

**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.

I, Michelle Finley, Town Clerk of the Town of Farmington do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Farmington on \_\_\_\_\_, 2025, by the following vote:

|                  | <u>Aye</u> | <u>Nay</u> |
|------------------|------------|------------|
| Peter Ingalsbe   | _____      | _____      |
| Michael Casale   | _____      | _____      |
| Steven Holtz     | _____      | _____      |
| Ronald Herendeen | _____      | _____      |
| Nathan Bowerman  | _____      | _____      |

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Michelle Finley, Town Clerk

SEAL

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

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

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

**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 purchasing procedures (Appendix B) be provided to the Supervisor, the Accountant I, the Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the Assessor, the Town Clerk and Town Court.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

**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 Schedule 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 Schedule for 2025 from MRB Group (Appendix C1), Ontario County DPW (Appendix C2), Fisher Associates (C3), and SWBR (C4), and be it further

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

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

**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.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption:

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

**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, the Accountant I and the Supervisor's Secretary.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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 I, the Water and Sewer Superintendent, the Highway Superintendent, the Town Court and the Town Clerk Office.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

| Names                              | Ayes | Nays | Abstain | Absent |
|------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Mr. Ingalsbe</b>  |      |      |         |        |
| Councilman<br><b>Mr. Holtz</b>     |      |      |         |        |
| Councilman<br><b>Dr. Casale</b>    |      |      |         |        |
| Councilman<br><b>Mr. Herendeen</b> |      |      |         |        |
| Councilman<br><b>Mr. Bowerman</b>  |      |      |         |        |
| Total                              |      |      |         |        |

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

**RESOLUTION APPROVING THE CASH MANAGEMENT AND INVESTMENT  
POLICY FOR 2024**

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 2024 (Appendix F), and be it further

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



Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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, now therefore be it

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

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to Accountant I.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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, now therefore be it

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

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to Accountant I.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
|                                       |      |      |         |        |

The following was presented \_\_\_\_\_  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

**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 Fee Schedule, now 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

**BE IT FINALLY 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 I and update fee schedule on the Town's website.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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 K) be approved, and, be it further

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

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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 I, the Confidential Secretary, the Highway Superintendent, the W&S Superintendent, the Building Department and Town Court.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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 M) be approved, and, be it further

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

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

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

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

WHEREAS, the Town has a need for a Waste Materials Policy, and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby authorizes the adoption of the attached Waste Materials Policy for 2025 APPENDIX N), and be it further

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

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented  
By \_\_\_\_\_  
Sec'd by \_\_\_\_\_  
Date of Adoption \_\_\_\_\_

| Names                                 | Ayes | Nays | Abstain | Absent |
|---------------------------------------|------|------|---------|--------|
| Supervisor<br><b>Peter Ingalsbe</b>   |      |      |         |        |
| Councilman<br><b>Steven Holtz</b>     |      |      |         |        |
| Councilman<br><b>Michael Casale</b>   |      |      |         |        |
| Councilman<br><b>Nathan Bowerman</b>  |      |      |         |        |
| Councilman<br><b>Ronald Herendeen</b> |      |      |         |        |
| Total                                 |      |      |         |        |

**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.