



**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**  
**JULY 18, 2024 6:30 PM**

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

**Public Hearing:** Public Hearing for Local Law NO. 2-2024 to amend the Walworth Town Code to authorize the issuance of appearance tickets by the Walworth Code Enforcement Officer / Building Inspector

**MINUTES:**            **June 20,2024**            **Regular Meeting**

**PRESENTATIONS:**

MRB Group- Proposal for extension of the Ginegaw Park water main.

Mike DeBats- MMB & Co. 2023 Audit

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

Monthly Report of the Supervisor June 2024  
Monthly Report of the Town Clerk June 2024

**RESOLUTIONS:**

Resolution- 24: Abstract 7, approval

Resolution -24: Budget Modifications

Resolution -24: To approve Local Law NO. 2 -2024 to amend the Walworth Town Code to authorize the issuance of appearance tickets by the Walworth Code Enforcement Officer / Building Inspector

Resolution -24: Dissolution of the Town Comptroller petty cash fund

Resolution -24: Standard workday and reporting resolution for Elected and Appointed Officials (RS2417-A)

Resolution 24: To accept the resignation of Jonathan Carnwath and to advertise to fill the position of Motor Equipment Operator

(Updated 07/15/2024)

Resolution -24: To accept the resignation of Mark Brownell and to advertise to fill the position of Motor Equipment Operator

Resolution -24 To amend the 2024 Fee schedule to increase site plan residential review Escrow Fees from \$750 to \$1250

Resolution -24 To allow Brendan Personius, student at the Wayne Central School District to complete 20 hours of community service as a requirement for graduation

Resolution -24 Authorize the hourly rate correction and retro pay to Noah Affronti

Resolution -24: Authorize the hourly rate correction and retro pay to Marissa Neitz

Resolution -24: Authorize the conditional hire of Silas Amsler as a full-time Highway Laborer, with continued employment subject to his successful acquisition of a CDL license within six months of his hire date

Resolution -24: Authorizing the use of ARPA funds to purchase pre-castings for manholes 34, 35 & 36 on Church Street

Resolution -24: Authorizing the Town Supervisor to sign the update to section 14.5 entry wage rates of the Collective Bargaining Agreement

### **COMMUNICATION:**

- Wastewater Treatment Plant report for June of 2024
- Animal Control Officer report for June of 2024
- Assessment Department report for June of 2024
- Park and Facilities Department report for June of 2024
- Recreation report for June of 2024
- Building and Zoning report for June of 2024
- Highway report for June of 2024
- Court monthly report for June of 2024
- Email from Colonial Fire Protection Systems, INC. regarding Carey Lake Automatic Fire Sprinkler System
- Letter from Gananda Central School District regarding current appointments
- Letter from New York State Department of Taxation and Finance dated July 16, 2024 Congratulating Assessor Emily Kunz on completing requirements for Real Property Tax Law and 20 NYCRR 8188

### **NEW AND OTHER BUSINESS**

(Updated 07/15/2024)

**PUBLIC PARTICIPATION**

**EXECUTIVE SESSION**

**ADJOURNMENT**

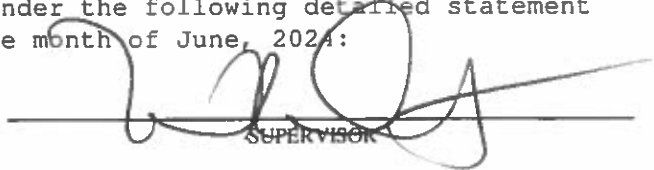
**ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

# MONTHLY REPORT OF SUPERVISOR

**TO THE TOWN BOARD OF THE TOWN OF WALWORTH:**

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of June, 2024:

DATED: July 8, 2024

  
 \_\_\_\_\_  
 SUPERVISOR

	Balance 05/31/2024	Increases	Decreases	Balance 06/30/2024
<b>A GENERAL FUND</b>				
CONSOLIDATED CHECKING	869,673.20	45,718.63	177,639.04	737,752.79
CASH IN SAVINGS - NYCLASS	1,071,124.37	4,592.27	0.00	1,075,716.64
ARPA SAVINGS - NYCLASS	580,233.38	2,472.50	15,165.08	567,540.80
PETTY CASH	820.00	0.00	0.00	820.00
HIGHWAY BUILDING REPAIR/ALTERA	15,722.02	67.40	0.00	15,789.42
BLDG EQUIPMENT/SOFTWARE	2,182.07	9.32	0.00	2,191.39
TOWN CLERK EQUIPMENT RESERVE	3,334.79	14.33	0.00	3,349.12
COMPUTER EQ RESERVE SAVINGS	83,416.44	357.63	0.00	83,774.07
TOWN HALL CAPITAL RESERVE	272,033.58	1,166.29	0.00	273,199.87
DOG ENUMERATION RESERVE FUND	5,510.53	23.65	0.00	5,534.18
EMPLOYEE BENEFIT RESERVE	2,108.21	9.02	0.00	2,117.23
PARK EQ RESERVE SAVINGS	162,487.03	696.66	0.00	163,183.69
RETIREMENT CONTRIBUTION RESERV	10,770.80	46.16	0.00	10,816.96
HAMLET SIDEWALK RESERVE FUND	29,605.94	126.94	0.00	29,732.88
RESERVE FOR RECORDS MANAGEMENT	51,595.63	221.21	0.00	51,816.84
<b>TOTAL</b>	<b>3,160,617.99</b>	<b>55,522.01</b>	<b>192,804.12</b>	<b>3,023,335.88</b>
<b>CM1- PARK SPECIAL REVENUE FUND</b>				
CONSOLIDATED CHECKING	167,807.97	4,320.00	582.86	171,545.11
<b>TOTAL</b>	<b>167,807.97</b>	<b>4,320.00</b>	<b>582.86</b>	<b>171,545.11</b>
<b>CM6- CEMETERIES</b>				
CONSOLIDATED CHECKING	17,429.99	0.00	21.58	17,408.41
<b>TOTAL</b>	<b>17,429.99</b>	<b>0.00</b>	<b>21.58</b>	<b>17,408.41</b>
<b>DA HIGHWAY FUND</b>				
CONSOLIDATED CHECKING	536,426.68	5,520.20	73,304.39	468,642.49
CASH IN SAVINGS - NYCLASS	1,547,272.81	6,633.69	0.00	1,553,906.50
EMPLOYEES BENEFITS RESERVE	7,007.22	30.02	0.00	7,037.24
MACHINERY RESERVE SAVINGS	376,552.82	1,614.39	0.00	378,167.21
RETIREMENT CONTRIBUTION RESERV	10,770.80	46.16	0.00	10,816.96
<b>TOTAL</b>	<b>2,478,030.33</b>	<b>13,844.46</b>	<b>73,304.39</b>	<b>2,418,570.40</b>
<b>HA TO BE DETERMINED</b>				
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HB DEWBERRY PUMP STATION UPGRADE</b>				
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	Balance 05/31/2024	Increases	Decreases	Balance 06/30/2024
TOTAL	0.00	0.00	0.00	0.00
<b>HC NEW PAVILION IN GINEGAW PARK</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>HD COMPREHENSIVE MASTER PLAN</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>HE GINEGAW RESTROOMS</b>				
CASH - CHECKING	6,066.72	15,165.08	21,231.80	0.00
TOTAL	6,066.72	15,165.08	21,231.80	0.00
<b>L LIBRARY FUND</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>MS SELF INSURANCE FUND</b>				
	0.00	0.00	0.00	0.00
MONEY MARKET SAVINGS - LNB	2,701.96	8.86	0.00	2,710.82
TOTAL	2,701.96	8.86	0.00	2,710.82
<b>SD1- WALWORTH CONSOLIDATED</b>				
CONSOLIDATED CHECKING	155,433.31	0.00	0.00	155,433.31
TOTAL	155,433.31	0.00	0.00	155,433.31
<b>SD2- CRYSTAL CREEK DRAINAGE</b>				
CONSOLIDATED CHECKING	2,319.73	0.00	0.00	2,319.73
CRYSTAL CREEK DRAINAGE RES SAV	7,154.53	30.65	0.00	7,185.18
TOTAL	9,474.26	30.65	0.00	9,504.91
<b>SF2- WEST WALWORTH FIRE PROTECTION</b>				
CONSOLIDATED CHECKING	2,474.00	0.00	0.00	2,474.00
CASH IN SAVINGS - NYCLASS	3,960.39	16.99	0.00	3,977.38
TOTAL	6,434.39	16.99	0.00	6,451.38
<b>SF3- LINCOLN FIRE PROTECTION</b>				
CONSOLIDATED CHECKING	722.00	0.00	0.00	722.00
CASH IN SAVINGS - NYCLASS	13,962.23	59.88	0.00	14,022.11
TOTAL	14,684.23	59.88	0.00	14,744.11
<b>SL1- WALWORTH LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	32,797.47	0.00	487.85	32,309.62
TOTAL	32,797.47	0.00	487.85	32,309.62

	Balance 05/31/2024	Increases	Decreases	Balance 06/30/2024
<b>SL2- HARVEST HILL LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	7,237.44	0.00	835.61	6,401.83
TOTAL	7,237.44	0.00	835.61	6,401.83
<b>SL3- GANANDA LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	26,272.02	0.00	0.00	26,272.02
TOTAL	26,272.02	0.00	0.00	26,272.02
<b>SL4- BROOKSIDE LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	356.47	0.00	21.53	334.94
BROOKSIDE REPAIR RESERVE	5,022.27	21.55	0.00	5,043.82
TOTAL	5,378.74	21.55	21.53	5,378.76
<b>SL5- ORCHARD VIEW LIGHT DISTRICT</b>				
CONSOLIDATED CHECKING	4,055.63	0.00	239.18	3,816.45
TOTAL	4,055.63	0.00	239.18	3,816.45
<b>SL6- LEHRWOOD LIGHTING DISTRICT</b>				
CONSOLIDATED CHECKING	1,500.00	0.00	0.00	1,500.00
TOTAL	1,500.00	0.00	0.00	1,500.00
<b>SM GANANDA SIDEWALK DISTRICT</b>				
CONSOLIDATED CHECKING	10,845.98	0.00	0.00	10,845.98
CASH IN SAVINGS - NYCLASS	47,966.07	205.64	0.00	48,171.71
TOTAL	58,812.05	205.64	0.00	59,017.69
<b>SM1- LEHRWOOD SIDEWALK DISTRICT</b>				
CONSOLIDATED CHECKING	500.00	0.00	0.00	500.00
CASH IN SAVINGS - NYCLASS	525.15	2.28	0.00	527.43
TOTAL	1,025.15	2.28	0.00	1,027.43
<b>SP JOHN'S PARK DISTRICT</b>				
CONSOLIDATED CHECKING	3,698.20	0.00	0.00	3,698.20
TOTAL	3,698.20	0.00	0.00	3,698.20
<b>SS WALWORTH SEWER DISTRICT #1</b>				
CONSOLIDATED CHECKING	243,698.81	17,722.03	40,514.93	220,905.91
CASH IN SAVINGS - NYCLASS	582,398.43	2,496.95	0.00	584,895.38
MONEY MARKET	445,774.82	8,807.79	0.00	454,582.61
PETTY CASH	100.00	0.00	0.00	100.00
SEWER DIST BUILDING RESERVE	216,013.35	926.11	0.00	216,939.46
SEWER EQ RESERVE SAVINGS	136,923.69	587.06	0.00	137,510.75
SEWER CAPITAL RESERVE	122,059.81	523.30	0.00	122,583.11
TOTAL	1,746,968.91	31,063.24	40,514.93	1,737,517.22
<b>SW1- WALWORTH WATER DISTRICT #1</b>				
	0.00	0.00	0.00	0.00
CASH IN SAVINGS - NYCLASS	33,297.05	142.74	0.00	33,439.79

	Balance 05/31/2024	Increases	Decreases	Balance 06/30/2024
SPECIAL RESERVE, WATER STORAGE	2,470.84	10.55	0.00	2,481.39
TOTAL	35,767.89	153.29	0.00	35,921.18
<b>SW19- WATER EXT #19 LIN/SWA/CO</b>				
CONSOLIDATED CHECKING	1,620.00	0.00	0.00	1,620.00
TOTAL	1,620.00	0.00	0.00	1,620.00
<b>SW20- WATER EXT #20 ARBOR/TUMMONDS</b>				
CONSOLIDATED CHECKING	405.00	0.00	0.00	405.00
TOTAL	405.00	0.00	0.00	405.00
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	36,934.27	164,680.90	165,917.08	35,698.09
TOTAL	36,934.27	164,680.90	165,917.08	35,698.09
<b>TC CUSTODIAL TRUST</b>				
CASH - CHECKING	156,854.55	5,700.00	6,683.00	155,871.55
TOTAL	156,854.55	5,700.00	6,683.00	155,871.55
<b>V DEBT SERVICE</b>				
	0.00	0.00	0.00	0.00
ARBOR/TUMMONDS RESERVE SAVINGS	5,630.07	24.16	0.00	5,654.23
LIN/SWAD RESERVE SAVINGS	9,503.19	40.74	0.00	9,543.93
TOTAL	15,133.26	64.90	0.00	15,198.16
TOTAL ALL FUNDS	8,153,141.73	290,859.73	502,643.93	7,941,357.53

# TOWN CLERK'S MONTHLY REPORT

TOWN OF WALWORTH, NEW YORK

JUNE, 2024

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:

<b>A1255</b>				
	<u>1</u>	DECALS		9.96
	<u>2</u>	MARRIAGE LICENSES NO. 24015 TO 24016		35.00
	<u>3</u>	MISCELLANEOUS		153.75
	<u>3</u>	B/D/M RECORDS SEARCH		70.00
		<b>TOTAL TOWN CLERK FEES</b>		<b>268.71</b>
<b>A2001</b>				
	<u>4</u>	RECREATION		241.00
		<b>TOTAL A2001</b>		<b>241.00</b>
<b>A2115</b>				
	<u>2</u>	PB REVIEW FEES/OTHER		550.00
		<b>TOTAL A2115</b>		<b>550.00</b>
<b>A2544</b>				
	<u>118</u>	DOG LICENSES		1,242.00
		<b>TOTAL A2544</b>		<b>1,242.00</b>
<b>A2555</b>				
	<u>36</u>	BUILDING PERMITS		3,875.00
		<b>TOTAL A2555</b>		<b>3,875.00</b>
<b>A2770B</b>				
	<u>6</u>	OTHER INCOME BUILDING		155.00
		<b>TOTAL A2770B</b>		<b>155.00</b>
<b>A2770F</b>				
	<u>3</u>	FARMER'S MARKET		125.00
		<b>TOTAL A2770F</b>		<b>125.00</b>
<b>A2770S</b>				
	<u>1</u>	SEPTIC INSP (NEW CONSTR)		75.00
		<b>TOTAL A2770S</b>		<b>75.00</b>
<b>CM2001</b>				
	<u>4</u>	DOG PARK REGISTRATION		100.00
		<b>TOTAL CM2001</b>		<b>100.00</b>
<b>CM2025</b>				
	<u>10</u>	FACILITY RENTALS		965.00
		<b>TOTAL CM2025</b>		<b>965.00</b>
<b>CM2089</b>				
	<u>5</u>	PARK EXPENDABLE TRUST		3,250.00
		<b>TOTAL CM2089</b>		<b>3,250.00</b>

# TOWN CLERK'S MONTHLY REPORT

JUNE, 2024

page 2

---

---

TA301				
	<u>16</u>	ESCROW - BLDG PERMITS	<u>5,300.00</u>	
		<b>TOTAL TA301</b>		<b>5,300.00</b>

---

**TOWN CLERK'S MONTHLY REPORT**

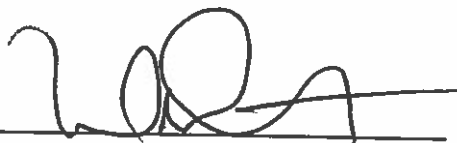
JUNE, 2024

page 3

**DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	6,521.75 ✓
DECALS SEPARATE MONTHLY REPORT	9.96 ✓
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	5,300.00 ✓
PAID TO SUPERVISOR FOR CEMETERY/PARK EXPENDABLE	4,315.00 ✓
DECALS SEPARATE MONTHLY REPORT- EFT	170.04
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	164.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	45.00
<b>TOTAL DISBURSEMENTS</b>	<b>16,525.75</b>

JULY 1, 2024

  
\_\_\_\_\_  
Michael Donalty, SUPERVISOR

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

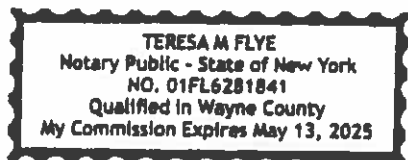
I, Jenna Camacho, being duly sworn, says that I am the Clerk of the TOWN OF WALWORTH that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

  
\_\_\_\_\_  
Jenna Camacho  
Town Clerk

1<sup>st</sup> day of July 2024

  
\_\_\_\_\_  
Teresa M. Flye  
Notary Public



THE UNIVERSITY OF CHICAGO  
LIBRARY  
1100 EAST 58TH STREET  
CHICAGO, ILL. 60637  
TEL: 773-936-3000  
WWW.CHICAGO.EDU

**RESOLUTION 24: ABSTRACT 7, APPROVAL**

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

---

---

**TOWN OF WALWORTH**

Abstract # 007  
Summary by Fund

07.11.24  
11.16.48

---

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	17,149.83	50,254.08	67,403.91
CMI-	PARK SPECIAL REVENUE FUND	105.34	891.20	996.54
DA	HIGHWAY FUND	11,153.15	12,992.21	24,145.36
SD1-	WALWORTH CONSOLIDATED DRAINAGE		4,400.00	4,400.00
SF2-	WEST WALWORTH FIRE PROTECTION		500.00	500.00
SF3-	LINCOLN FIRE PROTECTION		500.00	500.00
SL3-	GANANDA LIGHT DISTRICT	1,411.16		1,411.16
SM	GANANDA SIDEWALK DISTRICT		8.99	8.99
SS	WALWORTH SEWER DISTRICT #1	3,259.97	30,598.78	33,858.75
TA	TRUST & AGENCY	76,709.36		76,709.36
TC	CUSTODIAL TRUST		10,109.50	10,109.50
<b>Total:</b>		<b>109,788.81</b>	<b>110,254.76</b>	<b>220,043.57</b>

---

Voucher Numbers: 882-1015, 94-108,217-237

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

Adopted this 20 day of June, 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: BUDGET MODIFICATIONS**

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

Budget Modifications for July 18, 2024

\$	Acct #	Description	Acct #	Reason	
General Fund					
Transfer \$ 51.58	FROM A3620.42	Safety insp - auto maint/fuel	TO A3620.22	Safe Inspec - Purch of Vehicle	Cover registration fee at purchase
Transfer \$ 68.40	From A1110.14	Justices - PT Clerk	TO A1110.18	Justices - Clerk OT	Cover OT for FT clerk
Transfer \$ 300.00	from A1410.49	Town Clerk - EZ Pass	TO A141.48	Town Clerk - Postage	to cover June shortage and anticipated need for FY

Adopted this 18<sup>th</sup> day of July, 2024 at the meeting of the Town Board.

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

Resolution carried/failed

**RESOLUTION -24: TO APPROVE LOCAL LAW NO. 2 -2024 TO AMEND THE WALWORTH TOWN CODE TO AUTHORIZE THE ISSUANCE OF APPEARANCE TICKETS BY THE WALWORTH CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR**

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

WHEREAS, a public hearing was duly called for and held on July 18, 2024, relative to a proposed local law to “Amend the Walworth Town Code to Authorize the Issuance of Appearance Tickets by the Walworth Code Enforcement Officer / Building Inspector,” and all interested parties were permitted an opportunity to speak thereon; and

WHEREAS, the Town Board of the Town of Walworth, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Walworth Town Code should thus be amended as set forth herein; and

WHEREAS, the approval of said local law is a Type II action pursuant to the State Environmental Quality Review Act at 6 NYCRR Sec. 617.5(c) subsections (33), (25), (26), (30), and (35), and is thus not subject to further review thereunder.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts said local law to “Amend the Walworth Town Code to Authorize the Issuance of Appearance Tickets by the Walworth Code Enforcement Officer / Building Inspector,” all as set forth in the attached Local Law, which is incorporated herein and made a part hereof; and be it further

RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting, give due notice of the adoption of said Local Law to the Secretary of State of the State of New York, and arrange for its incorporation into the Town’s Code, including its online “eCode.”

Adopted this 18<sup>th</sup> day of July, 2024 at the meeting of the Town Board.

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

Resolution carried/fail

**RESOLUTION -24: DISSOLUTION OF THE TOWN COMPTROLLER PETTY CASH FUND**

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

**WHEREAS**, Resolution 29-12 established a \$200 Petty Cash fund for the Town Comptroller on March 15 2012; and

**WHEREAS**, the Town now has credit cards available for purchases, if needed; and

**WHEREAS**, the Town Comptroller no longer has a need to maintain a petty cash fund; now

**THEREFORE BE IT RESOLVED** that the Town Comptroller Petty Cash fund shall be eliminated.

Adopted this 18<sup>th</sup> day of July, 2024 at the meeting of the Town Board.


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

Resolution carried/fail

**RESOLUTION -24: 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:



Office of the New York State Comptroller  
New York State and Local Retirement System  
110 State Street Albany, New York 12244-0001  
Please type or print clearly in blue or black ink

Employer Location Code  
3 0 1 6 6

Received Date

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

**RS 2417-A**

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED that the \_\_\_\_\_ Town of Walworth / 30166 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	NYSLSRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Jenna Camacho			Town Clerk	02/05/2024-12/31/2024	6	27.64 days	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Michael Kurzer			Zoning Board Chair	1/1/24-12/31/24	8	0	<input type="checkbox"/>	annually	<input type="checkbox"/>
Doug Flys			Planning Board member	12/31/2028	4c		<input type="checkbox"/>		<input type="checkbox"/>

I, \_\_\_\_\_ Jenna Camacho \_\_\_\_\_ secretary/clerk of the governing board of the \_\_\_\_\_ Town Of Walworth \_\_\_\_\_ of the State of New York (Name of Secretary or Clerk)  
(Circle one) (Name of Employer)

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 \_\_\_\_\_ 18th \_\_\_\_\_ day of \_\_\_\_\_ July \_\_\_\_\_ 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

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Walworth \_\_\_\_\_ on this \_\_\_\_\_ 18th \_\_\_\_\_ day of \_\_\_\_\_ July \_\_\_\_\_ 2024 \_\_\_\_\_  
(Name of Employer)

\_\_\_\_\_  
(Signature of Secretary or Clerk)

**Affidavit of Posting** Jenna Camacho \_\_\_\_\_ being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ (Name of Secretary or Clerk)  
(Date) and continued for at least 30 days. That the Resolution was available to the public on the \_\_\_\_\_

Employer's website at \_\_\_\_\_

Official sign board at: 3600 Lorraine Drive Walworth NY 14568

Main entrance Secretary or Clerk's office at \_\_\_\_\_

(seal)

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

**Adopted this 18<sup>th</sup> day of July, 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 JONATHAN CARNWATH AND TO ADVERTISE TO FILL THE POSITION OF MOTOR EQUIPMENT OPERATOR**

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



**WHEREAS**, Jonathan Carnwath has submitted his resignation, effective July 18; and  
**WHEREAS**, The Highway Superintended intends to fill the vacated position to maintain continuity within the Highway Department;  
**NOW, THEREFORE BE IT RESOLVED** that the Town Board hereby authorizes the Town Clerk to advertise for applications for the position.

Adopted this 18<sup>th</sup> day of July ,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 ACCEPT THE RESIGNATION OF MARK BROWNELL AND TO ADVERTISE TO FILL THE POSITION OF MOTOR EQUIPMENT OPERATOR**

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

**WHEREAS**, On July 8, 2024 Mark Brownell verbally informed the Highway superintendent that he was resigning; and

**WHEREAS**, the Highway Superintendent intends to fill the vacated position to maintain continuity within the Highway Department; now

**THEREFORE BE IT RESOLVED**, that the Town Boards accepts Mr. Brownell’s verbal resignation and authorizes the Town Clerk to advertise for applications for the position.

Adopted this 18<sup>th</sup> day of July, 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 AMEND THE 2024 FEE SCHEDULE TO INCREASE SITE PLAN RESIDENTIAL REVIEW ESCROW FEES FROM \$750 TO \$1250**

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

WHEREAS, the 2024 Town Fee Schedule states that the Site Plan Residential escrow fee is currently set at \$750 per lot;

WHEREAS, it has been determined that due to increased professional fees associated with Site Plan review an increase is needed;

BE IT RESOLVED, the 2024 Town Fee Schedule for the Site Plan Residential escrow fee is increased to \$1250 per lot, effective immediately.

Adopted this 18th day of July 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 ALLOW BRENDAN PERSONIUS, STUDENT AT THE WAYNE CENTRAL SCHOOL DISTRICT TO COMPLETE 20 HOURS OF COMMUNITY SERVICE AS A REQUIREMENT FOR GRADUATION**

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

WHEREAS, as a requirement for graduation from the Wayne Central School District, Brendan Personius has requested to perform his 20 hours of Community work with the Town of Walworth Parks Department.

WHEREAS, the Parks Department has agreed to allow Brendan Personius to perform his Community service under their supervision.

BE IT RESOLVED, beginning July 22, 2024, 20 hours of Community service will performed with the Parks Department so that Brendan Personius may fulfill his requirement for High School Graduation.

Adopted this 18<sup>th</sup> day of July, 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 THE HOURLY RATE CORRECTION AND RETRO PAY TO NOAH AFFRONTI**

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

**WHEREAS**, Noah Affroni was hired at the starting rate of \$16.50 per hour as indicated in the current Collective Bargaining Agreement (CBA) for Laborer; and

**WHEREAS**, that starting rate was for 2023 and should have been increased by 2.5% for 2024, per the CBA; and

**WHEREAS**, the correct starting rate should have been \$16.91 per hour; now

**THEREFORE BE IT RESOLVED**, that the Town Comptroller is instructed to correct Mr. Affronti's rate to \$16.91 per hour and to pay retro pay back to his date of hire.

Adopted this 18<sup>th</sup> day of July, 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 THE HOURLY RATE CORRECTION AND RETRO PAY TO MARISSA NEITZ**

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

**WHEREAS**, Marissa Neitz was hired at the starting rate of \$18 per hour as indicated in the current Collective Bargaining Agreement (CBA) for Account Clerk; and

**WHEREAS**, that starting rate was for 2023 and should have been increased by 2.5% for 2024, per the CBA; and

**WHEREAS**, the correct starting rate should have been \$18.45 per hour; now

**THEREFORE BE IT RESOLVED**, that the Town Comptroller is instructed to correct Ms. Neitz's rate to \$18.45 per hour and to pay retro pay back to her date of hire.

Adopted this 18<sup>th</sup> day of July, 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 THE CONDITIONAL HIRE OF SILAS AMSLER AS A FULL-TIME HIGHWAY LABORER, WITH CONTINUED EMPLOYMENT SUBJECT TO HIS SUCCESSFUL ACQUISITION OF A CDL LICENSE WITHIN SIX MONTHS OF HIS HIRE DATE**

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

**WHEREAS**, the Highway Department would like to fill the position vacated by Mike Ryndock in May; and

**WHEREAS**, the position was advertised as required; and

**WHEREAS**, there were no applicants holding a CDL license; and

**WHEREAS**, the Highway Superintendent recommends the hiring of Mr. Silas Amsler, conditional upon him acquiring a CDL license; now

**BE IT RESOLVED**, that the Town Board authorizes the conditional hire of Mr. Amsler as a full-time laborer at the rate of \$18.45 per hour, subject to passing the Alcohol and Drug screening as required by Town Policy, effective July 22, 2024.

**BE IT FURTHER RESOLVED**, that Mr. Amsler's continued employment with the Town of Walworth is conditional on his successful acquisition of a CDL license.

Adopted this 20 day of June, 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 USE OF ARPA FUNDS TO PURCHASE PRE-CASTINGS FOR MANHOLES 34, 35 & 36 ON CHURCH STREET**

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

**WHEREAS**, manholes 34, 35 & 36 on Church Street need to be replaced, due to corrosion; and

**WHEREAS**, the Town of Walworth Sewer Department did solicit for 3 quotes for pre-castings for such replacement, per the procurement policy, as follows: and

Lakelands Concrete Products	\$8,772.40
Kistner Concrete Products	\$9,539.61
Burnett Concrete Products	\$8,291.00

**WHEREAS**, ARPA funds are available to fund this project; now

**THEREFORE, BE IT RESOLVED** that the Walworth Sewer Department is authorized to contract Burnett Concrete Products for the purchase of the pre-castings for manholes 34, 35 & 36 on Church Street, to be expended using ARPA funds for an amount of \$8,291.00.

Adopted this 18<sup>th</sup> day of July, 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 TOWN SUPERVISOR TO SIGN THE UPDATE TO SECTION 14.5 ENTRY WAGE RATES OF THE COLLECTIVE BARGAINING AGREEMENT**

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

July 15, 2024

Update to Section 14.5 Entry Wage Rates of the Collective Bargaining Agreement Between

Town of Walworth ("Town")

And

International Brotherhood of Teamsters, Local 118 ("Union")

January 1, 2023 Through June 30, 2025

Section 14.5 Entry Wage Rates

JOB TITLE	2023 RATE	2024 RATE	2025 RATE
Deputy Highway Superintendent	Rate + \$2.00	Rate + \$2.00	Rate + \$2.00
Motor Equipment Operator	\$20.00	\$20.50	\$21.12
Sewer Superintendent (Salary)	\$62,400.00	\$63,960.00	\$65,878.80
Wastewater Treatment Plant Operator	\$20.22	\$20.73	\$21.35
Parks and Facilities Superintendent (Salary)	\$50,000.00	\$51,250.00	\$52,787.50
Groundskeeper	\$18.00	\$18.45	\$19.00
Laborer	\$16.50	\$16.91	\$17.42
Constable	\$20.25	\$20.76	\$21.38
Justice Court Clerk (FT)	\$21.90	\$22.45	\$23.12
Justice Court Clerk (PT)	\$17.00	\$17.43	\$17.95
Building Inspector (PT)	\$20.00	\$20.50	\$21.12
Clerk/Typist	\$16.50	\$16.91	\$17.42
Account Clerk	\$18.00	\$18.45	\$19.00
Recreation Director (Salary)	\$55,000.00	\$56,375.00	\$58,066.25
Assistant Recreation Director	\$24.00	\$24.60	\$25.34
Recreation Leader	\$18.00	\$18.45	\$19.00
Social Media Coordinator (Stipend)	\$2,600.00	\$2,665.00	\$2,744.95

IN WITNESS WHEREOF, we have affixed our hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**For the**  
**TOWN OF WALWORTH**

**For the**  
**TEAMSTERS LOCAL 118**

\_\_\_\_\_  
Michael Donalty,  
Supervisor

\_\_\_\_\_  
Ty Van Pelt  
Business Agent Local 118

**WHEREAS**, upon review of the current Collective Bargaining Agreement between the Town of Walworth and Teamsters Local 118, it was discovered that the Entry Wage Rate table had not been updated to reflect rates for 2024 and 2025, and;

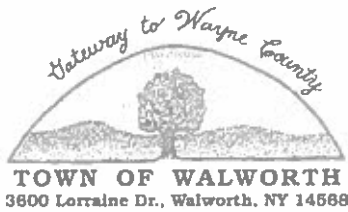
**WHEREAS**, the Wage Rate Table has been updated by the Teamsters and confirmed by the Town, and submitted for approval by the Town Board;

**BE IT RESOLVED**, the Town Supervisor is hereby authorized to sign the updated Entry Wage Rate table for addition to the current Collective Bargaining Agreement.

Adopted this 18<sup>th</sup> day of July, 2024 at a meeting of the Town Board.

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

Resolution carried/failed.



**Walworth Wastewater Treatment Plant**  
3451 Ontario Center Road  
Walworth NY 14568  
315.986.1400 ext. 10  
[sewer@townofwalworthny.gov](mailto:sewer@townofwalworthny.gov)

July 1, 2024

To: Supervisor Mike Donalty / Town Board Members

Re: Wastewater Treatment Plant Report - Month of June 2024

- Daily maintenance, monitoring, process, and sampling.
- Weekly pump station readings / monitoring.
- Weekly mowing of pump stations and plant.
- Daily required sampling for DEC and Baldwin Richardson Foods.
- Operated the DAF sludge thickener for a total of 10 days.
- Completed May 2024 DMR's.
- Completed operator report for May.
  
- Sludge hauled: 32,500 gallons total (Sewer / Highway Depts / Chamberlain.)
  - Canandaigua - 8,000 gallons
  - Van Lare - 24,500 gallons
  
- UFPO requests total: 65
  - Regular - 61
  - Emergency - 4
- After hours call in - 0
- Attended monthly Department Head meeting at Town Hall.
- Located sewer main for Orchard View extension.
- Attended Regional Plant meetings. / Took a tour of new plant under construction.
- Cleaned polymer line at WWTP.
- Repaired brush cutter and changed one tire on Ventrac.
- Cleaned Everwild Pump Station.
- Responded to high level alarm at Everwild.
- Attended training on mixers for continuing education credits (Tim and Adam).
- Brush-hogged easements and sewer plant driveway.
- Training at WCWSA for continuing education credits (Tim and Adam).
- Serviced and washed sludge truck.
- Sewer mappings / inspections at Lehrwood Estates and Orchard View.
- Serviced Ventrac / replaced belt.

Respectfully Submitted,  
Adam Jozwiak, Sewer Superintendent

**ANIMAL CONTROL OFFICER REPORT**  
**Walworth, NY**

Date: June 30<sup>th</sup>, 2024

Dog Control Officer's Name: Lea Dill

Calls for June 2024

<u>DESCRIPTION</u>	<u># OF CALLS:</u>
1) Reported Stray Sighting (Not picked up).	<u>2</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 - Barking	<u>1</u>
5) The owner reported a lost dog.	<u>0</u>
(a) The owner reported the dog returned home.	<u>0</u>
6) Dog Bite Cases.	
(a) Issued 10-day confinement	<u>1</u>
(b) Follow up on 10-day confinement, released from confinement.	<u>1</u>
7) Court Appearance tickets issued.	<u>0</u>
8) Follow-ups on an expired license or no license. The owner licensed all four dogs.	<u>4</u>

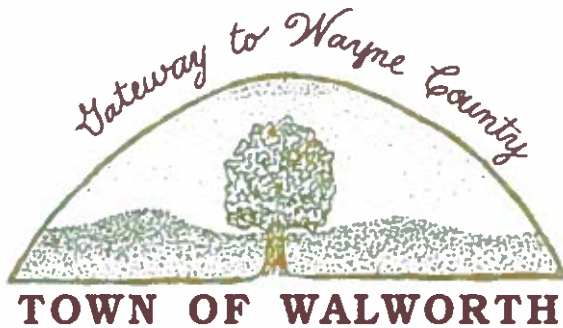
Other - (Please describe\*)

(1) Dogs off leash in town bark, gave owner warning.

Talked with Mike about having the park signs stating that off-leash violations are subject to fines of up to \$250. I asked Mike and his crew to give me a call when dogs are spotted off-leash. If available, I will come to the park to speak with dog owners as I only live less than five minutes away. I have increased driving through the park whenever I am on the road to survey any dogs off-leash, including Sherburn Park.

(2) Received a call for a found kitten, referred to Cat Rescue.

(3) Received a text asking for help for a dog being abused. I was sent several videos of a man abusing a great Dane dog even while she was whelping her puppies. This was over four years of abuse to the dog. As a result of this situation, the Palmyra Police, Wayne County DA, and Wayne County Cruelty Officer were notified, an arrest was made, and the dog was surrendered to Wayne County.



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

---

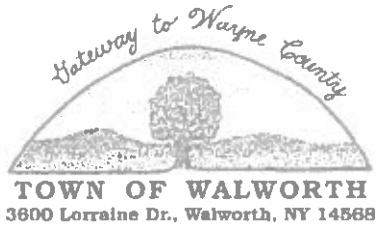
**Assessment Department Report**  
June 2024

- Processed transfers and sales
- Updated bank codes and change of addresses
- Updated address book
- Legal notice published in Times of Wayne County for Final Assessment Roll
- Town of Walworth Final Assessment Roll was finalized July 1, 2024:
  - Available in Assessment Office
  - Available on county website
  - Available on town website
- Started next-year processing for 2025 assessment roll
  - Splits/merges
  - Exemptions (those not requiring annual income) processed
  - Permits/Certificates of Compliance/Occupancy and valuing for 2025 roll

Sincerely,

*Emily Kunz*

Emily Kunz  
Assessor  
Town of Walworth



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

July 5, 2024,

To: Supervisor Mike Donalty, Walworth Town Board

Re: Parks & Facilities Monthly Report

This report is for June 1, 2024, through June 30, 2024:

Daily inspection, cleaning, and maintenance of the Ginegaw Park lodge, pavilions, and bathroom

Performed Town Hall maintenance tasks,

Removed old office furniture from the Court Clerk's office

Built and installed new office furniture for the Court Clerk

Applied mulch to park tree rings,

Removed a dead tree from Lusk Cemetery,

Continued lining of Ginegaw Park soccer fields,

Continued grooming and lining of baseball and softball fields,

Continued seasonal mowing and string trimming,

Planted a tree:

Legacy Sugar Maple,

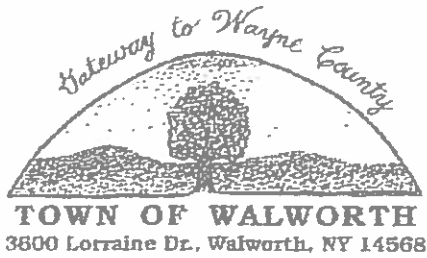
Performed trail maintenance at Sherburne Road Park,

Aerated Ginegaw Park athletic fields,

Respectfully Submitted,

Mike Buckley

Parks & Facilities Superintendent



Jacqueline VanLare  
Town of Walworth  
Recreation Director

Date: July 3rd, 2024

To: Supervisor Donalby & the Walworth Town Board

Re: Month End Report for June 2024

- Financial Summary for June
  - Recreation Registration Fees \$6,555.00
  - Lodge Fees \$600.00
  - Open Air Pavilion Fees \$365.00
  - Dog Park Fees \$100.00
  - Farm Market Vendor Fees \$125.00

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 32 other inspections completed during the month of June 2024.

Notice of Violation/Remedy: 1

Permits Issued: 33

Certificates of Occupancy Issued: 8

Certificates of Compliance Issued: 27

Fire Calls: 0

Fire Inspections: 2

Annual Inspection: 0

Property Maintenance & Other Complaints: 9

Drainage Issues: 4

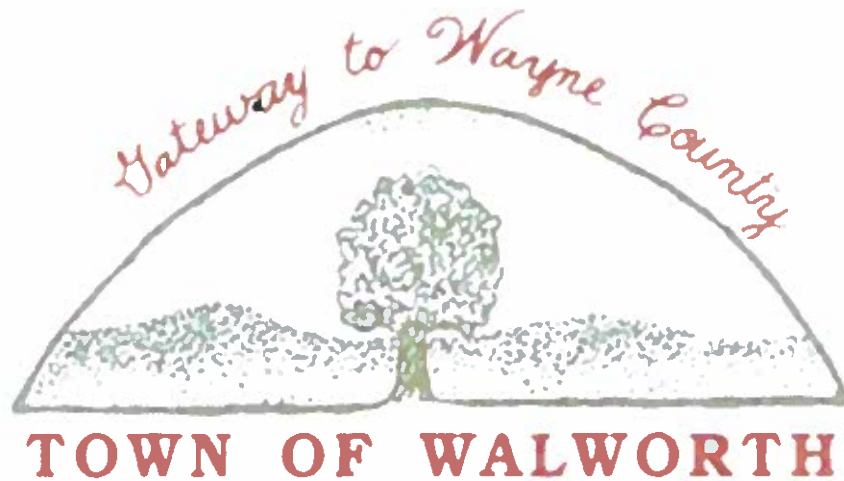
Projects in process:

- Installation of Knox Boxes at businesses and apartments
- Orchard View infrastructure inspections
- Scan and copy documents for FOIL and Research requests
- Working to get bids on 3 - 4 drainage projects

Respectfully submitted,

  
Norman Druschel  
Building Inspector

  
Brett Malafeew  
Code Enforcement Officer



## Highway Department June 2024 Monthly Work Summary

Mowed the roadsides for the second time around this year

Replaced 20 cross culvert pipes between Sunrise and Sunset Drive, and Beaver Creek

Helped the County with milling for multiple days

Helped the Town of Macedon with chip sealing

Cleaned up trees in various spots around the town that fell during storms

Replaced the hydraulic hoses on Truck #7



**WALWORTH TOWN COURT**

**3600 Lorraine Drive  
Walworth, New York 14568**

**Tel: 315-960-7680**

**Fax: 888-848-0841**

**Hon. Daniel P. Majchrzak, Jr.  
Town Justice**

**Hon. Charles J. Young  
Town Justice**

---

Tracie Henning, Court Clerk Walworth  
[Thenning@nycourts.gov](mailto:Thenning@nycourts.gov)

To: Supervisor Mike Donalty  
Re: Walworth June report

- \*Searching for Part-time Court clerk and security officer
- \*Purchased new Court furniture through JCAP grant
- \*Run weekly reports for state on legislative data
- \*Downloading tickets daily
- \*Held Court June 11<sup>th</sup>, June 24<sup>th</sup> and June 26<sup>th</sup>
- \*Judges collected \$4,018.00 for fines/fees/surcharges

Respectfully Submitted,  
Tracie Henning, Court Clerk



Corporate Office:
860 Linden Ave., Suite B
Rochester, NY 14625
P: (585) 381-7362

Date: 07/12/2024 12:45pm EDT
Inspector: Jeff Gividen
Property Name: Carey Lake
Property Address: 959 Penfield Road
Macedon NY 14502

REPORT OF INSPECTION - WET AND DRY AUTOMATIC FIRE SPRINKLER SYSTEMS

Notes:

- 1) This form covers the minimum requirements of NFPA-25 2017 for wet and dry pipe fire sprinkler systems.
2) All questions are to be answered Yes, No, or Not Applicable. All "No" answers are to be explained in section 11 of this form.

1. GENERAL:

- a. Is the building occupied?
b. Are ALL fire sprinkler system(s) in service?
c. Has the occupancy and hazard contents remained the same since the last inspection?
d. Has the fire sprinkler system(s) remained in service without modification since the last inspection?
e. Are any new additions and building changes properly protected?
f. Is all stock or storage properly located below sprinkler piping?
g. In areas protected by wet system(s), does building appear to be properly heated?
h. Are gauges less than 5 years old?
i. Is Hydraulic Nameplate (calculated systems) securely attached to riser and legible?
j. Signage / Identification signs in place?

2. SPRINKLERS:

- a. Proper number (at least 6) and type of heads in spare head cabinet?
b. Head wrench in spare head cabinet?
c. Visible Sprinklers:
1. Proper position?
2. Proper temperature?
3. Free of corrosion and physical damage?
4. Free of foreign materials and paint?
5. Liquid in all glass bulb sprinklers?
d. Standard response heads less than 50 years old?
e. Quick response heads less than 20 years old?
f. Dry-Type heads less than 10 years old?
g. Residential heads less than 20 years old?
h. Sprinklers prior to 1920 replaced?

3. ALARMS:

- a. Water motor and gong tests satisfactory?
b. Electric water flow alarm test satisfactory?
c. Low air pressure alarm test satisfactory?
d. Tamper switch alarm test satisfactory?

4. FIRE DEPARTMENT CONNECTION (FDC):

- a. Caps or plugs in place?
b. Swivels rotate freely?
c. Gaskets in place and in good condition?
d. Visible and accessible?
e. Identification sign/plate in place?
g. Ball drip valve in place and operational?

5. CONTROL VALVES & BACKFLOW PREVENTERS:

- a. Accessible and free from external leaks?
b. In correct (open or closed) position?
c. Sealed, locked or supervised?
d. Appropriate wrenches provided?
e. Relief port on RPZ not discharging?
f. Operating stems of OS&Y valves lubricated?
g. PIVs opened until spring or torsion felt in rod?
h. PIVs and OS&Ys 1/4 turn from full open?
i. Control valves completely closed and reopened?

6. PIPING:

- a. Visible pipe & hangers:
1. In good condition, no external corrosion?
2. No mechanical damage or leaks?
3. Properly aligned and no external loads?
4. Hangers and seismic braces not damaged, loose or missing?

7. WET SYSTEMS:

- a. Gauges appear to be in good condition?
b. Normal supply water pressure?
c. Alarm valve free of physical damage?
d. Alarm valve trim valves are in appropriate open or closed position?
e. Retarding chamber or alarm drain not leaking?
f. Antifreeze solution checked prior to freezing conditions?
g. Main drain test conducted? (Record results in section 10)

8. DRY SYSTEMS:

- a. Gauges appear to be in good condition?
b. Normal supply air/water pressure?
c. Dry valve free of physical damage?
d. Dry valve trim valves are in appropriate open or closed position?
e. No leakage from intermediate chamber?
f. Main drain test conducted? (Record results in section 11)
g. Dry pipe valve in good condition internally? (check at trip test)
h. Dry pipe valve full trip test within last three years?
i. Dry pipe valve partial trip test? (Unless full trip test done) Initial air psi and water psi
When valve tripped, air psi and time sec



1500 Dayspring Ridge  
Walworth NY 14568  
Phone: 315-986-3521  
Fax 315-986-2003  
www.gananda.org



Shawn Van Scoy, Ed.D.  
Superintendent of Schools  
Greg Giles  
Board of Education President

July 11, 2024

Ms. Jenna Camacho  
Walworth Town Clerk  
3600 Lorraine Drive  
Walworth, NY 14568

Dear Ms. Camacho:

As provided by §2121 (11) of the State Education Law, I am writing to formally advise you as Town Clerk of the following appointments of school district officers by the Gananda Central School District Board of Education at their meeting on July 10, 2024. Both were appointed for terms beginning July 1, 2024 through June 30, 2025.

School District Treasurer: Mrs. Kathryn Johnson  
Gananda CSD  
1500 Dayspring Ridge  
Walworth, NY 14568  
kjohnson@gananda.org

School Tax Collector: Ms. Staci Harrison  
Gananda CSD  
1500 Dayspring Ridge  
Walworth, NY 14568  
sharrison@gananda.org

Please consider this letter as formal and official notification as required by state law.

Should you have further questions, please do not hesitate to call me at 315-986-0610.

Regards,

A handwritten signature in cursive script that reads 'Leslie Ferrante'.

Leslie Ferrante  
School District Clerk

.cc Natalie Melnik, Business Administrator



## Department of Taxation and Finance

Office of Real Property Tax Services

W. A. Harriman Campus Albany, New York 12227 -0801

PH: (518) 474-1764 FAX (518) 435-8628

www.tax.ny.gov orpts.edservices@tax.ny.gov

**Kristin Dence**

Deputy Commissioner of Processing and  
Taxpayer Services

**Rachel Ingalsbe**

Interim Director of Real Property  
Tax Services

July 16, 2024

Emily Kunz

Appointed Assessor

Town of Walworth / SWIS: 544400

3600 Lorraine Drive

Walworth, NY 14568

Dear Ms. Kunz:

Congratulations! You have completed the requirements of the basic course of training for the designation of State Certified Assessor pursuant to the Real Property Tax Law and 20 NYCRR 8188.

Your certificate is enclosed. Please feel free to contact our office at (518) 474-1764 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoffrey Gloak".

Geoffrey Gloak

Director of Communications and Education

Enclosures

cc: Town Clerk  
County Director  
Town Supervisor  
Local Civil Service Commission