

FARMINGTON TOWN BOARD
2025 ORGANIZATIONAL MEETING AGENDA
January 14, 2025 6 p.m.

CALL TO ORDER
PLEDGE OF ALLEGIANCE

ORDER OF BUSINESS:

1. Resolution setting a public hearing on January 28, 2025 for a proposed Local Law overriding the New York State Property Tax Cap for the 2026 Town Budget. (Steve/Mike) **ROLL CALL VOTE**
2. Resolution to set that regular Town Board meetings will, throughout the year 2025, 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 2025 (Town Law S 63). (Ron/Nate) APPENDIX A
4. Resolution adopting the Purchasing Procedures for 2025 (Town Law S 63) (Nate/Steve) APPENDIX B
5. Resolution to designate Canandaigua National Bank, NYClass and Lyons National Bank, as the Official Depositories for the town in 2025 (Town Law S 64 (1)). (Steve/Mike)
6. Resolution to designate Graff Law Office, PLLC as Attorneys for the Town for 2025. (Mike/Ron)
7. Resolution designating Chalifoux Law PC, Brenna Boyce PLLC and Harris Beach LLP as Special Counsels to the Town for 2025. (Ron/Nate)
8. Resolution to designate MRB, Ontario County DPW, Fisher Associates, and SWBR as the Town Engineering Firms for 2025. (Nate/Steve) APPENDIX C
9. Resolution designating the Supervisor as Budget Officer for the Town and all Special Districts for 2025. (Steve/Mike)
10. Resolution to appoint Robin MacDonald as Acting Water & Sewer Superintendent for 2025. (Mike/Ron)
11. Resolution to appoint the Supervisor and Town Clerk to the Town Board of Health for 2025. (Ron/Nate)
12. Resolution to appoint the Town Clerk, Michelle Finley, as Marriage Officer and Records Management Officer and Records Access Officer for 2025. (Nate/Steve)
13. Resolution reappointing Town Clerk Michelle Finley as Receiver of Taxes and Registrar of Vital Statistics for 2025. (Steve/Mike)
14. Resolution appointing Thomas Yourch as Chairman of the Zoning Board of Appeals for a one-year term, expiring December 31, 2025. (Town Law S 267-271). (Mike/Ron)

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15. Resolution to appoint Ed Hemminger as Chairman of the Planning Board for a one-year term expiring December 31, 2025. (Town Law S 267-271). (Ron/Nate)
16. Resolution to reappoint Adrian Bellis to the Planning Board for a five-year term expiring December 31, 2029. (Town Law S 267-271). (Nate/Steve)
17. Resolution to reappointing Kimberly Yurch, 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). (Steve/Mike)
18. Resolution to authorize the Town Supervisor, Highway Superintendent and the 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. (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 \$.67 per mile for 2025. (Town Law S 116). (Nate/Steve)
21. Resolution appointing Jessica King as Chairperson of the Historic Preservation Commission for one-year term expiring December 31, 2025. (Code of the Town of Farmington S 15-3C). (Steve/Mike)
22. Resolution to appoint Bryan White as Chairperson to the Conservation Board for a one-year term, expiring December 31, 2025. (General Municipal Law S 239-X). (Mike/Ron)
23. Resolution designating the official letterhead of the Town of Farmington. (Ron/Nate) APPENDIX D
24. Resolution to authorize the Highway Superintendent and the Water & Sewer Superintendent to purchase various highway materials through Ontario County Highway bid book for 2025. (Nate/Steve)
25. Resolution to authorize the signatures of Peter V. Ingalsbe and Steven Holtz for all Town Bank Accounts for 2025. (Steve/Mike)
26. Resolution to appoint the Town Board Audit Committee for 2025 in the event a 3rd party audit is not conducted in 2025 as follows: (Mike/Ron)
 - a. Town Justice Accounts - M. Casale & N. Bowerman
 - b. Town Clerk's Accounts - S. Holtz & R. Herendeen

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27. Resolution approving the temporary assignment of the Town Justices to preside in other towns/villages as the need arises during the year 2025 and approve judges from other towns/villages for our courts. (Ron/Nate)
28. Resolution appointing Ronald Brand Director of Planning and Development, D/B/A RLB Planning Group at a billed hourly rate of \$50.53, at a cost not to exceed \$90,300.00 for Planning and Development. Hours billed for zoning codes updates, zoning amendments and ag updates not to exceed \$20,000.00 and Parks Master Plan and Survey not to exceed \$5,000.00. (Nate/Steve)
29. 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)). (Steve/Mike)
30. 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. (Mike/Ron)
31. 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. (Ron/Nate)
32. Resolution adopting the Petty Cash Policy for 2025. (Nate/Steve) APPENDIX E
33. 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. (Steve/Mike)
34. Resolution authorizing the Water & Sewer Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all the department facilities. (Mike/Ron)
35. Resolution reappointing Julie LaRue as Chairperson of the Recreation Advisory Board for a one-year term, expiring December 31, 2025. (Ron/Nate)
36. Resolution adopting the Cash Management and Investment Policy for 2025. (Nate/Steve) APPENDIX F
37. Resolution appointing Doug Payne as Chairperson of the Board of Assessment Review for a one-year term expiring December 31, 2025. (Steve/Mike)
38. Resolution appointing Henry Adams III as Chairperson to the Agricultural Advisory Committee for a term expiring December 31, 2025. (Mike/Ron)
39. Resolution adopting the Fund Balance Policies for 2025. (Ron/Nate) APPENDIX G/H

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40. Resolution to designate the Daily Messenger as the Official Newspaper for the Town in 2025 (Town Law S 64(11)). (Nate/Steve)
41. Resolution adopting the On-line Banking Policy for 2025. (Steve/Mike) APPENDIX I
42. Resolution adopting the Town of Farmington Fee Schedule for 2025. (Mike/Ron) APPENDIX J
43. Resolution adopting the Town Cash Collection Policy for 2025. (Ron/Nate) APPENDIX K
44. Resolution adopting the Town of Farmington Computer Policy and Disaster Recovery Plan for 2025. (Nate/Steve) APPENDIX L
45. Resolution adopting the Town of Farmington Credit Card Policy for 2025. (Steve/Mike) APPENDIX M
46. Resolution adopting the Waste Materials Policy for 2025. APPENDIX N (Mike/Ron)
47. Resolution adopting the 2025 Written Procedures Governing the Use of Videoconferencing for the Town of Farmington. (Ron/Nate) APPENDIX O
48. Resolution to reappoint Donna Herendeen as Farmington Town Historian for a one-year term, expiring December 31, 2025. (Arts & Cultural Affairs Law S 57.07). (Nate/Steve)
49. Resolution reappointing Tom Lay to the Zoning Board of Appeals for a five-year term, expiring on December 31, 2029. (Town Law S 267-271). (Steve/Mike)
50. Resolution reappointing Jessica King and Cindy Ingalsbe to the Historic Preservation Commission for a three-year term, expiring on December 31, 2027. (Code of the Town of Farmington S 15-3C). (Mike/Ron)

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Supervisor's appointments for 2025:

- Deputy Supervisor - Steven Holtz (Town Law S 42)
- 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 BIWEEKLY EXCEPT FOR 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 Superintendent | |
| | | Total: | \$97,873.73 |
| Town Justices | \$28,519.19 | | |