

FARMINGTON TOWN BOARD
2021 ORGANIZATIONAL MEETING AGENDA
January 5, 2021

The Town Board will be in attendance at the Town Hall. Limited seating is available on a first come, first serve basis for residents or

Join us online at https://join.me/mrb_bdavis or call in at [+1.646.307.1990](tel:+16463071990)

Conference ID: 152-725-660 #

Councilman Bowerman will be necessarily absent for this meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE

ORDER OF BUSINESS:

1. Resolution setting a public hearing on January 26, 2021 for a proposed Local Law overriding the New York State Property Tax Cap for the 2022 Town Budget. (Steve/Mike) **ROLL CALL VOTE**
2. Resolution to set that regular Town Board meetings will, throughout the year 2021, be held at 7:00 P.M. on the 2nd and 4th Tuesday of each month in the Board Meeting room of the Town of Farmington (Town Law S 62.63). (Mike/Ron)
3. Resolution adopting the Rules of Procedure for 2021 (Town Law S 63). (Ron/Steve) APPENDIX A
4. Resolution adopting the Purchasing Procedures for 2021 (Town Law S 63) (Steve/Mike) APPENDIX B
5. Resolution to designate Canandaigua National Bank, NYClass and Lyons National Bank, as the Official Depositories for the town in 2021 (Town Law S 64 (1)). (Mike/Ron)
6. Resolution to designate Riley & Graff LLP as Attorneys for the Town for 2021. (Ron/Steve)
7. Resolution designating Chalifoux Law PC, Brenna Boyce PLLC and Harris Beach LLP as Special Counsels to the Town for 2021. (Steve/Mike)

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8. Resolution to designate MRB as the Town Engineering Firm for 2021 and authorizing the Supervisor to enter into a Contract with MRB. (Mike/Ron)
APPENDIX C
9. Resolution designating the Supervisor as Budget Officer for the Town and all Special Districts for 2021. (Ron/Steve)
10. Resolution to appoint Robin MacDonald as Acting Water & Sewer Superintendent for 2021. (Steve/Mike)
11. Resolution to appoint the Supervisor and Town Clerk to the Town Board of Health for 2021. (Mike/Ron)
12. Resolution to appoint the Town Clerk, Michelle Finley, as Marriage Officer and Records Management Officer and Records Access Officer for 2021. (Ron/Steve)
13. Resolution reappointing Town Clerk Michelle Finley as Receiver of Taxes and Registrar of Vital Statistics for 2021. (Steve/Mike)
14. Resolution appointing Jeremy Marshall as Chairman of the Zoning Board of Appeals for a one-year term, expiring December 31, 2021; and reappoint Tod Ruthven for a five-year term, expiring December 31, 2025 (Town Law S 267-271). (Mike/Ron)
15. Resolution to appoint Ed Hemminger as Chairman of the Planning Board for a one-year term expiring December 31, 2021. (Town Law S 267-271). (Ron/Steve)
16. Resolution to reappoint Shauncy Maloy to the Planning Board for a five-year term expiring December 31, 2025. (Town Law S 267-271). (Steve/Mike)
17. Resolution to reappointing Sue Hilton, Matthew Chaffer, and Kimberly Boyd to the Conservation Board for two-year terms, expiring December 31, 2022. (General Municipal Law S 239-X). (Mike/Ron)

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18. Resolution to authorize the Town Supervisor, Highway Superintendent and the Acting Water and Sewer Superintendent expenditures of up to \$3,000.00 through the procurement policy procedure without prior authorization of the Town Board. In addition, authorization for all other department heads expenditures of up to \$1,000.00 through the procurement policy procedure without prior authorization from the Town Board. Exception to the above limits for all departments for iPads, laptops, tablets, workstation computers and printers. These purchases will be coordinated with the Supervisor's Office. (Ron/Steve)
19. Resolution to authorize the Supervisor to invest all surplus monies and that a monthly report of finance be distributed to town officials. (Steve/Mike)
20. Resolution to set the town mileage rate for the use of personal vehicles on town business, provided a town vehicle is not available or would be impractical to use, at \$.50 per mile for 2021. (Town Law S 116). (Mike/Ron)
21. Resolution appointing Donna Herendeen as Chairperson of the Historic Preservation Commission for one-year term expiring December 31, 2021. (Code of the Town of Farmington S 15-3C). (Ron/Steve)
22. Resolution to appoint Sue Hilton as Chairperson to the Conservation Board for a one-year term, expiring December 31, 2021. (General Municipal Law S 239-X. (Steve/Mike)
23. Resolution designating the official letterhead of the Town of Farmington. (Mike/Ron) APPENDIX D
24. Resolution to authorize the Highway Superintendent and Acting Water & Sewer Superintendent to purchase various highway materials through Ontario County Highway bid for 2021. (Ron/Steve)
25. Resolution to authorize the signatures of Peter V. Ingalsbe and Steven Holtz for all Town Bank Accounts for 2021. (Steve/Mike)
26. Resolution to appoint the Town Board Audit Committee for 2021 in the event a 3rd party audit is not conducted in 2021 as follows: (Mike/Ron)
 - a. Town Justice Accounts - M. Casale & N. Bowerman
 - b. Town Clerk's Accounts - S. Holtz & R. Herendeen

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27. Resolution appointing Zoning Officer John Weidenborner for 2021. (Ron/Steve)
28. Resolution approving the temporary assignment of the Town Justices to preside in other towns/villages as the need arises during the year 2021 and approve judges from other towns/villages for our courts. (Steve/Mike)
29. Resolution appointing Ronald Brand Director of Planning and Development, D/B/A RLB Planning Group at a billed hourly rate of \$44.87, at a cost not to exceed \$77,469.00 for Planning and Development. Hours billed for zoning codes updates, zoning amendments and ag updates not to exceed \$17,500.00 and town comprehensive plan not to exceed \$10,000.00. (Mike/Ron)
30. Resolution delegating to the Supervisor powers and duties of administration and supervision of town and special or improvement district functions to be performed on behalf of such board (Town Law S 29 (16)). (Ron/Steve)
31. Resolution establishing petty cash funds for the Receiver of Taxes in any amount up to \$1,000.00, Town Clerk Petty Cash in the amount of \$400 and for any other town officer up to \$200.00. (Steve/Mike)
32. Resolution authorizing the Receiver of Taxes to deposit tax collections in interest bearing accounts in an Ontario County Resolution dated July 27, 2000, as a temporary investment measure. (Mike/Ron)
33. Resolution adopting the Petty Cash Policy for 2021. (Ron/Steve) APPENDIX E
34. Resolution authorizing the Supervisor to submit to the Town Clerk within 60 days after the close of the fiscal year or at a date approved by the State Comptroller, a copy of his report to the State Comptroller, and require the Town Clerk to cause a summary of such report or notice, that a copy of such report is on file and available for inspection and copying, to be published within 10 days in the official newspaper of the town. (Steve/Mike)
35. Resolution authorizing Acting Water & Sewer Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all the department facilities. (Mike/Ron)

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36. Resolution reappointing Julie LaRue as Chairperson of the Recreation Advisory Board for a one-year term, expiring December 31, 2021 and reappointing Julie LaRue and Bryan Meck for seven-year terms expiring December 31, 2027. (Ron/Steve)
37. Resolution adopting the Cash Management and Investment Policy for 2021. (Steve/Mike) APPENDIX F
38. Resolution appointing Code Enforcement Officer Dan Delpriore and his Assistant Code Enforcement Officer August Gordner for 2021. (Mike/Ron)
39. Resolution appointing August Gordner as Fire Marshall for 2021. (Ron/Steve)
40. Resolution appointing Doug Payne as Chairperson of the Board of Assessment Review for a one-year term expiring December 31, 2021. (Steve/Mike)
41. Resolution appointing Henry Adams III as Chairperson to the Agricultural Advisory Board for a term expiring December 31, 2021 and reappointing John Marvin for a five-year term expiring December 31, 2025. (Mike/Ron)
42. Resolution adopting the Fund Balance Policy for 2021. (Ron/Steve) APPENDIX G/ APPENDIX H
43. Resolution to designate the Daily Messenger as the Official Newspaper for the Town in 2021 (Town Law S 64(11)). (Steve/Mike)
44. Resolution adopting the On-line Banking Policy for 2021. (Mike/Ron) APPENDIX I
45. Resolution adopting the Town of Farmington Fee Schedule for 2021. (Ron/Steve) APPENDIX J
46. Resolution reappointing Jean Allison to the Historic Preservation Commission for a three-year term expiring December 31, 2023. (Code of the Town of Farmington S 15-3C). (Steve/Mike)
47. Resolution adopting the Town of Farmington Computer Policy and Disaster Recovery Plan for 2021. (Mike/Ron) APPENDIX K

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48. Resolution adopting the Town of Farmington Credit Card Policy for 2021.
(Ron/Steve) APPENDIX L

Supervisor's appointments for 2021:

Deputy Supervisor - Steven Holtz (Town Law S 42)
Confidential Secretary - Marcy Daniels

2021 Standing Committees

Financial Management - Councilmen Holtz & Bowerman
Human Resources/Personnel - Councilmen Casale & Bowerman
Public Works - Councilmen Holtz & Herendeen
Public Safety - Councilmen Holtz & Bowerman
Town Operations - Councilmen Casale & Bowerman
Liaison with Victor-Farmington Volunteer Ambulance -
Councilman Casale
Liaison with Farmington, Manchester and Shortsville Fire
Departments - Councilman Herendeen

Special Projects

Fuel Tank Removal Project - Councilman Herendeen
Swap Shop Operation - Councilman Holtz
Beaver Creek Park - Councilman Bowerman

Supervisor - Ex-Officio - * Will be assigned to all committees in the absence of one or both of the committee members.

Highway Superintendent's appointments for 2021:

Deputy Highway Superintendent /Working Foreman - Tim Ford
Team Leader-Highway Dept. - Loren LaPlant
Team Leader-Highway Dept. - Shane Quance
Working Supervisor-Parks Dept. - Jeff Ransco

Town Clerk's appointments for 2021 (Town Law S 30 (10)):

Deputy Clerk -Jennifer Goodell
Deputy Clerk -Sarah Cerniglia

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Salaries for elected officials (Town Law S 27)

(PAID BIWEEKLY EXCEPT FOR SPECIAL DISTRICT BUDGET OFFICER IS PAID BI-ANNUALLY AND PARKS SUPERVISOR IS PAID QUARTERLY)

| | | | |
|----------------------------------|-------------|------------------------|-------------|
| Town Supervisor | \$48,813.10 | | |
| Budget Officer | \$11,117.00 | | |
| Special District Budget Officer | \$ 5,944.46 | Supervisor's | |
| | | Total: | \$65,874.56 |
| Town Board Members | \$ 5,763.82 | | |
| Town Clerk and Receiver of Taxes | \$62,975.83 | | |
| Highway Superintendent | \$71,047.88 | | |
| Parks Superintendent | \$14,200.00 | Highway Superintendent | |
| | | Total: | \$85,247.88 |
| Town Justices | \$24,743.16 | | |