

At the Farmington Town Board Meeting, held in the Town Hall or by Phone/Video Conferencing on the 14th day of January, 2025, at 7:00 PM, there were:

PRESENT: Peter Ingalsbe – Supervisor
Mike Casale – Councilman
Steven Holtz – Councilman
Nate Bowerman – Councilman
Ron Herendeen – Councilman
Michelle Finley – Town Clerk

Also present in person: **Tim Ford** – Highway & Parks Superintendent, **Robin MacDonald** – Acting Water & Sewer Superintendent, **Dan Delproire**– Code Enforcement Officer, **Ron Brand** – Director of Planning & Development, **Adrian Bellis** – Planning Board Member, and **Ed Hemminger** – Planning Board Chairman, **Josh Fagner** – Working Supervisor, and **Bill Davis** – MRB Group, **Hal Adams** – Agricultural Advisory Committee Chairperson, **Rob Brenner and Brian Mahoney** - Mahoney Brenner LLP

Also present by telephone/video conferencing was: **John Piper**-Consultant, **Michael Phillips**- resident

PUBLIC HEARINGS:

APPROVAL OF MINUTES:

A motion was made by **Councilman Casale** and seconded by **Councilman Holtz** that the minutes of the December 23, 2024, Town Board Meeting, that were previously given to members for review, be approved. Four Voting “Aye” (Holtz, Casale, Herendeen, and Ingalsbe), One Abstention (Bowerman). Motion **CARRIED**.

PRIVILEGE OF THE FLOOR: None.

PUBLIC CONCERNS: None.

REPORTS OF STANDING COMMITTEES:

Public Works Committee: Councilman Herendeen reported:

Water & Sewer:

1. Discussed repair to heater in the influent building, needs fan motor, will send quote.
2. Discussed DEC inspection, went well.
3. Discussed final clarifier.
4. 3700 gallons of bioxide was received.
5. Routine maintenance of lift stations.
6. On-going Valve and Hydrant maintenance.
7. On-going Manhole inspections.
8. Watermain breaks- Dalton Drive, County Rd. 8, and Emerson Road.
9. Installed new service on Allen Road.
10. Discussed resolution on Agenda.

Highway & Parks:

1. Highway- equipment maintenance, plowing/salting roads, patched potholes, cut trees that fell around town from high winds, mixed magic minus zero, clearing hedgerow out at Salem Cemetery, and repair mailboxes.
2. Parks- Plowing/salting parking lots and sidewalks, servicing mowers, working on repairing picnic tables and benches, working on Pumpkin Hook Park playground, and updating landfill sign.
3. Discussed Park and Ride rules and Frontier Fiber in Farmbrook.
4. Discussed resolution on agenda.

Town Operations Committee: Councilman Bowerman reported:

1. Nine resolutions on agenda.
2. Update on TAP Sidewalk/Trail Connection Project: The pedestrian bridge across Beaver Creek is pretty much completed, just a small punch list of items to be completed.
3. FEMA Flood Plain Insurance Maps review period ended January 11th.
4. Working on several updates to the town code.
5. Parks and Recreation Master Plan Update Committee has completed their review of the draft and unanimously voted to accept the document. The Town Board will be receiving the document at their January 28th meeting and then start the formal adoption process.
6. Ag Advisory Committee- workshop on January 23rd at 1 p.m., inviting local landowners, farmers and any interested parties, to discuss the proposed ag conservation district
7. Zoning Board of Appeals is expecting a vacancy, anyone interested should submit a letter of interest. Next Meeting January 27th.

Town Finance Committee: Supervisor Ingalsbe reported: None.

Town Public Safety Committee: Councilman Holtz reported: None.

REPORTS OF TOWN OFFICIALS:

Supervisor Peter Ingalsbe reported:

1. Goals for 2025: increase resident's knowledge of Town operations, hire a Water & Sewer Superintendent, agree on a location and start design for a new Parks Department Building, and put in place a WWTP Capital Plan and apply of funding.
2. 332/96 traffic update: On November 22, 2024, a letter was sent to the NYS Region 4 Director of Transportation asking for support and to address safety concerns that residents have. The town did receive a letter this past week from NYSDOT acknowledging his letter and stated that there will be several enhancements to this intersection and updating traffic signals on 332. The transportation professionals will also look at recent crash history and will evaluate if any adjustments would be appropriate. He received an email from Daniel J. Ireland, Technical Sergeant/Troop E Traffic Supervisor letting him know that they have taken a strong course of action with heavy enforcement on the 332/96 area. They have a traffic management detail assigned looking for aggressive and distracted driving using State grant funds for overtime. In less than a month they have issued approximately 81 traffic tickets. Supervisor Ingalsbe also had recent conversations with the Ontario County Sheriff and Undersheriff about their concerns.
3. Ontario County: For 2025, he has been assigned as the Chairman of the Government Operations and Insurance Committees, and a member of the Way & Means Committee. He has additional commitments as a member of the Ontario County Economic Development Committee and as an alternate voting member of the Genesee Transportation Council of which he was elected as Chairperson.

Highway& Parks Superintendent Tim Ford reported:

1. Received four loads of salt and suppose to get another four loads tomorrow.
2. More diesel fuel was ordered.

Town Clerk Michelle Finley reported:

1. Reported that during 2024 the Clerk's office processed 78 Marriage Licenses, 97 Parks Reservations, 130 Lodge Reservations, 1,855 Dog Licenses, 2437 Building Permits, 35 Peddlers Permits, 111 Operating Permits, 67 Safety Inspection Fees. She reported that they collected \$383,567.12 in Town Clerk Fees, \$12,330,964.47 in Taxes, and \$5,353,901.72 in CFWD and Victor Sewer payments (does not include credit card payments). Total collected for 2024 was \$18,068,433.31.
2. Busy collecting taxes and water and sewer payments.

Acting Water & Sewer Superintendent Robin MacDonald reported:

1. Reported that Ransco has been moving right along and they are almost done with the Mertensia Road, Collett Road and Rt 332 project.

Code Enforcement Officer Dan Delproire reported:

1. Reported 130 permits for December, 345 inspections, 4 fire inspections completed.
2. 2,581 total permits completed in 2024, 3,616 permit inspections in 2024, and 134 fire inspections completed in 2024.

Director of Planning and Development Ron Brand reported:

1. Town Operations Report available on website and filed with the Town Clerk.
2. SEQR for Cranberry Drive.
3. Looking at Monarch Manor as they want to amend some of the conditions of approval.
4. 1816 Quaker Meeting House – Town submitted a letter of support for the next grant application to find state funds to restore the exterior of the building.
5. Update on the Whitestone Incentive Zoning Project.
6. There has been a lot of interest in developing the former Simmon Rockwell property on Rt. 96.

Assessor Donna LaPlant reported: None.

Town Engineer Bill Davis reported:

1. Update on the Brickyard Road Water Tank project.
2. Working on concept plan and cost estimate for the Running Brook drainage project.
3. Working on engineering technical report for Clarifier Infiltration Improvements at the Plant.
4. Sewer work plan is ongoing, still monitoring for the INI and the sewer collection system, Collect and Mertensia project seems to be going very well, anticipate putting a bid schedule for the Cranberry Drive for sometime in January.

Fire Chief reported: None.

Planning Board Chairman Ed Hemminger reported:

- 1. Next Meeting-January 15th, four determinations to see if the applications are complete or not, an amendment to a final site plan for St. Pauly’s Textiles, Lot 2 Final Site Plan for the Blazey Subdivision, Final Site Plan amendment for Sections 3, 4, and 5 of Monarch Manor, and Victor Farmington Volunteer Ambulance Corps Station 2 Preliminary Site Plan determination.

Zoning Board of Appeals, Thomas Yourch reported: None.

Recreation Advisory Board, Bryan Meck reported: None.

Recreation Director Mark Cain reported: None.

Ontario County Planning Board Member reported: None.

Conservation Board Chairperson reported: None.

Town Historian Donna Herendeen reported: None.

Swap Shop Update: Councilman Holtz reported: None.

Agricultural Advisory Committee Chairman Hal Adams:

- 1. 2024 Report was submitted to the Town Board.
- 2. January 23, 2025, at 1 p.m. at the Town Hall, Draft of the Agricultural Conservation Overlay District.

COMMUNICATIONS:

- 1. Ontario County Board of Supervisors Resolution No. 727-2024. Re: Unpaid Town sewer charges to be places on the 2025 Town Tax Rolls.
- 2. Ontario County Board of Supervisors Resolution No. 728-2024. Re: Unpaid water charges to be places on the 2025 Town Tax Rolls.
- 3. Letter from the NYS DOT to Slippery When Waxed LLC. Re: Illegal encroachment onto Route 96 right-of-way.
- 4. Letter to Treasurers of municipalities, fire districts, fire departments, fire companies and benevolent associations from Mary Berghela of the Office of the NYS Comptroller Division of Local Government and School Accountability. Re: 2024 Annual Report on revenues and expenditures of foreign fire insurance premiums.
- 5. Notice of Determination: Dispensation from the NYS Department of Labor. Re: Replacement of existing 8” watermain along NYS Route 332 & Collett Road. Project also includes replacement of the existing 8” watermain along Mertensia.
- 6. Debtors’ Motion for interim and final orders, pursuant to Sections 105(a) and 366 of the Bankruptcy Code, (I) prohibiting utility companies from altering, refusing, or discontinuing utility services, (II) deeming utility companies adequately assured of future payment, (III) establishing procedures for determining additional adequate assurance of payment, and (IV) granting related relief. Re: Akoustis Technologies, Inc.
- 7. Letter to the Town Supervisor from Timothy R. McGill. Re: Town of Farmington \$2,085,600 Bond Anticipation Note, 2024 (new issue).
- 8. Letter to the Town Supervisor from Charles Vita of CNB. Re: Mary Kay Bashaw retirement.
- 9. Letter to Regional Truck & Trailer from the Town Supervisor. Re: Enforcement discretion purchases.
- 10. Letter to the Town Supervisor from Christopher Reeve, PE of the NYS DOT. Re: Intersection at Route 96 and Route 332.
- 11. Email from Daniel Irland of the NYS Police to the Town Supervisor. Re: Intersection at Route 96 and Route 332.
- 12. Letter to Town of Victor Supervisor Jack Marren from the Town Supervisor. Re: Sewer rate.
- 13. Certificates of Liability Insurance from: David L Genecco; The Nichols Team, Inc.; Building Innovation Group, Inc.; Concord Electric Corp., Buffalo Erie Sign & Lighting LLC dba Flexlume; Pettis Pools, Inc.; Tactical Construction, Inc.; Village of Manchester/Village of Manchester Fire Dept.
- 14. Certificates of NYS Disability and Paid Family Leave Benefits Insurance from: Buffalo Erie Sign & Lighting, LLC.

REPORTS & MINUTES:

- 1. 2025 Farmington Planning Board Rules of Procedure – January 2, 2025.
- 2. Monthly Report – Judge Lew – December 2024.
- 3. Planning Board Meeting Minutes – December 18, 2024.
- 4. Victor-Farmington Volunteer Ambulance Annual Report – 2024.
- 5. Monthly Report – Judge Thomas – December 2024.
- 6. Monthly Report – Camden Group (WWTP) – December 2024.
- 7. Farmington Senior Citizens Meeting Minutes – December 2, 2024.
- 8. Building Department – Permit Report by Type – December 2024.
- 9. Building Department – Fire Inspections Report – December 2024.
- 10. Building Department – Inspection Schedule – December 2024.
- 11. Building Department – Permit Report by Type – 2024.
- 12. Building Department – Fire Inspections Report – 2024.
- 13. Building Department – Inspection Schedule – 2024.
- 14. Manchester Fire Department Incident Run Log – December 2024.

ORDER OF BUSINESS:**RESOLUTION #51-2025:**

Councilman Holtz offered the following Resolution, seconded by **Councilman Casale**:

RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN THE 2025 FIREWORKS EXHIBITION AGREEMENT FROM YOUNG EXPLOSIVES CORPORATION

WHEREAS, the Town Board for the Town of Farmington has agreed to hold the annual July 3, 2025 fireworks celebration on Town Property, and

WHEREAS, Young Explosives has submitted an exhibition agreement for 2025 along with a Certificate of Liability insurance, now therefore

BE IT RESOLVED, that the Town will be exempt from any permit fees for the celebration, and

BE IT FULLY RESOLVED, that the Town Board authorizes the Town Supervisor to sign the agreement and that the Town Clerk mails the original agreement to Young Explosives at PO Box 18653, Rochester, NY 14618 and maintains a copy of the signed document and provides a copy to the Building Department and the Recreation Department.

All Voting "Aye" (Ingalsbe, Holtz, Herendeen, Bowerman, and Casale), the Resolution was **CARRIED**.

RESOLUTION #52-2025:

Councilman Casale offered the following Resolution, seconded by **Councilman Bowerman**:

ACCEPTING PARTS 2 AND 3 OF THE SHORT ENVIRONMENTAL ASSESSMENT FORMS (SEAFs) FOR THE ADOPTION OF LOCAL LAW NO. 1 OF 2025 [ACTION], THE MEYER'S REZONING MAP AMENDMENT

WHEREAS, the Town of Farmington Town Board (hereinafter referred to as Town Board) has been designated as the responsible agency for completing the environmental record and making a determination of significance upon the above referenced Action [the legislative adoption of Local Law No. 1 of 2025] under the provisions of 6NYCRR Part 617.6 of article 8 of the New York State Environmental Conservation Law; and

WHEREAS, the Town Board has, by resolution number 434 of 2024, dated December 23, 2024, instructed the Town Director of Planning and Development to prepare drafts of Parts 2 and 3 of the SEAFs for the Town Board review and acceptance; and

WHEREAS, the Town Board received electronically the drafts of Parts 2 and 3 of the SEAFs on Monday, January 6, 2025 for this Action.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board does hereby accept the drafts of the Parts 2 and 3 of the SEAF's cited above herein as being complete and directs a certified copy of the SEAFs, dated January 6, 2025, be placed in the public record on this proposed Action.

BE IT FINALLY RESOLVED, that the Town Clerk is hereby directed to provide electronic certified copies of this resolution to the following: Town Highway and Parks Superintendent; Town Acting Water and Sewer Superintendent; Town Construction Inspector, Matt Heilmann; Town Code Enforcement Officer; Town Director of Planning and Development; Town Engineer; the Applicant, Mark D. Meyer, mmeyer@meyersrv.com; the Applicant's Attorney, Sean M. McCabe, smccabe@HarrisBeach.com; and the Applicant's Engineer, Alex Amering, P.E., alex@costich.com.

All Voting "Aye" (Ingalsbe, Holtz, Herendeen, Bowerman, and Casale), the Resolution was **CARRIED**.

RESOLUTION 53-2025:

Councilman Bowerman offered the following Resolution, seconded by **Councilman Herendeen**:

DETERMINATION OF SIGNIFICANCE, FOR THE ADOPTION OF LOCAL LAW NO. 1 OF 2025 [ACTION], UNDER THE PROVISIONS OF THE STATE ENVIRONMENTAL QUALITY REVIEW [SEQR] REGULATIONS, FOR THE REZONING OF 2.612 ACRES OF LAND, A PART OF TAX MAP ACCOUNT NUMBER 29.00-1-70.111, WHICH NOW CONTAINS A TOTAL OF 9.8 ACRES FROM RM-F RESIDENTIAL MULTI-FAMILY TO GB GENERAL BUSINESS, MTOD MAJOR THOROUGHFARE OVERLAY DISTRICT AND MSOD MAIN STREET OVERLAY DISTRICT

WHEREAS, the Town of Farmington Town Board (hereinafter referred to as Town Board) has on December 23, 2024, classified the above referenced subject as an Unlisted Action (hereinafter referred to as Action) under Parts 617.4 and 617.5 of the State Environmental Quality Review Act (SEQRA) Regulations; and

WHEREAS, the Town Board is the only involved agency and, therefore, is designated as the agency under SEQRA Regulations for making the required determination of significance upon said legislative Action; and

WHEREAS, the Town Board has conducted a referral under the provisions of Sections 239-l and -m of the New York State General Municipal Law with the Ontario County Planning Board (Referral #241 of 2024) and has given consideration to the referral comments upon said Action; and

WHEREAS, the Town Board, has received and reviewed the Parts 2 and 3 of the Short Environmental Assessment Forms (SEAFs) for said Action, dated January 6, 2025, prepared by the Town Director of Planning and Development; and

WHEREAS, the Town Board has given consideration to the public comments provided during the public hearing upon said rezoning Action; and

WHEREAS, the Town Board has considered the criteria for determining significance as set forth in Section 617.7 (c) (1) of the SEQRA Regulations and the information contained within Parts 1, 2 and 3 of the (SEAFs), along with the supporting documentation and maps submitted with this application.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board having reviewed the public record upon the above referenced Action does hereby make the following findings that are expected to result from the proposed legislative Action, when compared against the criteria in 6NYCRR Part 617.7 (c):

- (i) there will not be a substantial adverse change in existing air quality, ground or surface water quality or quantity; traffic noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems; and
- (ii) there will not be large quantities of vegetation or fauna removed from the site or destroyed as the result of the proposed Action; there will not be substantial interference with the movement of any resident or migratory fish or wildlife species as the result of the proposed Action; there will not be a significant impact upon habitat areas on the site; there are no known threatened or endangered species of animal or plant, or the habitat of such species; or, are there any other significant adverse impacts to natural resources on the site; and
- (iii) there are no known Critical Environmental Area(s) on the site which will be impaired as the result of the proposed Action; and
- (iv) the overall density of the site is consistent with the Town's Comprehensive Plan land use recommendations; and
- (v) there are no known important historical, archeological, architectural, or aesthetic resources on the site according to the State Office of Parks, Recreation and Historic Preservation (SHPO), or will the proposed Action impair the existing community or neighborhood character; and
- (vi) there will not be a major change in the use of either the quantity or type of energy resulting from the proposed Action; and
- (vii) there will not be any hazard created to human health resulting from the proposed Action; and
- (viii) there will not be a change in the use of current active agricultural land resulting from the proposed Action; and
- (ix) there will not be a large number of persons attracted to the site for more than a few days when compared to the number of persons who would come to such a place absent the Action; and
- (x) there will not be created a material demand for other Actions that would result in one of the above consequences; and
- (xi) there will not be changes in two or more of the elements of the environment that when considered together result in a substantial adverse impact; and
- (xii) there are not two or more related Actions which would have a significant impact on the environment.

BE IT FURTHER RESOLVED, that based upon the above findings and the above referenced supporting documentation, the Town Board does hereby make a Determination of Non-Significance upon said Action and directs the Town Supervisor to sign and date Part 3 of the Short Environmental Assessment Form, the State's Negative Declaration Form.

BE IT FINALLY RESOLVED, that the Town Clerk is to file a certified copy of the environmental record, Parts 1, 2 and 3 of the Short Environmental Assessment Forms, and this Determination of Non-Significance Resolution; and to provide certified electronic copies of these documents to the Applicant, the Applicant's Engineer, the Applicant's Attorney, the Town Planning Board, the Town Development Staff and the Town Engineer; and to place of copy of this determination of non-significance in the rezoning file upon the above referenced Action.

All Voting "Aye" (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #54-2025:

Councilman Holtz offered the following Resolution, seconded by **Councilman Casale**:

ADOPTION AND FILING OF LOCAL LAW NO. 1 OF 2025, AND APPROVING THE AMENDMENT OF THE TOWN'S OFFICIAL ZONING MAP FOR DELINEATING THE REZONING OF LAND [A 2.6 ACRE PARCEL, A PORTION OF TAX MAP ACCOUNT 29.00-1-70.111] FROM RM-F RESIDENTIAL MULTI-FAMILY, MTOD MAJOR THOROUGHFARE OVERLAY DISTRICT AND MSOD MAIN STREET OVERLAY DISTRICT TO GB GENERAL BUSINESS, MTOD MAJOR THOROUGHFARE OVERLAY DISTRICT AND MSOD MAIN STREET OVERLAY DISTRICT; AND DIRECTING THE TOWN CLERK TO FORMALLY AMEND A PORTION OF THE TOWN'S OFFICIAL ZONING MAP

WHEREAS, the Town of Farmington Town Board (hereinafter referred to as Town Board), has on January 14, 2025, [Town Board Resolutions #52 of 2025 and #53 of 2025] completed its' review of the environmental record for the above referenced legislative action for the rezoning of land identified above herein, and making a determination of non-significance thereon under the provisions of 6NYCRR Part §617.2 (a), article 8, New York State Environmental Conservation Law (ECL); and

WHEREAS, the Town Board has considered the public hearing record upon said Action, including the Ontario County Planning Board's Referral No. 241 of 2024, dated December 11, 2024

NOW THEREFORE BE IT FURTHER RESOLVED, that the Town Board does hereby adopt in its' entirety the final draft dated January 3, 2025, of Local Law No. 1 of the year 2025, a copy of which is attached hereto and made part of this resolution.

BE IT FURTHER RESOLVED, that the Town Board directs the Town Clerk to certify said Local Law as being adopted on this date and to file said document and attachments thereto with the New York State Department of State, Division of Corporations, State Records and Uniform Commercial Code, One Commerce Plaza, 99 Washington Avenue, Albany, New York 12231-0001.

BE IT FURTHER RESOLVED, that the Town Board directs the Town Clerk to file certified copies of this resolution and all attachments thereto with: the Town Highway Superintendent; the Town Water and Sewer Superintendent; Town Director of Planning and Development; the Town Code Enforcement Officer; the Clerk of the Town Planning Board, john.robortella@gmail.com; the Town Engineers, MRB Group, D.P.C., Lance.Brabant@mrbgrou.com; the Applicant, Mark Meyer, mmeyer@meversrv.co; the Applicant's Engineer, Alex Amering, P.E., alex@costich.com; and the Applicant's Attorney, Sean M. McCabe, smccabe@HarrisBeach.com.

BE IT FINALLY RESOLVED that the Town Board authorizes the Town Clerk to affix said rezoning amendment upon the Town's Official Zoning Map, to include a reference to this approved local law and date.

All Voting "Aye" (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

Local Law No. 1 of the year 2025

A local law amending: Chapter 165, Article III, Establishment and Designation of Districts, Section 165-12 Zoning Map.

Be it enacted by the Town Board of the

Town of Farmington as follows:

Section 1: Chapter 165, Article III, Establishment and Designation of Districts, Section 165-12. C., Zoning Map of the Code of the Town of Farmington, New York, which was last updated on June 23, 2021, is hereby further amended as follows:

Tax Map Account 29.00-1-70.111 containing a total of 9.8 acres of land, owned by MDM MAC Properties Farmington, LLC, which is currently zoned RMF Residential Multi-Family and GB General Business, MTOD Major Thoroughfare Overlay District and MSOD Main Street Overlay District is hereby rezoned to GB General Business, MTOD Major Thoroughfare Overlay District and MSOD Main Street Overlay District subject to all conditions set forth in Town Board Resolution No. 54 of 2025, adopted on Tuesday, January 14, 2025 and

Section 2: The Town Clerk, in accordance with the provisions contained in Chapter 165, Article III, Establishment and Designation of Districts, Section 165-12 Zoning Map, shall affix notice upon the Town's Official Zoning Map that the rezoning of the entirety of Tax Map Account 29.00-1-79.111 from RMF Residential Multi-Family and GB General Business, MTOD Major Thoroughfare Overlay District and MSOD Main Street Overlay District is hereby rezoned to GB General Business, MTOD Major Thoroughfare Overlay District and MSOD Main Street Overlay District, was approved by the Farmington Town Board, on January 14, 2025, by the adoption of Town Board Resolution No. 54 of 2025; and shall cause said map amendment to be made upon the Town's Official Zoning Map prior to signing and dating said amended map.

Section 3: If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgement shall have been ordered.

Section 4: This local law shall take effect immediately upon filing with the Secretary of State.

RESOLUTION #55-2025:

Councilman Casale offered the following Resolution, seconded by **Councilman Herendeen**:

RESOLUTION TO PURCHASE 1 NEW AND UNUSED APD MODULAR RAMP, INSTALLATION INCLUDED, FROM 101 MOBILITY 2395 DEWEY AVE. ROCHESTER, NY 14561

WHEREAS, the Acting Water and Sewer Superintendent has identified the need for a wheelchair ramp at the Water and Sewer Department office 1216 McMahon Rd. Victor NY 14564, and

WHEREAS, the Acting Water and Sewer Superintendent has received 2 (Two) Purchase Quotes for new and unused Wheelchair Ramps 1(one) from Liv Home Pros, 215 Mushroom Blvd. Suite # 1801, Rochester NY 14623 for \$22,650.00 and 1 (one) from 101 Mobility, 2395 Dewey Ave, Rochester, NY 14615 for \$9,995.00, now therefore

BE IT RESOLVED, that the Farmington Town Board authorizes the Acting Water and Sewer Superintendent to purchase said wheelchair ramp from 101 Mobility for \$9,995.00 being the lowest quote and will be split over the following cost codes. SS8110.4, SS8130.4, SW1-8310.4, SW1-8340.4 in the amount of \$2,498.75 each, and

BE IT FURTHER RESOLVED that a copy of this resolution will be supplied from the Town Clerk to the Water and Sewer Department and the Accountant I.

All Voting "Aye" (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #56-2025:

Councilman Bowerman offered the following Resolution, seconded by **Councilman Holtz**:

RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE CONTRACT ADDENDUMS FOR COST-OF-LIVING INCREASES FOR CLEANING SERVICES FROM COVERALL

WHEREAS, the contracts between the Town of Farmington and Coverall are being amended due to cost-of-living adjustments, and

WHEREAS, the Highway Department monthly total will be increased to \$783.00, the Town Court monthly total will be increased to \$543.00, the Water and Sewer Department monthly total will be increased to \$807.00, and Town Hall monthly total will be increased to \$1,384.00, now therefore

BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign the addendums, and

BE IT FURTHER RESOLVED, that the Town Clerk send a copy of the signed addendums to Paul Bolz (paul@pinnacleofficeservices.com) and a copy of the resolution to the Accountant I.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #57-2025:

Councilman Casale offered the following Resolution, seconded by **Councilman Holtz**:

RESOLUTION WAIVING THE MERTENSIA LODGE RESERVATION FEE FOR THE AMVETS POST 332

WHEREAS, Farmington AMVETS Post 332 has proposed dates for their monthly post meetings, monthly veterans luncheons, women veterans dinners and post picnic at Mertensia Lodge, and

WHEREAS, they have requested that the reservation fee be waived, therefore be it

RESOLVED, the Farmington Town Board authorizes the waiving of the reservation fee for the Mertensia Lodge for the Farmington AMVETS Post 332 for their various events, and further be it

RESOLVED, that the Town Clerk provide a copy of this resolution to the Accountant I and Edward Hemminger, Commander.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #58-2025:

Councilman Herendeen offered the following Resolution, seconded by **Councilman Casale**:

RESOLUTION CREATING A PART TIME WWTP OPERATOR POSITION

WHEREAS, The Town had identified the need for a part time WWTP Operator position; and

WHEREAS, a new position duties statement was sent to Ontario County Human Resources for their review and approval; now therefore

BE IT RESOLVED, that the Town Board hereby authorizes the creation of a part time WWTP position; and

BE IT FURTHER RESOLVED, that the Town Clerk forward a copy of this resolution to Michele Smith, Director of Ontario County Human Resources, Accountant I, the W&S Dept., and the Supervisor’s Secretary.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #59-2025:

Councilman Casale offered the following Resolution, seconded by **Councilman Bowerman**:

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE MONTHLY REPORT OF THE SUPERVISOR FOR DECEMBER 2024

WHEREAS, Town Law states the Town Board must approve/reject the Supervisor’s Monthly Report, and

WHEREAS, the Accountant I submitted the Monthly Report of the Supervisor for December 2024 to the Town Supervisor on January 2, 2025, and

WHEREAS, the Town Supervisor approved and executed the Monthly Report of the Supervisor for December 2024 on January 2, 2025,

WHEREAS, the Town Supervisor submitted said Monthly Report to the Town Board for approval via email, now therefore

BE IT RESOLVED, that the Town Board hereby accepts the Monthly Report of the Supervisor for December 2024, and

BE IT FURTHER RESOLVED, that the Town Clerk give a copy of this resolution to the Accountant I.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #60-2025:

Councilman Herendeen offered the following Resolution, seconded by **Councilman Casale**:

RESOLUTION TO ADOPT THE VARIOUS AMENDMENTS TO SECTIONS OF THE TOWN OF FARMINGTON SITE DESIGN AND DEVELOPMENT CRITERIA MANUAL AS SET FORTH HEREIN; ESTABLISHING THE EFFECTIVE DATE OF SAID AMENDMENTS; DIRECTING COPIES OF SAID AMENDED SECTIONS TO BE PROVIDED TO TOWN STAFF; AND DIRECTING THE POSTING OF THE UPDATED MANUAL UPON THE TOWN’S OFFICIAL WEBSITE

WHEREAS, the Town of Farmington Town Board (hereinafter referred to as Town Board) has reviewed the following proposed amendments to the Town of Farmington Site Design and Development Criteria Manual (hereinafter referred to as the Manual) which was last amended on December 26, 2023, by Town Board Resolution #465 of 2023:

1. Updated Sections 1, General Information
2. Updated Section 2, Design Criteria
3. Updated Section 3, Material Specifications
4. Updated Section 4, Installation
5. Updated Section 5, Requirements for Dedication & Project Acceptance
9. Updated all Appendices including:

- A. Appendix G, General Details
- B. Appendix H, Highway Details
- C. Appendix SS, Sanitary Sewer Details
- D. Appendix ST, Storm Sewer Details
- E. Appendix W, Watermain Details

NOW, THEREFORE, BE IT RESOLVED, that the Town Board does hereby accept the amendments referenced above herein; and further directs said amendments are to be made to the revised Town of Farmington Site Design and Development Criteria Manual; and finally directs that said amendments take effect on January 15, 2025.

BE IT FURTHER RESOLVED, that the Cover Page of said Manual is to be changed by adding a new revision date of January 15, 2025, by adding the reference number of this Resolution and including the Effective Date of January 15, 2025.

BE IT FURTHER RESOLVED, that the Town Board does hereby direct the Town’s Engineering Firm, MRB Group, D.P.C., (hereinafter referred to as Town Engineer) to prepare copies only of these amendments to the Manual and to deliver them to all Town Departments and Agencies currently in possession of said Manual.

BE IT FURTHER RESOLVED, that the Town Board hereby directs all Town Departments and Agencies currently in possession of said Manual to insert these amended pages into their copy.

BE IT FURTHER RESOLVED, that the Town Board does hereby direct the Town Engineer to prepare a copy of these amendments and to deliver them to the Town Clerk’s Office which are to be inserted in their office copy of the Manual along with a PDF copy of the amended Manual, for public review and inspection.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be provided to all Town Officials in possession of said Manual which is to be inserted in the front pocket of said bound Manual.

BE IT FINALLY RESOLVED, that the Board directs that the Town Website be updated to include a copy of the amended Manual, along with the Manual’s Cover Sheet identifying the Effective Date of these revisions, for the public’s information and use.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #61-2025:
Councilman Casale offered the following Resolution, seconded by **Councilman Holtz:**

RESOLUTION REGARDING THE CONSENT OF THE TOWN BOARD TO DEDICATE ALFALFA CRESCENT AND MEADOWBROOK LANE IN FARMBROOK SUBDIVISION SECTIONS 7A/7B

TOWN BOARD CONSENT

WHEREAS, Upon reading the dedication of Alfalfa Crescent and Meadowbrook Lane in Sections 7A/7B of the Farmbrook Subdivision, dated the 9th day of January, 2025 and the Release related thereto dated the 9th day of January, 2025, all in the above entitled matter, wherein the owner of lands described therein have released the same to the Town of Farmington and its Highway Superintendent for highway purposes; now, therefore, be it

RESOLVED, that consent be and the same hereby is given to the Town Superintendent of Highways of the Town of Farmington to make an order laying out the lands described in said dedication, dated the 9th day of January, 2025, for highway purposes, in accordance with the provisions of the Highway Law and other statutes applicable thereto.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #62-2025:
Councilman Bowerman offered the following Resolution, seconded by **Councilman Herendeen:**

RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENTS AND A STORMWATER MAINTENANCE AGREEMENT

WHEREAS, the Town of Farmington, by its officers or representatives, has engaged in discussions with Farmbrook Development LLC (“Owner”) regarding the Town’s obtaining five (5) Storm Sewer and Utility Easements, two (2) Water and Utility Easement, a Sanitary Sewer and Utility Easement, a Stormwater Management Facility Easement and a Stormwater Maintenance Agreement over portions of Owner’s property located in Phases 6A, 7A and 7B of the Farmbrook Subdivision, as shown on maps attached to each document; and

WHEREAS, Town of Farmington officials have recommended to the Town Board that said Owner grant to the Town the easements and agreement over said lands of said Owner;

WHEREAS, said easements and agreement have been offered by Owner to the Town of Farmington; and

WHEREAS, the Town Board of the Town of Farmington is desirous of accepting said offered easements and agreement on behalf of the Town; and

WHEREAS, the Town Board of the Town of Farmington has examined said instruments and finds the consideration described in said easements and agreement to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Farmington does hereby accept the Easements and agreement attached hereto as Exhibit 1 from Owner in accordance with the terms and conditions contained in said instruments and directs that the same be recorded in the Office of the Clerk of the County of Ontario, the fees for said recording to be borne by the Owner, and be it further

RESOLVED, that the Town Supervisor shall be and hereby is authorized to take any and all further action necessary to carry forth the intent of this resolution, including but not limited to the execution of all documents necessary to complete the conveyance of the premises referenced herein.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #63-2025:

Councilman Holtz offered the following Resolution, seconded by **Councilman Bowerman**:

RESOLUTION SUPPORTING THE TOWN TO SUBMIT GRANT APPLICATIONS TO THE NEW YORK STATE DEC ZEV INFRASTRUCTURE GRANT AND TO RG&E MAKE -READY PROGRAM FOR CHARGING STATIONS AT THE PARK & RIDE.

WHEREAS, the Farmington Town Board fully supports the submission of an grant application to New York State Department of Environmental Conservation for the DEC ZEV Infrastructure Grant program and to RG&E Make-ready program for the infrastructure and equipment cost for the EV charging stations equipment for the Town park & ride located at 5910 Plastermill Rd, and

WHEREAS, this competitive grant program provides funds to help local governments enhance clean energy programs, a priority for the Town of Farmington, which will assume primary responsibility for the ongoing implementation of the improvement for the EV charging program on a long-term continuing basis, and

WHEREAS, The Town has been working with JACOMD, LLC on submitting all applications on behalf of the Town and where JACOMD, LLC has presented a turkey electric vehicle supply equipment & infrastructure Project proposal, now therefore

BE IT RESOLVED, that Supervisor Peter Ingalsbe is hereby authorized and directed to work with JACOMD, LLC to file applications with DEC ZEV infrastructure grant program and with EG&E Make-ready program and authorized the supervisor to supply all required information and to sign all documents on behalf of the Town to submit these documents, and

BE IT FURTHER RESOLVED, that the Consultant will provide document preparation, scanning and indexing of small format documents at a cost of \$44,660, and

BE IT FURTHER RESOLVED, that the Town Board recognizes and fully supports the submission of DEC ZEV Infrastructure grant application and the RG&E Make-ready grant program, and

BE IT FINALLY RESOLVED, that copies of this resolution be submitted by the Town Clerk to the Accountant I and Code Officer Dan Delpriore.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #64-2025:

Councilman Herendeen offered the following Resolution, seconded by **Councilman Casale**:

RESOLUTION AUTHORIZING THE HIGHWAY/PARKS SUPERINTENDENT TO PURCHASE A GENIE TELEHANDLER WITH FORKS AND MAN BASKET

WHEREAS, the Highway/Parks Superintendent has budgeted for a telehandler in the 2025 budget, and

WHEREAS, Equipment will be purchased under Sourcwell contract Solicitation Number: 020923-TER, and

WHEREAS, Admar has provided a telehandler quote #Q014190 and a man basket quote of \$3,200.00 dated 12/16/24, and

WHEREAS, a letter of intent and an official board resolution will be sent to Admar, and

WHEREAS, the cost will not exceed \$139,200.00 and be funded thru Highway – Machinery DA – 5130.2, now therefore be it

RESOLVED, that the Town Board authorizes the Town Supervisor to finalize the purchase of the Genie Telehandler with Forks and Man Basket from Admar quote Q014190 for \$136,000.00 (telehandler and forks) & quote for \$3,200.00 (man basket) dated 12/16/24, and be it further

RESOLVED, that the Town Clerk forward the original to the Highway/Parks Department and a copy of this Resolution be forwarded to the Accountant I.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #65-2025:

Councilman Casale offered the following Resolution, seconded by **Councilman Bowerman**:

RESOLUTION AUTHORIZING THE HIRING OF A TYPIST (HELP PROGRAM)

WHEREAS, the Town has identified the need for a full time Typist to be shared with various departments; now therefore

BE IT RESOLVED, that the Town Board of Farmington authorizes the hiring of a Typist (HELP Program) at a rate of \$19.00 per hour effective January 15, 2025; and

BE IT FURTHER RESOLVED, that a copy of this resolution will be supplied from the Town Clerk to the Confidential Secretary, and the Accountant I.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #66-2025:
Councilman Holtz offered the following Resolution, seconded by **Councilman Herendeen**:

RESOLUTION ADOPTING THE EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook was last updated November 26, 2024 by Resolution #406-2024; and

WHEREAS, a memo (including a copy of the proposed changes) was sent to all employees on December 23rd per the agreement to give a two-week notice to any proposed changes to the Employee Handbook; now therefore

BE IT RESOLVED, that the Town Board of the Town of Farmington hereby adopts the Employee Handbook dated January 14, 2025; and

BE IT FURTHER RESOLVED, that the Town Clerk provide a copy of this resolution to all Department Heads; and

BE IT FINALLY RESOLVED, that the Confidential Secretary upload an electronic copy to Paychex Flex for all employees.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #67-2025:
Councilman Bowerman offered the following Resolution, seconded by **Councilman Casale**:

RESOLUTION AUNTHORIZING THE CODE ENFORCEMENT OFFICER TO PURCHASE ONE (1) NEW AND UNUSED 2025 CHEVROLET TAHOE LS

WHEREAS, the Code Enforcement Officer has budgeted for a Vehicle and Equipment purchase within the 2025 Budget for a 2025 new and unused SUV; and

WHEREAS, in compliance with the current purchasing policy for the Town allowing State Contract purchase, and where Hoselton Auto Mall has given us a quote on state contract number PC68993, and

WHEREAS, The Code Enforcement Officer has asked to be authorized to purchase one (1) new and unused 2025 Chevrolet Tahoe LS from Hoselton Auto Mall at a total purchase cost including freight and delivery of \$57,692.50, now therefore

BE IT RESOLVED, that the Town Board of Farmington authorizes the Code Enforcement Officer to order and purchase one (1) new and unused 2025 Chevrolet Tahoe LS, color Summit White, from Hoselton Auto Mall on State Contract PC68993 at a total purchase cost including freight and delivery not to exceed \$57,682.50; and

BE IT FURTHER RESOLVED, that copies of this resolution be submitted by the Town Clerk to the Accountant I, and Code Officer Dan Delpriore.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #68-2025:
Councilman Herendeen offered the following Resolution, seconded by **Councilman Bowerman**:

Abstract 25 – 2024

TOWN OF FARMINGTON ABSTRACT OF UNAUDITED VOUCHERS

TO: MARCY DANIELSFROM: J. MARCIANO

ABSTRACT NUMBER		25		
DATE OF BOARD MEETING		1/14/2025		
FUND	FUND NAME	TOTAL FOR EACH FUND	VOUCHER NUMBERS	
CODE				
A	GENERAL FUND	30,406.17	2364-2400,2413,	
DA	HIGHWAY FUND	55,977.78	2366,2376,2390, 2395,2401-2407,2444	
SL1	LIGHTING DISTRICT	1,857.93	2371,2383	
SS	SEWER DISTRICT	125,852.84	2366,2376,2395, 2396,2408-2434,2445	
SW1	WATER DISTRICT	498,096.89	2376,2395,2396,2408,2409,2415,2422,2424,2426,2432,243	
TA200	PAYROLL DEDUCTIONS(TA85UNI,TA20,TA20D,TA86)	15.14	2393	
	TOTAL ABSTRACT	\$ 712,206.75		

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

RESOLUTION #69-2025:
Councilman Holtz offered the following Resolution, seconded by Councilman Herendeen:

Abstract 1 - 2025

TOWN OF FARMINGTON ABSTRACT OF UNAUDITED VOUCHERS

TO: MARCY DANIELSFROM: J. MARCIANO

ABSTRACT NUMBER		1	
DATE OF BOARD MEETING		1/14/2025	
FUND CODE	FUND NAME	TOTAL FOR EACH FUND	VOUCHER NUMBERS
A	GENERAL FUND	69,462.20	1,2,4-7,10,11,13-18,20-31,34-36,48
DA	HIGHWAY FUND	26,470.64	27,31,37-40
HT	TOWN HALL CAP PROJ	76,330.03	12,32,33
HW	WATER TANK REPAIR	5,878.12	9,19,47
SD	STORM DRAINAGE	2,088.85	27,46
SS	SEWER DISTRICT	28,774.38	9,27,31,35,41-46,48
SW1	WATER DISTRICT	15,588.38	9,27,31,35,41-43,46,48
TA200	PAYROLL DEDUCTIONS(TA85UNI,TA20,TA20D,TA86)	0.00	
	TOTAL ABSTRACT	\$ 224,592.60	

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was CARRIED.

WAIVER OF THE RULE: No Objection

RESOLUTION #70-2025:
Councilman Casale offered the following Resolution, seconded by Councilman Bowerman:

RESOLUTION ACKNOWLEDGING THE ADDITION OF A NEW MEMBER TO THE FARMINGTON VOLUNTEER FIRE ASSOCIATION

WHEREAS, Adam Braun recently became an active member of the Farmington Volunteer Fire Association, therefore be it

RESOLVED, that the Farmington Town Board acknowledges and approves of the new membership, and further be it

RESOLVED, that a certified copy of this resolution be sent to the Farmington Volunteer Fire Association, PO Box 25117, Farmington, NY 14425, for their records and to Adam Braun, 1435 Creek Pointe, Farmington, NY 14425.

All Voting “Aye” (Ingalsbe, Holtz, Casale, Bowerman, and Herendeen), the Resolution was CARRIED.

RESOLUTION #71-2025:
Councilman Bowerman offered the following Resolution, seconded by Councilman Holtz:

ACCEPTANCE OF RECOMMENDATIONS FROM THE TOWN DIRECTOR OF PLANNING & DEVELOPMENT, THE TOWN CONSTRUCTION INSPECTOR AND THE TOWN ENGINEER, APPROVING THE FILING IN THE TOWN CLERK’S OFFICE OF A TWO-YEAR MAINTENANCE BOND IN THE TOTAL AMOUNT OF \$98,514.70, FOR DEDICATED SITE IMPROVEMENTS LOCATED WITHIN THE FARBROOK SUBDIVISION, PHASES 7A & 7B-2 PROJECT

WHEREAS, the Farmington Town Board (hereinafter referred to as Town Board) has received a packet of documents from the Town Director of Planning & Development, the Town Construction Inspector and the Town Engineer, dated January 14, 2025, recommending the Town Board take action to approve a two-year maintenance bond referenced above herein, and direct the filing of a bond with the Town Clerk’s Office for the above referenced project, and

WHEREAS, the documents referenced above herein include a January 13, 2025, letter from Lance S. Brabant, CPESC, MRB Group to the Town’s Director of Planning & Development recommending said amount, along with the completed Appendices [G-3.0, G-3.1, G-3.2 and G-11.0].

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby accepts the packet of information referenced above herein and approves the establishment of a two-year maintenance bond in the total amount of \$98,514.70.

BE IT FURTHER RESOLVED, that said maintenance bond is to be filed in the Town Clerk’s Office within thirty-days from today’s date.

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to notify tomorrow, by U.S. Mailing, certified copies of this resolution to: Brian Mahoney, Partner, Mahoney Brenner, LLP, 83 South Main Street, Canandaigua, NY 14424; and Robert Brenner, Partner, Mahoney Brenner, LLC, 83 South Main Street, Canandaigua, NY 14424.

BE IT FINALLY RESOLVED, that certified electronic copies of this resolution are to be provided to the Town Highway & Parks Superintendent, the Acting Town Water & Sewer Superintendent, the Town Code Enforcement Officer, the Town Director of Planning and Development, the Town Construction Inspectors, David Orians and Matthew Heilmann, and the Town Engineer, Lance S. Brabant, CPESC, MRB Group.

All Voting “Aye” (Holtz, Ingalsbe, Casale, Bowerman, and Herendeen), the Resolution was CARRIED.

DISCUSSION: None.

TRAINING AT OR UNDER \$100.00: Dave Orians, Josh Fagner, Robin MacDonald, Cameron Knorr, Chris VanOrden, and Tom Parker to attend the Finger Lakes Water Works Conference on Tuesday, February 4th, 2025 at a cost not to exceed \$35.00 per person.

EXECUTIVE SESSION:

A motion was made by **Councilman Casale** to enter into executive session at 7:31 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, and to discuss collective negotiations pursuant to article fourteen of the Civil Service Law, **Councilman Bowerman** seconded the motion. Motion **CARRIED**.

A motion was made by **Councilman Bowerman** to exit the executive session at 7:56 p.m. and **Councilman Holtz** seconded the motion. Motion **CARRIED**.

With no further business before the Board, **Councilman Herendeen** offered a motion to adjourn the meeting at 7:57 p.m., seconded by **Councilman Casale**. Motion **CARRIED**.

Michelle A. Finley, MMC, RMC -Town Clerk