

At the Farmington Town Board Meeting, held in the Town Hall or by Phone/Video Conferencing on the 25<sup>th</sup> day of February, 2025, at 7:00 PM, there were:

**PRESENT:** Peter Ingalsbe – Supervisor -necessarily absent  
Mike Casale – Councilman  
Steven Holtz – Councilman-necessarily absent  
Nate Bowerman – Councilman  
Ron Herendeen – Councilman  
Michelle Finley – Town Clerk -necessarily absent

Also present in person: **Sarah Cerniglia** – First Deputy Town Clerk, **Tim Ford** – Highway & Parks Superintendent, **Dan Delproire**– Code Enforcement Officer, **Aaron Bissell** – Water & Sewer Superintendent, **Ron Brand** – Director of Planning & Development, and **Ed Hemminger** – Planning Board Chairman, **Josh Fagner** –Working Supervisor, and **Bill Davis** – MRB Group, Hal Adams – Agricultural Advisory Committee Chairman, and Sean Murphy – Highway employee

Also present by telephone/video conferencing was: **John Piper**-Consultant, **Michael Phillips**- resident

**PUBLIC HEARINGS: None.**

**APPROVAL OF MINUTES:**

A motion was made by **Councilman Bowerman** and seconded by **Councilman Herendeen** that the minutes of the February 11, 2025, Town Board Meeting, that were previously given to members for review, be approved. All Voting “Aye” (Casale, Herendeen, Bowerman). Motion **CARRIED**.

**PRIVILEGE OF THE FLOOR:**

**PUBLIC CONCERNS: None.**

**REPORTS OF STANDING COMMITTEES:**

**Public Works Committee: Councilman Herendeen reported:**

**Water & Sewer:**

1. The belt press pressure section drive and gearbox have been replaced.
2. The drive for the motor on trickling filter 1 has died, getting quotes for new one.
3. The DMR for January has been done.
4. Routine maintenance of lift stations and repairs.
5. Installed two new services on County Road 8, one just north of Holtz Road and one just north of County Road 41.
6. Two water main breaks -County Road 8 between Townline Road and County Road 41.
7. Discussed resolutions on Agenda.

**Highway & Parks:**

1. Highway- equipment maintenance, plowing/salting roads, hauling snow out of cul-de-sacs, repairing mailboxes, mix salt with Magic Minus Zero, and closed lane on Wood Drive bridge.
2. Parks- Plowing/salting parking lots and plowing and snow blowing sidewalks, servicing summer equipment, working on repairing picnic tables and benches, and the new Zero Turn mower came in.
3. Buildings- nothing.
4. No resolutions on agenda.

**Town Operations Committee: Councilman Bowerman reported:**

1. Three resolutions on agenda.
2. Ontario County Infrastructure Grant Application: The Town, last week, submitted the Town’s Infrastructure-Grant-Application to the Clerk of the Ontario County Board of Supervisors for a project to be funded through the Empire State Development Corporation Infrastructure Grant Program. A grant request of \$612,500.00 was submitted to enable construction of the Beaver Creek Sanitary Sewer Force Main Project and the Mertensia Road Gravity Main Project. Both projects are related and provide infrastructure to meet existing residential development needs and sustain economic development of commercial sites along our Main Street Corridor.
3. TAP Sidewalk/Trail Connection Project: Marrano Homes has requested waiting until spring to walk the proposed alignment for the stone dust trail that would connect the Auburn Trail to the sidewalk along the south side of County Road 41. Also in the spring, a portion of the stone dust trail needs to be blacktopped which then enables the pedestrian/bicycle bridge to be opened. Finally, in the spring, the contractor will be completing the installation of sidewalk along the west side of Mertensia Road near Elizabeth Way. This section was delayed last year to allow the installation of a new water line in the area.
4. Agriculture Advisory Committee Workshop Meeting - The Town’s Agricultural Advisory Committee met last Thursday evening, February 20, 2025, to discuss two (2) potential Purchase of Development Rights Grant Applications to the State’s Ag & Markets for local landowners. The Committee also that evening unanimously voted to finalize the draft ACOD Agriculture Conservation Overlay District regulations and submit them to the Town Board for its consideration.

5. The Town Parks & Recreation Update Committee - The Town Board tonight has completed its review of the draft Parks & Recreation Master Plan received at their January 28, 2025, meeting from the Update Committee. The Town Board will now commence the formal public review of the document and initiate the formal plan update adoption process to commence following their February 25, 2025, meeting.
6. Working on several updates to the town code.

**Town Finance Committee: Supervisor Ingalsbe reported: None.**

**Town Public Safety Committee: Councilman Holtz reported: None.**

## **REPORTS OF TOWN OFFICIALS:**

**Supervisor Peter Ingalsbe reported: Councilman Casale reported:**

1. On file with the Town Clerk's Office.

**Highway & Parks Superintendent Tim Ford reported:**

1. He heard back from the regional manager who he ordered two trucks from back in 2023 are scheduled to be built at International in March of this year. And the two he ordered for this year are scheduled to be built in August of this year then go to Viking to sit there for six to eight months, so they should see them next year.
2. No news to report on the salt shortage issue. They are looking at getting salt out of Canada but it will be very expensive.

**Town Clerk Michelle Finley reported: Sarah Cerniglia reported:**

1. 12.2 million collected in taxes. Second notices will go out in March.

**Water & Sewer Superintendent Aaron Bissell reported:**

1. Getting familiar with the plant and pumpstations. Preparing a master list of everything that needs to be addressed.

**Code Enforcement Officer Dan Delproire reported:**

1. Working with the Director of Planning and Development on updating Code Chapters.
2. Working on integrating to the new software.

**Director of Planning and Development Ron Brand reported:**

1. Town Operations Report available on website and filed with the Town Clerk.
2. Still waiting for a response from Western Surety for resolving a surety dispute in Section 8N Auburn Meadows.
3. Working with Sky Solar to get their lot land adjustment for the transfer of land.

**Assessor Donna LaPlant reported: None.**

**Town Engineer Bill Davis reported:**

1. Working through the Wastewater Treatment Plant improvements for the clarifier infiltration replacement.
2. Working on year end pretreatment programs submission to DEC.
3. Update on Running Brook drainage and Cranberry Drive project.

**Fire Chief reported: None.**

**Planning Board Chairman Ed Hemminger reported:**

1. Next Meeting- three items on the agenda – Blazey final site plan application for lot 2, Dehollander designs.

**Zoning Board of Appeals, Thomas Yourch reported: None.**

**Recreation Advisory Board, Bryan Meck reported: None.**

**Recreation Director Mark Cain reported: None.**

**Ontario County Planning Board Member reported: None.**

**Conservation Board Chairperson reported: None.**

**Town Historian Donna Herendeen reported: None.**

**Swap Shop Update: Councilman Holtz reported: None.**

**Agricultural Advisory Committee Chairman Hal Adams:**

1. Overlay District has been recommended to the Board for consideration.

2. Two grant applications. Recommended endorsing them.
3. Sheldon Farms has announced an auction of their equipment on March 14<sup>th</sup>.

### COMMUNICATIONS:

1. Letter to the Town Supervisor from SkylerWolsey. Re: Intersection of Routes 332 and 96.
2. Town of Victor Planning Board Project Distribution. Re: Timberview Estate Subdivision Preliminary Plan.
3. Letter to the Town Supervisor from John Muthersbaugh of NYS DEC. Re: Transition from NYSDEC GP-0-20-001 to GP-0-25-001.
4. NYS Association of Towns Presentation. Re: EMS as an essential service.
5. Letter to Francis and Mary Anne Detmer from the Code Enforcement Officer. Re: Notice to relocate street tree from with the Town of Farmington Sanitary Sewer Easement onto another portion of property.
6. Letter to Boughton Park Board from Sarah Cope of NYS DEC. Re: Fairport Reservoir #1 and #2, East Bloomfield, Hazard Classification Request.
7. Letter to residents from the Town Supervisor. Re: Wood Drive Bridge Update.
8. Letter to the Assessor from Rachel Ingalsbe of the NYS Department of Taxation and Finance. Re: 2025 Tentative Special Franchise Full Values.

### REPORTS & MINUTES:

1. 2024 Annual Report – Records, Archives and Information Management Services (RAIMS).
2. Victor Fire Department Chief's Report – January 2025.
3. Manchester Fire Department Incident Run Log – January 2025.
4. ZBA Meeting Minutes – October 28, 2024.
5. Project Review Committee Meeting Minutes – December 5, 2024.
6. Project Review Committee Meeting Minutes – November 7, 2024.
7. Planning Board Meeting Minutes – February 5, 2025.-

### ORDER OF BUSINESS:

#### RESOLUTION #102-2025:

**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

#### RESOLUTION RECOGNIZING THE TRANSFERRING OF OBSOLETE COURT RECORDS FROM THE TOWN CLERK TO THE TOWN COURT

**WHEREAS**, there are 4 boxes containing Civil Records from 1996 through 1999 and 2 boxes containing Criminal Felony and Misdemeanor court files from 1999 that are located in the vault in the downstairs at the Town Hall and

**WHEREAS**, the Town Clerk acting as the Records Management Officer, received approval from New York State Court Administration to destroy these records as they have reached the retention date, and

**WHEREAS**, the Town Clerk is no longer responsible for keeping these records, and

**WHEREAS**, the Town Court office has requested to keep the 6 boxes in their office, therefore be it

**RESOLVED**, the Farmington Town Board recognizes the transfer of 6 boxes of old court files from the vault located in the Town Hall basement to the Town Court Building located on Hook Road and further be it

**RESOLVED**, that a copy of this resolution be sent to the Town Court.

All Voting "Aye" (Herendeen, Bowerman, and Casale), the Resolution was **CARRIED**.

#### RESOLUTION #103-2025:

**Councilman Bowerman** offered the following Resolution, seconded by **Councilman Herendeen**:

#### RESOLUTION AUTHORIZING THE CODE ENFORCMENT OFFICER TO ENTER INTO A CONTRACT WITH INSTREAM FOR DOCUMENT CONVERSION SERVICES AND CONTENT MANAGEMENT SYTSTEM

**WHEREAS**, the Town has been awarded a grant from the New York State Archives local government records management improvement fund program in the total amount of \$70,085.00; and

**WHEREAS**, this competitive grant program provides funds to help local government chance records management programs, a priority of the Town of Farmington, which will assume primary responsibility for the ongoing implementation of the improved records management program on a long-term continuing basic, and

**WHEREAS**, the Town of Farmington previously utilized and formally adopted records retention and disposition schedule MU-1, and has since formally adopted records retention and disposition schedule LGS-1, and

**WHEREAS**, the Town will contract with InStream & NYS IND For the Disabled Inc to perform a scanning and indexing of paper records. This shall be done though NYS Preferred Source Program through a collaboration with NYSID. Records to be converted shall be mixed sizes of documents from 8 1/2 x 11 to C/D/E size maps at a cost not to exceed \$50,655.00; and

**WHEREAS**, the Town shall as part of this grant enter into a contract for content management system with InStream LLC. The FileBound DM level shall be a convenient and secure store and access to records at a cost not to exceed \$19,430.00; now therefore

**BE IT RESOLVED**, that the Town Board of Farmington authorizes the Code Enforcement Officer to enter into a contract with InStream as shown on Quote # 20240209-090558330 for Filebound upgrade at a cost not to exceed \$19,430.00 and to enter into a

contract with InStream for document conversion services as shown on quote #20240207-152915062 at a cost not to exceed \$50,655.00, for a total project not to exceed \$70,085.00; and

**BE FURTHER RESOLVED**, that copies of this resolution and quote shall be submitted by the Town Clerk to the Accountant I and Code Officer Dan Delpriore.

All Voting "Aye" (Herendeen, Bowerman, and Casale), the Resolution was **CARRIED**.

**RESOLUTION #104-2025:**

**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

**RESOLUTION AUTHORIZING THE TOWN OF FARMINGTON TOWN BOARD TO REFUND THE PLANNING BOARD FEES FOR AN SPECIAL USE PERMIT FOR 6200 STATE ROUTE 96.**

**WHEREAS**, the Town received the \$200.00 for Planning Board fees from Costich Engineering for Meyers RV at 62000 State Route 96, Farmington New York 14525 for an special used permit, and

**WHEREAS**, the Planning Board approved a resolution at their February 19<sup>th</sup> meeting stated that a special use permit was not needed and requested that the fees to be returned to the applicant, now therefore

**BE IT RESOLVED**, that the Town Board of Farmington does herein approve the refund of \$200.00 for the application fees for a special use permit to Costich Engineering at 217 Lake Ave, Rochester NY 14608, and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Building Department, the Accountant I, and Alex Amering at 217 Lake Ave, Rochester NY 14608.

All Voting "Aye" (Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #105-2025:**

**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

**RESOLUTION APPROVING CHANGE ORDER PCCO #004 FOR THE PRIMARY CONTRACTOR FOR THE TOWN HALL REONOVATION PROJECT**

**WHEREAS**, change order PCCO #004 was submitted by SWBR for additional lighting changes totaling \$5,036, bringing the total contact sum for Tactical Construction to \$470,249.30, now therefore

**BE IT RESOLVED**, that the Town Board approves the Supervisor to sign change order PCCO #004, and

**BE IT FULLY RESOLVED**, the Town Clerk returns a copy of the signed change order to Tactical Construction, 5847 County Rd 41, Michael Brown, SWBR, 260 E. Main St, Rochester, NY 14604 and a copy of the resolution and change order to the Building Department and the Accountant I.

All Voting "Aye" (Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #106-2025:**

**Councilman Herendeen** offered the following Resolution, seconded by **Councilman Bowerman**:

Abstract 4 – 2025

**TOWN OF FARMINGTON ABSTRACT OF UNAUDITED VOUCHERS**

**TO: MARCY DANIELS FROM: J. MARCIANO**

ABSTRACT NUMBER		4	
DATE OF BOARD MEETING		2/25/2025	
FUND CODE	FUND NAME	TOTAL FOR EACH FUND	VOUCHER NUMBERS
A	GENERAL FUND	113,129.16	250-256,261-272,274-280,283,284,286-289, 292-298,306
DA	HIGHWAY FUND	47,018.09	258,259,269,276,272,283,299-305
HC	CRANBERRY DR WATERLINE		
HCC	CRANBERRY DR ROAD		
HG	CTY RD 8 WATERLINE		
HH	ROUTE 332/96 WATELINE		
HT	TOWN HALL CAPITAL PROJECT	129,245.90	290,291
HV	MERTENSIA WATERLINE	161,355.41	276,282
HW	WATER TANK REPAIR	152,612.01	260,273,276,281
HY	RT 332 AND COLLET ROAD	127,046.21	276,282
SL1	LIGHTING DISTRICT	2,329.63	254,285
SD	STORM DRAINAGE	8,154.78	258,275,276,283
SF	FIRE PROTECTION		
SS	SEWER DISTRICT	70,989.79	258,259,269,275-277,283,307-340
SW1	WATER DISTRICT	25,988.94	258,259,269,275-277,283,307-309,316-322, 325,326,328-330,333-335,339,341-344
TA200	<b>PAYROLL DEDUCTIONS(TA85UNI,TA20,TA20D,TA86)</b>	8,969.02	257,259,283,294
	<b>TOTAL ABSTRACT</b>	\$ 847,075.26	

All Voting "Aye" (Casale, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**WAIVER OF THE RULE: None.**

**DISCUSSION: None.**

**TRAINING AT OR UNDER \$100.00:**

1. Aaron Bissell and Marcy Daniels to attend mandatory NYS DOT Reasonable Suspicion Drug & Alcohol Education Training at HealthWorks on Wednesday, March 5<sup>th</sup> at a cost not to exceed \$85.00 per person.
2. Paula Ruthven and Matt Heilmann to attend NYS DEC Endorsed 4 Hour Erosion and Sediment Control Required Training on Thursday, March 27<sup>th</sup> at a cost not to exceed \$100.00 per person.

**EXECUTIVE SESSION: None.**

With no further business before the Board, **Councilman Bowerman** offered a motion to adjourn the meeting at 7:15 p.m., seconded by **Councilman Herendeen**. Motion **CARRIED**.

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Michelle A. Finley, MMC, RMC -Town Clerk