

**Town of Richmond  
Organizational Meeting  
Public Hearing  
Town Board Meeting  
Tuesday, January 8, 2019 7:00 pm  
8690 Main Street, Honeoye, NY 14471**

**Supervisor Caroline Sauers  
Councilman Stephen Barnhoorn  
Councilman Daryl Marshall  
Councilman David Violas  
Councilwoman Amy Linehan (Absent)**

**25 Residents and guests**

**7:04 pm**

**Supervisor Sauers opened the Organizational Meeting**

**Resolution 01 2019 01A: Appointments**

	ITEM	RECOMMENDATION
1	Set Night, Place , and Time of Meeting	2nd and 4th 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
<b>A.</b>	<b>APPOINTMENTS</b>	<b>RECOMMENDATION</b>
1	Supervisor Designates Deputy Supervisor	Stephen Barnhoorn
2	Town Clerk Designates Deputy Town Clerk	Amy Sharp
3a	Town Board Appoints Budget Officer	Caroline Sauers
3b	Town Board Appoints Bookkeeper	Diane Arena
4	Highway Superintendent Designates Deputy Superintendent	Michael Stoddard
5	Town Board Appoints Code Enforcement Officer	Spencer Shumway
6a	Town Board Appoints Deputy Code Enforcement Officer	
6b	Town Board Appoints Water Rent Collector (Bulk Tokens)	Linda Grace
7a	Town Board Appoints Deputy Water Rent Collector (Bulk Tokens)	Amy Sharp

Councilman Barnhoorn motioned to adopt the appointments.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

7b	Town Board Appoints Chairman, Planning Board	Michelle Hodgeman
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Councilman Barnhoorn motioned to adopt the appointment.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Nay
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

8a	Town Board Appoints Chairman, Zoning Board	John Morsheimer
8b	Supervisor Appoints Historian	Joy Lewis
9	Town Board Appoints Registrar of Vital Statistics	Linda Grace
10a	Town Board Appoints Deputy Registrar of Vital Statistics	Amy Sharp
10b	Town Board Appoints Health Officer (01/01/2016 - 12/31/2019)	Ont. County, Mary Beers
11	Town Board Appoints Recreation Specialist	Holly Stoddard
12a	Town Board Appoints Recreation Specialist Deputy	Kyle Morsheimer
12b	Town Board Appoints Assessor (through 9/2019)	Lisa Bennett
13a	Town Board Appoints Assessor Clerk	Rita Kendzior
13b	Justice Chrisman Appoints Court Clerk	Sarah Santee
14	Justice Schreiber Appoints Court Clerk	Sarah Santee
15	Town Board Appoints Engineering Firm	Chatfield Engineers, Inc
16	Town Board Appoints Attorney for the Town	Sheila Chalifoux, Esq.
17a	Town Board Appoints Labor Attorney	Christian C. Casini, Esq.

Councilman Barnhoorn motioned to adopt the appointments.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**Resolution 01 2019 01B: Salaries**

<b>SALARIES</b>	<b>BI-WEEKLY</b>	<b>YEAR END</b>	<b>ANNUAL</b>
Supervisor	\$ 567.15	\$ 567.15	\$ 14,746.00
Town Clerk	\$ 1,821.15	\$ 1,821.15	\$ 47,350.00
Superintendent of Highways	\$ 2,544.62	\$ 2,544.62	\$ 66,160.00
Groundskeeper	\$ 1,359.65	\$ 1,359.65	\$ 35,351.00
Recreation Specialist	\$ 1,628.15	\$ 1,628.15	\$ 42,332.00
Assessor	\$ 1,336.58	\$ 1,336.58	\$ 34,751.00
Justice (each)	\$ 527.90	\$ 527.90	\$ 13,725.50
Council members (each)	\$ 123.79	\$ 123.79	\$ 3,218.50
Code Enforcement Officer	\$ 1,706.88	\$ 1,706.88	\$ 44,379.00
Bookkeeper			
A1340.1A	\$ 39.23	\$ 39.23	\$ 1,020.00
A1430.1	\$ 975.96	\$ 975.96	\$ 25,375.00
A5010.1A	\$ 98.08	\$ 98.08	\$ 2,550.00
SW8310.1D (SW \$435 - SW1- \$109)	\$ 20.92	\$ 20.92	\$ 544.00
	<b>QUARTERLY</b>		<b>ANNUAL</b>
Historian	\$ 300.00		\$ 1,200.00
Budget Officer	\$ 556.25		\$ 2,225.00
	<b>SEMI - ANNUAL</b>		<b>ANNUAL</b>
Groundskeeper - Brush Pit	\$ 500.00		\$ 1,000.00
			<b>ANNUAL</b>
Registrar/Vital St			\$ 100.00
	<b>HOURLY</b>		<b>ANNUAL</b>
DEPUTY TOWN CLERK (A1410.1A 900 HRS)	\$ 16.43		\$ 14,787.00
DEPUTY RECORDS (A1460.1- 200 HRS)	\$ 16.43		\$ 3,290.00
DEPUTY CODE P/T (A8010.1A - 1111 HRS)	\$ 18.00		\$ 20,000.00
CODE OFFICE CLERK P/T (A8010.1D - 520 HRS)	\$ 16.43		\$ 8,544.00
ZONING BOARD SECRETARY (A8010.1B - 96 HRS)	\$ 16.43		\$ 1,578.00
PLANNING BOARD SECRETARY (A8020.1 - 235 HRS)	\$ 16.43		\$ 3,861.00
COURT CLERK (A1110.1A - 450 HRS)	\$ 16.43		\$ 7,397.00
ASSESSOR CLERK (A1355.1A - 900 HRS)	\$ 16.43		\$ 14,787.00
DEPUTY RECREATION SPECIALIST (A7020.1A - 319 HRS)	\$ 16.43		\$ 5,243.00
SUPERVISOR CLERK (A1220.1A - 300 HRS)	\$ 16.43		\$ 4,929.00
WEBMASTER (A6410.1 -125 HRS)	\$ 16.43		\$ 2,054.00
CLEANER - TOWN HALL (A1620.1B - 738.5 HRS)	\$ 14.16		\$ 10,455.00
CLEANER - HIGHWAY (A5132.1 - 130 HRS)	\$ 14.16		\$ 1,840.00
BOARD OF ASSESSMENT REVIEW (A1355.1B)	\$ 16.43		\$ 1,000.00
ZONING BOARD PER MEETING - CHAIRMAN (A8010.1C)	\$ 44.00		
ZONING BOARD PER MEETING - MEMBERS (A8010.1C)	\$ 34.00		
PLANNING BOARD PER MEETING - CHAIRMAN (A8020.1B)	\$ 44.00		
PLANNING BOARD PER MEETING - MEMBERS (A8020.1B)	\$ 34.00		
MEO	\$ 26.19	*Per Union Ctr.	
DEP HWY	\$ 27.00	*Per Union Ctr	
MEO LIGHT	\$ 15.62	*Per Union Ctr	
2016 MEO	\$ 23.99	*Per Union Ctr	
2019 NEW MEO (\$5 LESS THAN MEO RATE)+\$1/HR ON ANNIVERSARY	\$ 21.19	*Per Union Ctr	

Councilman Barnhoorn motioned to adopt the salaries.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**Resolution 01 2019 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:** Simply Blue Plus Platinum 2.

**PAYMENT OF PREMIUM:** The Town will pay 100% of the premium of the Simply Blue Plus Platinum 2 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 the Simply Blue Plus Platinum 2. Town will reimburse after 3 years of retirement until death up to 50% of the cost of Simply Blue Plus Platinum 2.

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 the Simply Blue Plus Platinum 2.

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 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.

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 Simply Blue Plus Platinum 2. The Employer will pay 80% of an employee's premium for the Simply Blue Plus Platinum 2 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:** Simply Blue Plus Platinum 2.

**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:** Simply Blue Plus Platinum 2.

**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.

**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 Barnhoorn motioned to adopt the benefits.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**RESOLUTION 01-2019-02**

**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.

**RESOLUTION 01-2019-03  
TOWN OF RICHMOND  
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 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 bank 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.

### **RESOLUTION 1-2018-04 TOWN OF RICHMOND 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 Barnhoorn motioned to adopt resolutions 2 through 4.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**RESOLUTION 1-2019-05  
TOWN OF RICHMOND  
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.

Councilman Barnhoorn motioned to adopt the resolution.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**RESOLUTION 01-2019-06  
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 2019, 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.

**RESOLUTION 01-2019-07  
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 2019, 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 Barnhoorn motioned to adopt resolutions 6 and 7.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

#### **TOWN OF RICHMOND DISABILITY BENEFITS RESOLUTION 01-2019-08**

**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 Barnhoorn motioned to adopt the resolution.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

Councilman Barnhoorn motioned to close the **Organizational Meeting**.

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

Councilman Barnhoorn motioned to open the **PUBLIC HEARING FOR A PROPOSED LOCAL LAW CHANGING THE ZONING DISTRICT CLASSIFICATION OF CERTAIN PARCELS AND AMENDING A PORTION OF THE TOWN OF RICHMOND ZONING MAP.**

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

Councilman Barnhoorn has had discussions with various farmers, Conservation District representatives, and other interested parties that would like to have their properties excluded from the H District. Tonight's Public hearing will be adjourned, not closed to give additional opportunity for comment. Properties identified as H District will be owned solely by the Town of Richmond.

#### **Lee Drake**

##### **Bergen Swamp Preservation Society**

- Has worked successfully with the Town in the past.
- While it is important to set up a Parks District, involving certain properties requires that we work with multiple agencies; state, county, town, museums, conservation groups, etc.
- Some wording needs to be clarified, e.g. "natural" vs. "native".
- Encourages care in goal setting, making sure actual needs are met.
- Supports the good work being done here, with a reminder that these sites are educational.

#### **Jim Howe, Director**

##### **Central & Western NY Chapter of The Nature Conservancy**

- Several thousand acres are protected by the Nature Conservancy at the south end of Honeoye Lake.
- The Town is considered to be a good partner in that protection.
- Over 30,000 acres is owned in western New York, part of which is transferred to the NYSDEC.
- The conservancy paid fair market value for their lands and if transferred to the DEC, expects to be reimbursed fair market value.

#### **Resident Stephen Ashley**

##### **Ashley Family Farm LLC**

- Owns property next to the DEC property.
- Is concerned that agricultural use on privately owned land bordering DEC land will be impeded by the DEC's plans for their land.
- Appreciates the intent of the Town of Richmond to designate properties for public use.

**Richard Knight**

**Knight Farms**

- Commends Councilman Barnhoorn for paring back the proposed law to Town-owned lands.
- Believes there is a lack of initiative to include the larger land owners in such decisions. Would like agricultural representatives included in these discussions prior to the public hearings.

Councilman Barnhoorn motioned to adjourn this **Public Hearing**.

Councilman Violas 2<sup>nd</sup>.

All in favor.

Councilman Barnhoorn motioned to open the **PUBLIC HEARING FOR A PROPOSED LOCAL LAW TO AMEND THE ZONING LAW OF THE TOWN OF RICHMOND TO CREATE A NEW PARKS AND OPEN SPACE ZONING DISTRICT AND TO ADD REGULATIONS PERTAINING TO SUCH NEW ZONING DISTRICT.**

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

There was no public comment.

Councilman Barnhoorn motioned to adjourn the **Public Hearing**.

Councilman Violas 2<sup>nd</sup>.

All in favor.

**Privilege of the floor**

Supervisor Sauers stated that she mistakenly identified the 2019 Town Tax Rate as an 11.8% increase from 2018, when in fact the correctly calculated percentage is actually 16.2%. However, the dollar amount of the increase was originally correct and remains so. She is sincerely apologetic for any distress this error may have caused.

**Resident Dave Richardson**

**5330 County Road 37**

- Offered information to the Board regarding the WXXI 2019 STEM (Science, Technology, Engineering, Math) Program Awards and encouraged the Town to research and apply for these educational opportunities for youth.

Councilman Barnhoorn motioned to approve the **December 2018 Supervisor's Report**.

Councilman Violas 2<sup>nd</sup>.

All in favor.

Councilman Violas motioned to approve **Abstract 13 2018**

Councilman Barnhoorn 2<sup>nd</sup>.

All in favor.

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1541-1590	GENERAL	\$ 2,477.82	\$ 45,661.39	\$ 48,139.21
DA	2245-2255	HIGHWAY		\$ 11,006.38	\$ 11,006.38
SL	4012	STREET LIGHT DISTRICT		\$ 644.45	\$ 644.45
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		ABBAY RD DEEP CULVERT			\$ -
H6		SHETLER RD WD EXT #2 CP			\$ -
H7		PINEWOOD, CURTIS, CANANDICE RDS			\$ -
ES	9001	SOLID WASTE MANAGEMENT		\$ 3,846.55	\$ 3,846.55
SF		RICHMOND FIRE DISTRICT			\$ -
			\$ 2,477.82	\$ 61,158.77	\$ 63,636.59

Councilman Barnhoorn motioned to approve **Abstract 01 2019**

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1001-1010	GENERAL	\$ 5,652.40	\$ 3,636.00	\$ 9,288.40
DA	2001-2003	HIGHWAY	\$ 4,183.96		\$ 4,183.96
SL		STREET LIGHT DISTRICT			\$ -
SW	3001	HONEOYE WATER DISTRICT	\$ 1,296.43		\$ 1,296.43
SW1	3001	SHETLER RD WATER DISTRICT	\$ 68.23		\$ 68.23
SW2		EAST LAKE RD WATER DISTRICT			\$ -
SW3		ASHLEY/WHITE WATER DISTRICT			\$ -
H4		SHETLER RD WD EXT #1 CP			\$ -
H5		ABBAY RD DEEP CULVERT			\$ -
H6		SHETLER RD WD EXT #2 CP			\$ -
H7		PINEWOOD, CURTIS, CANANDICE RDS			\$ -
ES		SOLID WASTE MANAGEMENT			\$ -
SF		RICHMOND FIRE DISTRICT			\$ -
			\$ 11,201.02	\$ 3,636.00	\$ 14,837.02

## **Planning Board Report**

- **Site Plan Review** – Scott Gillen, owner of 8716 Main Street, Tax Map #135.20-1-17.000 to go before the Board to learn what is required for his Site Plan. Approved with stipulation regarding parking lot.
- **Site Plan Review** – Raymond D. Wolinski – for property located on Main Street, Tax Map #136.17-1-43.000 – for vacant strip of land adjacent to the gas station being used for storage of vehicles that are for sale. Must go to the ZBA for a variance.
- **Subdivision Application Review** – Michael and Victoria Mangan, 4200 Abbey Road, Tax Map #122.00-1-4.120 would like to revise the lot line between their parcel and parcel #122.00-1-4.110. Conceptual Approval. Public Hearing January 24<sup>th</sup>.
- **Site Plan Conceptual Review** – Greg and Kim Ward – to present conceptual site plan for 8982 County Road 15 in Livonia, Tax Map #121.00-1-34.000. Approved, stipulation, must describe egress, parking barriers.

## **Zoning Board of Appeals**

### **Councilman Violas**

- Appreciates the good work of ZBA Secretary Lindsay McMillan.
- It appears that a new dentist may be occupying the vacant dental office building on Main Street.

## **Lake Quality**

### **Honeoye Lake Watershed Task Force**

#### **Chairman Terry Gronwall**

- Governor's \$65M plan to address blue-green algae issue in 12 high priority lakes
  - Our partners were awarded 3 HABs Action Plan related WQIP grants in December:
    - Sandy Bottom Park Lake Bank Stabilization – OCSWCD \$30,000
    - Custom conveyor for shoreline weed pick-up barge – OCPD \$41,250
    - Honeoye Waste Water Treatment Plant – OCPW \$4,342,500
- NYSDEC WQIP Grant Round 11 Project
  - Grant project was completed and closed out in December 2018.
- Inlet Restoration Project
  - USFWS & NYSDEC Region 8 have requested several more enhancements to slow the water flow down even more in the new inlet channel
  - Grant project is expected to be completed and closed out later in 2019

## **Code Review Committee**

### **Councilman Barnhoorn**

- 4 things have been forwarded to the Ontario County Planning Board
  - To add non-commercial recreation uses as allowable uses in the Residential/Agricultural, Residential, and Residential/Recreational Districts of the Town of Richmond
  - Planning Board and Zoning Board of Appeals powers and duties
  - Requirement for a pre-application meeting with CEO and a Planning Board member prior to submission of a sketch layout or preliminary plat submission
  - To add regulations pertaining to non-commercial recreational uses and structures in the Town of Richmond.

## **Parks and Recreation Committee**

### **Len Wildman, Chairman**

- There is a great diversity in the membership of this committee.
- They are doing great work in grant writing.

## **Recreation Department**

### **Director Holly Stoddard**

- Ongoing Activities
  - Aerobics
  - Girls' 3<sup>rd</sup>/4<sup>th</sup> Grades Basketball
  - Boys' 3<sup>rd</sup>/4<sup>th</sup> Grades Basketball
  - Boys' 5<sup>th</sup>/6<sup>th</sup> Grades Basketball
  - Cheerleading for K-6<sup>th</sup> Grades starts Saturday, January 12<sup>th</sup>
  - Ski Program for 3<sup>rd</sup> -8<sup>th</sup> Grades starts Wednesday, January 9<sup>th</sup>
  - Women's Volleyball starts January 7<sup>th</sup>
- Upcoming Activities
  - February Break activities
  - Spring Tumbling
  - Senior Citizens Activities
- Work is being done to create a Senior Citizens activity program.
- A survey regarding swim lessons will be posted on the Town's website and Facebook page, and sent home with elementary students

## **Highway Department**

### **Superintendent Thomas E. Fleig**

**Town of Richmond**  
**Town Board Resolution**  
**01 2019 09**  
**AGREEMENT TO SPEND TOWN HIGHWAY FUNDS**

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 \$764,806.81 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.

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

5110.1	\$ 185,500.00
5110.4	\$ 405,026.00
5112.2	\$ 122,956.25
5112.2A	\$ 28,065.99
5112.2B	\$ 23,258.57
<b>TOTAL</b>	<b>\$ 764,806.81</b>

Councilman Barnhoorn motioned to adopt the resolution.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Aye
Councilman Violas	Aye
Supervisor Sauers	Aye

- Allen's Hill Road Culvert Replacement Project
  - The Supervisor met with Bond Counsel regarding funding of this project. Discussion followed. A resolution can be done at the workshop on January 22<sup>nd</sup>.
  - The Nature Trail is 90% complete.
  - The 2015 International 10 wheel dump truck with plow brought \$26,600 at auction which is lower than the first bid of \$50,000. Discussion followed.

Councilman Marshall motioned to reject the \$26,600 bid for the 2015 International 10 wheel dump truck with plow.

Councilman Barnhoorn 2<sup>nd</sup>.

All in favor.

- Several quotes for services to clean the Highway Garage have been obtained.

## **Code Enforcement**

### **Code Officer Spencer Shumway**

- **OUTSTANDING PERMITS:** At the end of December, there were seven outstanding permits thirty months old or older. Four of these permits are over the three year limit. All four have been notified.
- **FIRE AND SAFETY INSPECTIONS:** I was not able to schedule any Fire and Safety inspections or any re-inspections in December.
- **FEES COLLECTED:** There were five building permits issued in December. A total of \$401.55 in fees was collected by the Building and Zoning Department for these permits. Project estimates for these permits came to \$185,500. The Planning Board took in \$ 265.00 for three Subdivision applications, and another \$90.80 was collected from three permit renewals, and another \$1,500 was collected for a 2018, annual Special Use Permit renewal having to do with a cell tower. This brings the total of fees collected by this office in December to \$2,256.63.
- **CERTIFICATES OF OCCUPANCY OR COMPLIANCE:** Thirteen permits were completed and issued certificates in December.
- **VIOLATIONS OR COMPLAINTS:** There were five violation letter issued in December. Four of the five have been corrected. There was an Appearance Ticket issued on 12/12/18 having to do with a refusal to apply for a building permit.
- **REQUEST FOR INTERPRETATIONS:** In December, there were three applications for minor sub-divisions. These sub-divisions were sent to the Planning Board.

**Floodplain Violations:** The Board was updated on the progress of specific properties which are required to remedy violations in the floodplain.

- County Road 15 – 2 bridges existed. One is now gone.
- 8689 Main Street – Elevation for back building is needed.
- 8708 Main Street – Elevation certificate is needed for the addition.
- 8705 Main Street – Has never suffered any flood damage.
- 8723 Main Street – There has been no response from the property owner.
- 8741 Main Street – There has been no response. Discussion ensued regarding the location of the Floodplain Development Permit Application Packet.
- 4890 County Road 36 – The barn on this property needs flood vents.
- 8691 Mountain View Drive – This is off the list.
- 8685 Mountain View Drive – The resident has done everything he was directed to do.



**Town Clerk Linda A. Grace**

- Revenues and disbursements for December 2018 were \$1428.63.
- Tax collection is in full swing and going well.

**Assessor's Report**

(Assessor Lisa Bennett)

Councilman Barnhoorn motioned to enter the Assessor's written report into the minutes.

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

The following are some topics going on in the Assessor's Office.

- Processed transfers and address changes of real property. Forward copies to the Town Clerk & CEO.
- Exemption renewal forms were mailed. They are due by March 1, 2019.
- Review, processing and valuation of building permits.
- Processed Subdivisions for apportionment of Tax Bills.
- Working on information for Emily to update the website with STAR changes.
- Obtained information on billing for the PILOT Agreement, forwarded the information to Diane and Caroline.
- Continued efforts on completing the 2019 reassessment project.
- Sent the new laptop back to PC Wireless with trouble shooting issues, it is under warranty.

**Historian's Report**

(Historian Joy Lewis)

Councilman Barnhoorn motioned to enter the Historian's written report into the minutes.

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

**2018 Historian's Report****Donations**

First Quarter: A copy of *Swinton's Third Reader* once owned by Fannie Barnard (1889); a copy of the reference book *Early American Mills*; two VHS tapes about the Hamilton Family (early settlers on East Lake Road) and a handwritten list of Freida Hamilton's memories

Second Quarter: A large donation of Honeoye memorabilia; 1869 and 1874 papers pertaining to School District # 6; from the Allens Hill Library a large collection of books, papers, and photographs including the only known photograph of the Episcopal Church before the steeple fell down, also election ballots from the 1890s and papers pertaining to the operation of the tile factory; photographs and blueprints of the 1952 building project for HCS; a receipt for services from Dr. Standish and several Hemlock Fair premium ribbons; a brochure for California Ranch, several sheets of Shafer Real Estate stationary, and

six Honeoye area post cards; a copy of "Ramblings" a collection of UCC newsletters written by Jane Barnard

Third Quarter: From Preston Pierce Ontario County Historian: two collections of statistics regarding veterans of World War I; a Cochrane Realty Sign and a poster of the Honeoye Fireman's Carnival; the 1827 distillery license for Erastus Hills; a 1927 map of proposed flooding of Honeoye Lake; a 1938 student picture of District #4 School; 1950s Raymond Shafer mementoes

Fourth Quarter:

1. Three postcards of Honeoye, from Robert Jones (historian of Vernon, N.Y.)
2. 1882 bill of sale for sheep at the J.J. Norgate farm on CR 37, from Margaret White
3. Honeoye Lake Book, from Jeff Huff
4. WWI Resource Book, from Jan Ashley
5. Photographs of School #7 and the teacher, from Rick Osiecki

### **Research Requests**

About Families: Philip Reed, Alden Adams. Roswell Turner; Wickes Smith; Olcott and Reynolds families; Joseph Gilbert; Delmar Seymour; Fuller/Jackman families; how to track down a child born in Richmond in 1922 and adopted

Other Questions: Sandy Bottom Park; Revolutionary War Vets buried in Richmond; Cemeteries: Lakeview, Richmond Center, Purcell; Times Union Tract; the house at 9470 Big Tree Road; aerial photograph of Main Street; Livonia/Richmond town border; Native American artifacts; Frost Hollow; stained glass window of the Allens Hill United Methodist Church

### **Museum Tours, Programs, Speeches**

Tours: Mr. Pat Moran's HCS high school students: on Native Americans; Senior Citizens Club; Agricultural Museum was open four times in the summer and fall

Programs: Irish Heritage Day, Were You Alive in '55?, Harvest Home, Old Time Christmas

Speeches: History of Allen's Hill; SAR Cemetery Program honoring Daniel Bissell and Ichabod Perry; Richmond's WWI Veterans; 50<sup>th</sup> Anniversary Celebration of Honeoye Library Building

Other: Several articles written for *Owl Light News*; attended two meetings of Ontario County Historians and the board meeting of Honeoye-Richmond Historical Society; filing news stories; transcribing audio tapes; preparing new displays for the museum

### **Supervisor Sauers**

#### **Update**

- Compost Initiative

- This is a 100% grant contribution from Ontario County to keep food waste out of the Ontario County Landfill. The Cornell Cooperative Extension is offering a composting class.

**Town of Richmond  
Town Board Resolution  
01 2019 10  
RESOLUTION OF SYMPATHY AND RESPECT:  
RICHARD G. BROCKLEBANK (1935-2018)**

**WHEREAS**, the Town Board of the Town of Richmond was deeply saddened to learn of the recent death of Richard G. Brocklebank; and

**WHEREAS**, Mr. Brocklebank served as Attorney for the Town of Richmond from January 5, 1988 through December 31, 1992; and

**WHEREAS**, Mr. Brocklebank served the Town of Richmond with the highest standards of legal professionalism and outstanding service to the community; and

**WHEREAS**, Mr. Brocklebank is fondly remembered for his humor, wit, integrity, devotion to his clients; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Richmond extends its sympathy to the family of Richard Brocklebank, in this their time of sorrow; and

**BE IT FURTHER RESOLVED** that the Town Clerk shall cause a copy of this resolution to be presented to the family of Richard Brocklebank as an expression of the high esteem in which he was held.

Councilman Barnhoorn motioned to adopt the resolution.

Supervisor Sauers 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**Town of Richmond  
Town Board Resolution  
01 2019 12**

## RESOLUTION ADOPTING NEW YORK STATE CLIMATE SMART COMMUNITIES PLEDGE

**WHEREAS**, the Town of Richmond (hereinafter "local government") believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and

**WHEREAS**, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

**WHEREAS**, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

**WHEREAS**, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

**WHEREAS**, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come;

**IT IS HEREBY RESOLVED** that the Town of Richmond, in order to reduce greenhouse gas emissions and adapt to a changing climate, adopts the New York State Climate Smart Communities Pledge, which comprises the following ten elements:

1. Pledge to be a Climate Smart Community.
2. Set goals, inventory emissions, plan for climate action.
3. Decrease community energy use.
4. Increase community use of renewable energy.
5. Realize benefits of recycling and other climate-smart solid waste management practices.
6. Reduce greenhouse gas emissions through use of climate-smart land-use tools.
7. Enhance community resilience and prepare for the effects of climate change.
8. Support development of a green innovation economy.
9. Inform and inspire the public.
10. Commit to an evolving process of climate action.

Councilman Barnhoorn motioned to adopt the resolution.

Councilman Violas 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

### **Trees for Tribs Grants**

- The most successful applications for the first round of the Trees for Tribs grants emphasized native plant species selection, appropriate planting techniques, and planting plans for each planting site from a qualified professional. Applicants also had to clearly demonstrate that they included an education and volunteer engagement component, including community events and utilizing volunteers to plant trees and shrubs. Priority was given to projects that provided long-term maintenance plans and had partner support.
- The NYSDEC awarded \$379,878.55 from the New York State Environmental Protection Fund (EPF) to ten projects.
- The Town of Richmond was awarded \$18,598 for Sandy Bottom Park.

Councilman Violas motioned to accept the Trees for Tribs Grant.

Councilman Barnhoorn 2<sup>nd</sup>.

Councilman Marshall                      Aye

Councilman Barnhoorn                      Aye

Councilwoman Linehan                      Absent

Councilman Violas                      Aye

Supervisor Sauers                      Aye

Councilman Barnhoorn motioned to schedule the Annual Audit of the Books for Saturday, January 12, 2019 from 9:00 am to 3:00 pm.

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

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

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

**8:44 pm**

Councilman Barnhoorn motioned to exit Executive Session.

Supervisor Sauers 2<sup>nd</sup>.

All in favor.

**9:10 pm**

**Town of Richmond  
Town Board Resolution  
01 2019 11**

**RESOLUTION TO SECURE THE SERVICES OF JEFFREY L. TURNER AS INDEPENDENT INVESTIGATOR TO  
CONDUCT AN INVESTIGATION OF AN EMPLOYEE COMPLAINT PURSUANT TO THE TOWN OF  
RICHMOND'S POLICY AGAINST HARASSMENT**

**WHEREAS**, an employee of the Town has filed a written complaint of harassment; and

**WHEREAS**, the Town's Policy permits the investigation of such complaints by legal counsel designated by the municipality; and

**NOW THEREFORE IT IS HEREBY RESOLVED**, that in accordance with Town policy, that attorney **JEFFREY L. TURNER** is appointed to conduct an investigation of the aforementioned written complaint.

Councilman Barnhoorn motioned to adopt the resolution.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

**Town of Richmond  
Town Board Resolution  
01 2019 13**

**RESOLUTION TO SECURE THE SERVICES OF A PROFESSIONAL CONSULTANT TO ASSIST THE TOWN OF  
RICHMOND BY EVALUATING CURRENT PROCEDURES, PRACTICES AND FORMS AND MAKING  
RECOMMENDATIONS TO IMPROVE THE EFFICIENCY, PROFICIENCY AND ORGANIZATION OF THE  
TOWN'S OFFICE OF CODE ENFORCEMENT**

**WHEREAS**, the Town of Richmond had identified a need to improve the operations of the Office of Code Enforcement and identify priorities for enforcement and regulatory compliance; and

**WHEREAS**, the Town of Richmond seeks the assistance of a professional consultant in evaluating current procedures, practices and forms and making recommendations based upon such evaluation; and

**NOW THEREFORE IT IS HEREBY RESOLVED**, that that Town identify and retain the services of an appropriately qualified professional consultant to evaluate and review the current practices, procedures and forms, identify priorities for Code Enforcement and regulatory compliance and make recommendations to assist the Town with the organization and efficiency of its Office of Code Enforcement.

Councilman Barnhoorn motioned to adopt the resolution.

Councilman Marshall 2<sup>nd</sup>.

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

Councilman Marshall	Aye
Councilman Barnhoorn	Aye
Councilwoman Linehan	Absent
Councilman Violas	Aye
Supervisor Sauers	Aye

Supervisor Sauers informed the Board that Bond Counsel is being consulted for recommendations regarding grant funding, borrowing, rolling over existing BANs, paying off debt, and combining several BANs. All of this is in relation to existing projects and funding the Allens Hill Road Culvert Replacement Project.

Councilman Marshall motioned to adjourn the Town Board Meeting.

Councilman Barnhoorn 2<sup>nd</sup>.

All in favor.

**9:36 pm**

Respectfully submitted,

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Linda A, Grace, Richmond Town Clerk

February 7, 2019