

ORGANIZATIONAL TOWN BOARD MEETING

January 14, 2025

At the Farmington Town Board’s Organizational Meeting, held in the Town Hall on the 14<sup>th</sup> day of January 2025, at 6:00 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 were: **Dan Delproire** - Code Enforcement Officer, **Ron Brand**-Director of Development and Planning, **Adrian Bellis** – Planning Board Member, **Josh Fagner** – Working Supervisor, **Hal Adams** – Conservation Board Chairman.

**ORDER OF BUSINESS:**

**RESOLUTION #1-2025:**  
**Councilman Holtz** offered the following Resolution, seconded by **Councilman Casale**:

**RESOLUTION INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING**

**WHEREAS**, the Town Board of the Town of Farmington, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

**WHEREAS**, the Town Board of the Town of Farmington has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Farmington to proceed in accordance with the Code of the Town of Farmington and the Laws of the State of New York in adopting said Local Law,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on January 28, 2025, at 7:00 p.m. at the Farmington Town Hall, 1000 County Road 8, Farmington, New York; and be it further

**RESOLVED**, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

**RESOLVED**, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Farmington sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Farmington for its consideration; and be it further

**RESOLVED**, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

The following Roll Call vote was taken:

|                      |     |
|----------------------|-----|
| Supervisor Ingalsbe  | Aye |
| Councilman Casale    | Aye |
| Councilman Holtz     | Aye |
| Councilman Herendeen | Aye |
| Councilman Bowerman  | Aye |

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

**RESOLUTION #2-2025:**  
**Councilman Casale** offered the following Resolution, seconded by **Councilman Herendeen**:

**RESOLVED**, to set that regular Town Board meetings will, throughout the year 2025, be held at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month in the Board Meeting room of the Town of Farmington. (Town Law S 62.63).

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

**RESOLUTION #3-2025:**  
**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

**RESOLUTION ADOPTING THE RULES OF PROCEDURE FOR 2025**

**WHEREAS**, the Farmington Town Board follows the Town’s Rules of Procedure last revised in January 2025, and

**WHEREAS**, the Rules dictate the creation of special committees, the order of business conducted at meetings, agendas, votes, layovers and more, and

**RESOLVED**, the Farmington Town Board adopts the 2025 Rules of Procedure and be it further

**RESOLVED**, that copies of the attached Rules (Appendix A) be posted on the bulletin board near the Town Hall entrance as well as in the conference and meeting rooms.

**Rules of Procedures for 2025** (Town Law S 63).

The following rules of procedure for the Farmington Town Board were adopted at the 2025 Town Board Organizational Meeting on January 14, 2025.

1. **Committees, Special:** the Board may, from time to time, create and abolish special committees. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. The Supervisor shall appoint the members of all special committees.
2. **Order of Business:** At each regular Board meeting the Order of Business shall be:
  - a. Call to Order and Pledge of Allegiance
  - b. Approval of the minutes
  - c. Privilege of the Floor and/or Public Concerns (includes Presentations)
  - d. Reports of Special or Standing Committees
  - e. Reports of Town Officials
  - f. Resolutions, Motions and/or Notices
  - g. Resolution to pay audited bills
  - h. Discussion Items
  - i. Executive Session - when applicable
3. **Agendas:** An agenda shall be available at the Town Hall for each Board Member no later than 3 PM the day of the scheduled meeting. Resolutions shall be delivered to the Supervisor's Secretary by noon on the Thursday before the meeting; all others must request a waiver of the rule.
4. **Privilege of the Floor:** Any resident of the Town of Farmington, upon request, may address the Town Board on a matter of public concern. The time allotted for addressing the Board shall be limited to three minutes unless the Supervisor has granted prior approval for additional time.
5. **Motions, when in order:** When a question is under debate/discussion, no motion shall be received except a motion to amend the question, to put the question, to adjourn it to a day certain, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
6. **Votes, when recorded:** The ayes and nays upon a question shall be taken and entered in the minutes when required by law or if requested by any member of the Board.
7. **Rules, waiver of:** No standing rule of order shall be rescinded, suspended or changed, or any additional rule or order be adopted thereto, except by unanimous vote of the members present and voting at a regular or special meeting.
8. **Layover:** Every Resolution and Local Law, as amended before the Board, shall be laid over until the next regular session of the Board if so demanded by any member of the Board. No further action may be taken on the Resolution or Local Law or its amendments, but limited discussion may occur at the discretion of the Supervisor. No member shall be required to tell his/her reason for the layover of the Resolution or Local Law. Any action on a laid-over Resolution or Local Law must take place at the next scheduled meeting. No Resolution or Local Law may be laid over a second time.
9. **Voting, requirement of:** Every Council Member present or calling in remotely when a vote is taken shall vote thereon. (See APPENDIX M in Policies/Procedures)
10. No persons have a right to demand an answer to specific questions from a member of the Board.
11. In the Town of Farmington, every Legislator, Board Member, Officer or Employee who is present during an Executive Session is prohibited from disclosing matters discussed in Executive Session. At the start of Executive Session, the Town Clerk, when attending Executive Sessions, will make the verbal declaration at the beginning of each Executive Session and when an additional person is brought into the Session, and the Town Supervisor or Acting Town Supervisor (in the absence of the Town Supervisor) will make the declaration in the absence of the Town Clerk at an Executive Session."
12. Town Board Meeting when using Zoom will be posted to the Town YouTube Channel within 5 business days.

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

**RESOLUTION #4-2025:**

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

**RESOLUTION ADOPTING THE PURCHASING PROCEDURES FOR 2025**

**WHEREAS**, the Town Board adheres to the Purchasing Procedures that were last revised in January 2025, now be it

**RESOLVED**, the Farmington Town Board adopts the 2025 Purchasing Procedures with changes, and be it further

**RESOLVED**, that copies of the attached purchasing procedures (Appendix B) be provided to the Supervisor, the Accountant 1, the Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the

Assessor, the Town Clerk and Town Court.

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

**PURCHASING PROCEDURES FOR THE TOWN OF FARMINGTON 2025**

**General Office Supplies:**

The Supervisor’s Office will oversee the central purchasing functions for all general office and printed supplies. The following procedures should be employed to secure such items:

1. Contact the Supervisor’s Secretary, Marcy Daniels, with supplies needed. If the order is for printed items, provide a sample. Allow 5 business days as a minimum for normal delivery and plan accordingly.
2. The Supervisor’s Secretary, Marcy Daniels, will be responsible for obtaining three (3) competitive written and/or verbal quotes for supplies if cost is over \$750.00.
3. The Supervisor’s Secretary, Marcy Daniels, will place the order and ensure delivery of the merchandise to the requester.
4. When the invoice is received, the Supervisor’s Secretary will prepare the invoice for payment.

**Methods of Purchase:** The following purchasing methods are used by the Town to acquire products, services and equipment:

**A. Purchases by the Highway Superintendent, Town Supervisor, and Water & Sewer Superintendent**

| Est Amt of purchase contract     | Method of Purchase  |
|----------------------------------|---|
| Up to \$3,500                    | At the discretion of the department head unless otherwise established by Town Board resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor’s Office. |
| \$3,500-\$19,999                 | Attempts to get three written quotations, shall be documented and attached to the resolution for Town Board Approval.   |
| \$20,000 and up                  | Formal sealed bids shall be secured (See Bid Guidelines).   |
| Est Amt of Public Works Contract | Method of Purchase  |
| Up to \$3,500                    | At the discretion of the department head unless otherwise established by Town Board resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor’s Office. |
| \$3,500-\$34,999                 | Attempts to get three written quotations shall be documented and attached to the resolution for Town Board approval.  |
| \$35,000 and up                  | Formal sealed bids shall be secured (See Bid Guidelines).   |

**B. Purchases by the Code Enforcement Office Department Head, Town Clerk, Assessor and Town Justices**

| Est Amt of purchase contract | Method of Purchase  |
|------------------------------|---|
| Up to \$1,500                | At the discretion of the department head unless otherwise established by Town Board resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor’s Office. |
| \$1,500-\$19,999             | Attempts to get three written quotations shall be documented and attached to the resolution for Town Board approval.  |
| \$20,000 and up              | Formal sealed bids shall be secured (See Bid Guidelines).   |

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, safety or property of the inhabitants of the Town of Farmington require immediate action which cannot await the obtaining of quotes, or in the case when the Town Board determines that an emergency exists relative to an unsafe building in accordance with Chapter 65, Unsafe Buildings, of the Code of the Town of Farmington, contracts for public work or the purchase of supplies, material or equipment may be approved by the Supervisor, Deputy Supervisor or by the Town Board of the Town of Farmington notwithstanding the purchasing methods set forth above.

**BID GUIDELINES**

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a determination will be made to determine whether the item of

supply of service is subject to competitive bidding, taking into account past purchases. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103 (3) of the General Municipal Law; and surplus and second-hand purchases from another governmental entity, and professional services or services requiring special or technical skill, training, or expertise.

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Farmington, require immediate action which cannot await competitive bidding, or in the case when the Town Board determines that an emergency exists relative to an unsafe building in accordance with Chapter 65, Unsafe Buildings, of the Code of the Town of Farmington, contracts for public work or the purchase of supplies, material or equipment may be approved by the Supervisor or Deputy Supervisor when contacted by the Department Head, notwithstanding the bid guidelines set forth in this Policy.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or any other written documentation that is appropriate.

Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. The lowest responsible proposal or quote shall be awarded the purchase or service contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to another other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

A good faith effort shall be made to obtain the required number of proposals or quotes. If the purchaser is unable to obtain the required number of proposals or quotes, the purchaser shall document the attempt made at obtaining the proposals.

All purchase contracts exceeding \$20,000.00 and all public works contracts exceeding \$35,000 for all departments shall be put out to bid according to the following procedures:

1. A resolution should be presented to the Town Board authorizing the Department Head to seek bids for specific supplies, materials, or services
2. Once resolution is passed, a legal notice must be published in the local newspaper informing public of the products or services being bid. It will be the responsibility of the Department Head to prepare and submit the legal notice to the Confidential Secretary with an informational copy filed with Town Board correspondence.
3. The Department Head prepares bid packages with detailed specifications and conditions including items bid, units, and total quantity desired, instructions for bidding, delivery information, bid opening date and any special requirements for bidding.
4. Bid notices are sent via mail, fax and e-mail to potential vendors, or can be picked up at the Town Clerk's Office. Major bid items are also available on the Avalon website.
5. Sealed bids are turned in to the Town Clerk prior to the bid opening deadline. **Any bids not received prior to the bid-opening deadline will be rejected.** Sealed bids are publicly opened and read at the time and place designated in the bid documents and legal notices. All bid tabulations showing bid results are available for public inspection during regular business hours at the Town Clerk's Office upon receipt from the Department Head. The Department Head will provide the Town Clerk with the bid tabulation, as well as the original bid packages, normally within 5 business days after the opening of the bid.

### **PIGGYBACKING OF PURCHASES**

The Town of Farmington may, for purposes of public purchases, utilize the provisions of General Municipal Law §103 with regard to "piggybacking" of purchases. Purchases may be acquired through the bids solicited by the United States government, New York State and/or any other political subdivision including towns, villages, school districts, etc, provided those contracts clearly state that they are available for use by other government entities within the requirements of General Municipal Law §103. Piggyback purchases shall be approved on a case-by-case basis by Town Board Resolution. Prior to Town Board Approval, the Department Head must provide documentation that all items are included as part of the Piggyback contract.

Section 1: Legislative Intent.

New York State General Municipal Law §103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a Local Law so providing, towns and other municipalities may award purchase contracts, which would otherwise be subject to the "lowest bidder" rule, on the basis of best value, as defined in the New York State State Finance Law §163, to a responsive and responsible bidder or offerer. The Town Board hereby determines that it is in the best interest of the Town of Farmington and its residents for the Town to have the authority to award purchase contracts on the basis of best value.

Section 2: Best value contracts.

In addition to the other manners of awarding contracts provided in the New York State General Municipal Law section 103 and the Town of Farmington Procurement Policy, the Town of Farmington may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law, on the basis of best value, as that term is defined in §163 of the New York State State Finance Law, to a responsive and responsible bidder or offer in the manner provided by §103 of the New York State General Municipal Law.

Section 3: Authority

This local law is enacted pursuant to the authority of the Municipal Home Rule Law and the General Municipal Law §103 (1).

Section 4: Severability

If any clause, sentence, paragraph, section or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part of this local law or in its application to the person, individual, firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Best Value Contracts adopted by Local Law No 2 of 2014.

**CONFLICT OF INTEREST**

No Town of Farmington officer or employee will have an interest in any contract with the Town when such employee has the authority or the responsibility to negotiate, prepare, authorize or approve a contract or authorize or approve its payment, audit bills or claims, or appoint an officer or employee who has any of these responsibilities. Any officer or employee who has or acquires an interest in any actual or proposed contract with the Town of Farmington shall publicly disclose the nature of such interest in writing. This written disclosure will be kept on file.

**Federally Funded Purchasing Conflict of Interest Statement:**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if there is a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, or any member of his or her immediate family, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees or agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary actions will be applied for violations of such standards.

This policy shall be reviewed annually by the Town Board at its Organizational Meeting.

**RESOLUTION #5-2025:**

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

**RESOLVED**, to designate Canandaigua National Bank, NYClass and Lyons National Bank as the Official Depositories for the Town in 2025 (Town Law S 64 (1)).

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

**RESOLUTION #6-2025:**

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

**RESOLVED**, to designate Graff Law Office, PLLC as Attorneys for the Town for 2025.

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

**RESOLUTION #7-2025:**

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

**RESOLVED** to designate Chalifoux Law PC, Brenna Boyce PLLC, and Harris Beach LLP as Special Counsels to the Town for 2025.

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

**RESOLUTION #8-2025:**

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

**RESOLUTION DESIGNATING MRB GROUP, FISHER ASSOCIATES, ONTARIO COUNTY DPW, AND SWBR AS THE TOWN ENGINEERING FIRMS FOR 2025**

**WHEREAS**, the Town of Farmington has received the Standard Hourly Rate Schedules for 2025 from MRB Group, Ontario County DPW, Fisher Associates, and SWBR, therefore be it

**RESOLVED**, the Farmington Town Board accepts the Standard Hourly Rate Schedules for 2025 from MRB Group (Appendix C1), Ontario County DPW (Appendix C2), Fisher Associates (Appendix C3), and SWBR (Appendix C4), and be it further

**RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant 1 and the Town Supervisor.

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

**RESOLUTION #9-2025:**

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

**RESOLVED**, to designate the Supervisor as Budget Officer for the Town and all Special Districts for 2025.

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

**RESOLUTION #10-2025:**

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

**RESOLVED**, appointing Robin MacDonald as Acting Water & Sewer Superintendent for 2025.

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

**RESOLUTION #11-2025:**

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

**RESOLVED**, to reappoint the Supervisor and Town Clerk to the Town Board of Health for 2025.

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

**RESOLUTION #12-2025:**

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

**RESOLVED**, to appoint the Town Clerk, Michelle Finley as Marriage Officer, Records Management Officer and Records Access Officer for 2025.

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

**RESOLUTION #13-2025:**

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

**RESOLVED**, reappointing Town Clerk Michelle Finley as Receiver of Taxes and Registrar of Vital Statistics for 2025.

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

**RESOLUTION #14-2025:**

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

**RESOLVED**, appointing Thomas Yourch, Chairman to the Zoning Board of Appeals for a one-year term, expiring December 31, 2025 (Town Law S267-271).

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

**RESOLUTION #15-2025:**

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

**RESOLVED**, appointing Ed Hemminger as Chairman of the Planning Board for a one-year term, expiring December 31, 2025. (Town Law S 267-271).

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

**RESOLUTION #16-2025:**

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

**RESOLVED**, reappointing Adrian Bellis to the Planning Board for a five-year term expiring December 31, 2029. (Town Law S 267-271).

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

**RESOLUTION #17-2025:**

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

**RESOLVED**, reappointing Kimberly Yourch, Matthew Sousa, Matthew DeMarco, and Sonya Phalen to the Conservation Board for a four-year term, expiring December 31, 2028. (General Municipal Law S 239-X)

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

**RESOLUTION #18-2025:**

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

**RESOLVED**, authorizing the Town Supervisor, Highway Superintendent and the Acting Water and Sewer Superintendent expenditures of up to \$3,500.00 through the procurement policy procedure without prior authorization of the Town Board. In addition, authorization for all other department heads expenditures of up to \$1,500.00 through the procurement policy procedure without prior authorization from the Town Board. Exception to the above limits for all departments for iPads, laptops, tablets, workstation computers and printers. These purchases will be coordinated with the Supervisor’s Office.

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

**RESOLUTION #19-2025:**

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

**RESOLVED**, authorizing the Supervisor to invest all surplus monies and that a monthly report of finance be distributed to Town Officials.

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

**RESOLUTION #20-2025:**

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

**RESOLVED**, to set the Town’s mileage rate for the use of personal vehicles on Town business, provided that a town vehicle is not available or would be impractical to use, at \$.67 per mile for 2025. (Town Law S116)

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

**RESOLUTION #21-2025:**

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

**RESOLVED**, appointing Jessica King as Chairperson to the Historic Preservation Commission for a one-year term expiring December 31, 2025. (Code of the Town of Farmington S 15-3C).

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

**RESOLUTION #22-2025:**

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

**RESOLVED**, appointing Bryan White as Chairperson to the Conservation Board for a one-year term, expiring December 31, 2025. (General Municipal Law S239-X).

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

**RESOLUTION #23-2025:**

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

**RESOLUTION DESIGNATING THE OFFICIAL LETTERHEAD FOR THE TOWN OF FARMINGTON**

**WHEREAS**, the Farmington Town Board recognizes the importance of consistency and formality in written correspondence from the town to outside entities and individuals, therefore be it

**RESOLVED**, the Farmington Town Board designates the attached document the official town letterhead to be used on all outside correspondence from all town departments, and therefore be it

**RESOLVED**, that town employees use memorandum letterhead for all inter-office written communications and, therefore be it

**RESOLVED**, that the Town Clerk forward a copy of this resolution to all department heads and the Confidential Secretary to the Supervisor will forward an electronic version of the letterhead (APPENDIX D) to all departments.

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

**RESOLUTION #24-2025:**

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

**RESOLVED**, to authorize the Highway Superintendent and the Water and Sewer Superintendent to purchase various highway materials through Ontario County Highway bid book for 2025.

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

**RESOLUTION #25-2025:**

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

**RESOLVED**, authorizing the signatures of Peter V. Ingalsbe and Steven Holtz for all Town bank accounts for 2025.

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

**RESOLUTION #26-2025:**

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

**RESOLVED**, to appoint the Town Board Audit Committee for 2025, as follows, in the event a third-party audit is not conducted in 2025:

Town Justices’ Accounts: M. Casale and N. Bowerman

Town Clerk’s Accounts: S. Holtz and R. Herendeen

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

**RESOLUTION #27-2025:**

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

**RESOLVED**, to approve the temporary assignment of the Town Justices to preside in other towns and villages, as the need arises, during the year 2025 and approve judges from other towns and villages for our courts.

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

**RESOLUTION #28-2025:**

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

**RESOLUTION APPOINTING RONALD BRAND AS DIRECTOR OF DEVELOPMENT FOR THE TOWN FOR 2025**

**WHEREAS**, Ronald Brand’s (DBA RLB Planning Group) term as the Town’s Director of Development expired on December 31, 2024, therefore be it

**RESOLVED**, that the Town Board reappoint Mr. Brand to another one-year term as the Town’s Director of Development as outlined in the attached contract, to expire December 31, 2025, and be it further

**RESOLVED**, that the Town Board appoints Mr. Brand as the Director of Planning and Development at a billed hourly rate of \$50.53, at a cost not to exceed \$90,300.00. Hours billed for zoning code updates, zoning amendments/updates and Ag updates not to exceed \$20,000.00 and Parks Master Plan and Survey not to exceed \$5,000.00.



**RESOLVED**, that the Town Clerk forward a copy of this resolution to Mr. Brand and the Accountant 1, and the Supervisor's Secretary.

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

**RESOLUTION #29-2025:**

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

**RESOLVED**, delegating to the Supervisor, powers and duties of administration and supervision of Town or Special or Improvement District functions, to be performed on behalf of such Board (Town Law S 29 (16).

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

**RESOLUTION #30-2025:**

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

**RESOLVED**, establishing petty cash funds for the Receiver of Taxes in any amount up to \$1,000.00, Town Clerk Petty Cash in the amount of \$400, and for any other town officer up to \$200.00.

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

**RESOLUTION #31-2025:**

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

**RESOLVED**, authorizing the Receiver of Taxes to deposit tax collections, in interest bearing accounts, (per an Ontario County Resolution dated July 27, 2000) as a temporary investment measure.

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

**RESOLUTION #32-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON PETTY CASH POLICY FOR 2025**

**WHEREAS**, a Petty Cash Policy has been established to improve internal controls and ensure procurement policies and procedures are followed,

**RESOLVED**, that the Petty Cash Policy (Appendix E) be approved, and, be it further

**Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Accountant 1, the Water and Sewer Superintendent, the Highway Superintendent, the Town Court and the Town Clerk's Office.

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

**RESOLUTION #33-2025:**

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

**RESOLVED**, authorizing the Supervisor to submit to the Town Clerk, within 60 days after the close of the fiscal year or a date approved by the State Comptroller, a copy of his report to the State Comptroller, and require the Town Clerk to cause a summary of such report or notice, that a copy of such report is on file and available for inspection and copying, to be published within 10 days in the official newspaper of the Town.

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

**RESOLUTION #34-2025:**

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

**RESOLVED**, authorizing the Water and Sewer Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all that department's facilities.

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

**RESOLUTION #35-2025:**

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

**RESOLVED**, reappointing Julie LaRue as Chairperson of the Recreation Advisory Board for a one-year term, expiring December 31, 2025.

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

**RESOLUTION #36-2025:**

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

**RESOLUTION APPROVING THE CASH MANAGEMENT AND INVESTMENT POLICY FOR 2025**

**WHEREAS**, the Farmington Town Board adheres to a Cash Management and Investment Policy to minimize risk, ensure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return, now be it

**RESOLVED**, the Farmington Town Board adopts the Cash Management and Investment Policy for 2025 (Appendix F), and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant 1.

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

**RESOLUTION #37-2025:**

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

**RESOLVED**, appointing Doug Payne as Chairperson of the Board of Assessment Review for a one-year term, expiring December 31, 2025.

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

**RESOLUTION #38-2025:**

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

**RESOLVED**, appointing Henry Adams III as Chairperson to the Agricultural Advisory Committee for a one-year term, expiring December 31, 2025.

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

**RESOLUTION #39-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FUND BALANCE POLICIES FOR 2025**

**WHEREAS**, Fund Balance Policies have been established to ensure that there will be adequate liquid resources to serve as a financial cushion, therefore be it

**RESOLVED**, that the Fund Balance Policies (Appendix G, Appendix H) be approved, and further be it

**RESOLVED**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to the Accountant 1.

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

**RESOLUTION #40-2025:**

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

**RESOLVED**, designating The Daily Messenger as the Official Newspaper for the Town in 2025. (Town Law S 64 (11)).

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

**RESOLUTION #41-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON ON-LINE BANKING POLICY FOR 2025**

**WHEREAS**, an On-line Banking Policy has been established to improve internal controls, therefore be it

**RESOLVED**, that the On-Line Banking Policy (Appendix I) be approved, and further be it

**RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to the Accountant 1.

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

**RESOLUTION #42-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FEE SCHEDULE FOR 2025**

**WHEREAS**, the Fee Schedule was distributed to Department Heads for review and changes, and

**WHEREAS**, changes were made to CFWD Water Rates, CFWD Service Charges, and Building Department Fees, and

**WHEREAS**, Town Operations reviewed said changes and has approved the attached Fee Schedule, therefore be it

**RESOLVED**, that the Town Board hereby adopts the Fee Schedule for 2025 (Appendix J) with changes listed above effective January 1, 2025, and

**RESOLVED**, that the Town Clerk provide copies to the Highway Superintendent, the Water & Sewer Superintendent, the Recreation Director, the Building Department, the Supervisor, and the Accountant 1 and update fee schedule on the Town's website.

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

**RESOLUTION #43-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CASH COLLECTION POLICY FOR 2025**

**WHEREAS**, a Cash Collection Policy has been established to improve internal controls, now therefore be it

**RESOLVED**, that the 2025 Cash Collection Policy (Appendix I) be approved, and be it further

**RESOLVED**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to Accountant 1, Town Court, and Mark Cain, Recreation Director.

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

**RESOLUTION #44-2025:**

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

**RESOLUTION ADOPTING THE TOWN OF FARMINGTON COMPUTER POLICY AND DISASTER RECOVERY PLAN FOR 2025**

**WHEREAS**, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in January 2025, now therefore be it

**RESOLVED**, the Farmington Town Board adopts the 2025 Town of Farmington Computer Policy and Disaster Recovery Plan (Appendix L) and be it further

**RESOLVED**, that the Town Clerk provide copies of this resolution and Policy to the Accountant 1, the Confidential Secretary, the Highway Superintendent, the W&S Superintendent, the Building Department and Town Court.

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

**RESOLUTION #45-2025:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CREDIT CARD POLICY FOR 2025**

**WHEREAS**, the Credit Card Policy was reviewed in December 2024 to include all employees currently assigned a credit card, now therefore be it

**RESOLVED**, that the attached Credit Card Policy (Appendix L) be approved, and be it further

**RESOLVED**, that all credit card holders will sign and agree to the Credit Card Policy, and

Fully **RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to the Accountant 1.

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

**RESOLUTION #46-2025:**

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

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2025 WASTE MATERIALS POLICY**

**WHEREAS**, the Town has a need for a Waste Materials Policy, therefore be it

**RESOLVED**, that the Town Board hereby authorizes the adoption of the attached Waste Materials Policy for 2025 (Appendix N), and further be it

**RESOLVED**, that the Town Clerk provide copies of this resolution to the Highway Superintendent, the Water & Sewer Superintendent, and the Building Department.

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

**RESOLUTION #47-2025:**  
**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

**RESOLUTION ADOPTING THE WRITTEN PROCEDURES GOVERNING THE USE OF VIDEOCONFERENCING FOR 2025**

**WHEREAS**, the Farmington Town Board follows the Town’s Written Procedures Governing the Use of Videoconferencing; and

**WHEREAS**, the procedures govern the use of videoconferencing for all public bodies of the Town of Farmington; now therefore be it

**RESOLVED**, the Farmington Town Board adopts the 2025 Written Procedures Governing the Use of Videoconferencing; and be it further

**RESOLVED**, that copies of the procedures (Appendix O) be posted on the bulletin board near the Town Hall entrance as well as in the conference and meeting rooms.

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

**RESOLUTION #48-2025:**  
**Councilman Bowerman** offered the following Resolution, seconded by **Councilman Holtz**:

**RESOLVED**, reappointing Donna Herendeen as Farmington Town Historian for a one-year term, expiring December 31, 2025. (Arts & Cultural Affairs Law S 57.07)

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

**RESOLUTION #49-2025:**  
**Councilman Bowerman** offered the following Resolution, seconded by **Councilman Casale**:

**RESOLVED**, reappointing Tom Lay to the Zoning Board of Appeals for a five-year term, expiring December 31, 2029. (Town Law §267-271).

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

**RESOLUTION #50-2025:**  
**Councilman Casale** offered the following Resolution, seconded by **Councilman Herendeen**:

**RESOLVED**, reappointing Jessica King and Cindy Ingalsbe to the Historical Preservation Commission for a three-year, expiring December 31, 2027. (Code of the Town of Farmington S 15-3C)

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

Supervisor’s appointments for 2025:

|                        |                             |
|------------------------|-----------------------------|
| Deputy Supervisor      | Steven Holtz (Town Law S42) |
| Confidential Secretary | Marcy Daniels               |

2025 Standing Committees:

|  |
|--|
| Financial Management – Councilmen Holtz & Herendeen  |
| Human Resources/Personnel – Councilmen Casale & Bowerman                                   |
| Public Works – Councilmen Holtz & Herendeen  |
| Public Safety – Councilmen Holtz & Bowerman  |
| Town Operations - Councilmen Casale & Bowerman   |
| Liaison with Victor-Farmington Volunteer Ambulance - Councilman Casale                     |
| Liaison with Farmington, Manchester and Shortsville Fire Departments – Supervisor Ingalsbe |
| Liaison with Agricultural Advisory Committee – Councilman Casale                           |

Special Projects:

|   |
|---|
| Town Park and Recreation Representative – Councilman Bowerman |
|---|

Supervisor - Ex-Officio - \* Will be assigned to all committees in the absence of one or both of the committee members.

Highway Superintendent’s appointments for 2025:

|   |                |
|---|----------------|
| Deputy Highway Superintendent/Working Foreman | Loren LaPlant  |
| Team Leader – Highway Dept.                   | Jason Phillips |
| Team Leader – Highway Dept.                   | Shane Quance   |
| Working Supervisor– Parks Dept.               | Jeff Ransco    |

Town Clerk’s appointments for 2025 (Town Law S 30 (10):

|              |                 |
|--------------|-----------------|
| Deputy Clerk | Sarah Cerniglia |
| Deputy Clerk | Tina Murphy     |

**Salaries for elected officials (Town Law S 27):** (Paid bi-weekly except the Special District Budget Officer is paid bi-annually and Parks Supervisor is paid quarterly.)

|                                  |             |             |
|----------------------------------|-------------|-------------|
| Town Supervisor                  | \$68,040.00 |             |
| Budget Officer                   | \$13,009.00 |             |
| Special District Budget Officer  | \$ 6,588.73 |             |
| Supervisor’s Total               |             | \$87,637.73 |
| Town Board Members               | \$ 6,644.00 |             |
| Town Clerk and Receiver of Taxes | \$74,812.10 |             |
| Highway Superintendent           | \$81,861.73 |             |
| Parks Superintendent             | \$16,012.00 |             |
| Highway Supt. Total              |             | \$97,873.73 |
| Town Justices                    | \$28,519.19 |             |

With no further organizational business before the Board, **Councilman Casale** offered a motion to adjourn the meeting at 6:17 p.m., seconded by **Councilmen Bowerman**. Motioned **CARRIED**.

Michelle A. Finley, MMC, RMC -Town Clerk: \_\_\_\_\_