

At the Farmington Town Board's Organizational Meeting, held in the Town Hall on the 13<sup>th</sup> day of January 2026, at 6:00 PM, there were:

**PRESENT:** Peter Ingalsbe – Supervisor  
Matt Guilfoil – Councilman  
Aubrae Lamparella– Councilwoman  
Nate Bowerman – Councilman  
Ron Herendeen - Councilman  
Michelle Finley – Town Clerk

Also present were: **Ron Brand**-Director of Development and Planning, **Adrian Bellis** – Planning Board Member, **Josh Fagner** – Deputy Water & Sewer Superintendent, **Ralph Bocchino** – ZBA Member, **Jennifer Goodell**- Water and Sewer employee, **Karen Freeland** – Water and Sewer employee, **Rod DeRoo** – Canandaigua-Farmington Townline resident

### **ORDER OF BUSINESS:**

#### **RESOLUTION #1-2026:**

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

#### **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 27, 2026, 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.

The following Roll Call vote was taken:

Supervisor Ingalsbe	Aye
Councilman Guilfoil	Aye
Councilwoman Lamparella	Aye
Councilman Herendeen	Aye
Councilman Bowerman	Aye

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

#### **RESOLUTION #2-2026:**

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

#### **RESOLUTION TO SET REGULAR TOWN BOARD MEETINGS FOR 2026**

**WHEREAS**, the Farmington Town Board, Public Works, and Town Operations meet regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month; and

**WHEREAS**, Public Works meets at 7 a.m., Town Operations at 9 a.m. and Town Board at 7 p.m.; and

**WHEREAS**, no holidays will interfere with those dates; now therefore

**BE IT RESOLVED**, the Farmington Town Board sets the regular Town Board Meetings, Public Works Meetings, and Town Operations Meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month for 2026 at their regularly scheduled times listed above; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to all Department Heads, the Town Supervisor and the Accountant I.

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

**RESOLUTION #3-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION ADOPTING THE RULES OF PROCEDURE FOR 2026**

**WHEREAS**, the Farmington Town Board follows the Town's Rules of Procedure last revised in January 2026; and

**WHEREAS**, the Rules dictate the creation of special committees, the order of business conducted at meetings, agendas, votes, layovers and more; now therefore

**BE IT RESOLVED** the Farmington Town Board adopts the 2026 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.

**Rules of Procedures for 2026** (Town Law S 63).

The following rules of procedure for the Farmington Town Board were adopted at the 2026 Town Board Organizational Meeting on January 13, 2026.

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:
  - a. Call to Order and Pledge of Allegiance
  - b. Approval of the minutes
  - c. Privilege of the Floor and/or Public Concerns (includes Presentations)
  - d. Reports of Special or Standing Committees
  - e. Reports of Town Officials
  - f. Resolutions, Motions and/or Notices
  - g. Resolution to pay audited bills
  - h. Discussion Items
  - i. 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 be laid 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 layover 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. (See APPENDIX M in Policies/Procedures)
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 from 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 5 business days.

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

**RESOLUTION #4-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION ADOPTING THE PURCHASING PROCEDURES FOR 2026 AUTHORIZING THE TOWN SUPERVISOR, HIGHWAY SUPERINTENDENT AND W&S SUPERINTENDENT EXPENDITURES OF UP TO \$3,500 THROUGH THE PROCUREMENT POLICY WITHOUT PRIOR AUTHORIZATION FROM THE TOWN BOARD AND ALL OTHER DEPARTMENT HEADS EXPENDITURES UP TO \$1,500 THROUGH THE PROCUREMENT POLICY PROCEDURE WITHOUT PRIOR AUTHORIZATION FROM THE TOWN BOARD WITH THE EXCEPTION OF SOFTWARE PROGRAMS, IPADS, LAPTOPS, TABLETS, WORKSTATION COMPUTERS AND PRINTERS WHICH WILL BE COORDINATED THROUGH THE TOWN SUPERVISOR’S OFFICE**

**WHEREAS**, the Town Board adheres to the Purchasing Procedures that were last revised in January 2026; now therefore

**BE IT RESOLVED** the Farmington Town Board adopts the 2026 Purchasing Procedures with changes; and

**BE IT FURTHER RESOLVED**, that copies of the purchasing procedures (Appendix B) be provided to the Supervisor, the Accountant I, the Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the Assessor, the Town Clerk, Parks Maintenance Supervisor and Town Court.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**PURCHASING PROCEDURES FOR THE TOWN OF FARMINGTON 2026**

**General Office Supplies:**

The Supervisor’s Office will oversee the central purchasing functions for all general office and printed supplies. The following procedures 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 \$750.00.
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, Parks Maintenance Supervisor, Town Supervisor, and Water & Sewer Superintendent**

<b>Est Amt of purchase contract</b>	<b>Method of Purchase</b>
Up to \$3,500	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.
\$3,500-\$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).
<b>Est Amt of Public Works Contract</b>	<b>Method of Purchase</b>
Up to \$3,500	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.
\$3,500-\$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**

<b>Est Amt of purchase contract</b>	<b>Method of Purchase</b>
Up to \$1,500	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.
\$1,500-\$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, 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.

**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 or Deputy Supervisor 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 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 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 offer 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 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.

**RESOLUTION #5-2026:**

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

**RESOLUTION DESIGNATING CANANDAIGUA NATIONAL BANK, NYCLASS AND LYONS NATIONAL BANK AS THE OFFICIAL DEPOSITORIES FOR THE TOWN IN 2026**

**WHEREAS**, the Town of Farmington designates the official depositories for the Town each year; now therefore

**BE IT RESOLVED** that the Farmington Town Board designates Canandaigua National Bank, NYClass and Lyons National Bank as it's official depositories for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #6-2026:**

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

**RESOLUTION DESIGNATING GRAFF LAW OFFICE, PLLC AS ATTORNEYS FOR THE TOWN FOR 2026**

**WHEREAS**, the Town of Farmington designates the attorneys for the Town each year; now therefore

**BE IT RESOLVED** that the Farmington Town Board designates Graff Law Office, PLLC as attorneys for the Town for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #7-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION DESIGNATING CHALIFOUX LAW, PLLC, SHELDON BOYCE PLLC LAW AND HARRIS BEACH MURTHA AS SPECIAL ATTORNEYS FOR THE TOWN FOR 2026**

**WHEREAS**, the Town of Farmington designates the attorneys for the Town each year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board designates Chalifoux Law, PLLC, Sheldon Boyce PLLC Law and Harris Beach Murtha as special attorneys for the Town for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #8-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION DESIGNATING MRB GROUP, FISHER ASSOCIATES, LABELLA ASSOCIATES, AND ONTARIO COUNTY DPW AS THE TOWN ENGINEERING FIRMS FOR 2026**

**WHEREAS**, the Town of Farmington has received the Standard Hourly Rate Schedule for 2026 from MRB Group, Ontario County DPW, LaBella Associates, and Fisher Associates, therefore be it

**RESOLVED** the Farmington Town Board accepts the Standard Hourly Rate Schedule for 2026 from MRB Group, Ontario County DPW, LaBella Associates, and Fisher Associates which is on file at the Supervisor's Office, and be it further

**RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor. All Voting "Aye" (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #9-2026:**

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

**RESOLUTION DESIGNATING THE TOWN SUPERVISOR AS BUDGET OFFICER FOR THE TOWN AND ALL SPECIAL DISTRICTS FOR 2026**

**WHEREAS**, the Town of Farmington designates the Budget Officer for the Town and all Special Districts every year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board designates the Town Supervisor as Budget Officer for the Town and all Special Districts for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #10-2026:**

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

**RESOLUTION APPOINTING THE TOWN SUPERVISOR AND THE TOWN CLERK TO THE TOWN BOARD OF HEALTH FOR 2026**

**WHEREAS**, the Town of Farmington appoints the members of the Town Board of Health every year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints the Town Supervisor and Town Clerk to the Town Board of Health for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #11-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION APPOINTING THE TOWN CLERK AS MARRIAGE OFFICER, RECORDS MANAGEMENT OFFICER AND RECORDS ACCESS OFFICER FOR 2026**

**WHEREAS**, the Town of Farmington appoints the Marriage Officer, Records Management Officer and Records Access Officer every year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints the Town Clerk as the Town Marriage Officer, Records Management Officer and Records Access Officer for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #12-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPOINTING THE TOWN CLERK AS RECEIVER OF TAXES AND REGISTRAR OF VITAL STATISTICS FOR 2026**

**WHEREAS**, the Town of Farmington appoints the Receiver of Taxes and Registrar of Vital Statistics every year; now therefore

**BE IT RESOLVED** that the Farmington Town Board appoints the Town Clerk as the Receiver of Taxes and Registrar of Vital Statistics for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #13-2026:**

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

**RESOLUTION APPOINTING EDWARD HEMMINGER AS CHAIRMAN OF THE PLANNING BOARD**

**WHEREAS**, Edward Hemminger’s term as Chairman of the Planning Board expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Edward Hemminger as Chairman of the Planning Board for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #14-2026:**

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

**RESOLUTION APPOINTING REGINA SOUSA AS PLANNING BOARD MEMBER**

**WHEREAS**, Regina Sousa’s term as Planning Board Member expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board reappoints Regina Sousa as Planning Board Member for a five-year term from January 1, 2026 ending December 31, 2030; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #15-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION APPOINTING THOMAS YOURCH AS CHAIRMAN OF THE ZONING BOARD OF APPEALS**

**WHEREAS**, Thomas Yourch’s term as Chairman of the Zoning Board of Appeals expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Thomas Yourch as Chairman of the Zoning Board of Appeals for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #16-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPOINTING RALPH BOCCHINO AS ZONING BOARD OF APPEALS MEMBER**

**WHEREAS**, Ralph Bocchino’s term as Zoning Board of Appeals member expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board reappoints Ralph Bocchino as Zoning Board of Appeals Member for a five-year term from January 1, 2026 ending December 31, 2030; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #17-2026:**

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

**RESOLUTION REAPPOINTING JESSICA KING AS CHAIRPERSON OF THE HISTORIC PRESERVATION COMMISSION**

**WHEREAS**, Jessica King’s term as Chairperson of the Historic Preservation Commission expires on December 31, 2025; and

**BE IT RESOLVED**, that the Farmington Town Board appoints Jessica King as Chairperson of the Historic Preservation Commission for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #18-2026:**

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

**RESOLUTION APPOINTING JEAN ALLISON AND ROSE HALLINGS AS MEMBERS OF THE HISTORIC PRESERVATION COMMISSION**

**WHEREAS**, Jean Allison and Rose Hallings Historic Preservation Commissions expire on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Jean Allison and Rose Hallings as members of the Historic Preservation Commission for three-year term from January 1, 2026 ending December 31, 2028; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #19-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION APPOINTING DOUG PAYNE AS CHAIRPERSON OF THE BOARD OF ASSESSMENT REVIEW**

**WHEREAS**, Doug Payne's term as Chairperson of the Board of Assessment Review expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Doug Payne as Chairperson of the Board of Assessment Review for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #20-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPOINTING BRYAN WHITE AS CHAIRPERSON OF THE CONSERVATION BOARD**

**WHEREAS**, Bryan White's term as Chairperson of the Conservation Board expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Bryan White as Chairperson of the Conservation Board for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #21-2026:**

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

**RESOLUTION APPOINTING GEORGE CRETEKOS AND SUSAN CHARLAND AS MEMBERS OF THE CONSERVATION BOARD**

**WHEREAS**, George Cretekos and Susan Charland's terms as members of the Conservation Board expire on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints George Cretekos and Susan Charland as members of the Conservation Board for four-year terms from January 1, 2026 ending December 31, 2029; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #22-2026:**

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

**RESOLUTION APPOINTING HENRY ADAMS AS CHAIRPERSON OF THE AGRICULTURAL ADVISORY COMMITTEE**

**WHEREAS**, Henry Adams' term as Chairperson of the Agricultural Advisory Committee expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Henry Adams as Chairperson of the Agricultural Advisory Committee for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #23-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION APPOINTING RONALD MITCHELL AND MICHAEL PUTMAN AS MEMBERS OF THE AGRICULTURAL ADVISORY COMMITTEE**

**WHEREAS**, Ronald Mitchell and Michael Putman's terms as members of the Agricultural Advisory Committee expire on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Ronald Mitchell and Michael Putman as members of the Agricultural Advisory Committee for three-year terms from January 1, 2026 ending December 31, 2028; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #24-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPOINTING JULIE LARUE AS CHAIRPERSON OF THE RECREATION ADVISORY COMMITTEE**

**WHEREAS**, Julie LaRue's term as Chairperson of the Recreation Advisory Committee expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Julie LaRue as Chairperson of the Recreation Advisory Committee for a term from January 1, 2026 ending December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #25-2026:**

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

**RESOLUTION APPOINTING MICHELLE FINLEY ED HEMMINGER AND BARB YEARS AS MEMBERS OF THE BOARD OF ETHICS (CHAPTER 17)**

**WHEREAS**, Michelle Finley's term as member of the Board of Ethics expires on December 31, 2025; and

**WHEREAS**, Barb Years and Ed Hemminger have expressed interest in becoming members of the Board of Ethics; now therefore

**BE IT RESOLVED**, that the Farmington Town Board appoints Michelle Finley, Ed Hemminger and Barb Years as members of the Board of Ethics (Chapter 17) for a term from January 1, 2026 ending December 31, 2028; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #26-2026:**

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

**RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO INVEST ALL SURPLUS MONIES**

**WHEREAS**, the Town Supervisor distributes a Monthly Report to Town Officials for review of finances and any surplus monies; now therefore

**BE IT RESOLVED**, that the Farmington Town Board authorizes the Town Supervisor to invest all surplus monies; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #27-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION SETTING THE TOWN MILEAGE REIMBURSEMENT RATE FOR THE USE OF PERSONAL VEHICLES ON TOWN BUSINESS**

**WHEREAS**, in the event a Town vehicle is not available or would be impractical to use, an employee may have to use their personal vehicle for Town business; now therefore

**BE IT RESOLVED**, that the Farmington Town Board sets the Town mileage reimbursement rate at \$.67 per mile for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #28-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**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 C) to all departments.

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

**RESOLUTION #29-2026:**

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

**RESOLUTION AUTHORIZING THE HIGHWAY SUPERINTENDENT, PARKS MAINTENANCE SUPERVISOR AND W&S SUPERINTENDENT TO PURCHASE VARIOUS HIGHWAY MATERIALS THROUGH THE ONTARIO COUNTY HIGHWAY BID BOOK FOR 2026**

**WHEREAS**, Ontario County keeps a bid book for vendors with preferred pricing each year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board authorizes the Highway Superintendent, Parks Maintenance Supervisor and W&S Superintendent to purchase various highway materials through the Ontario County Highway Bid Book for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I, the Highway Superintendent, the Parks Maintenance Supervisor, the W&S Superintendent and the Town Supervisor.

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

**RESOLUTION #30-2026:**

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

**RESOLUTION AUTHORIZING THE SIGNATURES OF PETER V. INGALSBE AND RONALD HERENDEEN FOR ALL TOWN BANK ACCOUNTS FOR 2026**

**WHEREAS**, the Town identifies 2 officials authorized to sign on all bank accounts each year; now therefore

**BE IT RESOLVED**, that the Farmington Town Board authorizes the signatures of Peter V. Ingalsbe and Ronald Herendeen for all Town bank accounts for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #31-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION APPOINTING THE TOWN BOARD AUDIT COMMITTEE FOR 2026 IN THE EVENT A 3<sup>RD</sup> PARTY AUDIT IS NOT CONDUCTED IN 2026**

**WHEREAS**, the Town identifies the Town Board Audit Committee each year in the event a 3<sup>rd</sup> party audit is not conducted; now therefore

**BE IT RESOLVED**, that the Farmington Town Board authorizes the Town Board Audit Committee as Aubrae Lamparella and Nate Bowerman for Town Justice Accounts and Matthew Guilfoil and Ron Herendeen for the Town Clerk Accounts for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #32-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPROVING THE TEMPORARY ASSIGNMENT OF THE TOWN JUSTICES TO PRESIDE IN OTHER TOWNS/VILLAGES AS THE NEED ARISES DURING THE YEAR 2026 AND APPROVE JUDGES FROM OTHER TOWNS/VILLAGES FOR OUR COURTS**

**WHEREAS**, occasions arise where our Town Justices are needed in other Towns/Villages or Justices from other Towns/Villages are needed in our courts; now therefore

**BE IT RESOLVED**, that the Farmington Town Board authorizes the temporary assignment of the Town Justices to preside in other Towns/Villages as the need arises and approves Judges from other Towns/Villages for our courts for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I, Town Court and the Town Supervisor.

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

**RESOLUTION #33-2026:**

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

**RESOLUTION APPOINTING RONALD BRAND AS DIRECTOR OF DEVELOPMENT FOR THE TOWN FOR 2026**

**WHEREAS**, Ronald Brand's (DBA RLB Planning Group) term as the Town's Director of Development expired on December 31, 2025, 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, 2026, 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 \$52.05, at a cost not to exceed \$93,014.00. Hours billed for zoning code updates, zoning amendments/updates at a cost not to exceed \$15,000.00 and ag updates not to exceed \$5,000.00.

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

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

**RESOLUTION #34-2026:**

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

**RESOLUTION DELEGATING THE SUPERVISOR POWERS AND DUTIES OF ADMINISTRATION AND SUPERVISION OF TOWN AND SPECIAL OR IMPROVEMENT DISTRICT FUNCTIONS TO BE PERFORMED ON BEHALF OF SUCH BOARD**

**WHEREAS**, the Town Supervisor's position requires power and duties of administration and supervision of Town and special or improvement functions to be performed on behalf of such board, therefore be it

**RESOLVED**, that the Town Board hereby authorizes the Town Supervisor powers and duties of administration and supervision of Town and special or improvement district functions to be performed on behalf of such board, and be it further

**RESOLVED**, that the Town Clerk forward a copy of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #35-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR 2026**

**WHEREAS**, the Town Clerk's Office requires petty cash for the Receiver of Taxes as well as a general petty cash fund; and

**WHEREAS**, other departments require petty cash for various trainings for tolls, lunch, etc.; now therefore

**Be it RESOLVED**, that the Town Board authorizes establishing petty cash funds for the Receiver of Taxes in any amount up to \$1,000.00; Town Clerk petty cash in the amount of \$400.00 and any other Town Officer up to \$200.00; and

**Be it Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to the Accountant I, the Water and Sewer Superintendent, the Highway Superintendent, the Parks Maintenance Supervisor, the Town Court and the Town Clerk Office.

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

**RESOLUTION #36-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION AUTHORIZING THE RECEIVER OF TAXES TO DEPOSIT TAX COLLECTIONS IN INTEREST BEARING ACCOUNTS**

**WHEREAS**, the Receiver of Taxes collects tax monies as required; now therefore

**Be it RESOLVED**, that the Town Board authorizes the Receiver of Taxes to deposit tax collections in interest bearing accounts per Ontario County Resolution dated July 27, 2000 as a temporary investment measure; and

**Be it Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to the Accountant I and the Town Supervisor.

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

**RESOLUTION #37-2026:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON PETTY CASH POLICY FOR 2026**

**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 D) be approved, and, be it further

**Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Accountant I, the Water and Sewer Superintendent, the Highway Superintendent, the Parks Maintenance Supervisor, the Town Court and the Town Clerk Office.

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

**RESOLUTION #38-2026:**

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

**RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SUBMIT TO THE TOWN CLERK A COPY OF HIS REPORT TO THE STATE COMPTROLLER**

**WHEREAS**, the Town Supervisor submits a report to the State Comptroller after the close of the fiscal year; now be it

**RESOLVED**, the Farmington Town Board authorizes the Town Supervisor to submit to the Town Clerk, within 60 days after the close of the fiscal year or at a date approved by the State Comptroller, a copy of his report to the State Comptroller, and required the Town Clerk to cause a summary of such report or notice, that a copy of such report is on file and available for inspection and copying, to be published within 10 days in the office newspaper of the

Town, and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant I.

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

**RESOLUTION #39-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION AUTHORIZING THE WATER & SEWER SUPERINTENDENT TO BID WATER AND SEWER SUPPLIES, MATERIALS AND EQUIPMENT FOR OPERATION AND MAINTENANCE OF ALL THE DEPARTMENT FACILITIES**

**WHEREAS**, the Water & Sewer Superintendent requires various supplies, materials and equipment for operation and maintenance of all of the W&S facilities; now be it

**RESOLVED**, the Farmington Town Board authorizes the W&S Superintendent to bid water and sewer supplies, materials and equipment for the operation and maintenance of all the department facilities, and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant I and the W&S Department.

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

**RESOLUTION #40-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION APPROVING THE CASH MANAGEMENT AND INVESTMENT POLICY FOR 2026**

**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 2026 (Appendix E), and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant I.

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

**RESOLUTION #41-2026:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FUND BALANCE POLICIES FOR 2026**

**WHEREAS**, Fund Balance Policies have been established to ensure that there will be adequate liquid resources to serve as a financial cushion, now therefore be it

**RESOLVED**, that the Fund Balance Policies (Appendix F, Appendix G) be approved, and, be it further

**Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to Accountant I.

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

**RESOLUTION #42-2026:**

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

**RESOLUTION DESIGNATING THE DAILY MESSENGER AS THE OFFICIAL NEWSPAPER FOR THE TOWN IN 2026**

**WHEREAS**, the Town of Farmington designates their official newspaper each year, now therefore be it

**RESOLVED**, that the Town Board designates the Daily Messenger as the official newspaper for the Town in 2026, and, be it further

**Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward a copy of this resolution to Accountant I.

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

**RESOLUTION #43-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION ADOPTING THE ONLINE BANKING POLICY FOR 2026**

**WHEREAS**, the Farmington Town Board adheres to an Online Banking Policy to ensure the safety of all the Town's bank accounts, now be it

**RESOLVED**, the Farmington Town Board adopts the Online Banking Policy for 2026 (Appendix I), and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant I.

All Voting "Aye" (Ingalsbe, Guilfoil, Lamparella, Holtz, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #44-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION ADOPTING THE TOWN CASH COLLECTION POLICY FOR 2026**

**WHEREAS**, the Town adheres to a Town Cash Collection Policy to establish a clear and consistent process that requires all department collections be adequately documented and deposited in a timely manner, now be it

**RESOLVED**, the Farmington Town Board adopts the Town Cash Collection Policy for 2026 (Appendix K), and be it further

**RESOLVED**, that the Town Clerk forward a copy of the agreement to the Accountant I and all department heads.

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

**RESOLUTION #45-2026:**

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

**RESOLUTION ADOPTING THE TOWN OF FARMINGTON COMPUTER POLICY AND DISASTER RECOVERY PLAN FOR 2026**

**WHEREAS**, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in January 2026, now therefore be it

**RESOLVED**, the Farmington Town Board adopts the 2026 Town of Farmington Computer Policy and Disaster Recovery Plan (Appendix J), and be it further

**RESOLVED**, that the Town Clerk provide copies of this resolution and Policy to the Accountant I, the Confidential Secretary, the Highway Superintendent, the Parks Maintenance Supervisor, the W&S Superintendent, the Building Department and Town Court.

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

**RESOLUTION #46-2026:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CREDIT CARD POLICY FOR 2026**

**WHEREAS**, the Credit Card Policy was reviewed in December 2025 to include all employees currently assigned a credit card, now therefore be it

**RESOLVED**, that the attached Credit Card Policy (Appendix M) be approved, and, be it further

**RESOLVED**, that all credit card holders will sign and agree to the Credit Card Policy, be it

**Fully RESOLVED**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Accountant I.

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

**RESOLUTION #47-2026:**

**Councilman Bowerman** offered the following Resolution, seconded by **Councilwoman Lamparella**:

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2026 WASTE MATERIALS POLICY**

**WHEREAS**, the Town has a need for a Waste Materials Policy, and

NOW THEREFORE BE IT **RESOLVED**, that the Town Board hereby authorizes the adoption of the attached Waste Materials Policy for 2026 APPENDIX N), and be it further

**RESOLVED**, that the Town Clerk provide copies of this resolution to the Highway Superintendent, the Parks Maintenance Supervisor, the Water & Sewer Superintendent, and the Building Department.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #48-2026:**

**Councilwoman Lamparella** offered the following Resolution, seconded by **Councilman Guilfoil**:

**RESOLUTION ADOPTING THE WRITTEN PROCEDURES GOVERNING THE USE OF VIDEOCONFERENCING FOR 2026**

**WHEREAS**, the Farmington Town Board follows the Town’s Written Procedures Governing the Use of Videoconferencing; and

**WHEREAS**, the procedures govern the use of videoconferencing for all public bodies of the Town of Farmington; now therefore be it

**RESOLVED**, the Farmington Town Board adopts the 2026 Written Procedures Governing the Use of Videoconferencing; and be it further

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

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #49-2026:**

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

**RESOLUTION APPOINTING DONNA HERENDEEN AS THE TOWN HISTORIAN FOR 2026**

**WHEREAS**, Donna Herendeen’s term as Town Historian expires on December 31, 2025; now therefore

**BE IT RESOLVED**, that the Farmington Town Board reappoints Donna Herendeen as Town Historian for 2026; and

**BE IT FURTHER RESOLVED**, that the Town Clerk provide copies of this resolution to the Accountant I, the Town Historian, and the Town Supervisor.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), the Resolution was **CARRIED**.

**RESOLUTION #50-2026:**

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

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FEE SCHEDULE FOR 2026**

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

**WHEREAS**, changes were made to Town Clerk Fees, Recreation Program Fees, CFWD Fees, Farmington/Victor Sewer Rates and Building Department 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 2026 (Appendix N) with changes listed above effective January 1, 2026, and

**BE IT FINALLY RESOLVED**, that the Town Clerk provide copies to the Highway Superintendent, the Parks Maintenance Supervisor, the Water & Sewer Superintendent, the Recreation Director, the Building Department, the Supervisor and the Accountant I and update fee schedule on the Town’s website.

All Voting “Aye” (Ingalsbe, Guilfoil, Lamparella, Bowerman, and Herendeen), One Abstention (Ingalsbe), the Resolution was **CARRIED**.

Supervisor’s appointments for 2026:

Deputy Supervisor  
Confidential Secretary

Ron Herendeen (Town Law S42)  
Marcy Daniels

2026 Standing Committees:

- Financial Management – Councilmen Bowerman & Herendeen
- Human Resources/Personnel – Councilwoman Lamparella & Councilman Bowerman
- Public Works – Councilmen Guilfoil & Herendeen
- Public Safety – Councilmen Guilfoil & Bowerman
- Town Operations - Councilwoman Lamparella & Councilman Bowerman
- Liaison with Victor-Farmington Volunteer Ambulance - Councilman Bowerman and Supervisor Ingalsbe
- Liaison with Farmington, Manchester and Shortsville Fire Departments – Supervisor Ingalsbe
- Liaison with Agricultural Advisory Committee – Councilman Herendeen

Supervisor - Ex-Officio - \* Will be assigned to all committees in the absence of one or both of the committee members.

Highway Superintendent’s appointments for 2026:

- Deputy Highway Superintendent/Working Foreman Loren LaPlant
- Team Leader – Highway Dept. Jason Phillips
- Team Leader – Highway Dept. Shane Quance

Parks Maintenance Supervisor’s appointments for 2026:

- Deputy Parks Maintenance Supervisor- Brent Bardun

W&S Superintendent’s appointments for 2026:

- Deputy W&S Superintendent Josh Fagner
- Team Leader-W&S Dept. Cameron Knorr

Town Clerk’s appointments for 2026 (Town Law S 30 (10):

- Deputy Clerk Sarah Cerniglia
- Deputy Clerk Tina Murphy

**Salaries for elected officials (Town Law S 27):** (Paid bi-weekly except the Special District Budget Officer is paid bi-annually and Parks Supervisor is paid quarterly.)

Town Supervisor	\$70,081.20	
Budget Officer	\$13,399.27	
Special District Budget Officer	\$ 6,786.39	
Supervisor’s Total		\$90,266.86
Town Board Members	\$ 6,843.32	
Town Clerk and Receiver of Taxes	\$77,056.46	
Highway Superintendent	\$81,861.73	
Parks Superintendent	\$80,000.00	
Town Justices	\$29,374.77	

With no further organizational business before the Board, **Councilman Bowerman** offered a motion to adjourn the meeting at 6:17 p.m., seconded by **Councilman Herendeen**. Motioned **CARRIED**.

Michelle A. Finley, MMC, RMC -Town Clerk: \_\_\_\_\_