employer's website at: _____
 Official sign board at: _____
 Mail entrance Secretary of Clerk's Office at: _____

Page _____ of _____ (for additional rows, attach a RS 2417-B form)

BE IT RESOLVED, that the Town Clerk post and submit as required.

Adopted this 19th day of October, 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: AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSALS FOR VARIOUS SERVICE PROVIDERS

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

WHEREAS, the Town of Walworth frequently contracts with various professional service providers for specialty services to be performed on an occasional basis; and

WHEREAS, while the current providers of these services have done so satisfactorily, the contracts have not been updated in several years; and

WHEREAS, the Town Board wishes to act with due diligence in ensuring that the Town is receiving the best value for the services provided; and

WHEREAS, thus, the Town of Walworth seeks proposals from qualified professional service providers for the following services:

- Prosecuting Attorney
- Independent Auditing
- Computer and Information Technology
- Planning and Engineering;

NOW, THEREFORE, BE IT RESOLVED, that the Walworth Town Board hereby approves the issuance of a request for proposal (“RFP”) from qualified professional service providers in the aforementioned fields of service in accordance with the requirements of New York State Law; and, be it further

RESOLVED, that such RFPs be in the form attached hereto.

Adopted this 19th day of October, 2023 at a meeting of the Town Board.

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

Resolution carried/failed.



Walworth Wastewater Treatment Plant
3451 Ontario Center Road
Walworth NY 14568
315.986.1400 ext. 10
sewer@townofwalworthny.gov

October 4, 2023

To: Supervisor Mike Donalty
Re: Wastewater Treatment Plant Report - Month of August

- 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 10 days.
- Hauled 32,000 gallons of thickened sludge for disposal to Canandaigua.
- Completed August 2023 DMR's.
- Responded to 84 UFPO requests: 78 Regular and 6 Emergency.
- Responded to 1 after hour call in. Dewberry Pump Station.
- Completed operator report for August.
- Weekly mowing / maintenance of grass / weeds at sewer plant, pump stations, and cemeteries.
- Planted trees at Dewberry Pump Station.
- Drew measurement / lateral maps for some homes at Lehrwood Estates.
- Monthly department head meeting.
- Fixed flat tire on sludge truck. Cleaned sludge truck.
- Cleaned gutters on office / lab building.
- Cleaned filter room.
- Trained Jerry and Jake from WCWSA on plant check and operating thickener.
- Fixed issue with generator at Dewberry pump station.
- Attended Regional WWTP project meetings (2).
- Took 3 vehicles for annual inspections.
- Tim attended training in Buffalo for continuing education credits (6).
- Replaced wheel seal on sludge truck. Adjusted brakes and checked all fluids.
- Checked manholes on Teresa Drive.
- On Site meeting for Demolition of building.
- Repaired manhole with construction company at Lehrwood Estates.
- Cleaned out problem manholes.
- Crown Electric parts run. Electrical work in filter room.
- Cleaned shop and bio building.
- Budget workshop with Town Board.

Respectfully Submitted,
Adam Jozwiak, Sewer Superintendent

ANIMAL CONTROL OFFICER REPORT
Walworth, NY

Date: September 2023

Dog Control Officer's Name: Lea Dill

Calls for the month of: September 2023

<u>DESCRIPTION</u>	<u># OF CALLS:</u>
1) Reported Stray Sighting (Not picked up).	<u>1</u>
2) DL 18 processed & taken to Shelter. (Strays picked up).	<u>0</u>
3) DL 18 processed with local pick up charged to the dog owner.	<u>0</u>
4) Nuisance Complaints	<u>13</u>
5) Owner reporting lost dog.	<u>1</u>
(a) Owner reported the dog returned home.	<u>1</u>
6) Dog Bite Cases.	<u>0</u>
(a) Issued 10-day confinement for dog that attacked.	<u>0</u>
(b) Follow up on 10-day confinement, released from confinement.	<u>0</u>
7) Court Appearance tickets issued.	<u>1</u>
8) Follow ups on expired license or no license.	<u>2</u>

Other - (Please describe *)

*1. A few wildlife questions about disposing of a dead racoon and a live racoon in homeowners back yard.

*2. Letter of "Notice of Apparent Violations" sent out to two residences with nuisance violations! Advised that further or continued violations relative to said dog(s) is likely to result in the commencement of an action in court to seek penalty (ies), including fines, and/or the pursuit of any other remedy available under the law.

List of what was requested on the 2023-2024 JCAP Grant

New Desks and filing cabinets

Fireproof safe

Judicial Robe

Office Chairs

Office lighting

Security monitor

Fans



HIGHWAY DEPARTMENT 4384 CANANDAIGUA ROAD WALWORTH, NY 14568

Kevin Switzer
Highway Superintendent

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

SUMMARY HIGHWAY WORK SEPTMEBER 2023

Blacktop work at Lincoln Fire Hall.

Wedging on Bills Road.

Trimmed the trees along the sidewalks of Gananda.

Did topsoil work on Swaddling Road.

Swept Johnny Lane, Teresa Drive, Orchard Street, and Mykola Road after chip sealing in August.

Sent one truck to Macedon for milling.

Fog sealed Johnny Lane, Teresa Drive, Orchard Street, and Mykola Road.

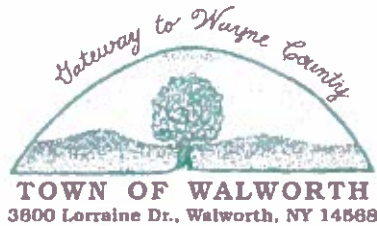
Swept Town Hall parking lots after chip sealing in August.

Helped the Town of Ontario haul blacktop and wedged for them.

Fog Sealed the Woodlands subdivision.

Did pipe jobs on Whitney Road and Walworth-Ontario Road.

Fixed several washouts on shoulders in various spots around town.



Parks & Facilities Department
3600 Lorraine Drive, Walworth, NY 14568
Mike Buckley, Parks & Facilities Superintendent
(315) 986-1400 ext.12
parkssuper@townofwalworthny.gov

October 16, 2023,

To: Supervisor Mike Donalty

Re: Parks & Facilities Monthly Report

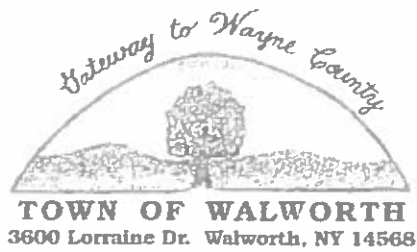
This report is for September 16, 2023, through October 13, 2023:

- Daily inspection and maintenance of the Ginegaw Park lodge and pavilions,
- Bush Hogged naturalized areas,
- Continued seasonal mowing and string trimming,
- Finished grooming and lining of baseball and softball fields,
- Roto-tilled baseball and softball fields,
- Finished lining soccer fields, took down and put away goals,
- Applied herbicide to soccer fields to treat broadleaf weeds,
- Aerated soccer fields,
- Trimmer trees at the Town Hall,
- Installed the new sign for the First Responders Pavilion,
- Setup, and teardown for Harvest Moon Festival.

Respectfully Submitted,

Mike Buckley

Parks & Facilities Superintendent



Jacqueline VanLare
Town of Walworth
Recreation Director

Date: October 16, 2023

To: Supervisor Donalty & the Walworth Town Board

Re: Month End Report for Sept 2023.

- Financial Summary for September
 - Recreation Registration Fees \$24,407.00
 - Lodge Fees \$400.00
 - Open Air Pavilion Fees \$165.00
 - Dog Park Fees as of 9/28 \$870.00

Respectfully submitted,

Jacqueline Van Lare
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
BUILDING DEPARTMENT**
3600 Lorraine Drive
Walworth, New York 14568

Monthly Building and Zoning Report

There were 53 other inspections completed during the month of September 2023.

Notice of Violation: 0

Notice to Remedy: 0

Letters regarding Building Permits: 4

Permits Issued: 34

Certificates of Occupancy Issued: 0

Certificates of Compliance Issued: 15

Soil Test completed: 3

Septic Repair completed: 1

Fire calls: 0

Fire Inspections: 0

Fire Marshall Correspondence: 0

Code Enforcement Correspondence: 4

Annual Inspection: 0

Property Maintenance Complaints: 5


Other Complaints: 6


Drainage Issues: 2

Projects in process:

- Installation of Knox Boxes at businesses and apartments
- Implementing Short Term Rental Permit management
- Orchard View and Lehrwood infrastructure inspections
- Scan Planning, Zoning, and Building Department documents
- Scan and copy documents for FOIL and Research requests
- Drainage Improvement Project: Everwild Lane
- Drainage Improvement Project: County Line Road

Respectfully submitted,


Norman Druschel
Building Inspector


Brett Malafeew
Code Enforcement Officer