

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 22, 2019, 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 _____, 2019, by the following vote:

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

Dated: _____, 2019

Michelle Finley, Town Clerk

SEAL

Resolution No. _____ of 2019

**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 2019

WHEREAS, the Farmington Town Board follows the Town's Rules of Procedure last revised in January 2017. 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 2019 Rules of Procedure and be it further

RESOLVED, that copies of the attached Rules be posted on the bulletin board near the Town Hall entrance as well as in the conference and meeting rooms.

Resolution No. _____ of 2019

**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 2019

WHEREAS, the Town Board adheres to the Purchasing Procedures that were last revised in December 2018, now be it

RESOLVED the Farmington Town Board adopts the 2019 Purchasing Procedures with some changes from 2018 and be it further

RESOLVED, that copies of the attached purchasing procedures be provided to the Supervisor, the Bookkeeper, the Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the Assessor, the Town Clerk and Town Court.

Resolution No. _____ of 2019

**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 2019 AND AUTHORIZING THE SUPERVISOR TO ENTER INTO A CONTRACT WITH THEM

WHEREAS, the Town of Farmington has received the Standard Hourly Rate Schedule for 2019 from MRB Group, therefore be it

RESOLVED the Farmington Town Board accepts the Standard Hourly Rate Schedule for 2019 from MRB Group, attached herein, and be it further

RESOLVED, that the Town Clerk provide copies of this resolution to the Principal Account Clerk and the Town Supervisor.

Resolution No. _____ of 2019

**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				

**Canandaigua-Farmington Consolidated Water District
Service Charges - 2019**

WHEREAS, the Service Charges are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Farmington acting on behalf of the Canandaigua-Farmington Water District hereby establishes the Service Charges per the attached Service Charge Schedule for 2019.

BE IT FURTHER RESOLVED, that the CFWD Service Charges be added to the Town Fee Schedule for 2019, and

BE IT FINALLY RESOLVED, that all Service Charge Rates shall be on file with the Town Clerk's office.

Resolution No. _____ of 2019

**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				

**Canandaigua-Farmington Consolidated Water District
Water Rates – 2019**

WHEREAS, the Water Rates are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof, and

WHEREAS, the Town Board of Farmington acting on behalf of the Canandaigua-Farmington Water District hereby keeps the Water Rates per the attached Rate Schedule for 2019.

BE IT FURTHER RESOLVED, that the CFWD Water Rates be added to the Town Fee Schedule for 2018, and

BE IT FINALLY RESOLVED, that all Rates shall be in effect for 2019 subject to any rate increase from the City of Canandaigua and shall be on file with the Town Clerk's office.

Resolution No. _____ of 2019

**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 to all departments.

Resolution No. _____ of 2019

**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 2019

WHEREAS, Ronald Brand's (DBA RLB Planning Group) term as the Town's Director of Development expired on December 31, 2018, 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, 2019, 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 \$43.99, at a cost not to exceed \$75,920.00. Hours billed for zoning code updates, zoning amendments and town comprehensive plan not to exceed \$25,000.00. Project management services for the A.T. Capital Project in accordance with State Contract PIN 4755/96, at an hourly rate of \$68.00 per hour and at a cost not to exceed \$3,000.00 for the year 2019 effective January 2, 2019.

RESOLVED that the Town Clerk forward a copy of this resolution to Mr. Brand and the Supervisor's Secretary.

Resolution No. _____ of 2019

**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 2019.**

Whereas, a Petty Cash Policy has been established to improve internal controls and ensure procurement policies and procedures are followed,

Resolved, that the attached Petty Cash Policy be approved, and, be it further

Fully Resolved, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk, the Water and Sewer Superintendent, the Highway Superintendent, the Town Court and the Town Clerk Office.

Resolution No. _____ of 2019

**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 2019**

WHEREAS, the Farmington Town Board adheres to a Cash Management and Investment Policy to minimize risk, insure 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, attached to this resolution, for 2019, and be it further

RESOLVED, that the Town Clerk forward a copy of the agreement to the Principal Account Clerk.

Resolution No. _____ of 2019

**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
POLICY FOR 2019**

Whereas, a Fund Balance Policy has been established to ensure that there will be adequate liquid resources to serve as a financial cushion

Resolved, that the attached Fund Balance Policy be approved, and, be it further

Fully Resolved, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk.

Resolution No. _____ of 2019

**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 2019**

Whereas, an On-Line Banking Policy has been established to improve internal controls

Resolved, that the attached On-Line Banking Policy be approved, and, be it further

Fully Resolved, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk.

Resolution No. _____ of 2019

**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 HIGHWAY FEE SCHEDULE FOR 2019

WHEREAS, the Highway/Parks Superintendent has submitted the Highway Fee Schedule for 2019, and

WHEREAS, the Town Board of Farmington hereby adopts the Highway Fee Schedule additions per the attached Rate Schedule for 2019.

BE IT FURTHER RESOLVED, that the Highway Fee Schedule be added to the Town Fee Schedule for 2019, and

BE IT FINALLY RESOLVED, that all Rates shall be in effect for 2019 and shall be on file with the Town Clerk's office.

Resolution No. _____ of 2019

**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 2019**

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

WHEREAS, changes were made to Highway Equipment/Labor Rates, CFWD Water Rates and other Recreation Program 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 attached Fee Schedule for 2019 with changes listed above effective January 2, 2019, 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 Principal Account Clerk and update fee schedule on the Town's website.

Resolution No. _____ of 2019

**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 AUTHORIZING THE TOWN SUPERVISOR TO SIGN INTERMUNICIPAL AGREEMENT BETWEEN THE TOWN OF FARMINGTON AND THE TOWN OF VICTOR FOR SAFETY SERVICES FOR 2019

WHEREAS, the Town of Victor will provide the Town of Farmington with an Intermunicipal Agreement for Safety Services for 2019, therefore

BE IT RESOLVED, the Town Board of Farmington hereby authorizes the Town Supervisor to sign the Intermunicipal Agreement with the Town of Victor for Safety Coordinator Services for 2019, when received, therefore

BE IT FURTHER RESOLVED, that the Town Clerk provide a copy of this resolution to the Confidential Secretary and send the original to the Town of Victor.

Resolution No. _____ of 2019

**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 2019**

WHEREAS, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in October 2017, now therefore be it

RESOLVED the Farmington Town Board adopts the 2019 Town of Farmington Computer Policy and Disaster Recovery Plan and be it further

RESOLVED, that the Town Clerk provide copies of this resolution and Policy to the Principal Account Clerk, the Confidential Secretary, the Highway Superintendent, the W&S Superintendent, the Building Department and Town Court.

Resolution No. _____ of 2019

**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				

**RESOLUTION AUTHORIZING BUDGET AMENDMENT FOR THE
WATER DEPARTMENT FOR 2018 PAYROLL**

January 2, 2019

WHEREAS, additional funding is needed in the SW1-8340.12 Trans & Dist. – PS – OT account to pay for employee payroll overtime, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Farmington acting on behalf of the Canandaigua Farmington Water District hereby authorizes the following budget amendment for the Water Funds:

From: SW1-8340.1	Trans & Dist. – PS	\$3,000.00
To: SW1-8340.12	Trans & Dist. – PS – OT	\$3,000.00

BE IT FURTHER RESOLVED that the Principal Account Clerk transfers money from SW1-8340.1 Trans & Dist. - PS for \$3,000.00 to SW1-8340.12 Trans & Dist. – PS – OT for \$3,000.00, and

BE IT FINALLY RESOLVED, that copies of this resolution be submitted by the Town Clerk to the Principal Account Clerk and the Water and Sewer Superintendent.