

FARMINGTON TOWN BOARD
2012 ORGANIZATIONAL MEETING AGENDA
January 3, 2012

CALL TO ORDER
PLEDGE OF ALLEGIANCE

ORDER OF BUSINESS:

1. Resolution to set that regular Town Board meetings will, throughout the year 2012, 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). (Tim/Peter)
2. Resolution adopting the Rules of Procedure and Purchasing Procedures for 2012 (Town Law S 63). (Peter/Mike) SEE ATTACHED
3. Resolution to designate the Daily Messenger as the Official Newspaper for the Town in 2012 (Town Law S 64(11)). (Mike/Steve)
4. Resolution to designate Canandaigua National Bank, Five Star Bank (formerly National Bank of Geneva), as the Official Depositories for the town in 2012 (Town Law S 64 (1)). (Steve/Tim)
5. Resolution to designate Riley & Graff LLP as Attorneys for the Town for 2012. (Tim/Peter)
6. Resolution designating Brenna, Brenna, & Boyce and Boylan Code (formerly Boylan & Brown) and Harris Beach LLP as Special Counsels to the Town for 2012. (Peter/Mike)
7. Resolution to designate MRB as the Town Engineering Firm for 2012. (Mike/Steve)
8. Resolution designating the Supervisor as Budget Officer for the Town and all Special Districts for 2012. (Steve/Tim)
9. Resolution to reappoint Water & Sewer Superintendent James Crane, and Code Enforcement Officers Floyd Kofahl and Jim Morse for 2012. (Tim/Peter)

ORGANIZATIONAL MEETING
JANUARY 3, 2012
PAGE 2

10. Resolution to appoint Art Carcone, to the part-time position of Code Enforcement Officer for 2012. (Peter/Mike)
11. Resolution to appoint the Supervisor and Town Clerk to the Town Board of Health for 2012. (Mike/Steve)
12. Resolution to appoint the Town Clerk, Michelle Finley, as Marriage Officer and Records Management Officer and Records Access Officer for 2012. (Steve/Tim)
13. Resolution reappointing Town Clerk Michelle Finley as Receiver of Taxes and Registrar of Vital Statistics for 2012. (Tim/Peter)
14. Resolution appointing Leslie O'Malley Chairwoman of the Zoning Board of Appeals for a one-year term, expiring December 31, 2012. (Peter/Mike)
15. Resolution appointing Christopher Dunfey to the Zoning Board of Appeals for a five-year term, expiring December 31, 2016. (Mike/Steve)
16. Resolution appointing David Degear as a member of the Planning Board for a five-year term, expiring December 31, 2016. (Town Law S 267-271) (Steve/Tim)
17. Resolution to reappoint David Degear as Chairman of the Planning Board for a one-year term expiring 12/31/2012. (Town Law S 267-271). (Tim/Peter)
18. Resolution to reappointing Glenn Hall, Frederick Boglione and William Murphy to the Conservation Board for a two-year term, expiring 12/31/2013. (General Municipal Law S 239-X). (Peter/Mike)
19. Resolution to reappoint John Kasper as Chairperson to the Conservation Board for a one-year term, expiring 12/31/2012. (General Municipal Law S 239-X. (Mike/Steve)
20. Resolution to authorize the Town Supervisor, Highway Superintendent and the Water and Sewer Superintendent expenditures of up to \$2,500.00 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. (Steve/Tim)

ORGANIZATIONAL MEETING
JANUARY 3, 2012
PAGE 3

21. Resolution to authorize the Supervisor to invest all surplus monies and that a monthly report of finance be distributed to town officials. (Tim/Peter)
22. Resolution to set the town mileage rate for the use of personal vehicles on town business at \$.40 per mile for 2012. (Town Law S 116). (Peter/Mike)
23. Resolution adopting the Water & Sewer service charges for 2012 as listed in the attached Schedule. (Mike/Steve)
24. Resolution adopting the Water Rates for 2012 as listed in the attached schedule. (Steve/Tim)
25. Resolution authorizing the Water and Sewer Superintendent and Town Attorney to revise the Town Code, Chapter 122 "Sewer Rents" to reflect a proposed increase to be effective for the first quarterly billing of 2012. (Tim/Peter)
26. Resolution reappointing Mary Neale as Chairperson to the Historic Preservation Board and Margaret Hartsough as Vice Chairperson, for one-year terms expiring 12/31/2012. (Code of the Town of Farmington S 15-3C). (Peter/Mike)
27. Resolution designating the official letterhead of the Town of Farmington. (Mike/Steve) SEE ATTACHED
28. Resolution to authorize the Highway Superintendent to purchase various highway materials through Ontario County Highway bid for 2012. (Steve/Tim)
29. Resolution to authorize the Highway Superintendent to purchase Highway equipment and materials through the New York State OGS bids for 2012. (Tim/Peter)
30. Resolution to authorize the signatures of Theodore M. Fafinski and Michael Casale for all Town Bank Accounts for 2012. (Peter/Mike)
31. Resolution to appoint the Town Board Audit Committee for 2012 in the event a 3rd party audit is not conducted in 2012 as follows: (Mike/Steve)
 - a. Town Justice Accounts - P. Ingalsbe & M. Casale
 - b. Town Clerk's Accounts - S. Holtz & T. Mickelsen

ORGANIZATIONAL MEETING
JANUARY 3, 2012
PAGE 4

32. Resolution to reappoint Margaret Hartsough as Farmington Town Historian for a one-year term, expiring December 31, 2012. (Arts & Cultural Affairs Law S 57.07). (Steve/Tim)
33. Resolution approving the temporary assignment of the Town Justices to preside in other towns/villages as the need arises during the year 2012 and approve judges from other towns/villages for our courts. (Tim/Peter)
34. Resolution appointing Ronald Brand Director of Planning and Development, D/B/A RLB Planning Group at a billed hourly rate of \$39.47, at a cost not to exceed \$63,632.00, effective 1/03/12. (Peter/Mike) SEE ATTACHED
35. 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)). (Mike/Steve)
36. Resolution establishing petty cash funds for the Receiver of Taxes in any amount up to \$1,000.00 and for any other town officer up to \$200.00. (Steve/Tim)
37. 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. (Tim/Peter)
38. Resolution designating Ron Brand as Voting Delegate to the Association of Towns for 2012 and Certificate of Designation. (Peter/Mike)
39. 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. (Mike/Steve)

**ORGANIZATIONAL MEETING
JANUARY 3, 2012
PAGE 5**

40. Resolution setting Agriculture Advisory Committee's annual organizational meeting for January 12 at 7:30 p.m. at the Farmington Town Hall (Code of the Town of Farmington Article II, S 9-10) (Steve/Tim)
41. Resolution authorizing Water & Sewer Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all the department facilities. (Tim/Peter)
42. Resolution reappointing Peter Maslyn, Donald Jones, and Douglas Payne as members of the Agricultural Advisory Committee for five year terms, expiring December 31, 2016. (Peter/Mike)
43. Resolution appointing Stefanie Tallman to the Recreation Advisory Board for a two-year term, expiring December 31, 2013. (Mike/Steve)
44. Resolution appointing Julie LaRue to a two-year term on the Recreation Advisory Board for a two-year term, expiring December 31, 2013. (Steve/Tim)
45. Resolution appointing Audrey Everdyke to a three-year term on the Historic Preservation Committee, expiring December 31, 2014. (Tim/Peter)
46. Resolution adopting the Cash Management and Investment Policy for 2012. (Peter/Mike)
47. Resolution setting a public hearing for a proposed Local Law overriding the New York State Property Tax Cap for the 2013 Town Budget. (Mike/Steve) ROLL CALL
48. Resolution authorizing the return of Builder's Guarantee funds paid by Home Leasing for the Farmington Gardens Senior Housing Project. (\$3,200.00)
49. Resolution accepting the Letter of Credit estimate for Lot No. 2 of the Collett Road Industrial Park in the amount of \$56,832.78.

Supervisor's appointments for 2012:

Deputy Supervisor	- Michael Casale (Town Law S 42)
Confidential Secretary	- Jessica Youngman

**ORGANIZATIONAL MEETING
JANUARY 3, 2012
PAGE 6**

2012 Standing Committees

Financial Management - Councilmen Ingalsbe & Mickelsen
Human Resources/Town Operations - Councilmen Casale & Holtz
Public Works - Councilmen Ingalsbe & Mickelsen
Public Safety - Councilmen Casale & Holtz

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 2012:

Deputy Highway Superintendent	- Gerald Bowerman
Group Leader-Highway Dept.	- Don Giroux
Working Foreman-Parks Dept.	- Edward Vanderwall

Town Clerk's appointments for 2012 (Town Law S 30 (10)):

Deputy Clerk	-Sarah Mitchell
Deputy Clerk	-Jennifer Finley

Salaries for elected officials (Town Law S 27)

(PAID BIWEEKLY EXCEPT FOR SPECIAL DISTRICT BUDGET OFFICER IS PAID BI-ANNUALLY)

Town Supervisor	\$37,910.00	
Budget Officer	\$ 9,282.00	
Special District Budget Officer	\$ 5,000.00	Supervisor's Total \$52,192
Town Board Members	\$ 4,765.00	
Town Clerk and Receiver of Taxes	\$51,038.00	
Highway Superintendent	\$60,720.80	
Town Justices	\$19,977.00	