

**FARMINGTON TOWN BOARD**  
2019 ORGANIZATIONAL MEETING AGENDA  
January 2, 2019

CALL TO ORDER  
PLEDGE OF ALLEGIANCE

**ORDER OF BUSINESS:**

1. Resolution setting a public hearing on January 22, 2019 for a proposed Local Law overriding the New York State Property Tax Cap for the 2020 Town Budget. (Steve/Mike) **ROLL CALL VOTE**
2. Resolution to set that regular Town Board meetings will, throughout the year 2019, be held at 7:00 P.M. on the 2nd and 4th Tuesday of each month in the Board Meeting room of the Town of Farmington (Town Law S 62.63). (Mike/Ron)
3. Resolution adopting the Rules of Procedure for 2019 (Town Law S 63). (Ron/Nate) SEE ATTACHED
4. Resolution adopting the Purchasing Procedures for 2019 (Town Law S 63) (Nate/Steve) SEE ATTACHED
5. Resolution to designate Canandaigua National Bank and Five Star Bank, as the Official Depositories for the town in 2019 (Town Law S 64 (1)). (Steve/Mike)
6. Resolution to designate Riley & Graff LLP as Attorneys for the Town for 2019. (Mike/Ron)
7. Resolution designating Chalifoux Law PC, Brenna Boyce PLLC and Harris Beach LLP as Special Counsels to the Town for 2019. (Ron/Nate)
8. Resolution to designate MRB as the Town Engineering Firm for 2019 and authorizing the Supervisor to enter into a Contract with MRB. (Nate/Steve)
9. Resolution designating the Supervisor as Budget Officer for the Town and all Special Districts for 2019. (Steve/Mike)
10. Resolution to reappoint Water & Sewer Superintendent David Degear for 2019. (Mike/Ron)

**ORGANIZATIONAL MEETING**  
**JANUARY 2, 2019**  
**PAGE 2**

11. Resolution to appoint the Supervisor and Town Clerk to the Town Board of Health for 2019. (Ron/Nate)
12. Resolution to appoint the Town Clerk, Michelle Finley, as Marriage Officer and Records Management Officer and Records Access Officer for 2019. (Nate/Steve)
13. Resolution reappointing Town Clerk Michelle Finley as Receiver of Taxes and Registrar of Vital Statistics for 2019. (Steve/Mike)
14. Resolution appointing Tim DeLucia Chairman of the Zoning Board of Appeals for a one-year term, expiring December 31, 2019 and Thomas Yourch for a five-year term expiring December 31, 2023. (Town Law S 267-271). (Mike/Ron)
15. Resolution to appoint Ed Hemminger as Chairman of the Planning Board for a one-year term expiring December 31, 2019. (Town Law S 267-271). (Ron/Nate)
16. Resolution to reappoint Doug Viets to the Planning Board for a five-year term expiring December 31, 2023. (Town Law S 267-271). (Nate/Steve)
17. Resolution to reappointing Sue Hilton, Matthew Chaffer, Christopher Baldwin and Kimberly Boyd to the Conservation Board for two-year terms, expiring December 31, 2020. (General Municipal Law S 239-X). (Steve/Mike)
18. Resolution to authorize the Town Supervisor, Highway Superintendent and the Water and Sewer Superintendent expenditures of up to \$3,000.00 through the procurement policy procedure without prior authorization of the Town Board. In addition, authorization for all other department heads expenditures of up to \$1,000.00 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. (Mike/Ron)
19. Resolution to authorize the Supervisor to invest all surplus monies and that a monthly report of finance be distributed to town officials. (Ron/Nate)
20. Resolution to set the town mileage rate for the use of personal vehicles on town business, provided a town vehicle is not available or would be impractical to use, at \$.50 per mile for 2019. (Town Law S 116). (Nate/Steve)

**ORGANIZATIONAL MEETING  
JANUARY 2, 2019  
PAGE 3**

21. Resolution adopting the Water & Sewer service charges for 2019 as listed in the attached Schedule. (Steve/Mike)
22. Resolution adopting the Water Rates for 2019 as listed in the attached schedule. (Mike/Ron)
23. Resolution appointing Donna Herendeen as Chairperson of the Historic Preservation Commission for one-year term expiring December 31, 2019. (Code of the Town of Farmington S 15-3C). (Ron/Nate)
24. Resolution to appoint Sue Hilton as Chairperson to the Conservation Board for a one-year term, expiring December 31, 2019. (General Municipal Law S 239-X. (Nate/Steve)
25. Resolution designating the official letterhead of the Town of Farmington. (Steve/Mike) SEE ATTACHED
26. Resolution to authorize the Highway Superintendent and Water & Sewer Superintendent to purchase various highway materials through Ontario County Highway bid for 2019. (Mike/Ron)
27. Resolution to authorize the signatures of Peter V. Ingalsbe and Steven Holtz for all Town Bank Accounts for 2019. (Ron/Nate)
28. Resolution to appoint the Town Board Audit Committee for 2019 in the event a 3<sup>rd</sup> party audit is not conducted in 2019 as follows: (Nate/Steve)
  - a. Town Justice Accounts - M. Casale & N. Bowerman
  - b. Town Clerk's Accounts - S. Holtz & R. Herendeen
29. Resolution to reappoint Donna Herendeen as Farmington Town Historian for a two-year term, expiring December 31, 2020. (Arts & Cultural Affairs Law S 57.07). (Steve/Mike)
30. Resolution approving the temporary assignment of the Town Justices to preside in other towns/villages as the need arises during the year 2019 and approve judges from other towns/villages for our courts. (Mike/Ron)

**ORGANIZATIONAL MEETING**  
**JANUARY 2, 2019**  
**PAGE 4**

31. Resolution appointing Ronald Brand Director of Planning and Development, D/B/A RLB Planning Group at a billed hourly rate of \$43.99, at a cost not to exceed \$75,920.00 for Planning and Development. Hours billed for zoning codes updates, zoning amendments and town comprehensive plan not to exceed \$25,000.00. Project management services for the A.T. Capital Project in accordance with State Contract PIN 4755.96 will be billed at an hourly rate of \$68.00 per hour at a cost not to exceed \$3,000.00 for the 2019 year. (Ron/Nate)
32. Resolution delegating to the Supervisor powers and duties of administration and supervision of town and special or improvement district functions to be performed on behalf of such board (Town Law S 29 (16)). (Nate/Steve)
33. Resolution 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. (Steve/Mike)
34. Resolution authorizing the Receiver of Taxes to deposit tax collections in interest bearing accounts in an Ontario County Resolution dated July 27, 2000, as a temporary investment measure. (Mike/Ron)
35. Resolution adopting the Petty Cash Policy for 2019. (Ron/Nate) SEE ATTACHED
36. Resolution authorizing the Supervisor to submit to the Town Clerk within 60 days after the close of the fiscal year or at 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. (Nate/Steve)
37. Resolution authorizing Water & Sewer Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all the department facilities. (Steve/Mike)
38. Resolution reappointing Julie LaRue as Chairperson of the Recreation Advisory Board for a one-year term, expiring December 31, 2019. (Mike/Ron)
39. Resolution adopting the Cash Management and Investment Policy for 2019. (Ron/Nate) SEE ATTACHED

**ORGANIZATIONAL MEETING**  
**JANUARY 2, 2019**  
**PAGE 5**

40. Resolution appointing Code Enforcement Officer James Morse and his Assistant Code Enforcement Officer Dan Delpriore for 2019. (Nate/Steve)
41. Resolution appointing Fire Marshall Jamie Kincaid for 2019. (Steve/Mike)
42. Resolution appointing Doug Payne as Chairperson of the Board of Assessment Review for a one-year term expiring December 31, 2019. (Mike/Ron)
43. Resolution appointing Henry Adams III as Chairperson to the Agricultural Advisory Board for a term expiring December 31, 2019. (Ron/Nate)
44. Resolution adopting the Highway Fee Schedule for 2019. (Nate/Steve) SEE ATTACHED
45. Resolution adopting the Fund Balance Policy for 2019. (Steve/Mike) SEE ATTACHED
46. Resolution to designate the Daily Messenger as the Official Newspaper for the Town in 2019 (Town Law S 64(11)). (Mike/Ron)
47. Resolution adopting the On-line Banking Policy for 2019. (Ron/Nate) SEE ATTACHED
48. Resolution adopting the Town of Farmington Fee Schedule for 2019. (Nate/Steve) SEE ATTACHED
49. Resolution authorizing the Town Supervisor to sign Intermunicipal Agreement between the Town of Farmington and the Town of Victor for Safety Services. (Steve/Mike)
50. Resolution adopting the Town of Farmington Computer Policy and Disaster Recovery Plan for 2019. (Mike/Ron) SEE ATTACHED
51. Resolution authorizing budget amendment transferring money from Trans & Dist - PS (SW1-8340.1) to Trans & Dist - PS - OT (SW1-8340.12) in the amount of \$3,000.00. (Ron/Nate)
52. Resolution reappointing Rosalie Fafinski to the Board of Ethics for a three-year term expiring on December 31, 2021. (Nate/Steve)

**ORGANIZATIONAL MEETING  
JANUARY 2, 2019  
PAGE 6**

Supervisor's appointments for 2019:

Deputy Supervisor - Steven Holtz (Town Law S 42)  
Confidential Secretary - Marcy Daniels

2019 Standing Committees

Financial Management - Councilmen Holtz & Bowerman  
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 - Councilman Herendeen

Special Projects

Fuel Station Project - Councilman Herendeen  
Swap Shop Operation - Councilman Holtz  
Beaver Creek Park Phase I - 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 2019:

Deputy Highway Superintendent /Working Foreman - Tim Ford  
Team Leader-Highway Dept. - Loren LaPlant  
Working Supervisor-Parks Dept. - Jeff Ransco

Town Clerk's appointments for 2019 (Town Law S 30 (10)):

Deputy Clerk -Sarah Mitchell  
Deputy Clerk -Jennifer Goodell

**ORGANIZATIONAL MEETING  
JANUARY 2, 2019  
PAGE 7**

**Salaries for elected officials (Town Law S 27)**

(PAID BIWEEKLY EXCEPT FOR SPECIAL DISTRICT BUDGET OFFICER IS PAID BI-ANNUALLY AND PARKS SUPERVISOR IS PAID QUARTERLY)

Town Supervisor	\$46,462.12		
Budget Officer	\$10,581.41		
Special District Budget Officer	\$ 5,713.63	Supervisor's	
		Total:	\$62,757.16
Town Board Members	\$ 5,540.00		
Town Clerk and Receiver of Taxes	\$59,082.31		
Highway Superintendent	\$67,626.00		
Parks Superintendent	\$13,200.00	Highway Superintendent	
		Total:	\$80,826.00
Town Justices	\$23,551.46		