# 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 FEBRUARY 1, 2024 6:30 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

**MINUTES:** 

January 18, 2023

Regular Meeting

#### **PRESENTATIONS:**

#### REPORTS OF COMMITTEES (LIAISON/ELECTED OFFICIAL REPORTS)

#### **RESOLUTIONS:**

Resolution - 24: Authorize the Parks Superintendent to purchase a new 2024 Ford F-250 XL Supercab 4x4 truck from Van Bortel Ford with a price not to exceed \$51,452.67

Resolution -24: Authorize the Town Clerk to issue a renewal License To Maintain And Operate An Automobile Salvage Yard for British Auto Salvage

**Resolution** -24: To accept the resignation of Barbara Griffith and advertise to fill the position of Justice Court Clerk (part-time)

**Resolution** -24: To adopt a policy to address the handling of accruals for employees moving into an elected position within the Town

**Resolution** -24: Authorize the Town Board to sign resolution approving 2023 certified points for the West Walworth Fire Department Length Of Service Program

#### **COMMUNICATION:**

- Uniform and Energy code report for 2023, dated January 21,2024
- Monthly Building and Zoning departments reports for November and December 2023
- > Town of Walworth Building Department year end report for 2023

# **NEW AND OTHER BUSINESS**

Policies, Procedures and Employee Handbook Review Update

(Updated 1/31/2024)

# **PUBLIC PARTICIPATION**

**EXECUTIVE SESSION** 

# **ADJOURNMENT**

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

# RESOLUTION -24: AUTHORIZE THE PARKS SUPERINTENDENT TO PURCHASE A NEW 2024 FORD F-250 XL SUPERCAB 4X4 TRUCK FROM VAN BORTEL FORD WITH A PRICE NOT TO EXCEED \$51,452.67; TO AUTHORIZE USE OF FUNDS FROM A7110.21 R, BUDGETED ITEM

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

The following was submitted:

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**BE IT RESOLVED**, that the Town Board authorizes the Parks Superintendent to purchase a new 2024 F-250 XL Supercab 4X4 truck from Van Bortel Ford with a price not to exceed \$51,452.67.

Adopted this 1st day of February, 2024 at a meeting of the Town Board.

Roll call vote:

Councilwoman Linson Councilman Kelly Councilman Harden

Councilman Johnson Supervisor Donalty

# RESOLUTION -24: TO AUTHORIZE THE TOWN CLERK TO ISSUE A RENEWAL LICENSE TO MAINTAIN AND OPERATE AN AUTOMOBILE SALVAGE YARD FOR BRITISH AUTO SALVAGE

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

The following was submitted:

WHEREAS, application has been made to the Town Board of the Town of Walworth for a License to conduct an automobile wrecking yard, junk yard, or act as a junk dealer at British Auto Salvage, 600 Penfield Road, Walworth, New York, in said for the year 2024 pursuant to Chapter 99 of the Town of Walworth Municipal Code.

WHEREAS, the Building Inspector / Fire Marshal has completed the annual inspection of British Auto Salvage on January 24, 2024; and has found no violations.

**BE IT RESOLVED,** that the Town Clerk issue the License and collect the fees according to the Walworth Fee Schedule to British Auto Salvage.

Adopted this 1<sup>St</sup> day of February, 2024 at a meeting of the Town Board.

Roll call vote:

Councilwoman Linson

Councilman Kelly
Councilman Harden
Councilman Johnson
Supervisor Donalty

# RESOLUTION -24: TO ACCEPT THE RESIGNATION OF BARBARA GRIFFITH AND ADVERTISE TO FILL THE POSITION OF JUSTICE COURT CLERK (PARTTIME)

Council

offered the Resolution and moved its adoption. Seconded by Council

to wit:

WHEREAS, the current part-time Court Clerk has submitted her resignation, effective January 26, 2024; and

WHEREAS, the Town Justices are desirous of filling the vacated position as soon as possible to maintain continuity within the Justice Court operations;

**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the Town Clerk to advertise for applications for the position.

Adopted this 1<sup>st</sup> day of February, 2024 at the meeting of the Town Board.

Roll call vote:

Councilwoman Linson

Councilman Kelly Councilman Harden Councilman Johnson Supervisor Donalty

# RESOLUTION -24: TO ADOPT A POLICY TO ADDRESS THE HANDLING OF ACCRUALS FOR EMPLOYEES MOVING INTO AN ELECTED POSITION WITHIN THE TOWN

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

WHEREAS, Town of Walworth employees receive a number of accruals for paid time off; and

WHEREAS, Elected officials are allowed as much time off as they see fit and, therefore, are not eligible to accrue paid time off; and

WHEREAS, the Town wishes to establish a policy to consistently handle accrual balances when a town employee transitions into an Elected position;

**NOW, THERFORE BE IT RESOLVED,** that the Town Board of the Town of Walworth adopts the following policy:

# Management of time off accruals for Town Employees who transfer into a Town of Walworth elected position.

If a town employee is transitioned into an elected position by either election or board appointment, their sick time accrual balances, as of the date of position transfer, will be held for future 41j (Retirement) credit.

Earned and unused vacation time, as of the date of position transfer, will be paid out (same as if the employee left employment with the Town).

All other PTO is forfeited at the date of transition because elected officials are allowed as much time as they see fit and, therefore, are not eligible to accrue time off.

If the elected official is not reelected and returns to a benefit eligible position with the Town, they will receive PTO accruals based on their original date of hire with the Town.

**BE IT FURTHER RESOLVED,** that that this policy will be added, as an addendum, to the current Employee Handbook.

Roll call vote:

Councilwoman Linson Councilman Kelly

Councilman Harden Councilman Johnson Supervisor Donalty

# RESOLUTION -24: AUTHORIZE THE TOWN BOARD TO SIGN RESOLUTION APPROVING 2023 CERTIFIED POINTS FOR THE WEST WALWORTH FIRE DEPARTMENT LENGTH OF SERVICE PROGRAM

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

The following was submitted:

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**BE IT RESOLVED,** that the Town Board is authorized to sign resolution approving 2023 certified points for the West Walworth Fire Department Length of Service Program.

Adopted this 1st day of February, 202 at the meeting of the Town Board.

Roll call vote:

Councilwoman Linson Councilman Kelly

Councilman Harden
Councilman Johnson
Supervisor Donalty

	Municipal Annual Reports Filed for Town of Walworth						
Year	Uniform Co	de	Energy Code				
	Received	Submitted By	Received	Submitted By			
2023							
2022	03/06/2023	Town of Walworth	03/06/2023	Town of Walworth			
2021	02/14/2022	Town of Walworth	02/14/2022	Town of Walworth			
2020	02/18/2021	Town of Walworth	02/18/2021	Town of Walworth			
2019	01/10/2020	Town of Walworth	01/10/2020	Town of Walworth			
2018	01/11/2019	Town of Walworth	01/11/2019	Town of Walworth			
2017	01/23/2018	Town of Walworth	01/23/2018	Town of Walworth			
2016	01/23/2017	Town of Walworth	01/23/2017	Town of Walworth			

NOTE: This report indicates the date on which Uniform and Energy code reporting requirements were fulfilled. The same submission should fulfill both requirements except in cases where administration of each code is assigned to a different municipality through shared services agreements.

### **TOWN OF WALWORTH BUILDING DEPARTMENT**

3600 Lorraine Drive Walworth, New York 14568

# **Monthly Building and Zoning Report**

There were 49 other inspections completed during the month of November 2023.

Notice of Violation: 0

Notice to Remedy: 0

Letters regarding Building Permits: 2

Permits Issued: 22

Certificates of Occupancy Issued:

23-029	208 Plumegrass Run
23-030	205 Plumegrass Run
23-031	2178 Church Street
23-032	236 Plumegrass Run
23-033	204 Plumegrass Run
23-034	232 Plumegrass Run
23-036	244 Plumegrass Run

Certificates of Compliance Issued: 9

Soil Test completed: 0

Septic Repair completed: 1

Fire calls: 0

Fire Inspections: 0

Fire Marshall/Code Enforcement Correspondence: 9

Annual Inspection: 0

Property Maintenance & Other Complaints: 4

Drainage Issues: 1

Projects in process:

- Installation of Knox Boxes at businesses and apartments
- Orchard View and Lehrwood infrastructure inspections
- Scan Planning, Zoning, and Building Department documents
- Scan and copy documents for FOIL and Research requests

Respectfully submitted,

Norman Druschel

**Building Inspector** 

**Brett Malafeew** 

Code Enforcement Officer

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

# Monthly Building and Zoning Report

There were 35 other inspections completed during the month of December 2023.

Notice of Violation: 0

Notice to Remedy: 0

Letters regarding Building Permits:17

Permits Issued: 14

Certificates of Occupancy Issued:

23-037	5034 Ontario Center Road
23-038	216 Plumegrass Run
23-039	196 Plumegrass Run
23-040	200 Plumegrass Run
23-041	530 Plank Road
23-042	4296 Cream Ridge Road
23-043	4122 Canandaigua Road

Certificates of Compliance Issued: 22

Soil Test completed: 1

Septic Repair completed: 0

Fire calls: 1

Fire Inspections: 11

Annual Inspection: 1

Property Maintenance & Other Complaints: 8

Drainage Issues: 1

Projects in process:

- Installation of Knox Boxes at businesses and apartments
- Orchard View and Lehrwood infrastructure inspections
- Scan Planning, Zoning, and Building Department documents
- Scan and copy documents for FOIL and Research requests

Respectfully submitted,

Norman Druschel

**Building Inspector** 

Brett Malafeew

Code Enforcement Officer

### TOWN OF WALWORTH BUILDING DEPARTMENT

3600 Lorraine Drive Walworth, New York 14568 Phone: (315) 986-1400

Norman Druschel Building Inspector

Brett Malafeew
Code Enforcement Officer

# YEAR END REPORT 2023

310 Building Permits were issued of which 46 were new single-family.

10 Commercial Permits were issued.

4 Replacements of Antennas & Equipment Upgrades on Cell Towers

43 Certificates of Occupancy were issued.

208 Certificates of Compliance were issued.

There were 493 other inspections.

	Fees Collected	Fees Budgeted
New Building Permits	\$42,164.00	\$20,000.00
Perc Tests	\$1,000.00	\$400.00
Septic System Inspections	\$525.00	\$300.00
Other Income (research fees & 911 numbers)	\$2,006.50	\$1,983.00

There was 6 Notice of Building Code Violation.

There were 2 Notices to Remedy

There were 120 letters concerning building permits.

There were 8 Fire Marshal calls.

There were 59 Fire Inspections.

**Annual Inspections-2** 

Property Maintenance Letters and Inspections-63

Soil tests were witnessed on 14 lots.

Drainage Issues- 27

There were 9 MS4 meetings.

Annual required outfall inspections were done by BME Associates.

The annual MS4 report to the DEC was completed.

Erosion and drainage at Lehrwood Estates were reviewed and infrastructure inspections were done.

Erosion and drainage at Orchard View were reviewed and infrastructure inspections were done.

The drainage project at County Line Road is in process.

Knox Boxes at businesses and apartments project was implemented.

Planning and Zoning Board documents were scanned, and Building Department documents scanning was in process.

Respectfully Submitted,

Norman Druschel Building Inspector

Code Enforcement Officer

Brett Malafeew