

Town of Richmond
Tuesday, January 14, 2020
7:00 pm
Organizational Meeting
Town Board Meeting
8690 Main Street, Honeoye, NY 14471

Supervisor Daryl Marshall
Councilman Stephen Barnhoorn
Councilman David Baker
Councilman David Violas

30 Residents and guests

Supervisor Marshall opened the meeting with a moment of silence for the late Peggy Farrell.

Organizational Meeting

Town of Richmond Resolution 01 2020 01.A		
	ITEM	RECOMMENDATION
1	Set Night, Place , and Time of Meeting	2nd Tuesday of each month at 7:00 PM Richmond Town Hall 8690 main St., Honeoye, NY 14471
2	Designate Depository for Supervisor & Town Clerk	Canandaigua National Bank M & T Bank
3	Designate Official Town Newspaper	The Daily Messenger
A.	APPOINTMENTS	RECOMMENDATION
1	Supervisor Designates Deputy Supervisor	Stephen Barnhoorn
2	Town Clerk Designates Deputy Town Clerk	Amy Sharp
3a	Town Board Appoints Budget Officer	Daryl Marshall
3b	Town Board Appoints Bookkeeper	

4	Highway Superintendent Designates Deputy Superintendent	Michael Stoddard
5a	Town Board Appoints Code Enforcement Officer	Spencer Shumway
5b	Town Board Appoints Deputy Code Enforcement Officer	Tim Fess
6	Town Board Appoints Chairman, Planning Board	
7	Town Board Appoints Chairman, Zoning Board	John Morsheimer
8	Supervisor Appoints Historian	Joy Lewis
9a	Town Board Appoints Registrar of Vital Statistics	Linda Grace
9b	Town Board Appoints Deputy Registrar of Vital Statistics	Amy Sharp
10	Town Board Appoints Health Officer (01/01/2020 - 12/31/2023)	Ont. County, Mary Beers
11a	Town Board Appoints Recreation Specialist	Holly Stoddard
11b	Town Board Appoints Recreation Specialist Deputy	Kyle Morsheimer
12a	Town Board Appoints Assessor (through 9/30/2025)	Lisa Bennett
12b	Town Board Appoints Assessor Clerk	Kate Ransom
13a	Justice Chrisman Appoints Court Clerk	Sarah Santee
13b	Justice Schreiber Appoints Court Clerk	Sarah Santee
14	Town Board Appoints Engineering Firm	MRB Group
15a	Town Board Appoints Attorney for the Town	Sheila Chalifoux, Esq.
15b	Town Board Appoints Labor Attorney	Christian C. Casini, Esq.

Councilman Stephen Barnhoorn motioned to adopt the resolution.

Councilman David Baker 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond Resolution 01 2020 01.B

SALARIES	BI-WEEKLY	ANNUAL
Supervisor	\$557.07	\$15,041.00
Town Clerk	\$1,788.78	\$48,297.00
Superintendent of Highways	\$2,499.37	\$67,483.00
Groundskeeper	\$1,335.48	\$36,058.00
Recreation Specialist	\$1,598.81	\$43,168.00
Assessor	\$1,312.81	\$35,446.00
Justice (each)	\$518.52	\$14,000.00
Council members (each)	\$121.58	\$3,282.75
Code Enforcement Officer	\$1,676.56	\$45,267.00
Bookkeeper		
A1340.1A	\$38.52	\$1,040.00
A1430.1	\$958.63	\$25,883.00
A5010.1A	\$96.33	\$2,601.00
SW8310.1D (SW \$444 + SW1- \$111)	\$20.56	\$555.00
	QUARTERLY	ANNUAL
Historian	\$306.00	\$1,224.00
Budget Officer	\$567.50	\$2,270.00
	SEMI - ANNUAL	ANNUAL
Groundskeeper - Brush Pit	\$500.00	\$1,000.00
		ANNUAL
Registrar/Vital Statistics		\$100.00
	HOURLY	ANNUAL
DEPUTY TOWN CLERK (A1410.1A 900 HRS)	16.76	\$15,081.00
DEPUTY RECORDS (A1460.1- 200 HRS)	\$16.76	\$3,354.00
DEPUTY CODE P/T (A8010.1A - 1110 HRS)	\$18.36	\$20,400.00
CODE OFFICE CLERK P/T (A8010.1D - 520 HRS)	\$16.76	\$8,715.00
ZONING BOARD SECRETARY (A8010.1B - 96 HRS)	16.76	\$1,610.00
PLANNING BOARD SECRETARY (A8020.1 - 235 HRS)	\$16.76	\$3,938.00
COURT CLERK (A1110.1A - 450 HRS)	\$16.76	\$7,545.00
ASSESSOR CLERK (A1355.1A - 780 HRS)	\$16.76	\$13,073.00
DEPUTY RECREATION SPECIALIST (A7020.1A - 319 HRS)	\$16.76	\$5,348.00
SUPERVISOR CLERK (A1220.1A - 300 HRS)	16.76	\$5,028.00
WEBMASTER (A6410.1 - 200 HRS)	\$16.76	\$3,352.00
CLEANER - TOWN HALL (A1620.1B - 738.5 HRS)	\$14.44	\$10,664.00
BOARD OF ASSESSMENT REVIEW (A1355.1B)	\$16.76	\$500.00
ZONING BOARD PER MEETING - CHAIRMAN (A8010.1C)	\$45.00	
ZONING BOARD PER MEETING - MEMBERS (A8010.1C)	\$35.00	
PLANNING BOARD PER MEETING - CHAIRMAN (A8020.1B)	\$45.00	
PLANNING BOARD PER MEETING - MEMBERS (A8020.1B)	\$35.00	
MEO	\$26.71	*Per Union Ctr.
DEP HWY	\$27.54	*Per Union Ctr
MEO LIGHT	\$15.93	*Per Union Ctr
2016 MEO	\$25.49	*Per Union Ctr
2019 NEW MEO	\$21.71	*Per Union Ctr

Councilman Stephen Barnhoorn motioned to adopt the resolution.
Councilman David Violas 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond
Town Board Resolution
01 2020 01.C

BENEFITS

C. BENEFITS - NON-UNION FULL TIME SALARIED AND HOURLY PAID EMPLOYEES, APPOINTEES, AND ELECTED OFFICIALS

HEALTH INSURANCE:

HIRED, APPOINTED, OR ELECTED PRIOR TO 12-31-94:

CHOICE OF PLANS: Excellus

PAYMENT OF PREMIUM: The Town will pay 100% of the premium of the Excellus plan. Based on eligibility for medical insurance through the Town, for dental coverage, the Town will pay 25%; the employee will contribute 75%.

RETIREMENT- HIRED, APPOINTED, OR ELECTED PRIOR TO 12-31-94: CHOICE OF PLANS: Medicare Supplemental.

PAYMENT OF PREMIUM:

A. Minimum of 55 years of age and 20 continuous years of employment with Richmond.

1. Commencing with the date of retirement the Town will pay for 3 years -100% of the cost of Excellus.
2. Town will reimburse after 3 years of retirement until death up to 50% of the cost of Excellus.
3. At age 65, if the plan is changed due to the retiree's Medicare eligibility or enrollment, the Town will reimburse the eligible retiree for the premium cost of an alternative single person

health insurance policy selected by the retiree in an amount not to exceed 50% of the cost of the Simply Blue Plus Platinum 2 single person policy premium in effect during the time period for when reimbursement is being sought. The Town will provide reimbursements on a quarterly basis upon the retiree submitting proof of payment for the alternate health insurance plan, provided the request for reimbursement with appropriate documentation is submitted to the Town no later than 6 months after retiree has made the payment.

4. Upon death of the retiree, spouse and family may continue coverage in the group plan but the Town will not pay any of the premium costs.

B. Minimum of 55 years of age and under 20 continuous years of employment with Richmond

1. Commencing with the date of retirement the Town will pay 50% of the cost until death of Excellus.

2. If the plan is changed due to the retiree's Medicare eligibility or enrollment, the Town will reimburse the eligible retiree for the premium cost of an alternative single person health insurance policy selected by the retiree in an amount not to exceed 50% of the cost of the Excellus single person policy premium in effect during the time period for when reimbursement is being sought. The Town will provide reimbursements on a quarterly basis upon the retiree submitting proof of payment for the alternate health insurance plan, provided the request for reimbursement with appropriate documentation is submitted to the Town no later than 6 months after retiree has made the payment.

3. Upon death of the retiree, spouse and family may continue coverage in the group plan but the Town will not pay any of the premium costs.

HIRED, APPOINTED, OR ELECTED AFTER 12-31-94:

CHOICE OF PLANS: Full time employees will be eligible for participation in Excellus. The Employer will pay 80% of an employee's premium for the Excellus plan. The employee will pay the remaining 20%. Based on eligibility for medical insurance through the Town, for dental coverage, the Town will pay 25%, the employee will contribute 75%.

RETIREMENT- HIRED, NEWLY APPOINTED, OR ELECTED AFTER 1-1-95:

No health insurance benefit paid by the Town after retirement. Retiree may continue coverage in the group plan but the Town will not pay any of the premium costs.

UNIONIZED EMPLOYEES:

All health insurance benefits for unionized employees are determined by the union contract, as it may be amended from time to time.

STATUS CHANGE TO HEALTH COVERAGE: It shall be the employee's responsibility to initiate membership in the plan and promptly report to the Town Clerk any changes in family status and/or any qualifying event within thirty (30) days of said event.

D. BENEFITS – FULL TIME HOURLY PAID EMPLOYEES AND APPOINTEES SICK BENEFIT Refer to Resolution 1-2014-4 entitled, "Sick Benefit Policy"

UNUSED SICK LEAVE:

Subdivision (j) of Section 41 of the Retirement and Social Security Law of the State of New York allows a participating employer to elect to provide additional service credit toward retirement for its employees who are entitled to accumulated sick leave. The Town filed the necessary resolution with the Retirement System January of 1995 attesting to the election of this benefit. The effective date of this benefit was January 4, 1995.

HOLIDAYS:

A full time employee shall receive the following twelve (12) holidays during 2019 **New Year's, Martin Luther King, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving, Christmas, and three (3) Floating Holidays.** When a holiday falls on a Saturday, the employees shall receive the previous Friday off. When a holiday falls on a Sunday, the employees shall receive the following Monday off. A floating holiday may be taken at any time during the year, provided that the appropriate department head has approved the taking of the day as a holiday in advance.

VACATION:

1 week: after 1 year of employment

2 weeks: after 2 years of employment

1 additional day per year after 3 years of employment

4 weeks maximum

Vacation requires the approval of the Supervisor, Department Head or Superintendent.

Vacation carry over should be limited to 4 weeks and requires the approval of the Department Head or Superintendent.

OVERTIME:

Hourly rate employees:

Hourly-paid employees are eligible for overtime pay at one and one-half times their regular rate after forty (40) hours of work during a week. Paid and unpaid leave time is not counted as working time for calculating the forty (40) hour threshold.

JURY DUTY:

A full time employee selected for jury duty shall receive paid leave, but not to exceed fifteen days annually, when attendance as a juror is required on regularly scheduled workdays by the Court. Employees may also retain any jury duty pay or fees that they receive. To be eligible for this benefit, the employee will cooperate with the employer by notifying the employer through their department head immediately upon being summoned as a juror and in joining in a request for deferral of jury duty whenever, in the employer's judgment, such a request is necessary. (Originally adopted July 9, 1996).

FAMILY LEAVE:

A full-time employee shall be granted up to three (3) working days with pay due to a death in his or her immediate family. "Immediate Family" shall be defined as parents, spouse, children, brothers, sisters, parents-in-law, brother-in-law, sister-in-law, grandparents, and grandparents-in-law.

VOLUNTEERS:

An employee shall be allowed under certain circumstances to leave his or her work during normal working hours for the purpose of performing life/safety volunteer service for the community (such as fire department or ambulance service). If the employee is already performing emergency or absolutely necessary work for the Town, then the employee must continue working until the emergency is over or the absolutely necessary work has been completed. Every reasonable effort must be made to notify your supervisor before responding to the volunteer service. An employee called for, or reasonably performing such service at the time his or her normally scheduled hours are to commence shall be paid in full for hours away from the job provided the employee has notified his supervisor that he or she is performing such service, has received the permission of his supervisor, and reports to work as soon as possible following.

BENEFITS - SALARIED EMPLOYEES AND APPOINTEES:

Salaried employees and appointees, including Department Heads and Elected Officials do not receive compensation for Sick Leave, Vacation, Holidays, Overtime, Jury Duty and Family Leave. They will continue to receive their normal pay.

BENEFITS - UNIONIZED EMPLOYEES:

All benefits for unionized employees are determined by the union contract, as it may be amended from time to time.

E. BENEFITS – PART-TIME SALARIED AND HOURLY PAID EMPLOYEES, APPOINTEES, AND ELECTED OFFICIALS: HIRED, APPOINTED, OR ELECTED PRIOR TO 12-31-94:

HEALTH INSURANCE:

CHOICE OF PLANS: Excellus

PAYMENT OF PREMIUM: The Town must contribute a minimum of 50 percent of a single premium. A permanent, full or part-time employee working at least 20 hours per week is eligible. Based on eligibility for medical insurance through the Town, for dental coverage, the Town will pay 25%, the employee will contribute 75%.

EXCLUSIONS: Part-time summer/recreational employees and part-time roadside mowing personnel are not eligible for health insurance benefits.

HIRED, NEWLY APPOINTED, OR ELECTED AFTER 1-1-95:

CHOICE OF PLANS: Excellus

PAYMENT OF PREMIUM: The Town must contribute a minimum of 50 percent of a single premium. A permanent, full or part-time employee working at least 20 hours per week is eligible. Based on eligibility for medical insurance through the Town, for dental coverage, the Town will pay 25%, the employee will contribute 75%.

SICK BENEFIT: No Sick Benefit for part-time employees, appointees or elected officials paid an hourly rate.

HOLIDAYS: Same holidays as Full-Time Employees paid for normal part-time work schedule.

EXCLUSIONS: Part-Time Elected Officials and Part-time summer/recreational employees and part-time roadside mowing personnel.

STATUS CHANGE TO HEALTH COVERAGE: It shall be the employee's responsibility to initiate membership in the plan and promptly report to the Town Clerk any changes in family status and/or any qualifying event within thirty (30) days of said event.

VACATION:

No benefit for hourly employees or Elected Officials paid an hourly rate.

VOLUNTEERS:

An employee shall be allowed under certain circumstances to leave his or her work during normal working hours for the purpose of performing life/safety volunteer service for the community (such as fire department or ambulance service). If the employee is already performing emergency or absolutely necessary work for the Town, then the employee must continue working until the emergency is over or

the absolutely necessary work has been completed. Every reasonable effort must be made to notify your supervisor before responding to the volunteer service. An employee called for, or reasonably performing such service at the time his or her normally scheduled hours are to commence shall be paid in full for hours away from the job provided the employee has notified his supervisor that he or she is performing such service, has received the permission of his supervisor, and reports to work as soon as possible following completion of the reasonable requirements of such volunteer service.

CALL IN PAY:

No minimum hours.

UNIFORMS:

No uniform costs paid by Town.

OVERTIME:

No overtime unless authorized by Town Board.

Town of Richmond

Town Board Resolution

01 2020 01.D

MISCELLANEOUS:

Authorize Supervisor to pay public utility bills, postage, freight, and express charges prior to Town Board Audit. **YES**

Authorize Supervisor to sign all Town of Richmond checks. **YES**

Authorize expenditure to attend authorized meetings and/or seminars for elected officials. (Excludes Registration Fee) **\$1200 max per year per official.**

Authorize mileage rate for official business. **IRS Rate per mile.**

The official postal address for the Town of Richmond is PO Box 145, Honeoye, New York, 14471. This post office box will be used for all official business mail, for all departments of the Town of Richmond.

Councilman David Violas motioned to adopt resolutions C and D.

Councilman Stephen Barnhoorn 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond

Town Board Resolution

01 2020 02

**RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SUBMIT TO THE TOWN CLERK A
COPY OF THE FINANCIAL REPORT SUBMITTED TO THE STATE CONTROLLER**

RESOLVED, that in lieu of the financial report of the Supervisor required by Section 29(10) of Town Law, the Town Board authorizes the Supervisor to submit to the Town Clerk within sixty (60) days after the close of the fiscal year, a copy of the report to the State Comptroller, and said report shall serve as a Financial Report to the Town Board.

Councilman David Baker motioned to adopt the resolution.

Councilman David Baker 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond

Town Board Resolution

01 2020 03

FISCAL MANAGEMENT POLICY

A. INVESTMENT POLICY

The Town Board of the Town of Richmond would like to maximize interest income on all funds not immediately needed for payment of obligations.

Investment of excess funds shall be governed by the regulations contained in the Town Law, General Municipal Law and Law Local Finance Law.

The priorities for investment of funds shall be:

1. Safety
2. Liquidity
3. Yield

B. INVESTMENT REGULATIONS

1.0 AUTHORIZED COMMERCIAL BANKS

The Town Board authorized the use of commercial banks or trust companies (not savings banks or associations), located and licensed to do business in New York State. The use of private brokerage or investment firms is not authorized by this policy (General Municipal Law 11, Local Finance Law 165.00(b)). Canandaigua National Bank and M & T Bank are the official banks as authorized by the Richmond Town Board at its annual organizational meeting.

2.0 AUTHORIZED INVESTMENT INSTRUMENTS

The Town Board of the Town of Richmond authorizes the following types of investment instruments for investing Town monies:

2.1 Savings Accounts

2.2 Money Market Deposit Accounts

2.3 Certificates of Deposit

3.0 DELEGATION OF AUTHORITY FOR INVESTING TOWN MONEY

The Town Board of the Town of Richmond delegates the authority to make the day-to-day investment decisions within the guidelines and limitations of this policy to the:

3.1 Town Supervisor, as Chief Fiscal Officer, and/or

3.2 Deputy Town Supervisor

4.0 F.D.I.C. INSURANCE AND COLLATERALIZATION

The primary objective of this policy is to enhance the safety and availability of any Town funds invested. For amounts in excess of F.D.I.C. coverage, a pledge of obligation as collateral is required to secure the investment. The obligations, which may be pledged are:

1. Obligations of the United States;
2. Obligations of agencies of the United States if the payment of principal and interest is guaranteed by the federal government;
3. Obligations of New York State;
4. Obligations of any municipality, school district or district corporation in the State;
5. Obligations of a public authority (Public Authorities Law, various sections); and obligations of a public housing authority (Public Housing Law Section 49).

Collateral shall be delivered to the Town of Richmond, a Custodial Bank with which the Town of Richmond has entered into a Custodial Agreement, or held in the bank's Trust Department segregated in the name of the Town of Richmond. The Town of Richmond will have the right to audit the securities at any time. The fiscal officer should also determine on a regular basis whether written confirmation of all collateral has been received from all institutions in which the Town has invested funds. This confirmation should be received within five (5) business days of investment. Any substitution of collateral must have Town Board approval.

5.0 WRITTEN REPORTS

The Town Supervisor will provide the Town Board with a statement monthly of the investments placed, at what bank, and the interest earned on those investments.

6.0 REVIEW, FISCAL MANAGEMENT POLICY

This policy will be reviewed and adopted annually by the Town Board of the Town of Richmond at its Organizational Meeting.

**Town of Richmond
Town Board Resolution
01 2020 04
SICK BENEFIT POLICY**

A. SICK BENEFIT POLICY:

It is the intent of the Town Board of the Town of Richmond to adopt a comprehensive Sick Benefit Policy, the content of said policy being the responsibility of the Town Board.

B. ADMINISTRATION OF POLICY:

The administration of the Sick Benefit Policy, as established by the Town Board, shall be the responsibility of each Supervisor, Department Head or Superintendent.

C. ELIGIBILITY:

Full-time **union hourly-rate** employees are eligible for the sick benefit.

Non-union Salaried Employees, Full-time and Part-time hourly-rate Employees/Appointees and Elected Officials do not earn or accrue sick leave time.

D. DESCRIPTION OF SICK BENEFIT:

One (1) day per month, allowing for the accumulation of unused sick time up to one hundred and fifty (150) days.

At the discretion of the Supervisor, Department Head or Superintendent, an employee shall be required to provide a doctor's certificate that said employee has been sick or injured. The purpose of requiring the certificate shall be to avoid abuse of the sick leave benefit.

E. REVIEW, SICK BENEFIT POLICY:

This policy will be reviewed and adopted annually by the Town Board of the Town of Richmond at its Organizational Meeting.

Councilman Stephen Barnhoorn motioned to adopt resolutions 03 and 04.

Councilman David Violas 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond

Town Board Resolution

01 2020 05

PROCUREMENT POLICY FOR THE TOWN OF RICHMOND

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 104-b or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;
NOW, THEREFORE, be it

RESOLVED, that the Town of Richmond does hereby adopt the following procurement policies and procedures:

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract subject to, or potentially subject to the public bidding requirements of the General Municipal Law. All purchases subject to the public bidding requirements shall follow those requirements. All purchases not subject to the public bidding requirements shall be made pursuant to the following policy.
2. 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 and/or verbal quotes from vendors, a memo from the purchaser indicating how the decision was made, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation which is appropriate.
3. All purchases not subject to the public bidding requirements of the General Municipal Law shall be made by any method assuring the lowest responsible cost and the avoidance of favoritism.
4. With the understanding that items or services provided for within the currently approved budget must follow the guidelines set forth herein and in the General Municipal Law, Town Law and all other applicable laws, purchases for items or services not provided for within the currently approved budget shall have the following guidelines:
 - a. Up to \$1500 shall be made at the discretion of the Department Head or Superintendent.
 - b. \$1501 - \$3,000 shall be made at the recommendation of the Department Head or Superintendent and with the approval of the Town Supervisor.

- c. Over \$3,000 will require the approval of a majority of the Town Board. A Written request, including at least three separate quotes or RFP's and an explanation or justification of the necessity of the purchase shall all be provided to the Board at least 5 days prior to the Board Meeting at which the decision is to be made.
 - d. In the event that circumstances do not allow for strict compliance with these guidelines, the submission shall contain an explanation.
 - e. Records on all such purchases shall be maintained and shall include copies of all written quotes, memos of all verbal quotes, all other associated written material and all other relevant information, including justification for not selecting the lowest quote or RFP.
- 5. Under certain circumstances the solicitation of quotes or the acceptance of the lowest responsible bid may not be required, such as:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.
 - i. In determining whether a service fits into this category the Purchaser shall take into consideration, and document in writing the following guidelines:
 - 1. whether the services are subject to State licensing or testing requirements
 - 2. whether substantial formal education or training is a necessary prerequisite to the performance of the services
 - 3. and whether the services require a personal relationship between the individual and municipal officials
 - ii. Professional or technical services shall include but not be limited to the following:
 - 1. services of a physician
 - 2. services of an attorney
 - 3. technical services of an engineer engaged to prepare plans, maps and estimates

4. securing insurance coverage and/or services of an insurance broker
 5. services of a certified public accountant
 6. investment management services
 7. printing services involving extensive writing
 8. editing or art work
 9. management of municipally owned property
 10. computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.
- iii. All Professional Service Contracts are to be approved by a simple majority of the Town Board after having reviewed the required written documentation supporting the contract which shall be provided to the Board Members as far in advance as possible of the Board meeting at which the decision is to be made.
- b. Emergency purchases pursuant to Section 103 of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
6. When there is only one possible source from which to make the Purchase, thus indicating the lack of competition. The Purchase shall be made from the available source, and the following shall be documented:
 - a. unique benefits of the item needed
 - b. reasonable cost
 - c. no competition available
 - d. no other product or service is comparable
 7. The holders of the following positions shall be purchasing within the guidelines of their job description, their department and pursuant to state law:
 - a. The Town Supervisor
 - b. The Town Clerk
 - c. The Town Highway Superintendent
 - d. The Superintendent of Water/Buildings and Grounds
 - e. The Code Enforcement Officer
 - f. The Assessor

- g. The Recreation Specialist
8. Unintentional Failure to Comply:
- The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Richmond or any officer or employee thereof.
9. All other Policies of the Town of Richmond not specifically altered by this Policy must be followed, including insurance requirements for contractor or service provider, record keeping, wage requirements and wage reporting requirements. This policy shall be effective immediately upon its adoption, and hereafter shall be reviewed and adopted annually by the Town Board of the Town of Richmond at its Organizational Meeting.

Town of Richmond
Town Board Resolution
01 2020 06
UTILIZATION OF ONTARIO COUNTY BIDS

WHEREAS, it is required by the NYS Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Richmond will be purchasing commodities within the bidding statutes of NYS, now therefore be it

RESOLVED, that the Town of Richmond desires to utilize Ontario County Bids for the purchase of certain supplies during the year 2020, and be it further

RESOLVED, the Town Clerk of this Board send a certified copy of this resolution to the purchasing Director, Ontario County Purchasing Department.

Town of Richmond
Town Board Resolution
01 2020 07
UTILIZATION OF LIVINGSTON COUNTY BIDS

WHEREAS, it is required by the NYS Department of Audit and Control that documentation be on file to substantiate the fact that the Town of Richmond will be purchasing commodities within the bidding statutes of NYS, now therefore be it

RESOLVED, that the Town of Richmond desires to utilize Livingston County Bids for the purchase of certain supplies during the year 2020, and be it further

RESOLVED, the Town Clerk of this Board send a certified copy of this resolution to the purchasing Director, Livingston County Purchasing Department.

Councilman David Baker motioned to adopt resolutions 05, 06, and 07.
Councilman Stephen Barnhoorn 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Town of Richmond
Town Board Resolution
01 2020 08

Disability Benefits

WHEREAS, on the 13th day of August in the year 1996 the Richmond Town Board unanimously passed a resolution providing disability benefits to full time employees, and
WHEREAS, on the 12th day of January in the year 2010 the Richmond Town Board unanimously passed a resolution providing disability benefits to the Town Bookkeeper, and
WHEREAS, on the 9th day of February, in the year 2010 the Richmond Town Board unanimously passed a resolution providing disability benefits to the Town Assessor, and
RESOLVED, that the Town of Richmond provide for payment of disability benefits to the Town Clerk, Highway Superintendent, Highway Department Employees (Full-time), Recreation Specialist, Bookkeeper, Assessor and Code Enforcement Officer, as provided by Workmen's Compensation Law, Section 212, and that such coverage shall be provided without contributions from said employees by insuring and keeping insured the payments of such benefits with a stock or mutual corporation or reciprocal insurer authorized to transact the business of accident and health insurance in the State of New York as provided by Workmen's Compensation Law, Section 211, and the Supervisor of the Town of Richmond is hereby authorized to make application to the Chairman, Workmen's Compensation Board for the coverage herein authorized and to execute any other documents necessary to carry out the provisions of this resolution.

Councilman Stephen Barnhoorn motioned to adopt the resolution.
Councilman David Violas 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye

Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Councilman Violas motioned to close the Organizational section of the Town Board Meeting.

Councilman Baker 2nd.

All in favor.

Privilege of the Floor

Lorri Campbell

Athletic Director

Honeoye Central School

- Presented a sample of one of eight banners to be displayed on Main Street in front of the school.
- Would like help from the Town with installation.
- Highway Superintendent Thomas E. Fleig acquired the necessary permits to hang the banners.

Councilman Barnhoorn motioned to authorize Highway Superintendent Fleig to sign off on those permits with the State.

Councilman Violas 2nd.

All in favor.

Taylor VanDewark

Eagle Scout Project

- Presented a packet of proposed signage for the Sandy Bottom Mountain Bike Skills Course project.
- Has completed fundraising.
- Discussion began regarding the required liability waiver participants would need to sign. The Board will continue addressing this issue at the February meeting.

Resident Bob Sloane

5576 East Lake Road

Honeoye Bike and Hike

- The students from the RIT Capstone Project gave Mr. Sloane a binder with a lot of information regarding the proposed Biking/walking path around Honeoye Lake.
- The path would use stone and gravel from this area.
- Mr. Sloane is contacting the City of Rochester regarding the Strong Memorial Hospital bike path.
- His group has pledged \$1000 to \$3000 towards fixing the bridge in the park.

Town of Richmond
Town Board Resolution
01 2020 09

AGREEMENT TO SPEND HIGHWAY FUNDS 2020

Pursuant to the provisions of section 284 of the Highway Law, we agree that the moneys levied and collected for the repair and improvements of highways, and received from the State for the maintenance and improvements of highways, has been amended and shall be expended as follows:

Maintenance – The sum of \$746,515.15 may be expended for the general repairs upon 51.48 miles of Town Highways including sluices, culverts and bridges having a span of less than five feet, and boardwalks or the renewals thereof.

5110.1	\$ 192,210.00
5110.4	\$ 380,000.00
5112.2	\$ 122,976.07
5112.2A	\$ 23,258.57
5112.2B	\$ 28,070.51
TOTAL	\$ 746,515.15

Improvements – Sums shall be set aside to be expended for the improvements of the following Town Highways:

Abbey Road	3.2 miles
Barnard Road	.72 miles
Belcher Road	1.15 miles
Bell Road	.92 mile CHIPS
Briggs Road	.48 miles
Church Street	.18 mile
Grandview Drive	.68 miles
Howcroft Road	.98 miles
Simmons Road	1.02 miles

Councilman Stephen Barnhoorn motioned to adopt the resolution.
Councilman David Baker 2nd.

Roll call vote was performed by Richmond Town Clerk Linda A. Grace.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Abstract 13 2019

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1593-1646	GENERAL	\$ 5,906.03	\$ 65,617.31	\$ 71,523.34
DA	2234-2252	HIGHWAY		\$ 43,897.61	\$ 43,897.61
SL	4012	STREET LIGHT DISTRICT		\$ 637.09	\$ 637.09
SW		HONEOYE WATER DISTRICT			\$ -
SW1		SHETLER RD WATER DISTRICT			\$ -
SW2		EAST LAKE RD WATER DISTRICT			\$ -
SW3		ASHLEY/WHITE WATER DISTRICT			\$ -
H4		SHETLER RD WD EXT #1 CP			\$ -
H5		ABBEY RD DEEP CULVERT			\$ -
H6		SHETLER RD WD EXT #2 CP			\$ -
H7	7005	PINEWOOD, CURTIS, CANANDICE RDS		\$ 3,847.50	\$ 3,847.50
H8		ALLENS HILL CULVERT PROJECT			\$ -
ES		SOLID WASTE MANAGEMENT			\$ -
SF		RICHMOND FIRE DISTRICT			\$ -
			\$ 5,906.03	\$ 113,999.51	\$ 119,905.54

Councilman Barnhoorn motioned to approve Abstract 13 2019.
Councilman Baker 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Abstract 01 2020

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1001-1017	GENERAL	\$ 6,286.64	\$ 28,745.06	\$ 35,031.70
DA	2001-2003	HIGHWAY	\$ 4,022.39	\$ 23,603.50	\$ 27,625.89
SL		STREET LIGHT DISTRICT			\$ -
SW	3001	HONEOYE WATER DISTRICT	\$ 1,370.86		\$ 1,370.86
SW1	3002	SHETLER RD WATER DISTRICT	\$ 72.15		\$ 72.15
SW2		EAST LAKE RD WATER DISTRICT			\$ -
SW3		ASHLEY/WHITE WATER DISTRICT			\$ -
H4		SHETLER RD WD EXT #1 CP			\$ -
H5		ABBEY RD DEEP CULVERT			\$ -
H6		SHETLER RD WD EXT #2 CP			\$ -
H7		PINEWOOD, CURTIS, CANANDICE RDS			\$ -
H8		ALLENS HILL CULVERT PROJECT			\$ -
ES		SOLID WASTE MANAGEMENT			\$ -
SF		RICHMOND FIRE DISTRICT			\$ -
			\$ 11,752.04	\$ 52,348.56	\$ 64,100.60

Councilman Barnhoorn motioned to approve Abstract 13 2019.

Councilman Baker 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Councilman Barnhoorn motioned to approve the minutes of November 12, 2019 and November 26, 2019.

Councilman Violas 2nd.

All in favor.

Councilman Barnhoorn motioned to approve the Supervisor's Report of December 31, 2019.

Councilman Baker 2nd.

All in favor.

Planning Board

Chairwoman Michelle Hodgeman

- Review County Planning Board Comments: Raymond Wolinski Subdivision – 8588 Main St., Tax Map #136.00-1-60.110. No action taken.
- Review County Planning Board Comments: Schmitt Subdivision/Annexation: County Rd. 40, Tax Map #108.00-1-1.110. Approved.
- Subdivision/Annexation – Ira Briggs is seeking to subdivide the property on Ace Road Extension, Tax Map #148.00-1-66.310, into two parcels, and annex a piece to another parcel he owns. Withdrew application.
- Subdivision – Peter and Margot Badger are seeking to subdivide their property on Abbey Road, Tax Map #122.00-1-6.112. Approved.
- Abundant Solar Power Discussion.
- Ontario County Planning Department Report:
 - Hopewell – 74 acres donated for an agricultural museum.
 - Bristol – special use permit requested for a 6.6 megawatt solar farm.
 - Richmond – large battery storage moratorium was discussed. The Town was complimented on being the first in Ontario County to have crafted legislation for a moratorium.

Supervisor Marshall appointed Councilman Barnhoorn as liaison to the Planning Board.

Zoning Board Of Appeals

- Applicant Abundant Solar Power for the property owned by Chris Development LLC located at State Route 20A in the Town of Richmond, Tax Map #135.00-2-43.11 in the G District (Commercial Light Industrial) requesting a Special Use Permit to install a 5.0 Megawatt –AC solar farm on the eastern portion of the approximately 77.0 acre vacant commercial property. Zoning Code 200-50: Antenna, towers, windmills, solar energy systems. Public hearing January 21, 2020.

Lake Quality

Honeoye Lake Watershed Task Force

Chairman Terry Gronwall

- The warming climate trend continues. As of January 14th the lake is not ice covered. Hopefully, we will get cold winter weather soon.
- The Ontario County Planning Department, on behalf of the Honeoye Lake Watershed Task Force, submitted a WQIP Planning Grant application (\$30,000) for an aeration destratification system in July 2019. This grant funding would cover detailed system engineering, cost estimates, operating cost estimates, etc.
 - This grant was awarded last December.

- Next step is to write an Ontario County Request for Proposals to select an appropriate lake management consultant to perform this work.
- Honeoye Lake Watershed Roadside Stabilization Program (Town of Canadice).
 - This WQIP grant request was not awarded last December. Ontario County Soil and Water Conservation District is trying to find out from the NYS DEC WQIP grant coordinator the reason why their grant wasn't awarded.

Code Review Committee

Councilman Barnhoorn

As the Wastewater Local Law is being crafted, points to be considered:

- It places the responsibility of septic inspection on the property owner.
- It improves the reporting requirements.
- It creates a database of Onsite Wastewater Training Network (OTN) inspectors who could provide the Code Enforcement Officer (CEO) with copies of their inspection reports.
- A "property condition disclosure" should be included.
- Councilman Barnhoorn thanked Ed Jackson for the information he contributed.
- Councilman Barnhoorn is preparing for a moratorium on Large Scale Battery Storage.

Parks and Recreation Committee

Chairwoman Liz Yockel

- The committee will be ordering more trees as per the Trees for Tribes Grant.
- The park kiosks are complete.
- Information can be displayed in the kiosks for things like the Honeoye Valley Association postings, Muller Field Station, Finger Lakes PRISM, contact information, and upcoming events.
- June 6th is National Trails Day. Tree planting and community activities will take place in the park.

Councilman Baker motioned to authorize specific licensed trappers, to include Ralph Angelo, to reduce the beaver population to a more manageable level in the prevention of flooding, for the duration of the regular trapping season.

Councilman Barnhoorn 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

- Supervisor Marshall is working closely with the Parks Committee.

Comprehensive Plan Committee

Chairwoman Amy Linehan

- The coming meetings are posted.
- The committee met with the Allens Hill Library, the Richmond Fire Department, and the Recreation Department

Supervisor Marshall will be the liaison to the Comprehensive Plan Committee.

Honeoye Hamlet Active Transportation Study

Resident Bob Sloane

- The committee held a Public Meeting in November.
- 50 people attended. A review by the consultant produced several discussions. Pedestrian safety was considered.
- The consultant will be responsible for holding meetings.

Supervisor Marshall appointed Councilman Baker as liaison to the Honeoye Hamlet Transportation Study.

Events Committee

Councilman Violas

- A list will be compiled of requirements to present to organizations for buildings and grounds use for events.

Supervisor Marshall motioned to appoint Councilman Violas as Chairman of the Events Committee.

Recreation Department

Director Holly Stoddard

- Ongoing Activities
 - Aerobics
 - Boys' 3rd/4th and 5th/6th Grades Basketball
 - Fitness Room
 - Senior Citizen Activity on January 8 and January 22, 2020
 - Cheerleading Grades Pre-K – 6th
 - Women's Volleyball
 - Ski Grades 3rd – 8th
- Upcoming Activities
 - Spring Senior Activities twice a month

- Movie Day at Allens Hill Library during February break.
- The Senior Citizens that participated in the December activity sent Director Stoddard a thank you letter.
- Working on a spring schedule for senior activities and summer recreation 2020 schedule.
- Floating Object Permits are in from the State for the beach set up in June.

Highway Department

Superintendent Thomas E. Fleig

- The brush pit and park debris has been ground. 32 loads were removed.
- Funds for the DA5110.4 line were earmarked for Salt and Sand Barn replacement and should be moved onto the appropriate line.
- Federally mandated changes to CDL licensing require that drivers are registered with the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse. This prevents violated drivers from driving in other states.

Councilman Barnhoorn motioned to designate Healthworks as the FMCSA commercial driver's license drug and alcohol clearinghouse provider.

Councilman Baker 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Councilman Barnhoorn motioned to approve the employee consent form for the FMCSA Drug and Alcohol Clearinghouse.

Councilman Baker 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

- Superintendent Fleig will be going to Albany with Highway Superintendents from across the state to lobby for Consolidated Local Street and Highway Improvement Program (CHIPs) funds on March 3rd and 4th.
- The new uniforms from Unifirst are not in yet.
- Superintendent Fleig requested that number of items be designated surplus in order to auction off.

Councilman Barnhoorn motioned to declare as surplus and place on Auctions International, the following Dewalt XRP tools:

- 1 Grinder
- 2 Drills
- 1 Skill saw
- 1 Flex light
- 1 Reciprocating saw
- 3 Chargers
- 4 Batteries

Councilman Violas 2nd.

All in favor.

Buildings and Grounds

Groundskeeper Scott Harris

- Thank you to the Highway Department for removing the holiday decorations.
- The well house driveway has very bad pot holes. Discussion began regarding options to address the problem and the pot holes behind the Town Hall as well.
- The Richmond Fire Department Carnival will be back this year on May 21st through the 23rd at the former Aqua Source location.

Code Enforcement

Code Officer Spencer Shumway

December 2019 Report

- **OUTSTANDING PERMITS:** At the end of December, there were eight outstanding permits thirty months old or older. Three of these permits are over the three year limit. All were notified.
- **FIRE AND SAFETY INSPECTIONS:** Twenty three Fire and Safety inspections were scheduled in December. Eight inspections passed. The other fifteen will need a second visit, to which a \$25 fee will be charged.
- **FEES COLLECTED:** There were fourteen building permits issued in December. A total of \$747.85 in fees was collected by the Building and Zoning Department for these permits. Project estimates for these permits came to \$121,111.00. There was \$340.45 collected for permit renewals and another \$75 was collected for a 2-lot Subdivision. This brings the total to \$1,163.30.
- **CERTIFICATES OF OCCUPANCY OR COMPLIANCE:** Eleven permits were completed and issued certificates in December.
- **VIOLATIONS OR COMPLAINTS:** There were seven violation letters issued in December. One has been corrected. A second Order to Remedy will be sent two weeks after the first. I received four complaints from the Honeoye Lake Park Association. All complaints were addressed by way of an Order to Remedy and copies were sent to the HLP.

- There were 211 Building Permits in 2019 and 99 Violations.
- REQUEST FOR INTERPRETATIONS: In December, there was one request for an interpretation. That was for a Minor Subdivision and was sent to the Planning Board.

Town Clerk Linda A. Grace

- Revenues and disbursements for December 2019 were \$3625.90.

Historian Joy Lewis

Requests About Richmond Families Orsamus Turner, the Gilbert family, Abijah Wright, Joel Foster, Terrance Farley family, Thomas Barkley, Jesse Stevens, Alden Adams, Vine Starr, Philip Reed, Hugh Hamilton, Alden Adams, Dr. William Meyer, and Willis Adams

Requests for Information About

Richmond Center and Allens Hill Cemeteries; the name of Deyo Road; history of homes on East Lake Road, CR 37, and Cole Road, history of the Meyers Lumbering company at Briggs Gull, installation of the sewer system on East Lake Road.

Donations

A packet of material containing details of the 1920s proposal to dam the Honeoye Outlet, a 1915 Ontario County map, two photographs of Main Street, an 1876 print of Sardis Simmons farm, the autobiography of William Henry Shelton, a history of the Murphy home (at S311 Meadowcreek), an 1824 letter regarding the New York State election (With the donor's permission, this was donated to the Ontario County Historical Society, as its content was more specific to the county rather than to Richmond.), a collection of 1926 photos of the Highway Department paving Route 20A, Sandy Bottom Park and Winter Carnival memorabilia, promotional material of J&S Conveyors Inc.

Projects Completed

- Editing and printing of Burton Deuel's "Reminiscences"
- Some of the audio tapes in our collection have been transcribed
- I served on the committee for the H-RHS 2020/21 calendar project, and on the Historical Society committee to obtain an Absolute Charter for our museum
- Six articles were submitted to the *Owl Light News*
- At my request the Richmond Center Cemetery will erect a marker for Simeon Garthen, an African American whose sons served in the Union Army during the Civil War

Events I Participated In

Trails Day celebration (June), quarterly meetings of the Ontario County Historians, the opening of the Cleveland House Museum in Naples (August), the annual GAHWNY conference (Government Appointed Historians of Western New York) at Mt. Morris (September)

Upcoming Programs:

- February 24: At Honeoye Public Library I will give a talk entitled "Horse Thieves and Highwaymen – Tales of True Crime From the Olden Days"

- April (date not set): At Allens Hill Library I will be participating in the celebration of their 125th anniversary

Supervisor Marshall

Updates

- Interview times need to be set for Planning Board and Zoning Board of Appeals candidates. Councilman Baker and Councilman Barnhoorn will assist in the interview process.
- LED Lights: The list of light locations and wattages is ready for submission to national Grid. Discussion followed.

New Business

- Grant Funds Unused: \$20,000 in Grant funding must be returned to Ontario County from the E-Waste State Assistance Grant obtained in 2017 by former Supervisor Nathan VanBortle. The funds were to be expended by the end of 2019 for electronic waste collection projects. The required projects did not take place over the past two years in the Town of Richmond, resulting in the return of the grant funding to Ontario County.

Councilman Barnhoorn motioned to advertise for candidates for the open Town Board seat. Letters of interest must be received by the Town Clerk by the close of business on Wednesday, February 5, 2020.

Councilman Violas 2nd.

All in favor.

Councilman Barnhoorn motioned to approve the contract agreement with the Honeoye Public Library and the Town of Richmond which includes payment of the 2020 budgeted amount of \$84,317.00.

Councilman Baker 2nd.

Councilman Stephen Barnhoorn	Aye
Councilman David Violas	Aye
Councilman David Baker	Aye
Supervisor Daryl Marshall	Aye

Councilman Barnhoorn motioned to move into Executive Session to discuss the employment history of a particular individual and potential litigation.

Councilman Baker 2nd.

All in favor.

9:00 pm

Councilman Barnhoorn motioned to exit Executive Session.

Councilman Violas 2nd.

9:37 pm

No action was taken.

Councilman Marshall motioned to adjourn the Regular Town Board Meeting.

Councilman Violas 2nd.

All in favor.

9:38 pm

Respectfully submitted,

Linda A. Grace, Richmond Town Clerk

February 10, 2020