

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 Peter Ingalsbe				
Councilman Steven Holtz				
Councilman Michael Casale				
Councilman Nathan Bowerman				
Councilman Ronald Herendeen				

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.

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Councilman Nathan Bowerman				
Councilman Ronald 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.

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Councilman Nathan Bowerman				
Councilman Ronald Herendeen				

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 19th 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.

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Councilman Ronald Herendeen				

**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.