

At the Farmington Town Board Meeting, held in the Town Hall/Video Conferencing on the 28th day of April 2020, at 7:00 PM, there were:

PRESENT: Peter Ingalsbe – Supervisor
Mike Casale – Councilman-by video conferencing
Steven Holtz – Councilman-by video conferencing
Nate Bowerman – Councilman-by video conferencing
Ron Herendeen – Councilman-by video conferencing
Michelle Finley – Town Clerk

Also present by telephone/video conferencing were: **Don Giroux** – Highway/Parks Superintendent, **Ron Brand** – Director of Planning and Development, **Dan Delpriore** – **Code Enforcement Officer**, **Bill Davis** – MRB Group, **Adrian Bellis** – Planning Board Member, **Michelle Nicodemus** – Assessor, **Ed Hemminger** – Planning Board Chairman, **John Piper** – HR Consultant, and **Kyle Bennett**. Several people called in but they couldn't be identified or weren't identified.

PUBLIC HEARINGS- None.

APPROVAL OF MINUTES:

A motion was made by **Councilman Holtz** and seconded by **Councilman Casale**, that the minutes of the April 14, 2020, and April 25, 2020, Town Board Meeting, and given to members for review, be approved. All Voting "Aye" (Holtz, Bowerman, Casale, Herendeen, and Ingalsbe). Motion Carried.

PRIVILEGE OF THE FLOOR: None.

PUBLIC CONCERNS: None.

REPORTS OF STANDING COMMITTEES:

Public Works Committee: Councilman Holtz reported:

1. Discussed Scada work.
2. Discussed UV Replacement.
3. Discussed Boiler Room floor- rust removal/repaint.
4. Discussed notice of violations from DEC.
5. Discussed Boiler.
6. Discussed PS-18.
7. Discussed Beaver Creek Park.
8. Discussed checking manholes – taking pictures and inspections.
9. Discussed replacement of water main on North Road.
10. Discussed PS-2.
11. Discussed PS-3.
12. Discussed boring scheduled under Rt. 332 for April 30, 2020. (Hathaway Corners)
13. Discussed resolution on agenda.

Highway & Parks:

1. Highway- equipment maintenance, truck maintenance, 2020-2021 Salt Procurement of 5,000 tons ordered, road side cleanup underway.
2. Parks- Building and Park Maintenance, on-going inspections of court facility monitoring, mowing has begun, painting in newly renovated ADA bathrooms soon to take place.
3. Court parking lot lights have been adjusted to day saving time.
4. Discussed camera systems at court and the highway complex.
5. Discussed fueling station and upcoming training.
6. Discussed resolution on agenda.

Town Operations Committee: Councilman Bowerman reported:

1. Discussed resolutions on agenda.
2. Discussed Planning Board and Zoning Board of Appeals conducting virtual meetings. The Town Attorney has advised to hold off on public hearings at this time.
3. Update on amendments to the Town Code.
4. Update on Comprehensive Plan revisions.
5. Discussed National Fuel Gas Project.
6. Discussed submittal of building permits online.
7. Discussed Mobile home park inspections.

Town Personnel Committee: None.

Town Finance Committee: Supervisor Ingalsbe reported:

Town Public Safety Committee: Councilman Holtz reported:

REPORTS OF TOWN OFFICIALS:

Supervisor Peter Ingalsbe reported:

1. Discussed article in the Daily Messenger regarding how towns are handling their budgets during the pandemic.
2. Discussed Finger Lakes Regional Conference call regarding phase 1 of reopening.

Highway& Parks Superintendent Giroux reported:

1. Discussed fuel station project.

Town Clerk Michelle Finley reported:

1. Participated in two webinars.

Water & Sewer Superintendent reported: None.

Code Enforcement Officer Dan Delpriore reported:

1. Discussed applying for building permits online. Can also submit complaints online.

Director of Planning and Development Ron Brand reported:

1. Report available on website and filed with the Town Clerk.
2. Projects slowing down due to pandemic.

Assessor Michelle Nicodemus reported:

1. Submitted preliminary tax roll to the County.
2. Working on assessment roll adjustments.
3. Letters regarding assessment changes were sent out.
4. Informal meetings with property owners via phone or emails.
5. May 26th Grievance Day – she will be available at the Town Hall in case there are any walk-ins but mostly will do via teleconference.

Town Engineer Bill Davis reported:

1. Update on various projects: PS-2, C-Mon report to DEC, Brickyard Road Water Tank, and North Road Water.

Fire Chief reported: None.

Planning Board Chairman Ed Hemminger reported:

1. They have been using Join Me for meetings.

Zoning Board of Appeals Jeremy Marshall reported: None.

Recreation Advisory Committee Bryan Meck reported: None.

Ontario County Planning Board Member reported: None.

Conservation Board Chairman Hilton reported: None.

Town Historian Donna Herendeen reported: None.

Swap Shop Update: Councilman Holtz:

Agricultural Advisory Committee Chairman Hal Adams: None.

COMMUNICATIONS:

1. Letter to the Town Supervisor from Monroe County Water Authority. Re: Backflow Prevention Device Annual Test Due.
2. Letter to Raymond F. Wager, CPA, PC from Sheila Chalifoux. Re: Town of Farmington Tax Certiorari Matters.
3. NYS DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public during the COVID-19 Outbreak.
4. Memo to all employees from the Town Supervisor dated April 15, 2020. Re: COVID-19.
5. Memo to all employees from the Town Supervisor dated April 2, 2020. Re: COVID-19 Rumors.
6. Letter to Daniel Compitello of Delaware River Solar from the Town Supervisor. Re: Reply to April 14, 2020 email regarding public hearings.

7. Motor Vehicle Bill of Sale for Ford F150 2013 white pickup truck, VIN#FTFXIEF20KF43286.
8. MS4 Municipal Compliance Certification (MCC) Form.
9. Memo to all employees from the Town Supervisor. Re: Town finances during COVID-19 crisis.
10. NYS DEC Subscriber Agreement.
11. RG&E Construction Notification. Re: RG&E Station 127 Substation Project.
12. Certificates of Liability from: John P Close; Crown Castle International; Josh Lawn Care & Landscaping, Inc.; Crossfield Heating and Air Conditioning, Inc.
13. Certificate of Disability and Paid Family Leave Benefits Law Insurance from: John P. Close.

REPORTS & MINUTES:

1. Planning Board Meeting Minutes – April 1, 2020.

ORDER OF BUSINESS:

RESOLUTION #163-2020:

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

RESOLUTION TO APPROVE THE REFUND OF THE FEE PAID IN REGARD TO A SPECIAL EVENT OPERATING PERMIT, IN THE TOTAL AMOUNT OF \$100.00, REQUESTED FOR A 5K RUN, WALK, & ROLL FUND RAISING EVENT AT COBBLESTONE ARTS CENTER

WHEREAS, the Town Clerk’s Office has received \$100.00 as payment for a special event operating permit for a 5K Run, Walk, & Roll event at the Cobblestone Arts Center, that was to be held on May 31, 2020; and

WHEREAS, this event has been canceled, by the event sponsor, in compliance with the New York State Governor’s Executive Orders issued during the current Corona Virus (COVID-19) pandemic which precludes such public gathering; and

WHEREAS, the event organizer, Cobblestone Arts Center, has rescheduled the fund raising event as a Virtual event only, to be conducted during the three day period May 29 through May 31, 2020; and

WHEREAS, under the provisions of the Town Code, such Virtual Events do not require a special event operating permit.

NOW, THEREFORE, BE IT **RESOLVED**, that the Town Board of the Town of Farmington does herein approve of the requested refund of \$100.00 to Shane Fackelman, Director of Development for Cobblestone Arts Center.

BE IT **FURTHER RESOLVED**, that a certified copy of this resolution and a refund check in the amount specified above herein is to be submitted by the Town Clerk to Shane Fackelman, Director of Development, Cobblestone Arts Center, 1622 State Route 332, Farmington NY 14425.

BE IT **FINALLY RESOLVED**, that certified copies of this resolution are to be provided by the Town Clerk to the Town Principal Account Clerk, the Town Confidential Secretary and to the Town Building Department for the property file.

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

RESOLUTION #164-2020:

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

RESOLUTION TO PROVIDE DIRECT COVID-19 RELATED FEDERAL AID TO ALL MUNICIPALITIES

WHEREAS, the federal government recently enacted the Coronavirus Aid, Relief and Economic Security (CARES) Act to address the economic fallout from the coronavirus pandemic in the United States; and

WHEREAS, Section 601 of the CARES Act (P.L. 116-136) provides a \$150 billion fund for states, tribal governments and units of local government with a population in excess of 500,000 people; and

WHEREAS, less than one-half of 1 percent of municipalities in the entire United States meet this population threshold and are thus ineligible to received direct funding from the federal government; and

WHEREAS, of the 933 towns in New York, 93 are not eligible for direct federal funding under the CARES Act, including the Town of Farmington; and

WHEREAS, towns provide essential services to the 9 million New Yorkers town residents, including, but not limited to, ambulance, police and fire protection services, building and code enforcement and highway maintenance, and have continued to do so throughout the ongoing health crisis; and

WHEREAS, the coronavirus pandemic has created significant financial stress for local governments in New York as an estimated \$2 billion in sales tax revenue has been lost, as well as other sources of revenue such as permit fees, justice court fines and mortgage recording tax; and

WHEREAS, the depletion of different revenue sources for local governments, combined with lack of funding, will result in reducing essential services or shifting the cost onto real property taxpayers, many of whom are experiencing their own financial stress; now therefore be it

RESOLVED, that the Town of Farmington calls upon the United States Congressman Tom Reed, Senator Charles Schumer and Senator Kirsten Gillibrand, to support federal funding related to the coronavirus pandemic that is directly delivered to all municipalities regardless of population size; and be it further

RESOLVED, that copies of this resolution be sent to Congressman Tom Reed, Senator Charles Schumer, Senator Kirsten Gillibrand, Senator Mitch McConnell and Congresswoman Nancy Pelosi.

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

RESOLUTION #165-2020:

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

RESOLUTION AUTHORIZING EQUIPMENT FROM THE WATER & SEWER DEPARTMENT TO GO TO AUCTION AND AUTHORIZING THE TOWN SUPERVISOR TO SIGN AUCTION CONSIGNMENT CONTRACT WITH RTI AUCTIONS

WHEREAS, the Town Board passed Resolution #147-2020 at the March 24th, 2020 Town Board Meeting authorizing equipment to be declared as surplus and sent to auction; and

WHEREAS, a 2001 John Deere 410G Backhoe VIN T0410GX901621 with 7,550 hours purchase on July 20, 2001 was listed as one of those pieces of equipment; now therefore be it

RESOLVED, that the Town Board of the Town of Farmington authorizes the 2001 John Deere 410G Backhoe VIN T0410GX901621 with 7,550 hours purchase on July 20, 2001 to be sold by RTI Auctions at the Palmyra Government Surplus Action on May 9th, 2020 and be it further

RESOLVED, that the Town Board of the Town of Farmington authorizes the Town Supervisor to sign the Auction Consignment Contract with RTI Auctions and be it finally

RESOLVED, that the Town Clerk provide copies of this resolution and contract to the Water & Sewer Department, the Principal Account Clerk and send the original to Andrew Aguado at andrew@teitsworth.com.

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

RESOLUTION #166-2020:

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

RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN THE CHANGE ORDER FOR THE PS 2 PROJECT

WHEREAS, MRB has submitted to the Town of Farmington, change order GC-01 for CP Ward for a contract price decrease in the amount of \$3287.07 for an unused allowance credit.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Farmington hereby authorizes the Supervisor to sign GC-01 which will revise the contract price to \$388812.93,

FULLY RESOLVED, that the Town Clerk email the signed change order to Missy Liberatore at MRB Group (mliberatore@mrbgroup.com) and a copy of this resolution and the change order be forwarded to the Principal Account Clerk.

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

RESOLUTION #167-2020:

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

RESOLUTION AUTHORIZING A BUDGET AMENDMENT IN THE WATER AND SEWER FUNDS

WHEREAS, budget amendments are needed in the Water and Sewer funds for attorney and engineering expenses,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Farmington hereby authorizes the following budget amendments:

From: SS8130.463 Fencing	\$10,000	
To: SS8120.44V Contractual Engineering		\$5,000
To: SS8120.47 Attorney Contractual		\$5,000
From: SW1-8340.41 Meters	\$5,000	
To: SW1-8340.49 Attorney Contractual		\$5,000

BE IT RESOLVED, that the Principal Account Clerk completes the budget amendment,

FURTHER RESOLVED, that the Town Clerk submits one copy of the resolution to the Principal Account Clerk and the Water and Sewer Department.

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

RESOLUTION #168-2020:

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

RESOLUTION AUTHORIZING A BUDGET AMENDMENT IN THE GENERAL FUND

WHEREAS, a budget amendment is needed in the General Fund for attorney expenses,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Farmington hereby authorizes the following budget amendment:

Debit: A1990.4 Contingency	\$8,685	
Debit: A2401V16 Interest & Earnings	\$4,600	
Credit: A1420.4 Contractual Law		\$13,285

BE IT RESOLVED, that the Principal Account Clerk completes the budget amendment,

FURTHER RESOLVED, that the Town Clerk submits one copy of the resolution to the Principal Account Clerk.

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

RESOLUTION 169-2020:

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

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A LETTER OF CREDIT AS PART OF THE PURCHASE OF STREET LIGHTS FROM RGE

WHEREAS, one of the requirements of the purchase agreement for street lights from RGE is for the Town of Farmington to establish a letter of credit in the amount of \$69,400 for 24 months. This is established to ensure the Town of Farmington completes the separation of street lights from the RGE system as per the purchase agreement

WHEREAS, Canandaigua National Bank has prepared an application to establish a CD to satisfy the Letter of Credit requirement,

NOW, THEREFORE BE IT RESOLVED, the Town Board approves the establishment of the CD transferring funds from the General Savings account in the amount of \$69,400,

FURTHER RESOLVED, that a copy of this resolution be forwarded to the Principal Account Clerk.

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

RESOLUTION #170-2020:

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

RESOLUTION FOR TOWN SUPERVISOR TO SIGN MAINTENANCE AGREEMENT FOR COMPUTER SEARCH

WHEREAS, Computer Search's annual maintenance agreement/renewal needs to be signed, and

WHEREAS, Computer Search's renewal amount is \$584 for **the contract period of 4/4/20-4/3/21**, and

WHEREAS, the software supports the Attendance Enterprises which is the time keeping system utilized by the Highway and Park Departments, and

NOW THEREFORE BE IT RESOLVED, that the Town Board approve the agreement and authorize the Town Supervisor to sign the original at a cost not **to exceed \$600 to be funded from (DA – 5132.4 \$525.6) and (A-7110.4 - \$58.4), and**

BE IT FURTHER RESOLVED, that the Town Clerk provide copies of this Resolution to the Principal Account Clerk, Confidential Secretary and **the original** back to Highway/Parks Department.

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

RESOLUTION #171-2020:

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

RESOLUTION TO AWARD BID TO ADVANCED REHABILITATION TECHNOLOGY FOR 2020 SANITARY MANHOLE REHABILITATION PROJECT

WHEREAS, bids were received on April 17, 2020 at 2:00 p.m. for the 2020 Sanitary Manhole Rehabilitation Project, and

WHEREAS, three bids were received in total with the lowest bidder being Advanced Rehabilitation Technology at a cost of \$73,840.00, now therefore be it

RESOLVED, the Town Board authorizes the Town Supervisor to finalize contract documents after review with the bidder and MRB Group for a price not to exceed \$73,840.00, and be it further

RESOLVED, that the Town Clerk forward copies of this Resolution to the W&S Department, Principal Account Clerk, Town Supervisor, and Bill Davis of MRB Group.

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

RESOLUTION #172-2020:

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

RESOLUTION AUTHORIZING THE W&S DEPARTMENT TO LEASE A NEW POSTAGE MACHINE FROM PITNEY BOWES

WHEREAS, the W&S Department is in need of a new postage machine as the current machine is outdated, costs \$210.69 per quarter and needs an analog connection to a PC for updates and adding postage, and

WHEREAS, Pitney Bowes has supplied the Acting W&S Superintendent with a quote for a lease on a new machine at a cost of \$176.70 per quarter, now therefore be it

RESOLVED, the Town Board authorizes the lease of a new postage machine for the W&S Department from Pitney Bowes at a cost not to exceed \$176.70 per quarter, and be it further

RESOLVED, that the Town Clerk forward copies of this Resolution to the W&S Department and the Principal Account Clerk.

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

RESOLUTION #173-2020:

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

Abstract 8-2020

TOWN OF FARMINGTON ABSTRACT OF UNAUDITED VOUCHERS

TO: MARCY DANIELS

FROM: J. MARCIANO

ABSTRACT NUMBER		8	
DATE OF BOARD MEETING		4/28/2020	
FUND CODE	FUND NAME	TOTAL FOR EACH FUND	VOUCHER NUMBERS
A	GENERAL FUND	61,697.33	686, 722-763,765-766,778
HG	MERTENSIA WATERLINE		
DA	HIGHWAY FUND	27,749.23	735,750,751,757,762,767-777
HA	AUBURN TRAIL PROJ		
HB	BEAVER CREEK PARK	386.14	697,724
HG	MERTENSIA WATERLINE		
HM	FUEL STATION CAP PROJ	89.99	737,745
HN	NORTH RD CAP PROJ		
HP	TOWN PARK IMPROVEMENTS	77,814.36	746
HS	PUMP STATION 2	42,596.60	730
HW	WATER TANK REPAIR		
HZ	TOWNLIN CAP PROJ		
SD	STORM DRAINAGE	1,945.76	735,757
SF	FIRE PROTECTION DISTRICT	179,148.67	736
SL1	LIGHTING DISTRICT	6,761.43	758
SM	SIDEWALKS		
SS	SEWER DISTRICT	49,170.68	687-709,715,735,743,744,750,757
SW1	WATER DISTRICT	85,608.83	687,690-692,696,699-700,707,709-715,717-721,735,743,744,750,757
TA93	LETTER OF CREDIT (CASH)		
TA200	PAYROLL DEDUCTIONS(TA85UNI,TA20,TA20D,TA86)	6,915.80	690,691,734,735,750,757,764
	TOTAL ABSTRACT	\$ 540,834.72	

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

TRAINING UNDER \$100: None.

WAIVER OF THE RULE: None.

DISCUSSION: None.

EXECUTIVE SESSION: None.

With no further business before the Board, **Councilman Casale** offered a motion to adjourn the meeting at 7:38 p.m., seconded by **Councilman Bowerman**. Motion **CARRIED**.

Michelle A. Finley, MMC, RMC -Town Clerk: _____