

Resolution No. \_\_\_\_\_ Of 2025

## 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 <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

### **RESOLUTION- PROCLAMATION OF THE 56th ANNIVERSARY OF MUNICIPAL CLERKS WEEK MAY 4 - 10, 2025**

**WHEREAS**, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS**, The Office of the Municipal Clerk is the oldest among public servants, and

**WHEREAS**, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**WHEREAS**, The Municipal Clerk serves as the information center on functions of local government and community.

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**WHEREAS**, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE BE IT RESOLVED**, the Farmington Town Board recognizes the week of May 4 through May 10, 2025, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Michelle Finley and her staff, Sarah Cerniglia and Tina Murphy, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

4/22/25

**RESOLUTION AUTHORIZING TIM FORD TO ATTEND 2025 ANNUAL  
HIGHWAY SCHOOL**

**WHEREAS**, the Highway/Parks Superintendent, Tim Ford, will be attending the 2025 Annual Highway School held at Ithaca College in Ithaca, NY from June 2 thru June 4, 2025, and

**WHEREAS**, the charges will be expended from code A-5010.4 (Highway Admin - Contractual) at a cost not to exceed \$1,000, now therefore

**BE IT RESOLVED** that the Town Board hereby authorizes Tim Ford to attend the 2025 Annual Highway School, and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide a copy of this Resolution to the Accountant and the Highway/Parks Department.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

**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

- Five (5) APC Battery Backups
- One (1) Epson Printer
- Three (3) Keyboards (1 Lenovo, 1 LogiTech, 1 Verbatim)
- One (1) M700 Lenovo ThinkCentre
- One (1) P300 Lenovo ThinkStation
- Four (4) Desks
- One (1) Nexlink Laptop
- One (1) AOC Monitor
- One (1) OKI Printer

**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

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

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				

**CAROLYN KELLER SUCCESSFUL COMPLETION OF  
PROBATIONARY PERIOD**

**WHEREAS**, Carolyn Keller was hired by the Town of Farmington with a start date of October 7, 2024 and on April 7, 2025 she has successfully completed the required six-month probationary period, and

**WHEREAS**, Carolyn Keller has shown that she possesses the required knowledge base and per employee policy, upon the successful completion of a probationary period, the hourly employee may be granted a wage adjustment, and

**WHEREAS**, the Assessor believes that Carolyn has displayed satisfactory job performance, now therefore be it

**RESOLVED** that the Town Board hereby grants Carolyn Keller a \$1.00 per hour wage increase to \$20.00 per hour to be effective beginning with Payroll #9 (April 13, 2025), and

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

Resolution No. \_\_\_\_\_ Of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

**LEXI MARTIN SUCCESSFUL COMPLETION OF  
PROBATIONARY PERIOD**

**WHEREAS**, Lexi Martin was hired by the Town of Farmington with a start date of October 7, 2024 and on April 7, 2025 she has successfully completed the required six-month probationary period, and

**WHEREAS**, Lexi Martin has shown that she possesses the required knowledge base and per employee policy, upon the successful completion of a probationary period, the hourly employee may be granted a wage adjustment, and

**WHEREAS**, the Code Enforcement Officer believes that Lexi has displayed satisfactory job performance, now therefore be it

**RESOLVED** that the Town Board hereby grants Lexi Martin a \$1.00 per hour wage increase to \$20.00 per hour to be effective beginning with Payroll #9 (April 13, 2025), and

**BE IT FURTHER RESOLVED**, that the Town Clerk provides copies of this resolution to the Building Department, the Supervisor's Confidential Secretary and Accountant I.





Resolution No. \_\_\_\_\_ of 2025

**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 <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Nathan Bowerman</b>				
Councilman <b>Ronald Herendeen</b>				

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT IN THE  
GENERAL AND LIGHTING FUNDS**

**WHEREAS**, a revised debt schedule has been received by NY Power Authority for the LED lighting project over four years with a monthly payment of \$5,176.48 principal and interest, now therefore

**BE IT RESOLVED**, that the Town Board of Farmington hereby authorizes the following budget amendments to move insurance recovery revenue into the debt expense line for Auburn meadows and to break out the principal and interest for the debt payment in the general fund:

Debit: SL1-2680 Insurance Recovery	\$1234.80	
Credit: SL1-5182.525 Auburn Meadows Debt		\$1234.80
Debit: A9785.6 Installment Purchase Debt	\$571,911	
Credit: A9785.7 Installment Purchase Debt Interest		\$7,800
Credit: A599 Appropriated Fund Balance		\$564,111

**BE IT FURTHER RESOLVED**, that copies of this resolution be submitted by the Town Clerk to the Accountant I.

Resolution No. \_\_\_\_\_ of 2025

## THE TOWN OF FARMINGTON TOWN BOARD

### Roll Call Vote

Names	Ayes	Nays	Abstain	Absent
The following was presented Supervisor <b>Mr. Ingalsbe</b>				
By _____ Councilman <b>Mr. Holtz</b>				
Sec'd by _____ Councilman <b>Dr. Casale</b>				
Date of Adoption: April 22, 2025 Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**A Resolution classifying the 2025-2035 Town of Farmington Parks and Recreation Master Plan Update Project as a Type I Action, under the provisions of the State Environmental Quality Review Act (SEQRA); declaring intent to be designated lead agency; authorizing a Coordinated Review under SEQRA; accepting the Full Environmental Assessment Form (FEAF) Part 1, prepared by the Town Engineers; and accepting the Project Steering Committee’s Draft Master Plan Report for said Project.**

**WHEREAS** the Town of Farmington Town Board (hereinafter referred to as Town Board) has reviewed the above Action and is considering adoption of the 2025-2035 Town of Farmington Parks and Recreation Master Plan Update; and

**WHEREAS** the planning process was led by a steering committee comprised of Town residents and Town advisory staff, with facilitation created by a survey of Town residents providing expressed desires for park improvements and recreational program needs, and technical expertise provided by MRB Group, creating a draft plan document provided to the Town Board on January 28<sup>th</sup>, 2025; and

**WHEREAS** the Plan includes a detailed review of the existing conditions and growth within the Town, a review of related planning documents from State and regional agencies, and a detailed implementation plan for the next ten-year planning period; and

**WHEREAS** the Town Board has received and reviewed the Full Environmental Assessment Form (FEAF) Part 1 for this Action; and

**WHEREAS** the Town Board has reviewed the Type I lists contained in 6NYCRR, Part 617.4, a part of article 8 of the New York State Environmental Conservation Law (ECL), for classifying the proposed Action; and

**WHEREAS** Type I Actions, under SEQRA, are subject to a coordinated review with involved and interested agencies, and the establishment of a lead agency for making findings and a determination of significance.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board does hereby classify the proposed Action as Type I, as further defined in 6 NYCRR Part 617.4 of the ECL.

**BE IT FURTHER RESOLVED** that the Town Board does hereby accept the above referenced FEAF Part 1, as being accurate and complete in compliance with SEQRA.

**BE IT FURTHER RESOLVED** that Type I Actions are subject to a coordinated review under 6 NYCRR Part 617.4, as these Actions have been determined, to have a potential significant impact on the environment requiring findings and a determination of significance upon the environment.

**BE IT FURTHER RESOLVED** that the Town Board does hereby initiate a coordinated review with involved and interested agencies to commence on Wednesday, April 23, 2025, ending at noon on Friday, May 23, 2025; and

**BE IT FURTHER RESOLVED** that the Town Board instructs the Town Director of Planning and Development to prepare a Project Notification Review Letter, the list of Involved and Interested Agencies to receive such notice; the Town's SEQR Response Form; the accepted FEAF Part 1 referenced above herein; a link to the above referenced 2025-2035 Town of Farmington Parks and Recreation Master Plan Update; and to distribute said packets starting tomorrow, April 23, 2025; and

**BE IT FURTHER RESOLVED** that the Town Board does hereby declare its' intent, at the May 27, 2025, Town Board Meeting, to be designated lead agency for this Action; and

**BE IT FURTHER RESOLVED** that the Town Board does hereby accept the above referenced Steering Committee's 2025-2035 Town of Farmington Parks and Recreation Master Plan Update and schedules a public hearing thereon for the May 27<sup>th</sup> Town Board Meeting; and

**BE IT FURTHER RESOLVED** that the Town Board instructs the Town Director of Planning and Development to prepare a public hearing notice to be published and posted and a press release to be provided to local media outlets; and

**BE IT FURTHER RESOLVED** that the Town Board instructs the Town Director of Planning and Development to submit the Draft Plan Update to the Ontario County Planning Board for their review and recommendation at their May 14<sup>th</sup> Board meeting; and

**BE IT FINALLY RESOLVED** that certified electronic copies of this resolution are to be provided to: the Town Director of Planning & Development; the Town Department Heads; the Town Engineers, MRB Group, D.P.C., attn: Eric Cooper, Bill Davis, Lance Brabant, and Matthew Sousa; and the Steering Committee Chairperson Susan Charland.

Resolution No. \_\_\_\_\_ of 2025

## THE TOWN OF FARMINGTON TOWN BOARD

### Roll Call Vote

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption: April 22, 2025

**RE: Accepting a recommendation from the Town Planning Board and establishing a Letter of Credit for a Grading Permit for site improvements upon the Loomis Road Park Subdivision Tract, located along the north side of Loomis Road, east of the intersection with Plastermill Road and south of Interstate Route I-90 (New York State Thruway), from Villager Construction, in the total amount of \$376,453.70.**

**WHEREAS**, the Farmington Town Board (hereinafter referred to as Town Board) has been informed by the Town Planning Board Chairperson (hereinafter referred to as Planning Board), that the Planning Board, at its meeting on Wednesday, April 16, 2025, took action recommending the Town Board accept a proposed Letter of Credit for site excavation improvements at the above referenced site, in the total amount of \$376,453.70; and

**WHEREAS**, under the provisions of Chapter 144, Section 32. F. of the Farmington Town Code, the Town Board is to consider such a recommendation.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board after having reviewed the recommendations from the Town Construction Inspector, the Town Engineer, the Town Director of Planning and Development and the Planning Board, does hereby accept the recommendation from the Planning Board to establish a Letter of Credit for related site excavation improvements, in the amount specified above herein.

**BE IT FURTHER RESOLVED** that the Town Board directs the project applicant, T&M Properties of WNY, LLC, (Villager Construction) to file a Letter of Credit, in the total amount of \$376,453.70, with the Town Clerk's Office within thirty days from today.

**BE IT FURTHER RESOLVED** that the Town Clerk, is to be provided copies of this resolution to: Matt Heilmann, Town Construction Inspector; Tim Ford, Town Highway & Parks Superintendent; Aaron Bissell, Town Water & Sewer Superintendent; Lance S. Brabant, CPESC, Director of Planning Services, MRB Group, D.P.C.; Dan Delpriore, Town Code Enforcement Officer; and Ronald L. Brand, Town Director of Planning and Development.

**FINALLY BE IT RESOLVED** that a certified copy of this resolution is to be issued to each of the following: Timothy and Michael Lawless, c/o T&M Properties of WNY, LLC, 1 Capron Street, Unit 3 C, Rochester, New York 14607; and Linc Swedrock, P.E., BME Associates, 10 Lift Bridge Lane East, Fairport, New York 14450.

Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names	Ayes	Nays	Abstain	Absent
Supervisor Mr. Ingalsbe				
Councilman Mr. Holtz				
Councilman Dr. Casale				
Councilman Mr. Herendeen				
Councilman Mr. Bowerman				
Total				

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption: April 22, 2025

**Resolution Adopting Local Law No. 3 of 2025 (Action), amending portions of Chapter 126, of the Code of the Town of Farmington, entitled "Individual On-Site Wastewater Treatment Systems - Articles I, II, IV and V"**

**Whereas**, the Town of Farmington Town Board (hereinafter referred to as Town Board), on Tuesday, April 8, 2025, closed the public hearing upon the above referenced proposed Action; and

**Whereas**, the Town Board and the Town Clerk have received on April 9, 2025, the final draft of the above referenced Local Law No. 3 of 2025; 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) thereby satisfying the procedural requirements under SEQRA; 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. 3 of 2025, entitled "A Local Law amending portions of Chapter 126, of the Town of Farmington Town Code, Individual On-Site Wastewater Treatment System - Articles I, II, IV and V," 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 Certification Pages of said Local Law and to enter a Certified Copy thereof in the Local Law Book of the Town of Farmington and to give due notice of the adoption of this local law to the Secretary of State of New York.

**Be it further resolved** that said Local Law shall 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 2025

## THE TOWN OF FARMINGTON TOWN BOARD

### Roll Call Vote

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption: April 22, 2025

### **Resolution Adopting Local Law No. 4 of 2025 (Action), adopting a new Chapter 103, of the Code of the Town of Farmington, entitled "Park-and-Ride Lot Regulations."**

**Whereas**, the Town of Farmington Town Board (hereinafter referred to as Town Board), on Tuesday, April 8, 2025, closed the public hearing upon the above referenced proposed Action; and

**Whereas**, the Town Board and the Town Clerk has received on April 9, 2025, the final draft of the above referenced Local Law No. 4 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, 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. 4 of 2025, entitled "A Local Law creating Chapter 103, of the Town of Farmington Town Code, Park-and-Ride Lot 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 Certification Pages of said Local Law and to enter a Certified Copy thereof in the Local Law Book of the Town of Farmington and to give due notice of the adoption of this local law to the Secretary of State of New York.

**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 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

04/22/25

**CONFIRMING RESOLUTION TO DECLARE SURPLUS  
EQUIPMENT BE DISPOSED OF AT AUCTION**

**WHEREAS**, the Highway/Parks Superintendent has asked that the following equipment be declared surplus so that it may be disposed of at the RTI Online Auction, opening May 6 and closing May 13, 2025, now therefore

Item	Serial
2008 8042 Skytrak Telehandler	Serial # 0160035101
Toro Zero Turn Mower	Model # 30465N
Groundmaster 7210	Serial # 313000130
Stone Plate Tamper	Model # S – 38 – A
	Serial # 1701222

**BE IT RESOLVED**, that the Town Board hereby authorizes the Highway/Parks Superintendent to properly dispose the declared surplus via RTI Online Auction, May 6 – May 13, 2025, and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this Resolution to the Accountant I and the Highway/Parks Department.







Resolution No. \_\_\_\_\_ of 2025

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

Names Ayes Nays Abstain Absent

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steve Holtz</b>				
Councilman <b>Dr. Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nate Bowerman</b>				

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

**RESOLUTION AUTHORIZING THE PURCHASE OF OFFICE FURNITURE, FOR  
THE BUILDING DEPARTMENT**

**WHEREAS**, office furniture was purchased for the Town Hall in January 2025; and

**WHEREAS**, 3 overhead cabinets were inadvertently omitted from the proposal; and

**WHEREAS**, the Town was able to secure NYS Contract pricing on said furniture through Workplace Interiors via JSI (NYS Contract #PC70219); therefore be it

**RESOLVED**, that the Town Board of the Town of Farmington approves the purchase of office furniture from Workplace Interiors via JSI (NYS Contract #PC70219) at a total cost not to exceed \$4,040.36 to be expended from Minor Equipment (A3620.20); and be it further

**BE IT FINLLY RESOLVED**, that the Town Clerk provide the original signed contract to the Confidential Secretary, and copies of this resolution to the Building Department, and the Accountant I.