Resolution No.	of	2025
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Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
	Supervisor				
The following was presented	Peter Ingalsbe				
	Councilman				
By	Michael Casale				
	Councilman				
Sec'd by	Steven Holtz				
	Councilman				
Date of Adoption	Ronald Herendeen				
	Councilman				
	Nathan Bowerman				

RESOLUTION DECLARING MISCELLANEOUS EQUIPMENT FROM VARIOUS OFFICES AS SURPLUS SO IT MAY BE DISPOSED OF AND/OR DISCARDED

WHEREAS, the Town Supervisor's Office has asked that the following items be declared surplus so that they may be disposed of and/or discarded

One (1) Nexlink Computer

One (1) Nexlink Server Tower

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby authorizes that miscellaneous equipment from various offices be declared surplus and disposed of and/or discarded, and

BE IT FURTHER RESOLVED, that the Town Clerk forward copies of this Resolution to the Accountant I.

Resolution No. of	2025
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Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
The following was presented	Supervisor Peter Ingalsbe				
Ву	Councilman Steven Holtz				
Sec'd by	Councilman Michael Casale				
Date of Adoption	Councilman Ronald Herendeen				
	Councilman Nathan Bowerman				

RESOLUTION RESCHEDULING THE MAY 27 TH TOWN BOARD MEETING TO MAY 28^{TH}

WHEREAS, there is a conflict in scheduling with the May 27th Town Board Meeting due to Grievance Day; and

WHEREAS, Grievance Day will be held on a normally scheduled Town Board meeting date, May 27th, 2025 and the Assessor and Board of Assessment Review have requested the used of the Board Room for the grievance meetings; now therefore

BE IT RESOLVED that the meeting of May 27th, 2025 at the Town Hall is rescheduled to Wednesday, May 28th, 2025 at the same location and time; and

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

Resolution No	Of 2025
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Roll Call Vote

	Names	Ayes	Nays	Ab	stain	Abs	sent
The following was presented	Supervisor Peter Ingalsbe						
3,	Councilman						
By	Steven Holtz						
,	Councilman						
Sec'd by	Michael Casale						
	Councilman						
Date of Adoption	Ronald Herendeen						
·	Councilman						
	Nathan Bowerman						

4/22/25

RESOLUTION TO RECALL & AMEND RESOLUTION 143 OF 2025 REFURBISHMENTS TO THE BASEBALL/SOFTBALL FIELDS

WHEREAS, resolution 143-2025 approved the purchase of 35 Ton of DuraEdge Classic Infield Mix at \$119/Ton, delivered, totaling \$4,165.00, and

WHEREAS, additional charges of \$201.11 were incurred because DuraEdge is a topsoil mixture and loaded via an excavator, now therefore

BE IT RESOLVED, the Town Board authorize recalling and amending Resolution #143-2025 and approve payment of invoice 43600 to Batavia Turf in the amount of \$4,366.11 to be expended from the A-7110.4 Parks – Contractual line, and

BE IT FURTHER RESOLVED, that the Town Clerk forward copies of the resolution to the Highway/Parks Superintendent and the Accountant I.

Resolution No.	of 2025
176901011011110.	01 2023

Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
	Supervisor				
The following was presented	Peter Ingalsbe				
	Councilman				
By	Steven Holtz				
,	Councilman				
Sec'd by	Michael Casale				
	Councilman				
Date of Adoption	Ronald Herendeen				
,	Councilman				
	Nathan Bowerman				

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE MONTHLY REPORT OF THE SUPERVISOR FOR APRIL 2025

WHEREAS, Town Law states the Town Board must approve/reject the Supervisor's Monthly Report, and

WHEREAS, the Accountant I submitted the Monthly Report of the Supervisor for April 2025 to the Town Supervisor on April 1, 2025,

WHEREAS, the Town Supervisor approved and executed the Monthly Report of the Supervisor for April 2025 on May 2, 2025,

WHEREAS, the Monthly Report has been submitted to the Town Board for approval via email, now therefore,

BE IT RESOLVED, that the Town Board hereby accepts the Monthly Report of the Supervisor for April 2025, and

BE IT FULLY RESOLVED, that the Town Clerk give a copy of this resolution to the Accountant I.

Resolution No.	of 2025

Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
	Supervisor				
The following was presented	Mr. Ingalsbe				
	Councilman				
By	Mr. Holtz				
,	Councilman				
Sec'd by	Dr. Casale				
•	Councilman				
Date of Adoption: May 13, 2025	Mr. Herendeen				
	Councilman				
	Mr. Bowerman				
	Total				
	1	I			1

RE: Acceptance of the recommendation from the Planning Board and authorizing the first partial release of funds (Release #1) from the Letter of Credit for site improvements Creekwood Townhome Project – Phase 2, in the total amount of \$61,160.89

WHEREAS, the Farmington Town Board (hereinafter referred to as Town Board) has received from the Town Director of Planning and Development (hereinafter referred to as Director), a draft resolution recommending the Town Board accept the above referenced partial release of funds (Release #1) from the Letter of Credit for approved site improvements within the Creekwood Townhome Project – Phase 2, located along Pintail Crossing, in the total amount of \$61,160.89; and

WHEREAS, the Town Construction Inspector, Town Engineer and Town Department Heads have all reviewed and accepted the quantities and unit prices identified in the Applicant's Engineer's Letter of Credit Estimate; and

WHEREAS, the above referenced Town Officials have all signed the attached Appendix Forms G-1.1 [Letter of Credit/Surety – Partial Release Form, dated 4/30/25] and G-2.0 [Letter of Credit Release, dated 4/30/25]; and

WHEREAS, the Town Clerk has verified the total amount contained in the filed Letter of Credit agrees with the amount being requested to be released; and

WHEREAS, with this first partial release of funds there will be a remaining balance in this Letter of Credit of \$576,238.11.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby authorizes the first partial release of funds from the above referenced Letter of Credit, in the total amount of \$61,160.89.

BE IT FURTHER REQUESTED that the Town Board does hereby authorize the Town Supervisor to sign and date Appendix Form G-2.0.

BE IT FURTHER RESOLVED that the Town Board does hereby direct the Town Clerk to provide certified copies of this resolution to: Creekwood Extension, LLC, 21 Crossbow Drive, Penfield, New York 14526; and to Matthew Tomlinson, Project Manager, Marathon Engineering, 39 Cascade Drive, Rochester, New York 14614.

BE IT FINALLY RESOLVED that the Town Clerk is hereby directed to provide electronic copies of this resolution to the Town Planning Board Chairperson; the Town Highway and Parks Superintendent; the Town Water and Sewer Superintendent; the Town Code Enforcement Officer; the Town Construction Inspector; the Town Engineer; the Town Director of Planning & Development; and John Robortella, Clerk of the Planning Board.

Resolution No.	of	2025
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Roll Call Vote

	Names	Aye	es N	lays	Ab	stain	Ab	sent
	Supervisor							
The following was presented	Peter Ingalsbe							
3 ,	Councilman							
Ву	Steven Holtz							
	Councilman							
Sec'd by	Michael Casale							
	Councilman							
Date of Adoption	Ronald Herendeen							
	Councilman							
	Nate Bowerman							

RESOLUTION ACCEPTING THE FINAL 2024 AUDIT REPORTS FROM MMB & CO FOR THE TOWN OF FARMINGTON, THE CANANDAIGUA/FARMINGTON WATER FUND AND THE SINGLE AUDIT

WHEREAS, final reports for year end 2024 which include, Basic Financial Statements and Communicating Internal Control Related Matters Identified in an Audit have been received by the Town; now therefore

BE IT RESOLVED, that the Town Board of Farmington accepts the reports and files them with the Town Clerk; and

BE IT FULLY RESOLVED, that a copy of the resolution be forwarded to the Accountant I.

Resolution No	Of 2025
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Roll Call Vote Names Ayes Nays Abstain Absent Supervisor The following was presented Peter Ingalsbe Councilman Steven Holtz Councilman Sec'd by _____ Michael Casale Councilman Ronald Herendeen Date of Adoption Councilman Nathan Bowerman

JACOB SMITH CHANGE IN TITLE FROM MEO LIGHT TO MEO

WHEREAS, Jacob Smith was hired by the Town of Farmington with a start date of April 24, 2024 as an MEO Light and has successfully completed the required training at Canandaigua Driving School to obtain his Class B Driver License, and

WHEREAS, Jacob has completed the application and been approved by Ontario County Department of HR as an MEO, now therefore be it

RESOLVED that the Town Board hereby grants Jacob Smith the change in title from MEO Light to MEO along with a \$3.00 per hour wage increase to \$24.00 per hour to be effective beginning with Payroll #11 (May 11, 2025), and

BE IT FURTHER RESOLVED, that the Town Clerk provides copies of this resolution to the Highway/Parks Superintendent, the Supervisor's Confidential Secretary and Accountant I.

Resolution No. of	2025
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Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
	Suponvisor				
The following was presented	Supervisor Peter Ingalsbe				
The following was presented	Councilman				
By	Steven Holtz				
	Councilman				
Sec'd by	Michael Casale				
•	Councilman				
Date of Adoption	Ronald Herendeen				
· -	Councilman				
	Nathan Bowerman				
		1	I	1	

RESOLUTION TO APPROVE PLATE TAMPER FOR EXCAVATOR

WHEREAS, The Water and Sewer Superintendent has identified the need for a Plate Tamper for the Excavator, and

WHEREAS, The Water and Sewer Superintendent has one quote from the manufacturers' representative, Monroe Tractor in the amount of \$4057.18, now

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Farmington authorizes The Water and Sewer Superintendent to purchase said Plate Tamper at a delivered cost of \$4057.18 from Monroe Tractor, for small equipment SW1-8340.20 and SS8130.20, and

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

Resolution No. of	2025
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Roll Call Vote

	Names	Ayes	Nays	Abstain	Absent
The following was presented	Supervisor Peter Ingalsbe				
Ву	Councilman Steven Holtz				
Sec'd by	Councilman Michael Casale				
Date of Adoption	Councilman Ronald Herendeen				
·	Councilman Nathan Bowerman				

RESOLUTION TO APPROVE PLUG VALVE REPLACEMENT FOR DIGESTER NEW HEAT EXCHANGER

WHEREAS, The Water and Sewer Superintendent has identified the need for Plug Valve Replacement for Digestor/Isolation valves for new heat exchanger, and

WHEREAS, The Water and Sewer Superintendent has received 2 (Two) Quotes, one from DeZurik in the amount of \$5040.00 and one from Core & Main in the amount of \$4190.00, now

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Farmington authorizes The Water and Sewer Superintendent to purchase said Plug Valve and connections at a delivered cost of \$4190.00 from Core & Main, and

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

Resolution No.	of	2025
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Roll Call Vote

	Names	Aye	es l	Nays	Ab	stain	Abs	sent
The following was presented	Supervisor Peter Ingalsbe							
	Councilman Steven Holtz							
Ву	Councilman							
Sec'd by	Michael Casale Councilman	_		-				
Date of Adoption	Ronald Herendeen							
· -	Councilman Nathan Bowerman							

RESOLUTION AUTHORIZING THE W&S SUPERINTENDENT TO HIRE AN MEO

WHEREAS, the W&S Department has a vacancy for MEO, and

WHEREAS, Jordan Dutcher has applied for the position and been approved through Ontario County, now therefore

BE IT RESOLVED, that the Town Board of Farmington hereby authorizes the W&S Superintendent to hire Jordan Dutcher as MEO effective on or about May 19, 2025 at a rate of \$24.00 per hour, and

BE IT FURTHER RESOLVED, that the Town Clerk provide copies of this resolution to the W&S Superintendent, the Accountant I and the Confidential Secretary.

Roll Call Vote

	Names	Ayes	Nays	Absta	n Ab	sent
The following was presented	Supervisor Peter Ingalsbe					
	Councilman					
By	Steven Holtz					
,	Councilman					
Sec'd by	Michael Casals					
,	Councilman					
Date of Adoption	Ronald Herendeen					
· -	Councilman					
	Nathan Bowerman					

05/13/2025

TOWN BOARD AUTHORIZES HIGHWAY PARKS SUPERINTENDENT TO PURCHASE PLAYGROUND EQUIPMENT AND RUBBER MULCH FOR FARMBROOK PARK UNDER OMNIA CONTRACTS #2017001134 and #10-04

WHEREAS, the Farmbrook Park playground equipment needs to be replaced and the cost has been included in the 2025 Budget; and

WHEREAS, the Highway/Parks Superintendent received quotes from GameTime PT11922 Prime Time Swoosh (\$49,404.25) via Omnia Pricing Contract #2017001134 and Rubber Recycle Color Mulch (\$8,780.00) via Omnia Pricing Contract #10-04, now therefore it be

RESOLVED, that the Town Board authorizes Town Supervisor to sign the attached 2 (two) agreements to be purchased via Omnia Contracts and to be purchase from Parks Playground A-7110.4VLT (\$58,184.25) at a cost not to exceed \$59,000.00, and be it further

RESOLVED, that the Town Clerk forward the originals with signatures copies of this Resolution to the Highway/Parks Department and Accountant I.

Roll Call Vote

	Names	Ayes	Nays	Absta	n Ab	sent
The following was presented	Supervisor Peter Ingalsbe					
	Councilman					
By	Steven Holtz					
,	Councilman					
Sec'd by	Michael Casals					
,	Councilman					
Date of Adoption	Ronald Herendeen					
· -	Councilman					
	Nathan Bowerman					

05/13/2025

TOWN BOARD AUTHORIZES HIGHWAY PARKS SUPERINTENDENT TO PURCHASE PLAYGROUND EQUIPMENT AND RUBBER MULCH FOR FARMINGTON GROVE PARK UNDER OMNIA CONTRACTS #2017001134 and #10-04

WHEREAS, the Farmington Grove playground equipment needs to be replaced and the cost has been included in the 2025 Budget, and

WHEREAS, the Highway/Parks Superintendent received quotes from GameTime PT18018 Alchemy 5-12 Play System (\$79,637.45) via Omnia Pricing Contract #2017001134 and Rubber Recycle Color Mulch (\$10,215.00) via Omnia Pricing Contract #10-04, now therefore it be

RESOLVED, that the Town Board authorizes Town Supervisor to sign the attached 2 (two) agreements to be purchased via Omnia Contracts and to be purchase from Parks Playground A-7110.4 (\$89,852.45) and the price will not exceed \$90,000, and be it further

RESOLVED, that the Town Clerk forward the originals with signatures copies of this Resolution to the Highway/Parks Department and Accountant I.

	Roll Call Vote							
	Names	Ayes	Nays	Abstain	Absent			
The following was presented	Supervisor Mr. Ingalsbe							
Зу	Councilman Mr. Holtz							
Sec'd by	Councilman Dr. Casale							
Date of Adoption: May 13, 2025	Councilman Mr. Herendeen							
	Councilman Mr. Bowerman							
	Total							

RE: Designating Lead Agency Status, under the provisions of article 8 of the New York State Environmental Conservation Law, Part 617, State Environmental Quality Review (SEQR) Regulations, for the Town of Farmington Wastewater Treatment Plant - 2025 Rehab Project, designating Lead Agency Status, directing the preparation of Parts 2 and 3 of the Full Environmental Assessment Forms for the Town Board's review and acceptance, and directing the preparation of a draft resolution for the Town Board's review and acceptance for making a determination of significance thereon.

WHEREAS the Town of Farmington Town Board (hereinafter referred to as Board) did on Tuesday, April 8, 2025, classify the above referenced Action as being a Type I Action, subject to a coordinated review with Involved and Interested Agencies under the provisions of Parts 617.4 and 617.5 of 6 NYCRR, a part of Article 8 of the New York State Environmental Conservation Law (ECL); and

WHEREAS the Board did establish and conducted a coordinated review with Involved and Interested Agencies, and a public review and comment period upon said Action which began on Wednesday, April 9, 2025, and ended at noon on Friday, May 9, 2025; and

WHEREAS the Board did on Tuesday, April 8, 2025, declare its intent to be designated Lead Agency, at its meeting on Tuesday, May 13, 2025, for making the required Determination of Significance upon the above referenced Action; and

WHEREAS the Board tonight did receive testimony from the Town's Director of Planning and Development attesting to the above referenced coordinated review and 30-day public comment period being completed upon the above referenced Action.

NOW, THEREFORE, BE IT RESOLVED that there are no other Involved Agencies [New York State Department of Environmental Conservation, U.S. Army Corps of Engineers, Town of Farmington Water & Sewer Superintendent, New York State Environmental Facilities Corporation and the U.S. Department of Interior] objecting to the Board being designated as the Lead Agency in accordance with the provisions of Part 617.6 of the above referenced provisions of the ECL; and

BE IT FURTHER RESOLVED that the Board does hereby designate itself as the Lead Agency for making the required Findings and a Determination of Significance in accordance with the provisions of Part 617.7 of the above referenced ECL.

BE IT FURTHER RESOLVED that the Board does hereby instruct the Town Director of Planning and Development and the Town Engineers, MRB Group, D.P.C., to prepare drafts of Parts 2 and 3 of the Full Environmental Assessment Form, and a draft resolution of findings and a determination of significance for the Board's review and acceptance at their May 28, 2025, meeting.

BE IT FINALLY RESOLVED that certified copies of this resolution are to be provided in electronic format to the identified Involved Agencies, the Town Director of Planning and Development and the Town Engineers, MRB Group, D.P.C..

	Roll Call Vote							
	Names	Ayes	Nays	Abstain	Absent			
	Supervisor							
The following was presented	Mr. Ingalsbe							
,	Councilman							
By	Mr. Holtz							
·	Councilman							
Sec'd by	Dr. Casale							
,	Councilman							
Date of Adoption: May 13, 2025	Mr. Herendeen							
	Councilman							
	Mr. Bowerman							
	Total							

RESOLUTION ACKNOWLEDGING THE ADDITION OF NEW MEMBERS TO THE FARMINGTON VOLUNTEER FIRE ASSOCIATION

WHEREAS, Collin O'Malley and Timothy Stryker recently became an active members of the Farmington Volunteer Fire Association, therefore be it

RESOLVED, that the Farmington Town Board acknowledges and approves of the new memberships, and further be it

RESOLVED, that a certified copy of this resolution be sent to the Farmington Volunteer Fire Association, PO Box 25117, Farmington, NY 14425, for their records and to Collin O'Malley, 1310 Courtney Drive, Victor, NY 14564, and to Timothy Stryker, 4485 Latting Road, Canandaigua, NY 14424.

Resolution No. of	t	2(J:	2;	b
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	Names	Ayes	Nays	Abstain	Absent
	Supervisor				
The following was presented	Peter Ingalsbe				
	Councilman				
Ву	Steven Holtz				
•	Councilman				
Sec'd by	Michael Casale				
	Councilman				
Date of Adoption	Ronald Herendeen				
	Councilman				
	Nathan Bowerman				
		l	1	1	1

RESOLUTION TO AWARD THE CONTRACT FOR THE CRANBERRY DRIVE ROAD RECONSTRUCTION AND WATERMAIN REPLACMENT

WHEREAS, six bids were received on April 15, 2025 for the Cranberry Drive road reconstruction and waterline replacement, and

WHEREAS, the low bidder was JMR Excavation, LLC with a total bid price of \$1,570,380.48, and

WHEREAS, MRB Group has reviewed all of the bidding documentation and recommends that the Town of Farmington sign the Notice of Award, and

WHEREAS, funding for this project will be disbursed from the established Cranberry Drive capital projects, now therefore

BE IT RESOLVED, that the Supervisor sign the Notice of Award, and

BE IT FULLY RESOLVED, the original Notice of Award be returned to David Herman, MRB Group, and that a copy of the resolution and Notice of Award be emailed to Melissa Liberatore (Melissa.Liberatore@mrbgroup.com), and also be supplied to the Water and Sewer department, the Highway department, and the Accountant I.

	Roll Call Vote				
	<u>Names</u>	Ayes	Nays	Abstain	Absent
	Supervisor				
The following was presented	Mr. Ingalsbe				
3 ,	Councilman				
Зу	Mr. Holtz				
	Councilman				
Sec'd by	Dr. Casale				
,	Councilman				
Date of Adoption: May 13, 2025	Mr. Herendeen				
, ,	Councilman				
	Mr. Bowerman				
	Total				
	1	1			

RE: A Resolution Adopting Local Law No. 5 of 2025 (Action), adopting a new Chapter 115, of the Code of the Town of Farmington, entitled "Short-Term Residential Rentals Regulations."

Whereas the Town of Farmington Town Board (hereinafter referred to as Town Board), on Tuesday, April 22, 2025, closed the public hearing upon the above referenced proposed Action; and

Whereas the Town Board and the Town Clerk have received on April 23, 2025, the final draft of the above referenced Local Law No. 5 of 2025 (hereinafter referred to as Action); and

Whereas the Town Board, by separate resolution adopted previously has classified the proposed Action as being a Type II Action under the provisions of the New York State Environmental Quality Review Act (SEQRA); and

Whereas the Town Board has reviewed County Planning Board Referral Number 59-2025, and has made an amendment to reference the appropriate county registry short-term rentals; and

Whereas the Town Board, after due deliberation, finds it in the best interest of the Town of Farmington to adopt said Local Law.

Now, therefore, be it resolved that the Town Board hereby adopts said Local Law No. 5 of 2025, entitled "A Local Law creating Chapter 115, of the Town of Farmington Town Code, Short-Term Residential Rental Regulations, a copy of which is attached hereto and made a part hereof.

Be it further resolved that the Town Clerk is directed to complete the Secretary of State's new Cover Page and Certification Pages of said Local Law and to file said local law with the Secretary of State of New York, and to enter a Certified Copy thereof in the Local Law Book of the Town of Farmington.

Be it further resolved that said Local Law to take effect immediately upon filing with the Secretary of State.

Be it finally resolved that the Town Clerk, upon receipt of the filing of this Local Law with the Secretary of State of New York, is to request to notify General Code Publishers of the need to update the Town Code accordingly.

Resolution No.	of	202

	Roll Call Vote)					
	Names	Ayes	Nay	/s Ab	stain	Abse	ent
	Supervisor						
The following was presented	Peter Ingalsbe						
0	Councilman						
Ву	Steven Holtz						
,	Councilman						
Sec'd by	Michael Casale						
	Councilman						
Date of Adoption	Ronald Herendeen						
	Councilman						
	Nathan Bowerman						
	- ratifical Bowellian						

RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN INTERMUNICPAL AGREEMENT REGARDING MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) INSPECTION SERVICES WITH THE TOWN OF CANANDAIGUA

WHEREAS, the Town of Farmington has identified the need for part-time MS4 inspection services in order to comply with the regulatory requirements under the NYSDEC MS4 General Permit; and

WHEREAS, the Town of Canandaigua is willing to assign its designated MS4 employee to perform stormwater inspection duties in the Town of Farmington on a part-time bases in accordance with each municipality's respective Stormwater Management Program Plan (SWMP) under the terms and conditions set forth in the Intermunicipal Agreement (IMA); and

WHEREAS, the IMA provides that the Town of Farmington shall compensate the Town of Canandaigua an amount not to exceed fifty percent (50%) of the total salary of the MS4-designated position, to be paid in equal quarterly installments each calendar year, and prorated for the 2025 calendar year based on the actual start date of shared services; and

WHEREAS, the proposed IMA has been reviewed by the Town Supervisor, the Code Enforcement Officer, the Town Board and the Town Attorney; now therefore

BE IT RESOLVED, that the Town Board of the Town of Farmington authorizes the Town Supervisor to sign an Intermunicipal Agreement regarding MS4 inspections services; and

BE IT FURTHER RESOLVED, that the Town Clerk supply a copy of this resolution and one original executed agreement to Jared Simpson, Canandaigua Town Supervisor, and copies of the resolution and agreement to the Building Department and the Accountant I.