



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

315.986.1400
315.926.9154
Fax 315.986.1440

TOWN BOARD ORGANIZATIONAL MEETING – AGENDA
JANUARY 4, 2024 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Supervisor Appointments: Rick Johnson, Deputy Town Supervisor
Teresa Flye, Confidential Secretary

Liaison/Committee Appointments

Highway Superintendent Appointment: James LeMay, Deputy Highway Superintendent

Town Clerk Appointment: Jenna Camacho, Deputy Town Clerk

- Resolution -24: Town Board Appointments**
- Resolution -24: Justice Court Hours**
- Resolution -24: Town of Walworth Legal Paper Designation**
- Resolution -24: Authorize the Town Supervisor the Day to Day Administration and Supervision of Town and Special Improvement District Functions Pursuant to Town Law Section 29(16)**
- Resolution -24: Town Board Meetings**
- Resolution -24: Authorize spending limits for budgeted expenditures**
- Resolution -24: Official Depositories**
- Resolution -24: Check Signing and Facsimile Signature Authorization**
- Resolution -24: Official Undertaking of Municipal Officials**
- Resolution -24: NYS Retirement Establishment of Standard Workday**
- Resolution -24: Annual Review of Investment Policy**
- Resolution -24: Annual Review of Procurement Policy**
- Resolution -24: Annual review of Local Law Chapter 18 Ethics, Code Of**
- Resolution -24: Authorizing the Annual Issuance / Renewal of Petty Cash Funds to Departments Authorized with Petty Cash**

(Updated 1/3/2024)

- Resolution** -24: Authorize Registration and attendance for Town Officials, Employees and Appointed Boards for Meetings, Trainings & Workshops in the performance of their official duties, as recorded/requested with the 2024 Adopted Town Budget
- Resolution** -24: Authorize Mileage Reimbursement for Town Officials, Employees and Appointed Board Members for Meetings, Trainings & Workshops in the performance of their official duties, as recorded/requested with the 2024 Adopted Town Budget
- Resolution** -24: Authorizing the Town Supervisor to Sign the Contract for the Appointment of Labella Associates, D.P.C., for Engineering Services for the Town of Walworth for the Year 2024
- Resolution** -24: Authorizing the Town Supervisor to sign the contract for the engagement of Donald Young, Esq. For legal services to the Town of Walworth for 2024
- Resolution** -24: Authorizing the Town Supervisor to Sign the Contract for the Appointment of Nicholas J. Fiorenza, Esq., for Legal Services for the Town of Walworth for the Year 2024
- Resolution** -24: Town Hall business hours for departments Monday through Friday 8AM – 4PM
- Resolution** -24: Adoption of the meeting rules of order for the Town Board of Walworth
- Resolution** -24: Adoption of Retention and Disposition schedule for New York Local Government Records (LGS-1)
- Resolution** -24: Adopting the New York State Records Retention and Disposition Schedule LGS-1 be maintained as the Town of Walworth subject matter list for Freedom of Information requests through 12/31/2024
- Resolution** -24: Adoption of the proposed 2024 Town of Walworth Fee Schedule

ADJOURNMENT

LIAISONS:

- Councilman Kelly
 - Fire Departments
 - Western Wayne Ambulance
 - Highway Department
 - Recreation Department
- Councilman Harden
 - Cemeteries
- Councilman Johnson
 - Planning and Zoning Boards
 - Western Wayne Chamber of Commerce
 - Building Department/Code Enforcement
 - Parks and Facilities Department
- Councilwoman Linson
 - Justice Court
 - Library
 - Walworth Historical Society
 - Sewer Department

COMMITTEES:

- Regional Sewer Project
 - Supervisor Donalty
 - Councilwoman Linson
 - Councilman Harden (alternate)
- Union Negotiations
 - Supervisor Donalty
 - Councilman Johnson
 - Councilman Kelly (alternate)
- Personnel
 - Councilman Johnson
 - Comptroller Stanford
 - Councilman Kelly (alternate)
- Auditing
 - Councilwoman Linson
 - Councilman Kelly
 - Councilman Johnson (alternate)
- Building
 - Supervisor Donalty
 - Councilman Kelly
 - Councilman Johnson (alternate)
- Long Range Planning/Comprehensive Plan
 - Councilman Johnson
 - Town Clerk Phillips
 - Supervisor Donalty (alternate)

RESOLUTION -24: TOWN BOARD APPOINTMENTS

Council offered the following Resolution to appoint the following:
Seconded by Council to wit:

Zoning Board Chair	Michael Kunzer	12/31/2027
Zoning Board Council	Donald Young, Esq.	12/31/2024
Planning Board Chair	Dennis Landry	12/31/2027
Planning Board Council	Donald Young, Esq.	12/31/2024
NYSAOT Delegate	Michael Donalty	12/31/2024
NYSAOT Alternate	Rick Johnson	12/31/2024
Dog Control Officer	Lea Dill	12/31/2024
Deputy Dog Control Officer	Andrea Colocillo	12/31/2024
Engineer for the Town	LaBella Assoc. PC	12/31/2024
Ethics Board	Douglas Weeks	12/31/2024
Ethics Board/Employee	Jenna Camacho	12/31/2024
Ethics Board	Peter Marini	12/31/2024
Ethics Board	Robert Seaman	12/31/2024
Ethics Board/Employee	Teresa Flye	12/31/2024
Confidential Secretary	Teresa Flye	12/31/2024
Town Historian	Eugene Bavis	12/31/2024
Parks & Recreation Cmte	Aimee Phillips	12/31/2028
Parks & Recreation Cmte	Joe Leone	12/31/2028
Planning Board Member	Doug Flye	12/31/2028
Zoning Board Member	Becky Appleman	12/31/2028

Adopted this 4th day of January, 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: JUSTICE COURT HOURS

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

BE IT RESOLVED that the Justice Court will be held at the Walworth Town Offices as follows:

- 1st Wednesday - Arraignment/ADA Court at 6:00 PM
- 3rd Wednesday - Civil Court at 7:00 PM
- 2nd Tuesday - Civil Court at 6:00 PM
- 4th Monday - Arraignment/A.D.A. Court at 9:00 AM

Date and times are subject to change.

Adopted this 4th day of January, 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: LEGAL PAPER DESIGNATION

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

BE IT RESOLVED that the *Times of Wayne County* shall be the legal newspaper for the Town of Walworth for 2024.

Adopted this 4th day of January, 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: TOWN BOARD MEETINGS

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

The following was submitted:

2024 TOWN BOARD MEETING SCHEDULE

DATE	TIME	MEETING
JANUARY 4, 2024	6:00 PM	ORGANIZATIONAL
JANUARY 4, 2024	6:30 PM	REGULAR
JANUARY 18, 2024	6:30 PM	REGULAR
FEBRUARY 1, 2024	6:30 PM	REGULAR
FEBRUARY 15, 2024	6:30 PM	REGULAR
MARCH 7, 2024	6:30 PM	REGULAR
MARCH 21, 2024	6:30 PM	REGULAR
APRIL 4, 2024	6:30 PM	REGULAR
APRIL 18, 2024	6:30 PM	REGULAR
MAY 2, 2024	6:30 PM	REGULAR
MAY 16, 2024	6:30 PM	REGULAR
JUNE 20, 2024	6:30 PM	REGULAR
JULY 18, 2024	6:30 PM	REGULAR
AUGUST 15, 2024	6:30 PM	REGULAR
SEPTEMBER 5, 2024	6:30 PM	REGULAR
SEPTEMBER 19, 2024	6:30 PM	REGULAR
OCTOBER 3, 2024	6:30 PM	REGULAR
OCTOBER 17, 2024	6:30 PM	REGULAR
NOVEMBER 7, 2024	6:30 PM	REGULAR
NOVEMBER 21, 2024	6:30 PM	REGULAR
DECEMBER 5, 2024	6:30 PM	REGULAR
DECEMBER 19, 2024	6:30 PM	REGULAR

Work Sessions / Budget Work Sessions will be scheduled as needed and are Town Board Meetings; an Agenda will be available.

BE IT RESOLVED that the Town Board meetings will be held at the Walworth Town Offices, 3600 Lorraine Drive, Walworth, unless otherwise specified and advertised, according to the submitted schedule.

Adopted this 4th day of January, 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: AUTHORIZE SPENDING LIMITS FOR BUDGETED EXPEDITURES

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

BE IT RESOLVED that the following 2024 Budgeted Expenditures by Department heads is authorized prior to Town Board approval.

Town Supervisor	\$7,500.00
Highway Superintendent	\$10,000.00
Sewer Superintendent	\$10,000.00
Parks	\$7,500.00
Recreation	\$5,000.00

Combination of the Department Head and the Town Supervisor, spending limits for budgeted expenditures, is permitted to increase the total amount authorized.

Adopted this 4th day of January, 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: OFFICIAL DEPOSITORIES

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

BE IT RESOLVED that the following banks be declared official depositories for Town Officials:

Supervisor	Lyons National Bank, Federal Home Loan Bank, NYCLASS
Judge Young	Citizens Bank
Judge Majchrzak	Lyons National Bank
Town Clerk	Lyons National Bank
Receiver of Taxes	Lyons National Bank
Sewer Superintendent	Lyons National Bank

Adopted this 4th day of January, 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: CHECK-SIGNING AND FACSIMILIE SIGNATURE
AUTHORIZATION**

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

BE IT RESOLVED, that Michael Donalty, Town Supervisor, and Richard Johnson, Deputy Town Supervisor, are authorized to sign checks and authorize facsimile signatures for monies deposited in the Official depositories Banks.

Adopted this 4th day of January, 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: OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

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

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Walworth hereby require the Supervisor, Town Clerk, Receiver of Taxes, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Walworth approve the document entitled “Town of Walworth Official Undertaking of Municipal Officers and Employees” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Adopted this 4th day of January, 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: NYS RETIREMENT ESTABLISHING STANDARD WORK DAY FOR EMPLOYEES

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

The following was submitted:



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees Retirement System
 Police and Fire Retirement System
 111 State Street Albany, New York 12244-0001

**Standard Work Day
 Resolution for Employees***
RS 2418
 (Rev. 7/11)

BE IT RESOLVED, that the Town of Watworth Location code 30116, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body

Title	Standard Work Day (Monday)
Planning Board Chairperson	8.00
Town Comptroller	8.00
Sewer Treatment Plant Operator	8.00
Assessor	8.00
Zoning Board Member	8.00
Planning Board Member	8.00
Town Clerk	8.00
Deputy Town Clerk	8.00

On the 4th day of January, 2024

Date enacted January 4, 2024

I, Aimee Phillips (Signature of Clerk) clerk of the governing board of the Town of Watworth (Name of Employer)

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 4 day of January, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my Hand and the seal of the
 Town of Watworth
(Name of Employer)



*To be used for all employees. Please fill Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials

CONTINUED ON NEXT PAGE



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employee Retirement Section
 Public and PEO Management System
 111 State Street Albany, New York 12244-0001

Standard Work Day Resolution for Employees* RS 2418 (Rev. 1/11)

BE IT RESOLVED that the Town of Waterbury (location code 30116) hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of the body:

Title	Standard Work Day (Hourly)
Senior Clerk	8.00
Crime Enforcement Officer	8.00
Building Inspector	8.00
Assessment Clerk	8.00
Recreation Director	8.00
Recreation Assistant Director	8.00
Account Clerk	8.00
Court Clerk	8.00

On the 4th day of January, 2024
 Date enacted January 4, 2024
 (Signature of clerk) Aimee Phillips, clerk of the governing board of the Town of Waterbury

I, Aimee Phillips, 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 4th day of January, 2024, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF I have hereunto
 Set my hand and the seal of the
 Town of Waterbury



*To be used for all employees. Please see Facted and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Facted and Appointed Officials.



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employee Retirement Section
 Public and PEO Management System
 111 State Street Albany, New York 12244-0001

Standard Work Day Resolution for Employees* RS 2418 (Rev. 1/11)

BE IT RESOLVED that the Town of Waterbury (location code 30116) hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of the body:

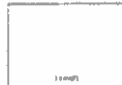
Title	Standard Work Day (Hourly)
Street Sweeper	6.00
Sewer Technician	6.00
Remediation Assistant	6.00
Motor Equipment Operator	6.00
Zoning Board Chairperson	6.00
Records Access Officer	6.00
Ethics Board Member	6.00
Superintendent of Parks and Facilities	6.00

On the 4th day of January, 2024
 Date enacted January 4, 2024
 (Signature of clerk) Aimee Phillips, clerk of the governing board of the Town of Waterbury

I, Aimee Phillips, 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 4th day of January, 2024, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF I have hereunto
 Set my hand and the seal of the
 Town of Waterbury



*To be used for all employees. Please see Facted and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Facted and Appointed Officials.

CONTINUED ON NEXT PAGE



Office of the New York State Comptroller
 New York State and Local Government Finance
 & Employee Retirement System
 Pensions and Financial Reporting System
 11 State Street Albany, New York 12244-3007

Standard Work Day Resolution for Employees* RS 2418 (Rev. 7/11)

BE IT RESOLVED, that the Town of Watworth, location code 30116, hereby establishes the following as standard work days for its employees and all report days earned to the New York State and Local Employees Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the care of this body:

Title	Standard Work Day (Hourly)
Senior Superintendent	6.00
Judice Court Clerk	6.00
Laborers	6.00
Technicians	6.00
Groundskeeper	6.00
Head Groundskeeper	6.00
Court Constable	6.00
Clarks	6.00

On this 4th day of January, 2024

Date enacted January 4, 2024

Aimee Phillips, clerk of the governing board of the Town of Watworth

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 4 day of January, 2023, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

Town of Watworth

(Name of Employee)



*To be used for all employees. Please list Elected and Appointed Officers on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officers.

Adopted this 4th day of January, 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: ANNUAL REVIEW OF INVESTMENT POLICY

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Investment policy adopted 2/21/19, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk’s Office.

Adopted this 4th day of January, 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: ANNUAL REVIEW OF PROCUREMENT POLICY

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Procurement policy adopted 1/2/2020, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 4th day of January, 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: ANNUAL REVIEW OF LOCAL LAW CHAPTER 18 ETHICS, CODE OF

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

THEREFORE BE IT RESOLVED, the Town Board has reviewed the Local Law Chapter 18, Ethics, Code of, adopted 10/20/2022, and finds no changes need to be made. Refer to the Town Board minutes of the adoption date.

Document on file in the Town Clerk's Office.

Adopted this 4th day of January, 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: AUTHORIZING THE ANNUAL ISSUANCE / RENEWAL OF PETTY CASH FUNDS TO DEPARTMENTS AUTHORIZED WITH PETTY CASH

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

WHEREAS, the Town of Walworth Policy and Procedures adopted 1/21/2021 outlines the issuance of Petty Cash to Departments authorized with Petty Cash, and

WHEREAS, this Resolution will authorize the issuance and renewal of Departments with Petty Cash.

BE IT RESOLVED that the Town Board authorizes the issuance/renewal of Petty Cash according to the Policy and Procedure Manual.

Adopted this 4th day of January, 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: AUTHORIZE REGISTRATION AND ATTENDANCE FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR MEETINGS, TRAININGS & WORKSHOPS AS RECORDED WITH THE 2024 ADOPTED TOWN BUDGET

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

WHEREAS, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2024 budget preparations; and

WHEREAS, the 2024 budget was adopted included the attendance to these meetings, trainings and workshops; and

BE IT RESOLVED that Town Officials, Employees and appointed Board Members are authorized to register and attend meetings, trainings and workshops as requested during the 2024 budget preparations and approved with the adoption of the 2024 Town Budget is permitted without prior Town Board Approval.

Adopted this 4th day of January, 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: AUTHORIZE MILEAGE REIMBURSEMENT, WHEN THE TOWN VEHICLE IS NOT AVAILABLE, FOR TOWN OFFICIALS, EMPLOYEES AND APPOINTED BOARDS FOR TOWN BUSINESS AS RECORDED WITH THE 2024 ADOPTED TOWN BUDGET

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

WHEREAS, Town Officials, Employees and appointed Board Members requested attendance to meetings, trainings and workshops during the 2024 budget preparations; and

WHEREAS, the 2024 budget was adopted included the Mileage Reimbursement to attend meetings, trainings and workshops at the 2024 IRS rate of 67 cents per mile; and

BE IT RESOLVED that Town Officials, Employees and appointed Board Members are authorized to request mileage reimbursement (Voucher) when the town vehicle is not available for Town business as requested during the 2024 budget preparations and included in the adoption of the 2024 Town Budget is permitted without prior Town Board Approval.

Adopted this 4th day of January, 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: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF LABELLA ASSOCIATES, D.P.C., FOR ENGINEERING SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2024

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

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the agreement with LaBella Associates, D.P.C., for engineering services for the Town of Walworth for the year 2024.

Adopted this 4th day of January, 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: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE ENGAGEMENT OF DONALD YOUNG, ESQ. FOR LEGAL SERVICES TO THE TOWN OF WALWORTH FOR 2024

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

BE IT RESOLVED, that the Town Supervisor is hereby authorized to sign the engagement agreement with Donald Young, Esq. for the provision of general legal services to the Town of Walworth, and Donald Young, Esq. is so engaged, all in accordance with such engagement agreement, which engagement agreement is hereby approved.

Adopted this 4th day of January, 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: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT FOR THE APPOINTMENT OF NICHOLAS J. FIORENZA, ESQ., FOR LEGAL SERVICES FOR THE TOWN OF WALWORTH FOR THE YEAR 2024

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

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the agreement with Nicholas J. Fiorenza, Esq., for legal services for the Town of Walworth for the year 2024.

Adopted this 4th day of January, 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: TOWN HALL BUSINESS HOURS FOR DEPARTMENTS
MONDAY THROUGH FRIDAY 8AM – 4PM**

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

WHEREAS, to provide convenient service to the Town Hall customers Departments will be opened business hours of Monday – Friday 8AM – 4 PM.

BE IT RESOLVED, that the Town Hall Business Hours will be Monday - Friday 8AM –4PM, unless otherwise posted.

Adopted this 4th day of January, 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: ADOPTION OF THE MEETING RULES OF ORDER FOR THE TOWN BOARD OF WALWORTH

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

The following was submitted:

Meeting Rules of Order – Town Board of Walworth

RULE 1. Organizational Meeting. The organizational meeting of the Walworth Town Board shall be held once annually on or before the 8th of January. The Supervisor shall preside over all meetings of the Board and shall have the authority to preserve order and decorum in debate.

The Board, under the Supervisor, shall then proceed with:

- a) The adoption of dates and times for the Board's regularly scheduled meetings.
- b) The appointment of the Attorney for the Town, Engineer for the Town and any other elective or appointive officers required by law.
- c) The adoption or amendment of the Rules of Order for the ensuing year.
- d) Other matters that the Supervisor wishes to bring before this meeting.
- e) Liaisons: The Supervisor shall, at the organizational meeting, appoint Town Board members as liaisons, subcommittees or chairs to subcommittees to the various departments, committees or organizations as deemed necessary. These assignments may be made or changed at a later time.

RULE 2. Regular Meetings: Regular meetings of the Board shall be held on the 1st and 3rd Thursday of each month beginning at 6:30PM, unless otherwise specified by the Board during the organizational meeting or otherwise.

RULE 3. Special Meetings: Special meetings shall be held at the call of the Town Clerk upon direction of the Supervisor, or upon written request (paper or electronic mail) to the Supervisor signed by two members of the Board.

A notice in writing stating the time, place and general purpose of the special meeting shall be delivered, by paper or electronic mail, upon each member of the Board by the Town Clerk at least 48 hours before the date and time fixed for holding the meeting.

However, in lieu of the above, the Supervisor, at a regular meeting, may announce the time, place and purpose of a special meeting and if the majority of the Board approves it, the special meeting shall be held at the appointed time and place without further written notification to the Town Board members, but reasonable notice shall be given to members of the Board not in attendance at such meeting.

However, in the case of an emergency in the discretion of the Supervisor, the Supervisor may call a Special Meeting upon such notice as may be practicable under the circumstances.

In any event, meetings shall be noticed and held in compliance with NY Open Meetings Law.

RULE 4. Place of Meetings: All meetings shall be held at the Walworth Town Hall, unless otherwise designated.

RULE 5. Presence of the Attorney: The Attorney for the Town shall be present during meetings, as needed.

RULE 6. Order of Business: The regular order of business at each session shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Review of Prior Meeting Minutes
4. Presentations
5. Elected Officials Reports
6. Committees/Liaisons Reports
7. Resolutions
8. Communications
9. New and Other Business / Resolutions
10. Public Participation
11. Executive Session (for stated reason) (if needed)
12. Additional Resolutions due to Executive Session (if needed)
13. Adjournment

The Supervisor, who is charged with presiding over the meeting, may change the order of business, including the order of addressing resolutions.

RULE 7. Roll Call: On roll call, the Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

RULE 8. Review of Prior Meeting Minutes: Minutes of previous meeting shall be reviewed and, if accurate, approved by the Board.

RULE 9. Communications: Communications to the Town Board, or otherwise sent to a Town Official relating to Town business, sent before distribution of the agenda, including but not limited to petitions, notices, departmental reports (which would not otherwise be addressed during the "reports" section of the agenda), letters, etc., shall be recorded in a summary report by the Town Clerk, noting the author, date and any subject line reference. Such communications report and communications shall be distributed to the Town Board with the agenda. Such communications may be read, discussed or otherwise addressed at this time at the discretion of the Board.

RULE 10. Resolutions and Motions:

Resolutions may be addressed during the Resolutions portion of the agenda or during New/Other Business.

The Town Board agrees that it is the intent of this Board to address Resolutions under the "Resolutions" portion of the meeting so that draft Resolutions may be distributed, reviewed and considered by the Town Board and the public prior to having to act thereon. However, the Town Board also agrees that some issues may arise on short notice, and there should be an opportunity to address such issues under New/Other Business. However, addressing Resolutions under the New/Other Business should be the exception, not the rule.

If, at a Town Board meeting, the Board directs preparation of a resolution for the future, it shall be prepared and present on the next agenda or as otherwise agreed upon by the Town Board.

If a proposed written Resolution is submitted to the Supervisor sufficiently in advance of distribution of the agenda by a Town Board member and sponsored by one other Town Board member, then it shall be placed on the agenda.

If a proposed written resolution is submitted in advance by any other Town official or employee, the Supervisor shall have the discretion to determine whether it shall be included on the agenda.

All proposed written Resolutions shall be submitted to the Supervisor in advance of the distribution date of the agenda, with sufficient time to permit review by the Supervisor, Town Attorney, etc., where needed, who may suggest modifications to form or otherwise.

Resolutions on the Agenda: Proposed resolutions submitted with the agenda distribution shall be addressed during the Resolution section of the meeting. They may be approved, denied, modified, amended, tabled, etc., by vote of the Board.

Resolutions under New Business: Resolutions not submitted with the agenda distribution may be proposed during the New and Other Business Section of the agenda and, if seconded, may be acted upon. Since these resolutions were not submitted in advance, they may also be tabled by vote of the Board. The Town Board agrees that, as a matter of policy, Resolutions under this section shall be submitted only in situations of emergency or where submission as part of the regular agenda wasn't otherwise reasonably practicable.

RULE 11. Rules of Debate: When a Resolution is proposed and properly seconded, the procedure and rules of debate shall be governed by the following rules:

1. The Supervisor shall ask the Town Board members if they would like to discuss the Resolution and afford each Town Board member the opportunity to discuss amongst the Town Board.
2. Once it appears that discussion is complete, the Supervisor shall call for vote, and each member may then vote.
3. Alternatively, any Town Board member, including the Supervisor, may call to table a Resolution and have it addressed at a future Town Board meeting. If seconded, such motion to table shall be voted upon.

4. Also, alternatively, prior to a vote on the Resolution, any Town Board member, including the Supervisor, may move to amend a resolution. Such motion would require a second and a vote to succeed. The amended resolution may then be moved.
5. A moving or seconding member may, at any time prior to a vote, withdraw their support of the motion, in which case, the motion may be moved and seconded by other Town Board member(s).

RULE 12. Agenda:

The Supervisor shall be primarily responsible for compiling the agenda, which shall be completed and distributed electronically to the Town Board by the Supervisor or designee no later than the close of business on the Wednesday prior to the next Thursday meeting.

At the time of distribution or as soon as practicable thereafter, but wherever reasonably possible no later than Wednesday prior to the upcoming Thursday meeting, the agenda shall be posted on the Town website, as required by Open Meetings Law §103(e). The Town Clerk will assist the Supervisor with preparing and distributing the agenda.

Where reasonably practicable, Resolutions and relevant items shall be included with the distribution of the agenda. The Town Clerk may collect such items and provide them to the Supervisor or designee for distribution.

The agenda shall indicate a “last revised date,” and shall also explicitly provide that it is “subject to revision and change up to and through the date of the subject meeting.”

The agenda may be modified after distribution, but such changes shall be made as soon as reasonably possible. Such later additions and modifications shall be an exception, not the rule. Where the agenda is updated after distribution, it shall be provided as soon as reasonably practicable to the Town Board members via electronic mail.

The latest revised version of the agenda shall be made available to the Town Board members and also to the public at the subject Town Board meeting.

Items not placed on the agenda may, in any event, be raised (verbally or otherwise) as new or other business during such portion of the meeting.

RULE 13. All Department Heads and Liaisons shall as promptly as possible report to the Supervisor upon proposed resolutions, communications or other matters as may be referred or otherwise relevant to him/her.

RULE 14. Unfinished Business (Resolutions):

Resolutions tabled at a prior Town Board meeting shall be placed on the Agenda on an upcoming Town Board meeting, unless otherwise specified, or unless otherwise disposed of.

RULE 15. Public Participation: Public participation for members of the public (i.e., other than members of the Board) shall occur at this time and shall be conducted in accordance with any rules the Town Board may adopt in relation thereto.

Rule 16: Public Hearings: It shall be the duty of the Supervisor to preside over all public hearings, general or special. Each person addressing the Board shall state their Name for the record from the podium (exceptions allowed).

RULE 16. Order of Voting: The Clerk shall maintain a record of order of voting by roll call, and the Supervisor shall be called last.

RULE 17. Executive Session: Upon successful motion, the Board shall go into executive session, presided over by the Supervisor, during which time any matters permitted under the New York State Open Meetings Law may be addressed. Only members of the Town Board shall participate in the executive session, except that such other persons may be called into the session as may be necessary.

If the need for an executive session is known in advance of distribution of the agenda, such session shall be listed on the agenda, including the general reason therefor.

If the need for an executive session is not known in advance of distribution of the agenda, an executive session may be called for by motion at this time.

In any event, in accordance with law, a valid reason pursuant to NY Open Meetings Law shall be announced prior to entering into executive session.

RULE 18. If the adopted Rules are or become at any time in conflict with the statutory law (where such law is not otherwise intentionally and legally superseded), the statutory law shall take precedence.

RULE 19. Decorum. No member of the public shall engage in any booing, clapping, obscene language or acts or otherwise disrupt the business of the Board, and meeting shall otherwise be conducted in accordance with any rules of decorum and procedure the Town Board may implement.

NOW, THEREFORE BE IT RESOLVED that the Town Board hereby approves the Meeting Rules of Order for the Town Board of the Town of Walworth.

Adopted this 4th day of January, 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: ADOPTION OF RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)

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

The following was submitted:

RESOLVED, by the Town Board of the Town of Walworth that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, us hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Adopted this 4th day of January, 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: ADOPTION OF THE PROPOSED 2024 TOWN OF WALWORTH FEE SCHEDULE

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

The following was submitted:

Town of Walworth Fee Schedule 2024 (DRAFT)

ADVERTISING ON TOWN PROPERTY

No fee at this time

ALARM SYSTEMS (FALSE ALARMS)

TYPE	FEE
RESPONSE TO FIRST THREE (3) FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	No fee at this time
RESPONSE TO EACH OF THE NEXT THREE (3) FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	\$100.00 for each response
RESPONSE TO EACH SUBSEQUENT FALSE FIRE AND/OR POLICE EMERGENCY ALARMS	\$250.00 for each response

ANIMALS

TYPE	LOCAL FEE	STATE FEE
SPAYED/NEUTERED	\$9.00	\$1.00
UN-SPAYED/UN-NEUTERED	\$16.00	\$3.00
SERVICE DOGS - EXEMPT SPAYED/NEUTERED	-	\$1.00
SERVICE DOGS - EXEMPT UN-SPAYED/UN-NEUTERED	-	\$3.00
REPLACEMENT TAG	\$3.00	
LATE FEE AFTER 60 DAYS	\$5.00 per license	
ENUMERATION FEE	To be established by Town Board Resolution	
IMPOUND FEES		COUNTY FEE PER DAY
1ST PICK-UP FEE	\$25.00	\$20.00
2ND PICK-UP FEE	\$50.00	\$40.00
3RD PICK-UP FEE	\$75.00	\$50.00

ASSESSING

No fee at this time

HIGHWAY DEPARTMENT

No fee at this time

CONTINUED ON NEXT PAGE

JUNKYARDS AND JUNK DEALERS

COMMENT	FEE
New and Annual Renewal Fee Per Application Per Calendar Year	\$200.00

PARKS AREAS

AREA	RESIDENT FEE	NON-RESIDENT FEE
LODGE	\$200.00	\$250.00
OPEN AIR PAVILION	\$35.00	\$60.00
SHERBURNE ROAD PARK DOG PARK	\$25.00	\$25.00

RECREATION FIELD USE FEES

	Tier 1 ¹	Tier 2 ²	Additional Fees ³
Glegaw and Sherburne Rd. Parks			
Diamond Fields (Baseball & Softball)	\$0	\$20	\$40
Grass Flat Fields	\$0	\$36	\$60
Dolomite Park			
Baseball Field	\$0	\$25	\$45
Grass Flat Fields	\$85/week	\$125/week	

¹ Tier 1: 75% or greater of group/team roster are Walworth residents, and proof of 501(c)(3) designation

² Tier 2: 74% or fewer of group/team roster are walworth residents, and no proof of 501(c)(3) designation

³ Additional Fees: Includes Paint and/or chalk used, and labor

PUBLIC ASSEMBLY

COMMENT	FEE
Public Assembly Permit per Application per Calendar Year	\$125.00

RECEIVER OF TAXES

No fee at this time

RECORDS

COMMENT	FEE
RESEARCH FEE	\$25.00 per hour

SEWERS

COMMENT	FEE
SEWER RATES	SET BY LOCAL LAW
NEW CONNECTIONS:	
APPLICATION/CONNECTION	\$800.00
INSPECTION	\$50.00

STORM WATER MANAGEMENT

COMMENT	FEE	OTHER
ANNUAL INSPECTION OF STORMWATER CONTROL FACILITY	\$100.00	ALSO SEE CHAPTER 74 ENTITLED
FEES FOR SERVICES PERFORMED BY TOWN OF WALWORTH	\$100.00 per Inspection	ALSO SEE CHAPTER 74 ENTITLED
ARTICLE IV		
INSPECTIONS AT CONSTRUCTION SITE BUILDING INSPECTOR	\$50.00 hr. x hours at site supported by the daily time sheet	
SEWER HOOKUP	See chapter 139 - Sewers	
WATER SYSTEM CONNECTION FEE	Amount of fee shall be the same fee charged to the Town for the applicant's installation by the Wayne County Water and Sewer Authority plus the sum of \$50.00	

CONTINUED ON NEXT PAGE

TOWN CEMETERY

COMMENT	TYPE	FEE
BURIAL COST	EXCAVATING - FULL SIZE BOX WITH VAULT	\$650.00
	EXCAVATING - CREMATIONS	\$200.00
	EXCAVATING - BABIES	\$250.00
SALE OF LOTS (PER GRAVE)	SITE	\$500.00
	HALF LOT (4 GRAVE SITES)	\$2,000.00
	FULL LOT (8 GRAVE SITES)	\$4,000.00
FOUNDATIONS	SINGLE STONE OR MARKER (12x24)	\$275.00
	DOUBLE STONE OR MARKER (14x36)	\$450.00
	SPECIAL SIZE (Exceeds double size)	75 cu ft
DIS-INTERMENTS	FULL SIZE & CHILDREN	\$800.00
	CREMATIONS	\$200.00

TOWN CLERK

TYPE	FEE
MARRIAGE	\$40.00
CERTIFIED COPY BIRTH/DEATH/MARRIAGE	\$10.00
GENEALOGY REQUESTS	\$22.00
FOIL REQUEST	Fees prescribed by law
RETURN CHECK	\$20.00
ZONING MAPS	
11x14	\$2.50
24x36	\$20.00

Building Fees (2024- DRAFT)

STRUCTURE	PERMIT FEE	ESCROW FEE	PARK & RECREATION	OTHER
911 REFLECTIVE HOUSE NUMBERS	\$25.00	\$0.00		
ADDITION/REMODEL - RESIDENTIAL	\$125.00	\$100.00		
ADMINISTRATION FEE	\$100.00			
BREEZEWAY	\$75.00			
CARPOR	\$75.00	\$100.00		Include Escrow if Electrical Inspection is needed
CENTRAL AIR CONDITIONING REPLACEMENT	\$75.00	\$100.00		
COMMERCIAL NONRESIDENTIAL/INDUSTRIAL BUILDING, ADDITION, RENOVATION, ALTERATION & RECONSTRUCTION	\$300.00 OR .30 per sq foot (whichever is greater)	\$1,500.00 1/2 BUILDING PERMIT BUT NOT LESS THAN		\$75 septic insp if applicable
CONSTRUCTION COMMENCED PRIOR TO PERMIT ISSUED	\$200.00			ADD TO PERMIT FEE FOR STRUCTURE
DECK	\$100.00			
DEMOLITION - BUILDING	\$75.00	\$0.00		
DWELLING - 1 LOT DEVELOPMENT(SFH)	\$250.00	(\$500.00 minimum)	650	\$.10 per sq ft over 2500 sq ft plus \$75 septic inspection if not on public sewer
DWELLING - MULTIFAMILY	\$250.00/unit	\$500.00	400 each: 4 or less units/ \$200 for each dwelling for apartment bldg	\$75 septic inspection fee if not on public sewer
ELECTRICAL BY CONTRACTOR	\$75.00	\$100.00		
ELECTRICAL PANEL/SUBPANEL	\$75.00	\$100.00		
ELECTRICAL TRANSFER SWITCH	\$75.00	\$100.00		
EV CHARGER	\$100.00	\$100.00		
FARM BUILDING (POLE BARN)	\$75.00	\$100.00		Include Escrow if Electrical Inspection is needed
FILLING OF LAND	\$75.00	\$500.00		Plus Consulting/Professional Fees Incurred by Town
FIRE PLACE/WOOD STOVE/CHIMNEY INSTALL	\$75.00	\$0.00		\$50 Re-inspection Fee
FURNACE REPLACEMENT	\$75.00	\$0.00		
GARAGE (Hot & Pole Barn)	\$75.00	\$100.00		Include Escrow if Electrical Inspection is needed
GENERATOR - COMMERCIAL	\$175.00	\$100.00		
GENERATOR - RESIDENTIAL	\$100.00	\$100.00		Includes sticker
HOT TUB	\$75.00	\$100.00		\$30 each addition inspection

CONTINUED ON NEXT PAGE

PROPERTY HOUSE NUMBERS	\$25.00			
MANUFACT HOME PLACEMENT IN A PARK	\$150.00	\$650.00		
MANUFACT HOME-PRIVATE LOT	\$200.00	\$500.00	\$650.00	Plus .10 per sq ft over 2500 sq ft plus 75 Septic Inspection
PERGOLA	\$75.00	\$0.00		
PLUMBING REPAIR	\$75.00	\$0.00		
POLE BARN (RESIDENTIAL)	\$100.00	\$100.00		Include Escrow if Electrical Inspection is needed
POND	\$100.00	\$350.00		With consultant/professional fees incurred by Town, per Town Code Chapter 74
PORCH	\$75.00	\$100.00		Include Escrow if Electrical Inspection is needed
PROPERTY MAINTENANCE INSPECT	\$75.00	\$0.00		\$50 Reinspection Fee
RENEWAL (RESIDENTIAL)	Permit Fee	\$0.00		*\$75 minimum-depends on original permit
RENEWAL (COMMERCIAL)	Permit Fee			*\$250 minimum-depends on original permit
RENOVATION (HOME,BASEMENT,ATTIC,)	\$125.00	\$100.00		Include Escrow if Electrical Inspection is needed
REROOF/TEAR OFF	\$75.00	\$0.00		2nd Layer - No Permit Unless Metal
RESEARCH (printed C of C, C of O, Permit, Electrical Inspections)	\$35 (Except FDH)	\$0.00		\$50 each field visitation
SEPTIC SYSTEM	\$200.00			Includes \$100 Percolation Fee
SHED/ACCESSORY BUILDING	\$75.00			\$50 each additional inspect in excess of 2 Inspect
SIGNS & BILLBOARDS	\$75.00			DOES NOT INCLUDE GARAGE OR FARM BUILDING
SUNROOM, 3 SEASON ROOM	\$125.00	\$100.00		Include Escrow is Electrical inspection is needed
SWIMMING POOL	\$75.00	\$200.00		PLUS \$30 each additional inspection
TELECOM TOWER INSTALL/REPLACE	\$1,000.00	\$1,500.00		Escrow + Maintenance Bond (Removal Bond) Law 180-43 4 (II)
TELECOM TOWER, ADD ADDITIONAL ANTENNA	\$750.00	\$100.00		Include Escrow if Electrical Inspection is Needed
TOP SOIL EXCAVATION/REMOVAL	\$10 PER CUBIC YARD	\$500.00		With Town Board Approval, plus consultant/professional fees incurred by Town, per Town Code Chapter 74
TOWER ANTENNA (RESIDENTIAL), WINDMILL, SOLAR PANEL, GREEN POWER, GEOTHERMAL SYSTEM	\$100.00	\$100.00		Plus \$75 each additional inspection
TRUSS PLACARD FEE	\$15.00	\$0.00		
WATER HEATER PLACEMENT	\$75.00	\$0.00		
WINDOWS, DOORS	\$75.00	\$0.00		

PLANNING & ZONING BOARD FEES 2024 - DRAFT

PLANNING BOARD REVIEW	Application Fee (Per Lot)	*Escrow (Per Lot)
Subdivision - Residential	\$150	\$1,000
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)

	Application Fee (Per Lot)	*Escrow (Per Lot)
Recertification	\$100	To be determined at review
Concept	\$50	To be determined at review
Administrative Fee	\$100	To be determined at review
Home Occupation Major A or B	\$100	\$250
Home Occupation Minor	\$50	To be determined at review
Special Use Permit	\$250	To be determined at review

ZONING BOARD FEES	Application Fee	Escrow
Application - Commercial	\$150	To be determined at review
Application - Residential	\$75	
Administration	\$100	

***Town Code Chapter 74: Consultant and Professional Fees, Reimbursement of**

All consultant fees incurred for the consulting, professional, or other related services described herein shall be borne by the applicant. A deposit may be required in advance to cover the estimated costs. Should no escrow be required, the costs will be billed to the applicant on a monthly basis.

CONTINUED ON NEXT PAGE

OTHER

Water System Connection Fee	Determined by Wayne County Water Authority
Licensing Fee (Encroachment with Easement) with Town Board Approval	\$75 *Escrow \$250 plus Consultant/Professional Fees
Development of Non-residential Zoning District	\$100 per 100 sq ft
Percolation Test	\$100 per lot or septic repair

INSPECTIONS

Storm Water Control Facility Annual	\$100	
Construction Site	\$50/hr	Submit Daily Time Sheet
Septic	\$75	Plus \$50 each additional inspection
Sewer	\$50	

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)

BE IT RESOLVED, the 2024 Town of Walworth Fee Schedule is adopted and becomes effective January 1, 2024. Schedule is on file in the Town Clerk's office.

Adopted this 4th day of January, 2024 at the meeting of the Town Board.

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

Resolution carried/failed.