



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

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**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**

(Updated 1/31/2024)

Resolution carried/failed

**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 carried/failed

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

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 carried/failed.

**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, THEREFORE 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 carried/failed

**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:

**Town of Walworth**  
**Resolution of the Town Board**  
**Resolution Number:** \_\_\_\_\_

*In the matter of approving the 2023 certified points*

WHEREAS, the Town is the sponsor of a Length of Service Award Program (LOSAP) on behalf of the West Walworth Department in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS, as required by GML § 119-a(2)(c), the West Walworth Department has submitted the attached list, certified under oath, of active members of the Fire Department, indicating those volunteers who earned at least fifty (50) points during 2023 to qualify for service credit;

WHEREAS, the certification made by the Fire Department includes a statement that the points recorded on the attached list have been tabulated in accordance with the Point System adopted by the Town to be in effect during calendar year 2023, and to the best of the knowledge of the Fire Department, is a true and accurate reflection of the activities performed by the active members;

WHEREAS, GML § 119-a(4) requires the Town Board (Board) to review and approve the attached list, then return it to the Fire Department to be posted for thirty (30) days; and

WHEREAS, the Board has completed its review of the attached list; NOW, THEREFORE, BE IT

RESOLVED, that the Town Board approves the attached list of volunteer firefighters of the West Walworth Department and the points earned by these firefighters during calendar year 2023, and be it further

RESOLVED, that a copy of this adopted resolution and the attached list shall be returned to the Fire Department for posting for a minimum of thirty (30) days.

Councilperson \_\_\_\_\_ raised the motion to approve. Councilperson \_\_\_\_\_ seconded the motion, and upon roll call the vote of the Board was as follows:

Town Supervisor	_____	Aye	Nay	Absent
Councilperson	_____	Aye	Nay	Absent
Councilperson	_____	Aye	Nay	Absent
Councilperson	_____	Aye	Nay	Absent
Councilperson	_____	Aye	Nay	Absent

The resolution was thereupon declared duly adopted.

Dated: \_\_\_\_\_

Certified by Town Clerk (signature in seal): \_\_\_\_\_

**STEP 2**

**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, 2022 at the meeting of the Town Board.

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

Resolution carried/failed

## Municipal Annual Reports Filed for Town of Walworth

Year	Uniform Code		Energy Code	
	Received	Submitted By	Received	Submitted By
<b>2023</b>				
<b>2022</b>	03/06/2023	Town of Walworth	03/06/2023	Town of Walworth
<b>2021</b>	02/14/2022	Town of Walworth	02/14/2022	Town of Walworth
<b>2020</b>	02/18/2021	Town of Walworth	02/18/2021	Town of Walworth
<b>2019</b>	01/10/2020	Town of Walworth	01/10/2020	Town of Walworth
<b>2018</b>	01/11/2019	Town of Walworth	01/11/2019	Town of Walworth
<b>2017</b>	01/23/2018	Town of Walworth	01/23/2018	Town of Walworth
<b>2016</b>	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

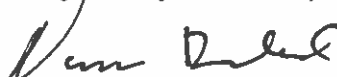
Property Maintenance & Other Complaints: 8

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

  
Brett Malafeew  
Code Enforcement Officer