

At a regular meeting of the Town Board of the Town of Farmington held at the Farmington Town Hall of said Town on the 27<sup>th</sup> day of March, at 7:00 PM, there were:

**PRESENT:** Peter Ingalsbe – Supervisor  
Michael Casale – Councilman  
Steven Holtz – Councilman  
Ron Herendeen – Councilman  
Nate Bowerman – Councilman  
Michelle Finley – Town Clerk

Also present were: **Don Giroux** – Highway/Parks Superintendent, **Dave Degear** – Water & Sewer Superintendent, **Jim Morse** – Code Enforcement Officer, **Adrian Bellis** – Planning Board Member, **Donna LaPlant** – Assessor, **Bill Davis** – MRB Group, **Tim and Dottie Mickelsen** – residents, **Mr. Walton** - resident, **Tom Swartzweller** – resident, and **Casey Janke** – resident.

**PUBLIC HEARINGS:**

**APPROVAL OF MINUTES:**

A motion was made by **Councilman Bowerman** and seconded by **Councilman Holtz**, that the minutes of the March 13, 2018, and given to members for review, be approved. All Voting “Aye” (Ingalsbe, Holtz, Bowerman, Herendeen, and Casale), Motion Carried.

**PRIVILEGE OF THE FLOOR: Casey Janke – 5747 Runningbrook Road – Water Bill Issue**

Mr. Janke read the following statement...

On Friday March 9<sup>th</sup> around 4:15PM I arrived at my home, 5747 Running Brook Rd., Farmington NY 14425. About 4:20PM I went to use the sink and found I had no water. Please note that I had water when I left for a job on Friday morning. I figured there could be 2 causes for this issue: the bill had not been paid or someone was working on the water. I waited for my wife to arrive home. She arrived at 4:35PM and I asked if she knew anything about the water bill. She said she hadn't seen a water bill. I asked her to check with the neighbors to see if their water was on, it was, so I called the Water and Sewer Department at about 4:40PM. I asked the woman who answered the phone why we didn't have water. She said there was an outstanding bill. I informed her that not only did we not receive a bill, we did not receive any reminder notice either. I told her I could go to the town hall and pay the water bill Monday and asked that our water be turned back on. She said she would ask her supervisor and I waited on the phone. She came back shortly and she said the water could not be turned back on. We hung up at that point. A few minutes later I called back and asked her who was the supervisor who gave the order that the water not be turned back on and she indicated that it was Dave Degear. I then went to the Water and Sewer District Contact Us page on the website and submitted the form stating that my water had been turned off and we had not received any bills or reminders. I was hoping that the Water and Sewer Superintendent might care that one of the families he is supposed to serve was going to be without water and sewer for an entire weekend, creating a sanitation issue and possibly an issue with frozen pipes and other damage to the water system of the house. Apparently, he did not as I have still not heard from him.

Early Saturday morning I went to the Farmington Supervisors contact us page and filled out the form so that the supervisor would be aware of my situation. I got a call about 10am Saturday morning stating someone would be out to turn the water back on within an hour or two and it was. I was told it that it had been scheduled to be turned off on Wednesday, but because the shut off is in the driveway and there was a car parked over it, it couldn't be turned off. In other words, because I was actually home on Wednesday and parked over the valve, instead of asking me to move and/or informing me of the situation so I could pay the bill, apparently the Water and Sewer district chose to make the situation more difficult than it needed to be by waiting until I was not home and sneaking in like repo men and shutting my water off on a Friday knowing I couldn't get it turned back on until the following Monday.

On Monday morning I showed up at the town hall to pay the bill. I paid the amount of \$233. The original bill was for \$152, the late charge brought the bill to \$183 and apparently a disconnect charge of \$50 was added making the bill \$233. This means I spent an extra \$81 on water due to not receiving a bill and a reminder. I emailed the bill to the Water and Sewer district billing office and asked them to either send me a check for the amount of \$81 dollars or credit my account for \$81. They said they would send my request to the Farmington Supervisor.

I received an email from Peter stating, “The Town Board on Tuesday night reviewed yours and other accounts and the decision made was not to waiver late fees or shutoff charges.”

**ISSUES THAT NEED TO BE ADDRESSED BASED ON THE INCIDENT**

1. I did not receive a bill, nor a reminder letter, and I would like my \$81 dollar back or credited. If not, I will pursue other legal avenues to recoup that money and any legal fees I incur in regaining that money. I should not be held responsible for late charges and disconnection fees due to a failure in your billing process! You rely solely on USPS mail for your billing service and it is simple not reliable enough to do so.
2. Water should never be shut off on a Friday. Without the ability for a customer to address the situation immediately and get water turned back on, an unsanitary condition is created which could not only affect the household, but anyone that family interacts with within our community. Not to mention the hardship this can cause a family who may have numerous children who need sewer, showers, clothes washed, dishes done, etc.. Also, there is potential pipe damage that could be caused due to winter cold and freezing pipes.
3. Although not a job requirement, it should be strongly recommended that when the Water and Sewer District Superintendent is in the office and a customer has an issue, he should address it directly instead of having a subordinate just pass along a “no”. Especially when it means a customer is going to be without water and sewer for the entire weekend. As someone who served 24 years in the military, I know there are jobs in this world that aren't 9 to 5, being the Superintendent of a Sewer and Water District is not a 9 to 5 job and when customers are without service it should be dealt with. The Superintendent position is to serve the town of Farmington and its residents concerning water and sewer concerns. If the Superintendent can summarily dismiss a customer or issue, then they don't deserve the position and should be just as summarily dismissed from their position.

4. There should be a line item in the job description of the Water and Sewer District Superintendent that any correspondence coming in from the website be acted upon and a response sent to the inquiry. All incoming inquiries should be logged, and time stamped as well as all responses. All incoming and outgoing correspondence should be made public and available for review by the Town Board and the Public via the town website. This shouldn't really have to be made a job requirement as any responsible person hired to serve as the water and sewer superintendent should respond to all inquiries, but since it has now been 18 days and I have received no response from the Superintendent, apparently it must be put in writing and made a written requirement of the position.
5. The entire billing, payment, water shut off, and water turn on processes need to be revamped. It is the 21<sup>st</sup> century and sending 1 invoice and 1 reminder via USPS mail is not effective from a process perspective or a cost perspective. Not only did I not receive an invoice or reminder, but I know of at least one other customer who did not receive a reminder but did receive the initial invoice. I'm sure we are not the only ones in this situation. Just this past week I had a neighbor about 5 doors down come down with a letter that was clearly addressed to me but put in his mail box. This neighbor knows me well and knew that the letter had come from my son who is now at Marine Corps boot camp. I'm sure many of my other neighbors, have probably at some point received my mail and probably didn't have the same thoughtful courtesy to deliver it to me and just tossed it. My water bill and reminder may have been just tossed by a neighbor. Mail is inefficient. So, my water bill and reminder simply could have been tossed by a neighbor. Some suggestions are, but not limited to, a website:
  - a. Where customers can login and check the status of their account.
  - b. A history of past payments
  - c. A history of past water and sewer usage.
  - d. A facility to pay online
6. Invoices and reminders of payments due should be able to be sent via email and text if customer chooses to sign up for paperless account management. Relying on unconfirmed deliver via USPS is not an effective method in today's world.
7. The Water and Sewer District website states the following, "We make every effort to remind customers to stay current with their bills. Town code states that water service will be discontinued for non-payment. There is a charge for reinstatement of service. Service can only be reinstated during normal business hours." This needs a major rewrite as sending 1 bill and 1 reminder is far from "We make every effort". Sending a person out to shut off the water and having them not being able to do it and not leaving a notice on the door is not "making every effort".
8. I don't have this information but I'm sure the town and or Water and Sewer District has the numbers. However, I would be interested in how many water shut offs were completed in this last cycle due to nonpayment. I've heard rumor that the list is at least 2 pages long. I would then like to know how many were immediately paid and turned back on? Looking at this number would help reveal the current billing and payment issues. If an extremely large amount of the water shut offs were immediately turned back on, that would tend to show that the billing and payment process is not effective and is not only causing a hardship for customers but wasting the town's time and resources. That's assuming the town's goal is to have an effective billing and payment process and not using late charges and turn offs as an added revenue source. If there are about 40 lines on a page and there are 2 pages of shut offs, that is about 80 customers. That equates to about \$6,400 added dollars of revenue for the town if there were 2 pages. I would also like to know if there is a place where I can view the complete compensation and bonus packages for all town employees. For my own peace of mind I would like to know that there is no correlation between Water and Sewer late charges and disconnection fees to someone's complete compensation package (salary and/or bonuses).
9. I don't know the exact date, but a few years back I believe radios were put on the water meters so that the readings could be taken via a truck driving down the road. If this kind of automation can be completed then surely a much better billing and payment process can be put into place so that customer can better manage their water usage and their payments.

Supervisor Ingalsbe thanked Mr. Janke for his comments. Supervisor Ingalsbe stated that the town does have a Public Works Committee that meets Tuesday mornings before the Town Board meetings and at the last two meetings they have discussed the payment process, not only Mr. Janke's concerns but others that they have received. Councilman Holtz stated that they have had several discussions over the past few meetings. He added that there are some things they have moved forward on to prevent some of the things that have happened such as Friday late shut offs, people should have the opportunity to have it turned back on so they are not without water over the weekend. Councilman Holtz replied to Mr. Janke's comment about vehicles parking over the shut off valve and not having them know about the water being shut off by stating that not everyone has a level head and employees have been threatened with violence in the past and they also have people who purposely park over the valve to avoid shut off. He added that is why employees don't approach people when shutting off the water. Councilman Holtz stated that the town is also in the process of providing online payments, this is something the town had been trying to accomplish for over a year now. He added not only can a person pay online but it can also be viewed for a status update on the account. Supervisor Ingalsbe stated the Town of Victor Sewer customers have also had the opportunity to have a debit taken out of their checking or savings account because that is how it was set up with the Town of Victor prior to us inheriting that business and they expanded that for those that were having trouble paying their bills last billing cycle and to work with the administrative staff for upcoming billing cycles to have amounts directly taken out of their accounts. Supervisor Ingalsbe added that BAS is the software company that the town uses for water and sewer, town clerks, building department and the Assessor's Office. He added that the town paid BAS last January for a software package that would allow the bills to be paid online and then the company never delivered so his persistent calls to the president of the company in September of last year they said they were not ready yet and they were going to send the money back; he then called in late January early February and was told that they were not quite there yet and that they would let us know when they are ready. Supervisor Ingalsbe continued to state that about two weeks ago BAS wanted to do a software update and he picked a Friday so it was after the last payment process, the Town Clerks Office and Water and Sewer Department had to shut the computers down to allow for the software update and after that was completed the online program was online, they never gave any notice that it was there. He added that after the bills were uploaded, a few town employees went online and paid their bills to test the system to follow the trail of money and it all hit where it was supposed to go. He added that they even tried paying a partial payment and the system would not allow it. Supervisor Ingalsbe stated that they are still doing some testing internally but everything looks like it will fall into place for the next billing cycle. He added that he will do an email blast as well as put the link on the website, and add it to the next quarter's bill. He added that there is a small 2.45% convenience fee, the town does not get that fee the software company does.

Supervisor Ingalsbe stated that Public Works also talked about when they get down to three days before the shut off date that they will go back to what they use to do ten years ago and leave notices on the door with a cut-off date. He added that unfortunately they do not always have good phone numbers or emails of customers. He added that is something they will have to work on to

build a database. Supervisor Ingalsbe stated that he sent an email blast out today telling those that subscribe to receive them that the water/sewer bills went out Monday and they should see them in their mailboxes this week.

Supervisor Ingalsbe asked Dave Degear, Water and Sewer Superintendent, if he wanted to add anything. Mr. Degear replied that the Supervisor covered everything and they are changing their procedures and try to make it better. Supervisor Ingalsbe addressed Mr. Janke's comment about sending an email from the website and not being responded to by the Water/Sewer Department by stating that he is not sure where that email went and sometimes they have had problems with it. He added that it might say it's going to water and sewer but doesn't so he will run a test to see what the problem is.

Mr. Tom Schwarzweller, 6203 Antlers Drive, wanted to go on record stating he was also a victim. He admitted that he missed the first the bill and stated that it wasn't purposely done, it just fell through the cracks as he updated his filing system and it went into a bills paid file by mistake. He added that he never received a second notice but his biggest concern is that he has been a resident here since 1991 and he has never had any problems with the Town of Farmington and he pays all his bills due to the Town and he felt the Town took very drastic measures. He stated that the reality of the situation was that he backed out of his driveway on the day that the town turned his water off which was March 1<sup>st</sup>, town staff was at the other side of the driveway, and he wondered what they were doing but thought maybe they were working on the other houses. He stated that when he got back to his house, he noticed his front yard was dug up and wondered what they were doing and then they found the water valve, which he didn't know where it was either but does now. He finds it so wrong that the town employees would sit back like a couple of vultures for him to move out of the way before they could jump on that hunk of meat on the road, it just doesn't make any sense to him. Mr. Schwarzweller stated that when he got back he immediately went to the town hall and paid the bill and his water was turned on that afternoon. He stated that there were four people working on his house and he doesn't understand why a phone call could not have been made. He stated that the town could have gone through two pages of accounts in less than an hour. Mr. Schwarzweller stated that he doesn't have any concerns with his other utilities. Supervisor Ingalsbe asked if RG&E calls when he misses their bill. Mr. Schwarzweller replied that he's never been called but gets several statements. Mr. Janke stated the RG&E does call. Mr. Schwarzweller agreed with Mr. Janke and stated that RG&E offers options to pay, not that he's done that a lot but knows about it. Mr. Schwarzweller stated that he is sure there are people in Farmington that cannot pay their bill for one reason or another and he admits he missed the first bill and the town made tons of interest on his money so that should make them happy, he feels the town treated him poorly as a customer. Supervisor Ingalsbe replied his comment is duly noted. He asked Dave Degear that out of over 5,000 customers how many letters were sent out. Mr. Degear replied that 401 letters were sent out to people who had not paid their water/sewer bill after the first notice, then after 30 days, we were down to 69 customers on the shut off list. He added that there is a crew that does the shut offs and a crew that turns it back on that way they are not crossing each other. Mr. Schwarzweller asked out the 69 customers that were shut off how many were turned back on the same day. Mr. Degear replied that as soon as the customer paid their water was turned back on. He added about 6 as of today were still not paid. Supervisor Ingalsbe stated that out of that whole group only 6 people stated they did not get either bill in the mail. Mr. Schwarzweller stated that there was a problem with the method of getting the invoices out then, Supervisor Ingalsbe said not out of 5000 there isn't a problem. Supervisor Ingalsbe stated that the bills are sent out just like clockwork, every quarter. Mr. Mickelsen stated that one of his rental property tenants choose not to pay the water bill so he paid it so it doesn't get shut off, he gets the original bill sent to him as well as the late notice if it is not paid on time. Supervisor Ingalsbe stated that when they know there are rental properties, the notices are sent both the tenant and the property owner but if they do not know it is a rental property then they cannot necessarily do that. Mr. Mickelsen stated that in his case the system worked. Supervisor Ingalsbe added that out of the 6 or 7 left, they knew 3 were vacant houses. Supervisor Ingalsbe stated that the Town Clerk's Office is open on Wednesday nights to allow people to pay their bill. Town Clerk Finley added that there was a crew on that Wednesday so if someone came in before 7 p.m. to pay a crew was sent out right a way to turn it back on that night. Councilman Bowerman stated that they will not shut off water on Fridays anymore, and that the town is updating the payment system, so they are addressing the issues. Mr. Janke stated that the town is updating the system to pay not updating the billing system to log into and check account. Councilman Bowerman stated that people are responsible for paying their bill, the town sends out the a bill then a second notice, and the odds of anyone not getting one or the other is very slim when they have 6 people out of 5000 saying they didn't get either. Mr. Janke stated that he's been there 20 years and this is the first time for him and instead of the town saying this accidentally happened, let's credit his account for \$81.00 and be done with it the town decided to keep his \$81.00. Supervisor Ingalsbe asked how is that fair to everybody else that has to pay the 20% penalty and/or the 20% plus the \$50 administrative fee for shut off. Mr. Janke stated that he told them that his wife went through the entire house looking for the bill and if they would have found the bill he would have ate the \$81.00 but they did not find either one of the bills and the town cannot claim that he received them because USPS isn't confirmation and not all mail makes it to the box all the time. He added that now he has to pay the \$81.00 because the town did not get the bill to him. Supervisor Ingalsbe stated that it's not the town's problem, it is the Post Offices problem for not getting the bill to him. Councilman Bowerman stated that the town has no proof that they didn't throw it away or misplaced it. Mr. Janke stated that the town has no way of proving that they gave him the bill. Councilman Bowerman stated that Mr. Janke know a bill was due and another one was sent. Mr. Janke stated that he has so much going on his life that he did not know when the water bill was due. Supervisor Ingalsbe replied that the Water and Sewer Department has so much going on also. Mr. Janke stated that when he gets the water bill he pays it.

Supervisor Ingalsbe asked if there was any comments from the staff, hearing none, they moved on with the rest of the agenda.

## REPORTS OF STANDING COMMITTEES:

### Public Works Committee: Councilman Holtz reported:

#### Water & Sewer:

1. Discussed WWTP Disinfection UV Project & Outfall and Bank Stabilization Project.
2. Discussed ICS Survey and FROSI submission.
3. Discussed Main Office Building #2 and Building #16.
4. Discussed Pumpstations.
5. Water Breaks – None.
6. Discussed Beaver Creek 12" Waterline Replacement, Section 1 and 2.
7. Discussed 6" Water Meter Replacement-Village of Manchester.
8. Discussed Emergency Repair, NYS State Rt. 332 and Canandaigua-Farmington Townline Road.
9. Discussed Northeast Water District.
10. Discussed Brickyard Water Tank #1 Replacement and 16" Transmission Line Project.
11. Discussed UB Online Site and Value Payment Systems.
12. Discussed resolutions on agenda.

**Highway & Parks:**

1. Current projects- Highway –Clearing town portion of Ivory Drive of trees and brush/Road Right of Way, Snow clearing, replacing mailboxes, repairing/maintaining equipment, trimming brush from roadsides, and installed pipe in Mertensia Lodge.
2. Parks – Continuing to prepare for spring in the parks, inspect parks for trash, clearing sidewalks, removing snow from town buildings, finishing small jobs and repairs, and prepare ballfields for use. Cleaned and painted basement of town hall.
3. Discussed resolutions on agenda.

**Town Operations Committee: Councilman Casale reported:**

1. Reports on file and on the website.
2. Discussed Pintail Crossing Apartment Project.
3. Discussed Auburn Meadows Subdivision Section 9.
4. Discussed major project off Rt. 332 formerly owned by Carmen Laviano.
5. Discussed camping store at the old Heritage Motors location.
6. Discussed numerous solar projects – Yellow Mills Road, Rt. 96, and County Road 8.
7. Discussed A & P Plumbing project – off Rt. 332.

**Town Personnel Committee: None.****Town Finance Committee: None.****Town Public Safety Committee: None.****REPORTS OF TOWN OFFICIALS:****Supervisor Ingalsbe reported:**

1. Allen Padgham Road bridge closure.
2. Discussed meeting with firm about piggybacking on other contracts.

**Highway& Parks Superintendent Giroux reported: None.****Town Clerk Michelle Finley reported:**

1. County Clerk meeting – March 28<sup>th</sup> at the Town of Hopewell – will look at the Electronic Filing of Death Certificates.

**Water & Sewer Superintendent Dave Degear reported: None.****Code Enforcement Officer Jim Morse reported:**

1. Discussed Hickory Rise Section 4.
2. MS4 Training – Town is hosting.
3. Monroe County Fire Marshalls to hold meeting here on April 17<sup>th</sup>.

**Director of Planning and Development Ron Brand reported: None.****Assessor Donna LaPlant reported:**

1. File Roll to the County mid-April.

**Town Engineer reported: Bill Davis reported:**

1. Final Map, Plan, and Report for the Northeast Water District with board, then hold public information meeting.
2. Tentative Beaver Creek Park design to board in April.

**Fire Chief reported: None.****Planning Board-Adrian Bellis reported:**

1. Last meeting – Auburn Meadows Section 9.
2. Nothing on the agenda for next meeting as of today.

**Zoning Board of Appeals Tim Delucia reported: None.****Recreation Advisory Committee Brian Meck reported: None.****Ontario County Planning Board Member reported: None.****Conservation Board Chairman Hilton reported: None.****Town Historian Donna Herendeen reported: None.**

**Agricultural Advisory Committee Chairman Hal Adams: None.**

## COMMUNICATIONS:

1. Letter to the Town Supervisor from Patrick Kelly, Jr. of National Fuel. Re: Empire Pipeline, Inc.
2. Letter to the Town Supervisor from Julie Bachan of Empire Pipeline. Re: Empire North Project.
3. Letter to the Town Code Enforcement Officer from Steve Nardozi of Rochester Environmental & Construction Group. Re: Asbestos, lead paint, PCB's and hazardous materials.
4. Letter to the Town Supervisor from Brian Mosch of Finger Lakes Power Systems. Re: backup power solutions for homes and businesses.
5. Notice of agenda of matters scheduled for Hearing on March 12, 2018 at 3:00 p.m. Re: US Bankruptcy Court Southern District of NY (Tops Holding II Corporation).
6. Letter to members of the Ontario-Wayne Stormwater Coalition from the Town Supervisor. Re: Proposed pre-audit for upcoming EPA audits of local MS4s.
7. Ontario County Board of Supervisors Resolution No. 172-2018. Intermunicipal Cooperation Agreement for enhanced law enforcement services with Town of Farmington.
8. Renewal Insurance Certificate for Farmington Historical Society.
9. Email to the Town Supervisor from NY Alert (DEC). Re: 4 hour: Ontario County Town of Farmington force main break/wastewater spill.
10. Email to the Town Supervisor from NY Alert (DEC). Re: 4 hour: Update: Ontario County Town of Farmington force main break/wastewater spill ended.
11. Letter to Raymond F. Wager, CPA, PC from Sheila Chalifoux. Re: Town of Farmington Tax Certiorari Matters.
12. Letter to the Town Supervisor from John Robortella, Clerk of the Planning Board. Re: Zoning Board of Appeals Rules of Procedure adopted March 19, 2018.
13. Letter to the Town Supervisor from Kendall Larsen of the NYS Department of Health. Re: Community Water Supply, CFWD approval – completed works, Andrews/Arnolds Road bidirectional meter vault.
14. Town of Manchester Resolution #59. Re: Approval of Notice of Completion of the draft generic environmental impact statement for the Ontario County Freight Rail Corridor Development Plan Area 1.
15. Certificate of Liability Insurance from: Young Explosives Corporation; Robert Dancause & Sons, Inc.; Design Pool & Spa, Ltd.

## REPORTS & MINUTES:

1. Report to Town Operations for Town Board Meeting – March 13, 2018.
2. Farmington Senior Citizens meeting minutes – March 5, 2018.
3. ZBA meeting minutes – February 26, 2018.
4. Planning Board meeting minutes – March 7, 2018.

## RESOLUTION #149-2018:

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

### RESOLUTION OF SYMPATHY FOR THE HENEHAN FAMILY

**WHEREAS**, the Town Board was deeply saddened to learn of the untimely passing of former Construction Inspector John “Jack” Henehan on March 12, 2018; and

**WHEREAS**, Jack was employed for over ten (10) years and the CFWD serving resident of the Towns of Canandaigua, Victor and Farmington;

**NOW THEREFORE BE IT RESOLVED**, that the Town Board adopted this resolution extending its sincere sympathy to the Henehan family and spreading his memory upon the minutes of this board meeting, and be it

**FURTHER RESOLVED**, that the Town Clerk forward a copy of this resolution to Jack’s wife, Claudia at 2266 County Road 39, Bloomfield, NY 14469.

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

## RESOLUTION #150-2018:

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

### RESOLUTION AUTHORIZING REFURBISHMENTS TO THE BASEBALL/SOFTBALL FIELDS

**WHEREAS**, Public Works has discussed the baseball/softball fields, and

**WHEREAS**, the Town Highway/Parks Superintendent has 3 quotes for 25 tons of Dura Edge Classic Infield Mix from Batavia Turf (\$2,475), Homefield Turf and Athletic (\$2,7,25) and Natural Sand Company, Inc. (\$2,650), and

**WHEREAS**, 25 Bulk-Tons of the DuraEdge Classic Infield Mix is required at \$99.00 per ton totaling (\$2,475) and 2 bags of Dura Pitch Mound Clay is \$220 per bag totaling (\$440), and

**THEREFORE**, the Highway/Parks Superintendent requests that the Town Board authorize expenditures to Batavia Turf for material not to exceed \$3,200 and to be expended from the A-7110.4 Parks – Contractual line and to authorize the Town Supervisor to sign the quotation and acceptance order, and therefore

**BE IT FURTHER RESOLVED**, that the Town Clerk provides the Highway/Parks Department with the original signed contract and a certified copy of the resolution, with copies to the Supervisor’s Confidential Secretary and the Principal Account Clerk.

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

**RESOLUTION #151-2018:**

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

**AUTHORIZATION TO PURCHASE FOURTEEN (14) NEW 2" BADGER WATER METERS WITH ITRON METER READER FOR THE CANANDAIGUA-FARMINGTON WATER DISTRICT (CFWD) FOR VARIOUS COMMERCIAL ACCOUNT LOCATIONS**

**WHEREAS**, during the preparation of the 2018 Budget, discussion was held with regards to the replacement of 2" water meters serving commercial accounts that were installed more since 1979 through 2001 and are now over 20 years old in which the accuracy maybe showing lower water usages than the actual water usages, and

**WHEREAS**, the Water and Sewer Superintendent presented a list of 2" Commercial Water Meter Replacements to the Public Works Committee (see attached) for review and was authorized to implement a Meter Replacement Program for commercial meters with the purchase of Badger/Itron AMR System, and

**WHEREAS** a written quote #68688 dated March 14, 2018 has been received from Blair Supply Corporation, the Area Representative for Badger and Itron, for the following water meter and reader as follows:

- 14 Each Part #BM170BARE-LL, 2 inch Bronze Bare Meter, Flanged at a cost of \$579.64 each for a total of \$8,114.96.
- 14 Each Part #BM 9009 Badger M170 HR-E 6 dials with Itron Inline connectors and W/100W Pit ERT endpoint gallon meter.at a cost of \$237.50 each for a total cost of \$3,325.00.

**NOW, THEREFORE BE IT RESOLVED**, that the Farmington Town Board acting on behalf of the Canandaigua–Farmington Water District (CFWD) hereby authorizes the Water and Sewer Superintendent to purchase the 2" Badger/Itron water meter from Blair Supply Corp. of 785 Beahan Road, Rochester New York for at a total cost not to exceed \$11,439.96, and

**BE IT FURTHER RESOLVED**, that funding for the purchase of water meters is appropriated under expense line SW1-8340.41 (Contractual Meters), and

**LASTLY LET IT BE FURTHER RESOLVED**, that a copy of this Resolution will be supplied from the Town Clerk to the Principal Account Clerk and the Water and Sewer Superintendent.

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

**RESOLUTION #152-2018:**

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

**TREVOR WENDT'S SUCCESFULL COMPLETION OF PROBATIONARY PERIOD**

**WHEREAS**, Trevor Wendt was hired by the Highway/Parks Superintendent in the Fall of 2017, with a start date of September 11, 2017, and as of March 11, 2018 has successfully completed the required six-month probationary period, and

**WHEREAS**, Trevor has shown knowledge base and per employee policy, upon the successful competition of a probationary period, the hourly employee maybe granted a wage adjustment, and

**WHEREAS**, the current Highway Superintendent deems that Trevor has displayed satisfactory job duties, now therefore be it

**RESOLVED**, that the Town Board hereby grants a \$.25 per hour wage increase as stated on the board approved 2018 Wage list of \$15.75 for Trevor Wendt to be effective beginning with Payroll # 8 pay period (March 25, 2018 – April 7, 2018), and

**BE IT FURTHER RESOLVED**, that the Town Clerk provides copies of this resolution to the Highway/Parks Department, the Supervisor's Confidential Secretary and the Principal Account Clerk.

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

**RESOLUTION #153-2018:**

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

**RESOLUTION AUTHORIZING PURCHASE OF 2 RADAR SPEED SIGNS**

**WHEREAS**, the Highway/Parks Superintendent has received 3 quotes for electronic speed signs from Elan City (\$2,762.50), Global Industrial (\$3,059.00) and TrafficLogix (\$4,100), and

**WHEREAS**, the Highway/Parks Superintendent will be purchasing two (2) of these signs and the cost with delivery is (\$5,847.00), and

**THEREFORE**, the Highway/Parks Superintendent requests that the Town Board authorize expenditures to Elan City for the signs not to exceed \$6,000 and to be expended from the A-3310.4 Traffic Control – Contractual line and to authorize the Town Supervisor to sign the quotation, and therefore

**BE IT FURTHER RESOLVED**, that the Town Clerk provides the Highway/Parks Department with the original signed contract and a certified copy of the resolution, with copies to the Principal Account Clerk.

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

**RESOLUTION #154-2018:**

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

**RESOLUTION RESCHEDULING THE JUNE 26, 2018 TOWN BOARD MEETING**

**WHEREAS**, the Federal Primary Election will be held on a normally scheduled Town Board meeting date, June 26, 2018,

NOW THEREFORE BE IT **RESOLVED**, that the meeting of June 26, 2018 at the Town Hall is rescheduled to June 27, 2018 - the following day - at the same location and time, and be it

FINALLY **RESOLVED**, that the Town Clerk provide copies of this resolution to Town Department Heads the Town's legal newspaper.

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

**RESOLUTION #155-2018:**

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

**RESOLUTION AUTHORIZING THE PURCHASE OF REPLACEMENT OF THE POLY BLEND POLYMER FEED SYSTEM FOR THE FARMINGTON WASTE WATER TREATMENT PLANT BELT PRESS BUILDING #7A**

**WHEREAS**, during the preparation and adoption of the 2018 Budget the Chief Waste Water Plant Operator had recommended replacement of the existing aging and deteriorated poly blend polymer feed system equipment located within the Waste Water Treatment Plant Belt Press Building #7A, and

**WHEREAS**, the original UGSI Chemical Feed Systems for the belt press was installed as part of the WWTP upgrades in 2007 and 2008 and has been in operation for 10 years with the need now for replacement, and

**WHEREAS**, the replacement was discussed at the Public Works Committee meeting of 3/13/18 with the Town Engineer (MRB Group) and Water and Sewer Supt. recommending replacement of the poly blend polymer feed system as it is a critical part of the sludge processing as well as the belt press dewatering operations for the WWTP, and

**WHEREAS**, by written quoted was submitted, dated March 9, 2018, from Koester Associates, Inc. who is the sole source Regional Upstate New York State equipment dealer and distributor for the UGSI Chemical Feed, Inc., Vineland, New Jersey for a new UGSI Polyblend Model MM2400-P10AA unit which includes startup; training; a one-year warranty; and shipping for a total cost of \$15,931.00, and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Farmington acting on behalf of the Farmington and Victor Sewer Districts hereby authorizes the Water and Sewer Superintendent to purchase the Poly Blend Polymer Feed System Replacement for the WWTP Influent Building #7A from Koester, 3101 Seneca Turnpike, Canastota New at a total cost of \$15,931.00, and

**BE IT FURTHER RESOLVED**, that funding for said Polyblend equipment will be from Budget Code SS-8130.4 (CE). and

**LASTLY BE IT FURTHER RESOLVED**, that a copy of this resolution will be supplied from the Town Clerk to the Principal Account Clerk and the Water and Sewer Superintendent.

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

**RESOLUTION #156-2018:**

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

**RESOLUTION AUTHORIZING BID AWARDS FOR THE ANNUAL 2018 CFWD CANANDAIGUA-FARMINGTON WATER AND SEWER DISTRICT'S WATER PARTS AND VARIOUS WATER-SEWER SUPPLIES**

**WHEREAS**, on January 3, 2018 at the 2018 Town Organizational Meeting, the Farmington Town Board authorized the Water and Sewer Superintendent to bid water and sewer supplies, materials and equipment for the Canandaigua-Farmington Water and Sewer Districts (Board Resolution 37 of 2018) for the operation and maintenance required by the CFWD, and

**WHEREAS**, the Water and Sewer Department had budgeted in the Approved 2018 Water and Sewer Budget for the annual purchase of water and sewer supplies within the SS 8120.4 (Sanitary Sewer CE) and the SW1 8340.4 (Transmission & Distribution CE), and

**WHEREAS**, the public bidding was advertised in the Town's Officials newspaper and four (4) bids were received which were received and opened on March 20, 2018 at 10:00 AM at the office of the Farmington Town Clerk, 1000 County Road 8, Farmington, New York, and

**BE IT RESOLVED**, the three bids were reviewed and accepted by the Water and Sewer Supt. with the total combined cost being \$137,741.21 (see attached Summary & Bid tabulation), and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Farmington acting on behalf of the Canandaigua-Farmington Water District hereby authorizes the Water and Sewer Superintendent to award the water supply bid items to the lowest bidder per unit price/items based on availability and compatible department components requirements as follows:

1. Core and Main (Former HD Supply Waterworks) for Items #1, 2, 4, 6, 7, 9, 11, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28 for the total amount being \$123,006.80.
2. Ti Sales for Items #5, 12 and 13 for the total amount being \$8,887.16.
3. Martisco Corp. for Items #3, 8, and 10 for a total amount being \$5,847.25

**BE IT FURTHER RESOLVED**, that funding for these purchases has been budgeted in 2018 in the water budget as follows: SW1-8340.4 (Transmission and Distribution-Contractual), and

**LET IT BE FURTHER RESOLVED**, that a copy of this resolution will be supplied from the Town Clerk to the Principal Account Clerk and the Water and Sewer Superintendent.

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

**RESOLUTION #157-2018:**

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

**TOWN BOARD ACCEPTANCE OF A SURETY ESTIMATE – PINTAIL CROSSING, PHASE 1 – FOR CONSTRUCTION COSTS IN THE TOTAL AMOUNT OF \$1,290,184.00; DIRECTING THE FILING OF SURETY IN SAID AMOUNT WITH THE TOWN CLERK'S OFFICE**

**WHEREAS**, the Farmington Town Board (hereinafter referred to as Town Board) has received a request dated March 21, 2018, from Ed Hemminger, Chairperson, Town of Farmington Planning Board (hereinafter referred to as Planning Board), to accept the applicants engineer's Estimate of Value for site improvements within the Pintail Crossing, Phase 1 that has been approved by the Planning Board; and

**WHEREAS**, the Planning Board's recommendation is based upon their review and acceptance of the recommendations contained within the Town Engineer's estimate of value for these site improvements that have been reviewed from both Matthew Heilmann, Town Construction Inspector and Lance S. Brabant, CPESC, MRB Group, D.P.C., the Town's Engineer; and

**WHEREAS**, these recommendations are accompanied with detailed contractor pricing for each item that is involved with the proposed preliminary site work which has been prepared by Costich Engineering; and

**WHEREAS**, these quantities and unit prices identified are found to be consistent with the approved site plans and private contractor pricing respectively.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby accepts the applicant's engineer's Estimate of Values and directs that a letter of credit be provided to the Town Clerk's Office, in the total amount of \$1,290,184.00 for approved site improvements associated with the above referenced project.

**BE IT FURTHER RESOLVED**, that the Town Clerk is hereby directed to provide notice of this resolution tomorrow, by U.S. Mailing to Michael Birkby, Conifer Realty, LLC, 1000 University Ave, Suite 500, Rochester, New York 14607.

**BE IT FURTHER RESOLVED**, that the Town Clerk is hereby directed to provide notice of this resolution tomorrow, by U.S. Mailing to Matt Tomlinson, Marathon Engineering, 39 Cascade Drive, Rochester, New York 14614.

**BE IT FURTHER RESOLVED**, that a letter of credit in the total amount of \$1,290,184.00 is to be filed with the Town Clerk's Office prior to the Town Code Enforcement Officer scheduling a pre-construction meeting for the Pintail Crossing, Phase 1 project.

**BE IT FINALLY RESOLVED**, that certified copies of this resolution are to be provided to the Town Principal Account Clerk, the Town Code Enforcement Officer, the Town Director of Planning and Development, the Town Construction Inspector and the Town Engineer.

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

**RESOLUTION #158-2018:**

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

**AUTHORIZATION TO HIRE VENDORS FOR 2018 ANNUAL SPRING CLEANUP**

**WHEREAS**, the Highway/Parks Superintendent vendor quotes from the following vendors: Waste Management, Alpco Recycling, Inc. and Feher Rubbish, E Waste, Maven Technologies, Computer Systems Asset Disposal, Shred-It, Shred-Text and Eco-Green Park LTD, and

**WHEREAS**, the Highway/Parks Superintendent received responses for services from the canvas process, and

**WHEREAS**, Alpco Recycling, E Waste and Shred-Text had the lowest prices (quotes attached), and

**NOW THEREFORE BE IT RESOLVED**, that the Town Board hereby authorizes the Town Supervisor to sign the client acceptance statement on the Shred Text quotation for shredding and authorizing payment to the three low priced firms above and to facilitate the Town of Farmington's Spring Clean Up, and be it further

**RESOLVED**, that the Town Clerk return the signed quotation to the Highway/Parks Department, Confidential Secretary and the Principal Account Clerk.

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

**RESOLUTION #159-2018:**

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

**RESOLUTION AUTHORIZING THE SALE OF SURPLUS EQUIPMENT FOR THE TOWN OF FARMINGTON WATER AND SEWER DEPARTMENT**



**WHEREAS**, the Water and Sewer Superintendent had prepared a Five Year Capital Equipment Replacement Program and equipment replacement was budgeted in the 2018 Budget for replacement, and

**WHEREAS** the W&S Supt. has recommended that the following pieces of equipment utilized by the Water and Sewer Department are currently obsolete and/or surplus :

1. 2011 Chevrolet C-1500 gas powered 4x4 extended cab, chassis pickup with 60,817 miles, VIN 1GCRKPE39BZ431156, purchased on 7/31/2012. (W-33)
2. 2006 Volvo EC-160 –LC track excavator with wrist-o-flex and 24” digging bucket and 36” ditching bucket, Serial Number 11301, 3,786 hours, purchased on 4/25/2006 (W-20)
3. 2007 Volvo L-30B rubber tired front end load with 1 cy bucket and fork attachment, Serial Number 1823652, 2,111 hours, purchased on 11/14/2006 (W-22)
4. Oran 230 Gen Set, 3-phase generator and transfer switch, Cummins engine, with 1,267 hours purchased around 1977.

**WHEREAS**, the Palmyra Municipal Equipment Auction is scheduled for May 12, 2018, at the Town of Palmyra Highway Department, Palmyra New York and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Farmington acting on behalf of the Water and Sewer Districts, hereby declares the listed equipment/Iron as surplus and authorizes the Water and Sewer Superintendent to have this equipment sold at auction or by internet bidding with proceeds being revenue under SS-2665 and SW1-.2665 (Sale of Equipment), and

**BE IT FURTHER RESOLVED**, that a copy of this resolution will be supplied from the Town Clerk to the Principal Account Clerk and the Water and Sewer Superintendent.

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

**RESOLUTION #160-2018:**

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

**RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN THE QUOTE FROM BAS FOR ADDITIONAL LICENSES FOR THE IPS SYSTEM**

**WHEREAS**, money was appropriated in the 2018 budget to add additional licenses for the IPS system used in the Building Department to workstations in the Assessor’s office

**WHEREAS**, a quote was received from BAS to add the IPS system to two computer workstations

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor signs the quotation received from BAS approving expenses not to exceed \$1500 to be paid from the Assessor contractual line A1355.4 (\$1000) and the Building Department contractual line A3620.4 (\$500)

**FURTHER RESOLVED**, that copies of this resolution be submitted by the Town Clerk to the Principal Account Clerk, the Code Enforcement Office, and the Assessor.

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

**RESOLUTION #161-2018:**

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

**Abstract 6-2018**

**TOWN OF FARMINGTON ABSTRACT OF UNAUDITED VOUCHERS**

**TO: MARCY DANIELS**

**FROM: J. MARCIANO**

ABSTRACT NUMBER	<u>6</u>
DATE OF BOARD MEETING	<u>3/27/2018</u>

FUND CODE	FUND NAME	TOTAL FOR EACH FUND	VOUCHER NUMBERS
A	GENERAL FUND	157,616.37	570-615,618,632-635
CV	VETERANS MEMORIAL	0	0
DA	HIGHWAY FUND	65,493.67	572,579,586,587,597, 611,619-630,633
HB	BEAVER CREEK PARK	0	0
HL	LILIBROOK PED BRIDE PROJ	0	0
HA	AUBURN TRAIL PROJECT	0	0
HT	TOWN FACILITY CAP PROJ	384.61	617
HU	WWTP DIS IMP CAP PROJ	81,453.95	551
HW	WATER TANK REPAIR	0	0
SF	FIRE PROTECTION DISTRICT	0	0
SD	STORM DRAINAGE	2,697.07	579,631
SLI	LIGHTING DISTRICTS	7,015.50	606
SS	SEWER DISTRICT	60,321.36	512-550,579,582,597, 602-604
SW1	WATER DISTRICT	31,666.57	512,514,521-527,530, 536-538,545,546,549, 552-569,579,582,597, 602-604
TA30	BUILDER GUARANTEE	0.00	
TA235	COMMERICAL REVIEW	0	
TA85C	CODE COMPLIANCE REVIEW	0.00	
TA93	LETTER OF CREDIT (CASH)	0.00	
TA200	<b>PAYROLL DEDUCTIONS(TA85UNL,TA20,TA20D,TA86)</b>	8,226.85	521-523,579,580,597, 615,616
	<b>TOTAL ABSTRACT</b>	\$ 414,875.95	

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

**TRAINING UNDER \$100:**

1. Dave Degear, Robin MacDonald, Tom Simonds, Paul Fleig, Josh Fagner, Mike Abraham, Jr., Steve Rodas and Dave Orians to attend the FLWWC Spring Meeting on April 5, 2018 at a cost not to exceed \$23.00 per person.
2. Paul Crandall, Shane Quance and Jesse Moon to attend the GIS/SIG 26<sup>th</sup> Annual Conference on April 10, 2018 at a cost not to exceed \$90.00 per person.

**WAIVER OF THE RULE: None.**

**DISCUSSION: None.**

**EXECUTIVE SESSION:**

Councilman Bowerman motioned to enter into executive session at 7:54 p.m. to discuss the medical, financial, credit or employment history of a particular individual, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular individual, and to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof, Councilman Casale seconded the motion. Motion Carried.

Councilman Casale motioned to exit executive session at 8:49 p.m., Councilman Herendeen seconded the motion, Motion Carried.

A motion made by **Councilman Bowerman** to adjourn the meeting at 8:50 p.m., **Councilman Holtz** seconded the motion. All in favor. Motion **CARRIED**.

Minutes were taken by and transcribed by:

\_\_\_\_\_  
 Michelle Finley, MMC, RMC -Town Clerk