

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 23, 2024, 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 _____, 2024, by the following vote:

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

Dated: _____, 2024

Michelle Finley, Town Clerk

SEAL

Resolution No. _____ of 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

RESOLUTION ADOPTING THE RULES OF PROCEDURE FOR 2024

WHEREAS, the Farmington Town Board follows the Town's Rules of Procedure last revised in January 2024. 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 2024 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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

RESOLUTION ADOPTING THE PURCHASING PROCEDURES FOR 2024

WHEREAS, the Town Board adheres to the Purchasing Procedures that were last revised in January 2024, now be it

RESOLVED the Farmington Town Board adopts the 2024 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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

RESOLUTION DESIGNATING MRB GROUP AS THE TOWN ENGINEERING FIRM FOR 2024

WHEREAS, the Town of Farmington has received the Standard Hourly Rate Schedule for 2024 from MRB Group, therefore be it

RESOLVED the Farmington Town Board accepts the Standard Hourly Rate Schedule for 2024 from MRB Group (Appendix C), 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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

RESOLUTION APPOINTING RONALD BRAND AS DIRECTOR OF DEVELOPMENT FOR THE TOWN FOR 2024

WHEREAS, Ronald Brand's (DBA RLB Planning Group) term as the Town's Director of Development expired on December 31, 2023, 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, 2024, 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 \$48.10, at a cost not to exceed \$86,000.00. Hours billed for zoning code updates, zoning amendments/updates and ag updates not to exceed \$15,000.00; and TAP/CMAQ Grand Administration not to exceed \$12,000.00.

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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON PETTY CASH
POLICY FOR 2024**

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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

**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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FUND BALANCE
POLICIES FOR 2024**

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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON ON-LINE BANKING
POLICY FOR 2024**

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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Ronald Herendeen				
Councilman Nathan Bowerman				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FEE
SCHEDULE FOR 2024**

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

WHEREAS, changes were made to Highway Permit Fees, CFWD Water Rates, 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 2024 (Appendix J) with changes listed above effective January 1, 2024, 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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CASH
COLLECTION POLICY FOR 2024**

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

Resolved, that the 2024 Cash Collection 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 K, Town Court and Mark Cain, Recreation Director.

Resolution No. _____ of 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

**RESOLUTION ADOPTING THE TOWN OF FARMINGTON COMPUTER POLICY
AND DISASTER RECOVERY PLAN FOR 2024**

WHEREAS, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in January 2024, now therefore be it

RESOLVED the Farmington Town Board adopts the 2024 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 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CREDIT CARD
POLICY FOR 2024**

Whereas, the Credit Card Policy was updated 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,

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

Resolution No. _____ of 2024

**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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Ronald Herendeen				
Councilman Nathan Bowerman				

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2024 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 2024 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 2024

**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 Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

RESOLUTION ADOPTING THE WRITTEN PROCEDURES GOVERNING THE USE OF VIDEOCONFERENCING FOR 2024

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 2024 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.