

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 25, 2022, 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 _____, 2022, by the following vote:

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

Dated: _____, 2022

Michelle Finley, Town Clerk

SEAL

Resolution No. _____ of 2022

**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 2022

WHEREAS, the Farmington Town Board follows the Town's Rules of Procedure last revised in December 2021. 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 2022 Rules of Procedure and be it further

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

2022 Farmington Town Board Rules of Procedure

The following rules of procedure for the Farmington Town Board were adopted at the 2022 Town Board Organizational Meeting on January 4, 2022.

1. **Committees, Special:** the board may from time to time create and abolish special committees. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. The Supervisor shall appoint the members of all special committees.
2. **Order of Business**
At each regular Board Meeting the Order of Business shall be:
 1. Call to Order and pledge of allegiance.
 2. Approval of the Minutes.
 3. Privilege of the Floor and or Public Concerns (includes Presentations).
 4. Reports of Special or Standing Committees.
 5. Reports of Town Officials
 6. Resolutions, Motions and/or Notices.
 7. Resolution to pay audited bills.
 8. Discussion Items.
 9. Executive Session - when applicable.
3. **Agendas:** An agenda shall be available at the Town Hall for each board member no later than 3 PM the day of the scheduled meeting. Resolutions shall be delivered to the Supervisor's Secretary by noon on the Thursday before the meeting - all others must request a waiver of the rule.
4. **Privilege of the Floor:** Any resident of the Town of Farmington, upon request may address the Town Board on a matter of public concern. The time allotted for addressing the board shall be limited to three minutes unless the Supervisor has granted prior approval for additional time.
5. **Motions, when in order:** When a question is under debate/discussion, no motion shall be received except a motion to amend the question, to put the question, to adjourn it to a day certain, to lay it on the table, to commit it to a committee, or a motion to adjourn the board.
6. **Votes, when recorded:** The ayes and nays upon a question shall be taken and entered in the minutes, when required by law or if requested by any member of the board.
7. **Rules, waiver of:** No standing rule of order shall be rescinded, suspended, or changed or any additional rule or order be adopted thereto except by unanimous vote of the members present and voting at a regular or special meeting.
8. **Layover:** Every resolution and local law as amended, before the board, shall lay over until the next regular session of the board if so demanded by any member of the board. No further action may be taken on the resolution or local law or its amendments, but limited discussion may occur at the discretion of the Supervisor. No member shall be required to tell his/her reason for the lay over of the resolution or local law. Any action on a laid-over resolution or local law must take place at the next scheduled meeting. No resolution or local law may be laid over a second time.
9. **Voting, Requirement of:** Every Council Member present or calling in remotely when a vote is taken shall vote thereon.
10. No persons have a right to Demand an answer to specific questions from a member of the board.
11. In the Town of Farmington, every Legislator, Board Member, Officer, or Employee who is present during an Executive Session is prohibited for disclosing matters discussed in Executive Session. At the start of Executive Session, the Town Clerk when attending Executive Sessions, will make the verbal declaration at the beginning of each executive session and when an additional person is brought into the session, and the Town Supervisor or Acting Town Supervisor (in the absence of the Town Supervisor) will make the declaration in the absence of the Town Clerk at an Executive Session.
12. Town Board Meeting when using Zoom will be posted to the Town YouTube Channel within five (5) business days.

Last Revised January 2022 with adoption.

Resolution No. _____ of 2022

**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 2022

WHEREAS, the Town Board adheres to the Purchasing Procedures that were last revised in December 2021, now be it

RESOLVED the Farmington Town Board adopts the 2022 Purchasing Procedures with changes and be it further

RESOLVED, that copies of the purchasing procedures (Appendix B) be provided to the Supervisor, the Principal Account Clerk, the Acting Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the Assessor, the Town Clerk and Town Court.

PURCHASING PROCEDURES FOR THE TOWN OF FARMINGTON 2022

GENERAL OFFICE SUPPLIES-

The Supervisor's Office will oversee the central purchasing functions for all general office and printed supplies. The following procedure should be employed to secure such items:

1. Contact the Supervisor's Secretary, Marcy Daniels, with supplies needed. If the order is for printed items, provide a sample. Allow 5 business days as a minimum for normal delivery and plan accordingly.
2. The Supervisor's Secretary, Marcy Daniels, will be responsible for obtaining three (3) competitive written and/or verbal quotes for supplies if cost is over \$500.00.
3. The Supervisor's Secretary, Marcy Daniels, will place the order and ensure delivery of the merchandise to the requester.
4. When the invoice is received, the Supervisor's Secretary will prepare the invoice for payment.

METHODS OF PURCHASE-

The following purchasing methods are used by the Town to acquire products, services, and equipment:

A. Purchases by the Highway Superintendent, Town Supervisor and Water & Sewer Superintendent

Est Amount of Purchase Contract	Method of Purchase
Up to \$3,000	At the discretion of the department head unless otherwise established by Town Board Resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor's Office.
\$3,000-\$19,999	Attempts to get three written quotations shall be documented and attached to the Resolution for Town Board approval.
\$20,000 and up	Formal sealed bids shall be secured (See Bid Guidelines)

Est Amount of Public Works Contract

Method of Purchase

Up to \$3,000

At the discretion of the department head unless otherwise established by Town Board Resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor's Office.

\$3,000-\$34,999

Attempts to get three written quotations shall be documented and attached to the Resolution for Town Board approval.

\$35,000 and up

Formal sealed bids shall be secured (See Bid Guidelines)

B. Purchases by the Code Enforcement Office Department head, Town Clerk, Assessor, Town Historian and Town Justices

Est Amount of Purchase Contract

Method of Purchase

Up to \$1000

At the discretion of the department head unless otherwise established by Town Board Resolution. Any iPad, laptop, tablet, workstation computer or printer will be coordinated with the Supervisor's Office

\$1,000-\$19,999

Attempts to get three written quotations shall be documented and attached to the Resolution for Town Board approval.

\$20,000 and up

Formal sealed bids shall be secured (See Bid Guidelines)

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Farmington require immediate action which cannot await the obtaining of quotes, or in the case when the Town Board determines that an emergency exists relative to an unsafe building in accordance with Chapter 65, Unsafe Buildings, of the Code of the Town of Farmington, contracts for public work or the purchase of supplies, material or equipment may be approved by the Supervisor, Deputy Supervisor or by the Town Board of the Town of Farmington notwithstanding the purchasing methods set forth above.

APPENDIX B

BID GUIDELINES

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a determination will be made to determine whether the item of supply of service is subject to competitive bidding, taking into account past purchases. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103 (3) of the General Municipal Law; and surplus and second-hand purchases from another governmental entity, and professional services or services requiring special or technical skill, training, or expertise.

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Farmington, require immediate action which cannot await competitive bidding, or in the case when the Town Board determines that an emergency exists relative to an unsafe building in accordance with Chapter 65, Unsafe Buildings, of the Code of the Town of Farmington, contracts for public work or the purchase of supplies, material or equipment may be approved by the Supervisor, Deputy Supervisor or by the Town Board of the Town of Farmington when contacted by the Department Head, notwithstanding the bid guidelines set forth in this Policy.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or any other written documentation that is appropriate.

Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. The lowest responsible proposal or quote shall be awarded the purchase or service contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to another other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

A good faith effort shall be made to obtain the required number of proposals or quotes. If the purchaser is unable to obtain the required number of proposals or quotes, the purchaser shall document the attempt made at obtaining the proposals.

All purchase contracts exceeding \$20,000.00 and all public works contracts exceeding \$35,000 for all departments shall be put out to bid according to the following procedures:

1. A resolution should be presented to the Town Board authorizing the Department Head to seek bids for specific supplies, materials, or services

2. Once resolution is passed, a legal notice must be published in the local newspaper informing public of the products or services being bid. It will be the responsibility of the Department Head to prepare and submit the legal notice to the Confidential Secretary with an informational copy filed with Town Board correspondence.
3. The Department Head prepares bid packages with detailed specifications and conditions including items bid, units, and total quantity desired, instructions for bidding, delivery information, bid opening date and any special requirements for bidding.
4. Bid notices are sent via mail, fax and e-mail to potential vendors, or can be picked up at the Town Clerk's Office. Major bid items are also available on the Avalon Website.
5. Sealed bids are dropped turned in to the Town Clerk prior to the bid opening deadline. Any bids not received prior to the bid-opening deadline will be rejected. Sealed bids are publicly opened and read at the time and place designated in the bid documents and legal notices. All bid tabulations showing bid results are available for public inspection during regular business hours at the Town Clerk's Office upon receipt from the Department Head. The Department Head will provide the Town Clerk with the bid tabulation, as well as the original bid packages, normally within 5 business days after the opening of the bid.

PIGGYBACKING OF PURCHASES

The Town of Farmington may, for purposes of public purchases, utilize the provisions of General Municipal Law §103 with regard to "piggybacking" of purchases. Purchases may be acquired through the bids solicited by the United States government, New York State and/or any other political subdivision including towns, villages, school districts, etc, provided those contracts clearly state that they are available for use by other government entities within the requirements of General Municipal Law §103. Piggyback purchases shall be approved on a case-by-case basis by Town Board Resolution. Prior to Town Board Approval, the Department Head must provide documentation that all items are included as part of the Piggyback contract.

BEST VALUE CONTRACTS

Section 1: Legislative Intent.

New York State General Municipal Law §103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a Local Law so providing, towns and other municipalities may award purchase contracts, which would otherwise be subject to the "lowest bidder" rule, on the basis of best value, as defined in the New York State State Finance Law §163, to a responsive and responsible bidder or offerer. The Town Board hereby determines that it is in the best interest of the Town of Farmington and its

APPENDIX B

residents for the Town to have the authority to award purchase contracts on the basis of best value.

Section 2: Best value contracts.

In addition to the other manners of awarding contracts provided in the New York State General Municipal Law section 103 and the Town of Farmington Procurement Policy, the Town of Farmington may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law, on the basis of best value, as that term is defined in §163 of the New York State State Finance Law, to a responsive and responsible bidder or offerer in the manner provided by §103 of the New York State General Municipal Law.

Section 3: Authority

This local law is enacted pursuant to the authority of the Municipal Home Rule Law and the General Municipal Law §103 (1).

Section 4: Severability

If any clause, sentence, paragraph, section or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part of this local law or in its application to the person, individual, firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Best Value Contracts adopted by Local Law No 2 of 2014.

CONFLICT OF INTEREST

No Town of Farmington officer or employee will have an interest in any contract with the Town when such employee has the authority or the responsibility to negotiate, prepare, authorize or approve a contract or authorize or approve its payment, audit bills or claims, or appoint an officer or employee who has any of these responsibilities. Any officer or employee who has or acquires an interest in any actual or proposed contract with the Town of Farmington shall publicly disclose the nature and extent of such interest in writing. This written disclosure will be kept on file.

Federally Funded Purchasing Conflict of Interest Statement:

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if there is a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, or any member of his or her immediate family, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees or agents can neither solicit nor accept gratuities, favors, or anything of

monetary value from contractors or parties to subcontracts. Disciplinary actions will be applied for violations of such standards.

This policy shall be reviewed annually by the Town Board at its Organizational Meeting.

Rev. 1/4/22

Resolution No. _____ of 2022

**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 2022

WHEREAS, the Town of Farmington has received the Standard Hourly Rate Schedule for 2022 from MRB Group, therefore be it

RESOLVED the Farmington Town Board accepts the Standard Hourly Rate Schedule for 2022 from MRB Group (Appendix C), and be it further

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

Standard Hourly Rate Schedule 2022

<u>CATEGORY</u>	<u>RATE</u>
Senior Project Manager	\$210.00
Senior Economic Manager	\$210.00
Project Manager	\$185.00
Senior Analyst	\$170.00
Junior Analyst	\$130.00
Sr. Civil Engineer	\$170.00
Civil Engineer III	\$150.00
Civil Engineer II	\$135.00
Civil Engineer I	\$120.00
Senior Technician.....	\$155.00
Senior Process Manager	\$135.00
Process Manager	\$95.00
Sr. GIS Analyst	\$135.00
Sr. Design Technician	\$135.00
Design Technician I.....	\$65.00
Design Technician II	\$95.00
Design Technician III	\$115.00
Senior Architect.....	\$195.00
Architect III.....	\$150.00
Architect II	\$135.00
Architect I	\$120.00
Associate Architect.....	\$110.00
Senior Planning Associate	\$165.00
Planning Associate.....	\$125.00
Grant Administrator.....	\$135.00
Grant Analyst.....	\$100.00
Construction Manager	\$105.00
Construction Administrator	\$105.00
Construction Facility Observation	\$95.00
Construction Utility Observation	\$90.00
Administrative Assistant	\$75.00
Reproduction Coordinator	\$70.00

*RATES EFFECTIVE JANUARY 1, 2022 – DECEMBER 31, 2022

Resolution No. _____ of 2022

**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 (APPENDIX D) to all departments.

TOWN OF
FARMINGTON



1000 County Road 8, Farmington, New York 14425-9565

"The Gateway to Ontario County" (Exit 44 NYS Thruway)

The Town of Farmington is an equal opportunity provider

TDD 1-800-662-1220

www.townoffarmingtonny.com

Town Supervisor

Peter Ingalsbe
(315)986-8100 x4091

Deputy Supervisor

Steven Holtz

**Town Clerk &
Receiver of Taxes**

Michelle A. Finley

Town Board

Michael Casale
Steven Holtz
Ronald Herendeen
Nathan Bowerman

Justices

John E. Gligora
Morris Lew

CONTACT US:

Assessor

(315) 986-8100 x4092

**Building &
Code Enforcement**

(315) 986-8100 x4093

Development Dept.

(315) 986-8100 x4010

Highway/Parks Dept.

(315) 986-5540
Fax: (315) 986-9268

Town Clerk

(315) 986-8100 x4090
Fax: (315) 986-4377

Town Court

(315) 986-8195
(315) 986-3113

Water & Sewer

(585)924-3158
Fax: (585) 924-5146

Resolution No. _____ of 2022

**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 2022

WHEREAS, Ronald Brand's (DBA RLB Planning Group) term as the Town's Director of Development expired on December 31, 2021, 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, 2022, 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 \$45.77, at a cost not to exceed \$79,018.38. Hours billed for zoning code updates, zoning amendments/updates and ag updates not to exceed \$20,000.00; and TAP/CMAQ Grand Administration not to exceed \$10,000.00.

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

Resolution No. _____ of 2022

**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 2022**

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

Resolved, that the Petty Cash Policy (Appendix E) 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 Acting Water and Sewer Superintendent, the Highway Superintendent, the Town Court and the Town Clerk Office.

Town of Farmington

2022 Petty Cash Policy

Purpose – To establish the Policy and procedures for the use of petty cash by the department heads. These procedures are intended to accomplish the following:

- a. To ensure that the procurement with petty cash is accomplished pursuant to the policy and procedures established by the Town Board as may be appropriate.
- b. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases listed below.
- c. To ensure appropriate internal controls are established within each department procuring with petty cash so that they are used for authorized purposes only.
- d. To ensure that the Town bears no legal liability from inappropriate use of petty cash.

Scope – Petty Cash amounts for each department are set at the Organizational Meeting at the beginning of the Fiscal Year.

Policy – Petty cash may be used for making change to facilitate currency and coin receipts, and for paying certain authorized disbursements including postage, express charges, and other proper municipal costs requiring payment upon delivery of goods or services.

The petty cash will not be used for personal purchases of any kind. Use of petty cash for personal purchases or expenses with the intention of reimbursing the town is prohibited.

The petty cash must remain locked in a secure location within the department. The department head and/or office manager will have access to the funds.

A log for all petty cash purchases must be kept with the cash.

Reimbursement requests for the petty cash funds must be submitted via voucher with a receipt for each purchase attached. A minimum of an annual reimbursement is required before the end of the Fiscal year so that petty cash purchases made during the year will be included in the current year expenses.

Resolution No. _____ of 2022

**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 2022**

WHEREAS, the Farmington Town Board adheres to a Cash Management and Investment Policy to minimize risk, ensure 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 for 2022 (Appendix F), and be it further

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

TOWN OF
FARMINGTON
CASH
MANAGEMENT
AND
INVESTMENT
POLICY

Reviewed December 2021 for 2022

The objectives of the Investment Policy of the Town of Farmington are to minimize risk; to ensure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Farmington Town Supervisor or his Deputy is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank and trust company authorized to do business in New York State;
- Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
- Obligations of New York State;
- Obligations of the United States Government;
- In Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

All Funds except Reserve Funds may be invested in:

- Obligations of agencies of the federal government if principal and interest is guaranteed by the United States.
- With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in:

- Obligations of the Town of Farmington.

All other Town of Farmington officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts or other authorized interest bearing accounts.

All Investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL

- a) Certificates of Deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or by obligations of federal agencies, the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Farmington or a Custodial Bank with which the Town of Farmington has entered into a Custodial Agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

- b) Securities purchased through a repurchase agreement shall be valued to market at least weekly.
- c) Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.

2. DELIVERY OF SECURITIES

- a) Repurchase Agreements. Every Repurchase Agreement shall provide for payment to the seller only upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the Town of Farmington, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian's Federal Reserve Bank Account. The seller shall not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the Town of Farmington ownership of the securities is properly reflected on the records of the Custodial Bank.
- b) Payment shall be made by or on behalf of the Town of Farmington for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations certificates of deposit, and other purchased securities upon delivery thereof to the custodial bank, or in the case of a book-entry transactions, when the purchased securities are credited to the Custodial Bank's Federal Reserve System account. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS

- a) Written contracts are required for Repurchase Agreements, certificates of deposit, and custodial undertakings. With respect to the purchase of obligations of U.S., New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Town of Farmington will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Town of Farmington or the Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Town of Farmington.

It is therefore, the policy of the Town of Farmington, to require written contracts as follows:

- a) Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the Town of Farmington. The written contract shall provide that only obligations of the United States may be purchased, and the Town of Farmington shall make payment upon delivery of the securities or appropriate book-entry of the purchased securities. No specific repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the Town of Farmington and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement shall not exceed thirty (30) days.
- b) Written contracts shall be required for the purchase of all certificates of deposit.
- c) A written contract shall be required with the Custodial Bank.

4. FINANCIAL STRENGTH OF INSTITUTIONS

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Town Supervisor to determine satisfactory financial strength or the Town Supervisor may use credit rating agencies to determine credit worthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule is not to place more than \$25,000,000.00 in overnight investments with any one institution.

Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Town Supervisor to determine satisfactory financial strength.

When purchasing eligible securities the seller shall be required to deliver the securities to our Custodial Bank.

Repurchase Agreements, shall be entered into only with banks or trust companies or registered and primary reporting dealers in government securities. Sound credit judgments must be made with respect to trading partners in repurchase agreements. It is not assumed that inclusion on a list of the Federal Reserve is automatically adequate evidence of credit worthiness.

Repurchase agreements should not be entered into with undercapitalized trading firms.

A margin of 5% or higher of the market value of purchased securities in repurchase agreements must be maintained.

5. OPERATIONS, AUDIT AND REPORTING

The Farmington Town Supervisor shall authorize the purchase and sale of all securities and execute contracts for Repurchase Agreements and certificates of deposit on behalf of the Town of Farmington. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Town of Farmington shall pay for purchased securities upon the delivery or book-entry thereof.

The Town of Farmington will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.

The following depositaries are designated as official depositaries for the Town of Farmington:

Canandaigua National Bank and Trust Company
Five Star Bank
NYClass
Lyons National Bank

The Supervisor/Budget Officer will provide a Monthly Financial Report to the Town Board for their review and approval.

At least annually, the Town Board shall review and amend, if necessary these Investment Guidelines.

The provisions of these Investment Guidelines and any amendments shall take effect immediately.

Resolution No. _____ of 2022

**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
POLICIES FOR 2022**

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

Resolved, that the Fund Balance Policies (Appendix G, Appendix H) be approved, and, be it further

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

2022 TOWN OF FARMINGTON FUND BALANCE POLICY

PURPOSE

The purpose of a fund balance policy is to ensure that there will be adequate liquid resources to serve as a financial cushion.

POLICY STATEMENT

Town finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Town's creditworthiness. To assure the appropriate level, in the general fund and highway fund, the town will maintain a minimum unrestricted fund balance of 25% - 30% of these total funds appropriations which is approximately 3 months of expenditures.

RESTORATION OF MINIMUM FUND BALANCE

Should the General Fund and Highway Fund fund balance fall below the target level, the Budget Officer will prepare a plan for restoration of the balance to the target level and achieve the target level as soon as practicable within the next fiscal year. The plan will be presented to the Farmington Town Board for review and approval for implementation.

DEFINITIONS

Cash Balance: The sum of cash and investment of an accounting fund.

Unrestricted Fund Balance: The total of the committed, assigned and unassigned fund balance.

Fund Balance: The difference between the assets and liabilities reported in a governmental fund. Fund balance is not the cash balance of the town, the fund balance consists of other assets such as money due from the state and federal government, taxes receivable, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet. GASB 54 established the following classifications depicting how specific amounts can be spent:

- **Nonspendable** fund balance includes amounts that are not in a spendable form or are required to be maintained intact.
- **Restricted** fund balance includes amounts that can be spent only for specific purpose stipulated by external resources providers (for example, grant providers), constitutionally, or through laws or regulation of other governments.

- **Committed** fund balance includes amounts that can be used only for the specific purpose determined by a formal action of the Town Board (self imposed limitations set in place prior to the end of the period). Commitments may be changed or lifted only by the Town Board taking the same formal action that imposed the constraint originally.
- **Assigned** fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the Town Board, or the Budget Officer. Encumbrances that are carried forward to the subsequent year are classified in the assigned fund balance. It is the assigned fund balance that is used to reflect the appropriation of a portion of the existing fund balance to eliminate a projected deficit in the subsequent year's budget.
- **Unassigned** fund balance is the residual classification for the general fund only and includes all amounts not contained in the other classifications. (i.e., surplus) Unassigned amounts are technically available for any purpose.

2022 CANANDAIGUA FARMINGTON WATER DISTRICT FUND BALANCE POLICY

PURPOSE

The purpose of a fund balance policy is to ensure that there will be adequate liquid resources to serve as a financial cushion in the Canandaigua Farmington Water District.

POLICY STATEMENT

Town finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Town's creditworthiness. To assure the appropriate level in the Water Fund, the town will maintain a minimum unrestricted fund balance of 25% - 30% of this fund's appropriations which is approximately 3 months of expenditures.

RESTORATION OF MINIMUM FUND BALANCE

Should the Water fund balance fall below the target level, the Budget Officer will prepare a plan for restoration of the balance to the target level and achieve the target level as soon as practicable within the next fiscal year. The plan will be presented to the Farmington Town Board for review and approval for implementation.

2021 FARMINGTON SEWER & VICTOR SEWER FUND BALANCE POLICY

PURPOSE

The purpose of a fund balance policy is to ensure that there will be adequate liquid resources to serve as a financial cushion in the Farmington Sewer and Victor Sewer Districts.

POLICY STATEMENT

Town finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Town's creditworthiness. To assure the appropriate level in the Sewer Fund, the town will maintain a minimum unrestricted fund balance of 25% - 30% of this fund's appropriations which is approximately 3 months of expenditures.

RESTORATION OF MINIMUM FUND BALANCE

Should the Sewer fund balance fall below the target level, the Budget Officer will prepare a plan for restoration of the balance to the target level and achieve the target level as soon as practicable within the next fiscal year. The plan will be presented to the Farmington Town Board for review and approval for implementation.

Resolution No. _____ of 2022

**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 2022**

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

Resolved, that the On-Line Banking Policy (Appendix I) be approved, and, be it further

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

Town of Farmington

2022 On Line Banking Policy

Purpose – To establish the Policy and procedures for on- line banking transactions. These procedures are intended to accomplish the following:

- a. To enhance productivity, significantly reduce paperwork, and improve internal controls.
- b. To ensure that the Town bears no legal liability from inappropriate use of funds contained in the active Checking, Savings, and CD accounts

Scope – On line banking transactions between Town of Farmington linked accounts are required for the following:

Abstracts – Purchases approved at the twice monthly board meetings will require transfers from the appropriate savings accounts into the general checking account.

Payrolls – Expenses for payroll hours approved by the department heads will require twice monthly transfers from the appropriate savings accounts into the Trust & Agency checking account.

W & S credit card transactions – W & S credit card payments will be transferred from the Electronic Checking account into the appropriate Water or Sewer Savings account as they are received.

Tax Payments – The Receiver of Taxes transfers tax payments between the Receiver's interest bearing account and checking account as checks are written to the Supervisor and the County.

Policy – On line banking transactions between Town of Farmington linked accounts will be completed by the Principal Account Clerk.

The Town Supervisor will approve and sign the on line transfer sheets for PR and Abstract transactions. In addition, he or she will conduct an audit of on-line transactions on the bank website as well as review changes in savings account balances in the month end Supervisor Report.

The Internal Auditor will review on line transfers as part of the Auditor's monthly task checklist.

The Receiver of Taxes bank accounts are reviewed during the annual internal audit.

All wire transfer requests will be communicated to bank personnel via a letter, fax, or scanned document signed by the Supervisor.

Resolution No. _____ of 2022

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 2022

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

WHEREAS, changes were made to Town Clerk Fees, Highway Equipment/Labor Rates, Recreation Program Fees, CFWD Water Rates, Building Department Fees, and Zoning 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 Fee Schedule for 2022 (Appendix J) with changes listed above effective January 4, 2022, and

BE IT FINALLY RESOLVED, that the Town Clerk provide copies to the Highway Superintendent, the Acting 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.

**TOWN OF FARMINGTON
FEE SCHEDULE
2022**

Adopted by Town Board Resolution #43 of 2022

All of the following town fees are to be paid at the Town Clerk's Office during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m., or on Wednesday evenings between 4:30 p.m. and 6:00 p.m.

Town Clerk Fees

1. Dog Licenses
 - a. Spayed/Neutered \$ 20.00*
 - b. Not Spayed/Neutered \$ 28.00*

*Town Residents, age 65 or older, may license their dog(s) for \$10.00 each dog if the dog is spayed or neutered, or \$19.00 if the dog is not spayed or neutered.
2. Dog Tag Replacement \$ 3.00 per dog
3. Freedom of Information Law (FOIL)
Copies of FOIL Documents \$.25 per page (single side)*
*Additional fees apply for maps and plans that are reproduced outside Town Hall.
These fees include staff time and mileage at prevailing Federal rates.
4. Marriage License \$ 40.00
5. Vitals (Marriage or Death Cert) \$ 10.00 per copy of vital record
6. Comprehensive Plan \$50.00
7. Site Design and Development Criteria \$25.00
8. Town Highway Maps \$ 3.00
9. Official Zoning Map Copies \$ 6.00 small size (up to 8 ½ x 14)
\$ 15.00 large size (anything over 8 ½ x 14)
10. Park Reservation Fees \$25.00 Town Resident/day

(Pavilion use, ball packs) \$35.00 Non-Town Resident/day

\$35.00 In Town Business/Company

\$80.00 Out of Town Business/Company

11. Lodge Reservation
\$150.00 Town Resident*
\$250.00 Non-Town Resident*

*A \$100.00 deposit is required to reserve this facility. The deposit will be returned provided the key to the Lodge is returned to the Town Clerk's Office and the Lodge has been cleaned and accepted by the Town Park's Department Staff.

12. Hunting and Fishing License Established by the State of New York

13. Fee for returned personal checks (insufficient funds) \$ 20.00

Highway Permit Fees

Permit for work within Town Highway Right-of Way	\$ 25.00
Driveway Permit	\$ 25.00
Driveway Drainage pipe installation fee: 20' length	\$350.00
(Does not include pipe) 40' length	\$600.00

Equipment/Labor Rates

Administration-Superintendent	\$75.00 per hour
Administration – Office	\$45.00 per hour
Laborer	\$45.00 per person/per hour
Truck Time-pickup	\$35.00 per hour
Backhoe or Mini Excavator	\$80.00 per hour
Dump Truck 6 or 10 Wheel	\$85.00 per hour
Vac-All – Street Sweeper	\$125.00 per hour
Brush Chipper	\$25.00 per hour
Wheel Loader	\$100.00 per hour
Excavator	\$160.00 per hour
Dozer Crawler	\$98.00 per hour
Grader	\$80.00 per hour

Recreation Program Fees

The Summer Recreation Program is for children ages 5 and up.

Summer Recreation Program Fees (Paid to the Town Recreation Director for deposit with the Principal Account Clerk):

Town of Farmington residents:

1 child	\$175.00
2 Children	\$285.00
3+ Children	\$410.00

Outside the Town of Farmington:

1 child	\$210.00
2 Children	\$350.00
3 + Children	\$450.00

Fee does not include additional charges for field trips offered. These additional charges range from \$5.00 to \$20.00 per child.

Other Recreation Program Fees (Paid to the Town Clerk):

Zumba Classes	\$ 5.00 per class
Yoga Classes	\$ 5.00 per class
“Bootcamp” (Fitness Classes)	\$ 8.00 per class or \$ 40.00 per session
Soccer/Ball Fields Use (per season)	\$ 6.00 per player. Minimum fee of \$ 150.00 per team per season. League Fees to be determined by Town Recreation Advisory Committee per season.

Canandaigua/Farmington Consolidated Water District Fees 2022

All Fees are paid at the Farmington Town Clerk’s Office for deposit with Principal Account Clerk. Water fees are subject to change once the City of Canandaigua issues the final water rates.

Meter Size	Minimum Gallons of Consumption	Minimum Billed at \$4.45 Per 1,000 Gallons	Additional Fee Over The Minimum are billed at \$4.90 Per 1,000 Gallons
¾" – 1"	0-6,000	\$ 26.70	"
1"	0-10,000	\$ 44.50	"
1 ½ "	0-16,000	\$ 71.20	"
2"	0-30,000	\$133.50	"
3"	0-50,000	\$222.50	"
4"	0-80,000	\$356.00	"
6"	0-160,000	\$712.00	"
8" – 12"	0-200,000	\$890.00	"

Wholesale Rates

Town/Village of Manchester – First 40,000,000 gallons @ \$2.52 per 1,000 gallons and additional @ \$2.45 per 1,000 gallons.

Town of Macedon/Wayne County Rate/Town of Victor Rate/Monroe County Water Rate - \$2.54per 1,000 gallons.

Farmington/Victor Sewer Rates

- \$ 87.50 per unit/per quarter Commercial
- \$ 90.00 per unit/per quarter Residential

\$ 1,900.00 per unit Sewer Connection Fee (maximum of 3 units)

*NYS SIU Pretreatment Permits \$300.00. Professional services assistance in connection with the permit review shall be charged to the applicant.

Canandaigua/Farmington Water and Sewer Department Service Charges

Hydrant Flow Test	\$ 165.00
Labor & Equipment Charges	
Administration-Superintendent	\$ 75.00 per hour

Construction Inspector	\$ 55.00 per hour
Administration-Office	\$ 45.00 per hour
Laborer	\$ 45.00 per hour/per person
Pickup Truck Time	\$ 35.00 per hour
Backhoe or Mini Excavator	\$ 80.00 per hour (County: \$50)
Dump Truck 6 or 10 wheel	\$ 85.00 per hour (County: \$80)
Combination Sewer Flusher Truck	\$ 155.00 per hour
Sewer Pump	\$ 85.00 per hour
Portable Generator	\$ 125.00 per hour
Hydrant Meter Installation Fee	\$ 555.00
(Minimum Water Meter Use Fee \$ 4.65 per 1,000 gallons)	
Water Meter Replacement Cost (Damaged or Neglected)	
¾" – 1" size	\$ 330.00
1 ½ " size	\$ 680.00
2" size	\$ 900.00
(All other units are billed per cost of parts plus labor)	
ERT Remote Water Reader Replacement	\$255.00
(All other units are billed per cost of parts plus labor)	
Administrative Flat Fee for unpaid water bills	\$50.00

*20% late fee charged if total bill is not paid within the month of the bill date.

New Water Account: Meter and Inspection

Fee after Watermain and Service Installed by Private Contractor

1"	Meter and Inspection	\$1,000.00
1 ½"	Meter and Inspection	\$1,100.00
2"	Meter and Inspection	\$1,200.00

Fees for larger services will be set by the Superintendent.

Water Connection Charges: Installed by CFWD:

		Short Side	Long Side
1"	Service Tap, Meter and Inspection	\$1,900.00	\$2,200.00
1 ½"	Service Tap, Meter and Inspection	\$2,600.00	\$2,900.00
2"	Service Tap, Meter and Inspection	\$3,200.00	\$3,500.00

Above fees do not include rock drill costs which will be determined by the vendor. Fees for larger services will be set by the Superintendent.

Building Department Fee Schedule

One/Two Family Dwellings	Fee	Minimum
New Construction	\$.15/sq.ft.	\$300.00
Manufactured Dwelling	\$300.00	
Accessory Structures	\$.10/sq.ft.	\$ 50.00
Solid Fuel Appliance Chimney	\$ 50.00	
Building Equipment/Systems	\$ 50.00	
Addition to Habitable Space	\$.15/sq.ft.	\$ 100.00
Convert non-Habitable to Habitable Space	\$.15/sq.ft.	\$ 100.00
Remodel, Alter, Renovate or Repair	\$.15/sq.ft.	\$ 50.00
Fire Damage Repair	\$.15/sq.ft.	\$ 100.00
Swimming Pool – Inground	\$150.00	
Swimming Pool-Above Ground	\$ 75.00	
Foundation Only (per building)	\$200.00	
First Re-inspection Fee	No Charge	
Additional Re-inspection Fee (after First Re-insp)	\$ 50.00 each separate re-inspection	
Truss Style Construction Fee	\$ 50.00	
Compliance Letter – Visual inspection of previously Existing conditions	\$200.00	

Multple Family Dwellings (3 or more units)

New Construction	\$ 35.00 per unit plus \$.20/sq.ft.	
Accessory Structure	\$.10/sq.ft.	\$ 50.00
Building Equipment/Systems (air conditioning, septic, furnace, etc.)	\$ 75.00	
Addition to Habitable Space	\$.20/sq.ft.	\$100.00
Convert Non-Habitable to Habitable Space	\$.20/sq.ft.	\$100.00
Remodel, Alter, Renovate or Repair	\$.20/sq.ft.	\$100.00

Remodel after Fire Damage	\$.20/sq.ft.	\$100.00
Swimming Pool	\$ 150.00	
Foundation Only (per building)	\$ 200.00	
Compliance Letter – Visual inspection of previously Existing conditions	\$200.00	
First Re-inspection Fee	No Charge	
Additional Re-inspection Fee (after First Re-insp)	\$100.00 each separate re-inspection	
Truss Style Construction Fee	\$ 50.00	

**General Building Construction
(other than residential)**

Fee Minimum

New or Addition to existing building	\$.20/sq.ft.	\$200.00
Accessory Structures	\$.10/sq.ft.	\$100.00
Building Equipment/Systems	\$100.00	
Remodel, Alter, Renovate or Repair	\$.20/sq.ft.	\$100.00
Remodel after Fire Damage	\$.20/sq.ft.	\$100.00
Swimming Pool	\$300.00	
Foundation Only per Building	\$300.00	
First Re-inspection Fee	No Charge	
Additional Re-inspection Fee (after First Re-insp)	\$100.00 each separate re-inspection	
Truss Style Construction Fee	\$ 50.00	
Solar Panels –		
First 200 panels	\$5.00 per panel	
Anything over 200 panels	\$1.00 per panel	

Fire Safety Inspections

Move-in tenant (new tenant moving in without Any systems changes or remodeling)	\$100.00
Multi-Family Residential (includes one Re-insp)	\$150.00 first building \$ 25.00 each additional building
Subsequent Re-inspections Residential	\$ 50.00 each building
Commercial Units, Industrial, Manufacturing, Factory (Inc. one Re-insp)	\$200.00 under 50,000 feet \$500.00 over 50,000 feet
Subsequent Re-inspections	\$150.00 each visit
Places of Public Assembly (Incl. one Re-insp.)	\$100.00 first visit
Subsequent Re-inspections	\$100.00 each visit
False Alarms from Jan. 1 – Dec. 31	\$100.00 3 rd alarm \$250.00 4 th alarm \$500.00 5 th and ongoing alarms

Town of Farmington 2022 Fee Schedule

Repeat Violations (Per Year & Per Property)	1	2	3	4	5	6 and ongoing
Service Fee (per hour)	No Fee	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Citation	No Fee	\$150.00	\$300.00	\$600.00	\$900.00	\$1,500.00
Add \$150.00 for each additional hour of service, rounded to the next full hour.						

Miscellaneous

Fee

Minimum

New or Addition to Agricultural Structure	\$ 35.00	
Sign	\$ 100.00	
Temporary Signs	\$ 50.00	
Stop Work Order Release	\$200.00	
Permit Renewal Fee	Cost of Permit	
Manufactured Home Park Fee (Annual)	\$150.00 plus \$ 5.00 per unit	
Truss Identification Stickers	\$5.00	
Farmington Code Book	Available from General Code Publishers at cost	
After Hours Inspections	\$75.00 (2 hour minimum fee)	
Storm Water Inspections	\$200.00	
No Show	\$50.00	
Flood Plain Development Permit/Letter	\$100.00	
Incurred Specialists – Any fees incurred at the discretion of the CEO for third-party review and/or inspections	Fee total plus 2% Town Admin Fee	
Duplication of Documents	\$.25 per page (single side up to 11 x 17) \$5.00 per page (single side over 11 x 17)	
Publishing and Certification of Legal Notice	\$25.00	

Planning Board Fees

Subdivision

Single Family Dwelling

Preliminary	\$175.00 plus \$20.00 per lot
Final	\$100.00 plus \$20.00 per lot

Residential Multi-Family

Preliminary	\$175.00 plus \$20.00 per lot
Final	\$100.00 plus \$20.00 per lot

Commercial/Industrial

Preliminary	\$175.00 plus \$20.00 per lot
Final	\$100.00 plus \$20.00 per lot

Lot Line Adjustments	\$100.00
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Special Use

Residential	\$150.00
Non-Residential	\$200.00

Large Scale Solar Special Use Application Fee:

Special Use Permit	\$500.00
Preliminary Site Plan	\$5.00/kw
Final Site Plan	\$250.00

Small Scale Solar Special Use Application Fee	\$100.00
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Site Plan Application

Residential Single Family Dwelling	Preliminary	\$150.00
	Final	\$100.00

Residential Multi-Family Dwellings	Preliminary	\$150.00 plus \$15.00 per unit
	Final	\$100.00 plus \$5.00 per unit

Commercial/Industrial

Preliminary	\$150.00 plus \$.20/sq.ft.
Final	\$100.00 plus \$.05/sq.ft.

Zoning Fees

Zoning Violations (per year/per property violation)

1 st offense	Written Warning
2 nd offense	\$250.00 plus written warning
3 rd offense	Appearance Ticket

Zoning Compliance Letter	\$50.00
Use Variance	\$1000.00

Area Variance	\$125.00
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Interpretation Fees	\$100.00
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Temporary Use \$275.00

Legal Notice fees to establish a new district (sidewalk, lighting, etc.) shall be billed to the applicant at cost.

Chapter 165, Section 100. J. of the Farmington Town Code requires that expenses incurred by the Town in securing professional assistance (such as legal or engineer fees) in connection with the review shall be charged to the applicant. These Fees are collected by the Town Supervisor's Office.

Park & Recreation Fee \$1,500.00 /dwelling unit

Drainage District Fee Subject to Town Law Section 79.1

Incentive Zoning/Rezoning Application Fee (upon acceptance) \$1000.00

Incentive Zoning/Rezoning Amendment Fee \$250.00

Operating Permits \$150.00

Peddlers/Solicitors Permits \$100.00 per day per person

Temporary Special Events:

Type 1 – Fundraising or nonprofit organizations No fee

Type 2 – Temporary banners or promotional activities or devices per code \$50.00

Type 3 – Commercial Activities (tent sale/trade shows) \$100.00

Type 4 – Public events for entertainment \$250.00

Resolution No. _____ of 2022

**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 2022

WHEREAS, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in January 2021, now therefore be it

RESOLVED the Farmington Town Board adopts the 2022 Town of Farmington Computer Policy and Disaster Recovery Plan (Appendix K), 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 Acting W&S Superintendent, the Building Department and Town Court.

2022 Town of Farmington Computer Policy and Disaster Recovery Plan

The use of the Town of Farmington electronic systems (computers, fax machines, and all forms of internet access) is for authorized business use only. Occasional personal use of the electronic internet is acceptable if it occurs during lunch or breaks and is not excessive or inappropriate and does not result in expense or harm to the Town. Electronic communication cannot be used to solicit or sell products or services nor distract or harass coworkers. Using Town electronic systems to access, create, view, transmit or receive, racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. The Town reserves the right to monitor electronic mail message and their content. The Town has the right to inspect all files stored in private areas of the network or on individual computers or storage media.

All town owned computers and tablets must be password protected for log in as well as have password protection for all specialized programs used within the department. Passwords must be changed at least every 180 days and cannot be reused from the past 10 passwords in order to maintain maximum security.

In addition, passwords must be a minimum of eight characters and include a combination of a capital letter, a lower case letter, one number, and one special non letter/number key (i.e. *, @, etc). Passwords must differ from the User ID and not be displayed when entered. Farmington Town email standard is to use Office 365.

All Town Hall data is backed up to a hard drive in the central control room. The hard drive is swapped out and stored off-site weekly. A log of this is maintained by the Confidential Secretary. Highway is using dual hard drives swapped out by the Highway Superintendent weekly. Every computer and all server data is stored on those drives in case of fire/ransomware/disaster. Data at the Water and Sewer site has HIPPA-compliant remote dual back-ups which are provided by Integrated Systems. A backup to SEI which is the state program for all court records is performed monthly at the Court Facility in addition to when software updates are received from the state. In addition, there is an Axcient x360 backup for all data stored in Office 365 (Email/Onedrive data) for all farmingtonny.org email addresses in case of hacker takeover or Microsoft system failures.

In the event of an emergency situation/major disaster, the on-site personnel should contact the emergency authorities and then take the necessary steps to minimize property damage and injury to people in the vicinity. They will then contact the information system Emergency Management Team which includes:

The Town Supervisor

The Department Head of the affected area

IT Contractor

This team will conduct an assessment of the damage, and create a list of equipment needing repair, contact the Town Insurance Company and begin the process of restoring data from the back-ups. In the

APPENDIX K

event that employees need to be relocated from the Town Hall, they will utilize the Highway Campus Facility to continue the Town Clerk, Building Department and Financial Operations utilizing hardware that is on-site there as well as additional tablets and laptops. This will ensure that Payrolls, invoices, permit applications, and water and sewer payments continue to be processed. The Water and Sewer sites as well as the Courts will also utilize the Highway Facility as a back-up site to continue operations. Highway Facility employees will use the Town Hall Building as an emergency back-up site.

Resolution No. _____ of 2022

**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 CREDIT CARD
POLICY FOR 2022**

Whereas, the Credit Card Policy was updated in December 2021 to include all employees currently assigned a credit card, now therefore be it

Resolved, that the attached Credit Card Policy (Appendix L) be approved, and, be it further

Resolved, that all credit card holders will sign and agree to the Credit Card Policy,

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

2022 Credit Card Policy

Credit Cards Assigned to the Town of Farmington with Town employee names

Purpose – To establish the Policy and procedures for the use of town credit cards by department heads. These procedures are intended to accomplish the following:

- a. To ensure that the procurement with credit cards is accomplished pursuant to the policy and procedures established by the town board as may be appropriate.
- b. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases listed below.
- c. To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only.
- d. To ensure that the Town bears no legal liability from inappropriate use of credit cards.

Scope – The Town Supervisor (Administration) and Town Board as may be appropriate will make all decisions regarding the issuance and revocation of individual cards and the establishment of any and all additional controls of their use. The limit on each card shall be designated by Supervisor and shall not exceed the authorization of expenditures without required prior approval as set by the purchasing policy at the Town Board annual organizational meeting.

Policy – Town credit cards may be used for the following purchases:

- a. Fuel, materials, supplies, and equipment. Only if a voucher cannot be issued. Charges for supplies and equipment are set in the Town Procurement Policy.
- b. Fuel, parking, and meal expenses when at training out of Town.
- c. Emergency purchases when it is not practical to process through the voucher procedure or by using petty cash funds.

The credit card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the town is prohibited.

In most cases sales tax will not be paid. It is the card holder's responsibility to supply a tax exempt form. If a person makes a purchase that involves sales tax they may be responsible for the sales tax personally. The Principal Account Clerk will make the final determination if sales tax will be paid or if card holder will be responsible for reimbursement.

Splitting of charges to avoid the transaction limit set for the credit card is prohibited.

Use of the card for meals is only authorized while at training classes and is limited to travel outside of the town. Meals to promote goodwill or to boost morale are not allowed. There will be no charges allowed for alcohol or entertainment.

No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the credit card.

Loss or theft of any credit card must be cancelled immediately by credit card holder and must be reported immediately to the Principal Account Clerk, and Town Supervisor.

All card holders must sign the receipt and submit the original receipt to the Principal Account Clerk within two business day of the purchase. The Principal Account Clerk will receive the statements, and reconcile the accounts to make sure of proper use. After reconciling the account the Principal Account Clerk will create vouchers and provide copies to departments for confirmation of account coding. The Principal Account Clerk will not have any credit card privileges to comply with internal controls.

Credit Cards will be issued in person's name and can only be used by the person whose name the card is issued in. Only the following employees will have credit card privileges as authorized by the Town Board:

Michelle Finley, Town Clerk

Marcy Daniels, Confidential Secretary

Tracey Curry, Court Clerk

Robin McDonald, W&S Working Supervisor

Michael Abraham, Jr., WWTP Operator

Jeff Ransco, Parks Working Supervisor

Donald Giroux, Highway Superintendent

All persons listed above MUST sign and agree to the Credit Card Policy

Any rewards offered by credit card will become solely the property of the Town of Farmington and cannot be used by the named cardholder

Misuse of credit cards will result in reimbursement by the authorized holder and loss of credit card authorization. In addition disciplinary action up to and including termination of employment and/or legal action to include criminal prosecution can be taken.

Rev 12/27/2021

APPENDIX L

Resolution No. _____ of 2022

**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 2022 WAGELIST

WHEREAS, the attached 2021 Farmington Town Employee Salary List reflects wages of all employees and has been reviewed by the Supervisor, Principal Account Clerk and the Town Board, now therefore be it

RESOLVED, that the Town Board approves the 2022 Salary List (APPENDIX M), and be it further

RESOLVED, that the Town Clerk forward a copy of this resolution and the salary list to the Principal Account Clerk and the Supervisor's Secretary.