

RICHMOND TOWN BOARD  
REGULAR MEETING  
RICHMOND TOWN HALL  
8690 MAIN STREET  
HONEOYE, NY 14471  
TUESDAY, APRIL 10, 2012/7:00 PM

**Supervisor Ralph Angelo**  
**Council Member Gary Hubble**  
**Council Member Stephen Barnhoorn**  
**Council Member Thomas Gendreau**  
**Council Member John Chrisman**

**15 Residents and Guests**

**7:00 PM**

**Privilege of the floor.**

Summarizations include but are not limited to the following:

**Wayne Ohl** representing Scott Rice of S&G Rice Properties would like the Town Board to reinstate their ability to resell water to the tenants of Creekplace Mobile Manor. Discussion ensued. Attorney Ohl presented information that everything is being done according to NYS Law. If the tenants continue to have issues, they should take them up with the court system. The Town Board does not wish to act as the landlord for this property.

Council Member Gendreau motioned to reinstate S&G Rice Properties ability to bill monthly for metered water consumption pending the approval of the Town Attorney, Russ Kenyon, Esq.

Council Member Hubble 2<sup>nd</sup>.

Council Member Hubble	Aye
Council Member Barnhoorn	Nay
Council Member Gendreau	Aye
Council member Chrisman	Nay
Supervisor Angelo	Aye

Motion carried.

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**Marcia Young**

**Honeoye Lake Country Garden Club**

Ms. Young was concerned because the Garden Club was told they need a certificate of insurance to hold a plant sale at the gazebo. The reason for this requirement is because of the change in Town insurance carriers. The HLCGC moved their plant sale to the Masonic Temple. Council Member Chrisman will contact our insurance representative tomorrow to find out if the certificate is needed for future events.

**Resident Larry Coon**

**Homestead Lane**

In regard to the coming water project vote, he would like to know if residents can pre-pay for the cost of the district that will be bonded. The board did not have an answer for this question.

Council Member Barnhoorn motioned to approve Abstract 04 2012.

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1123-1164	GENERAL FUND	\$ 3,127.26	\$ 13,421.10	\$ 16,548.36
DA	2047-2067	HIGHWAY	\$ 2,936.98	\$ 12,610.64	\$ 15,547.62
SL	5004	STREET LIGHT DISTRICT		\$ 607.90	\$ 607.90
SW	3059-3080	HONEOYE WATER DISTRICT	\$ 99,329.08	\$ 10,693.14	\$ 110,022.22
SW1	4005-4006	SHTLER RD WATER DISTRICT	\$ 11,251.45	\$ 335.93	\$ 11,587.38
SF		RICHMOND FIRE DISTRICT			
			\$ 116,644.77	\$ 37,668.71	\$ 154,313.48

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

**7:37 PM**

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

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

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Council Member Barnhoorn motioned to exit Executive Session.

Council Member Chrisman 2<sup>nd</sup>.

All in favor

No action was taken.

**8:04 PM**

Council Member Barnhoorn motioned to approve the minutes from March 13, 2012.

Council Member Hubble 2<sup>nd</sup>.

All in favor.

**Planning Board**

**Chairman Ed Jackson**

At the March meeting the Right-to-Farm Law was reviewed. Barbara Randall has been working on this along with Ontario County Planning Board representative Maria Rudinsky. It will go to the County Planning Board in April. It will then be sent back to the Town. A Public Hearing will be required before adopting the law. This will be a positive thing considering the size of our agricultural community.

The Community Beautification Award nominees will be reviewed after the May 1 deadline.

Planning Board members will be attending the Genesee Finger Lakes Regional Planning Conference.

The State boat launch will be complete in August. Canoe and kayak access was approved by the state. The docks are not installed yet.

Barbara Randall attended the Livingston County presentation regarding NYS Article 10 regarding wind energy. All wind projects are now under the control of the NYSDEC. The state has received new energy money. They have the power to do the same with hydraulic fracturing. It is unclear if the town law could be superseded by state decrees.

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**Streetscape**

**Council Member Hubble**

They met on March 19<sup>th</sup>. They are moving forward with the repair of the benches at the Gazebo. Kent Emirbayer and Council Member Hubble donated money for this. The spindles are also repairable. Buildings and Grounds Deputy Superintendent Moran is working on that project.

The Hydraulic Fracturing Committee will be meeting Thursday night. NYSDEC Representative Bruce Finster will be explaining the ramifications of a spill.

**8:17 PM**

**Highway Department**

Supervisor Angelo asked for a motion to act on the mowing contract from Ontario County.

Council Member Barnhoorn motioned to renew the current mowing contract for the 2012 season with Ontario County Public Works.

Council member Gendreau 2<sup>nd</sup>.

All in favor.

Highway Superintendent Thomas E. Fleig (absent) had recommended we accept a bid from Regional International with Viking equipment of \$182,920.00 for a 6x4 dump truck, plow, and wing sander. Council member Chrisman explained to the board Superintendent Fleig's reasons for this choice. Council member Gendreau would like the Highway Department to consider the Tenco equipment. The vote on the truck was tabled until the next meeting.

Council Member Barnhoorn motioned to recess the regular Town Board meeting.

Council Member Hubble 2<sup>nd</sup>.

All in favor.

Council Member Barnhoorn motioned to convene as the Honeoye Consolidated Water District Board of Commissioners.

Council Member Hubble 2<sup>nd</sup>.

All in favor.

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**Water Department**

**Deputy Water Superintendent Roger Moran**

A resident who lives on County Road 33 and who could be part of that water district extension would like the Town to pay for required bladder tanks. The Board agreed that cost was not part of the budget for County Road 33 and the resident would have to absorb it.

Deputy Superintendent Moran thanked the Highway Department for the use of the backhoe and operator to repair a leak. Council Member Chrisman thanked Deputy Superintendent Moran for having the Water Department Truck lettered clearly.

The Water Vote was discussed. The signs are proofed and ready to be ordered. Assessor Lisa Bennett is working to have a correct listing of the eligible voters. Affidavit ballots need to be available for those that believe they are eligible but are not on our list. They will then be researched as to their eligibility.

Council Member Chrisman stated the Town should hire backup help for Deputy Water Superintendent Roger Moran. He provided a list of vacant positions in the Town. There was discussion about exactly what position should be filled, whether we need more support for the Water Department or Buildings and Grounds. There was a clear difference of opinion among the Board where the help was most needed. Deputy Superintendent Moran said it should be half and half. Council Member Hubble did not want to hire another person in the Water Department.

Council Member Barnhoorn motioned to recess as the Honeoye Consolidated Water District Board of Commissioners.

Council Member Hubble 2<sup>nd</sup>.

All in favor.

Council Member Barnhoorn motioned to reconvene the Regular Town Board Meeting.

Council Member Hubble 2<sup>nd</sup>.

All in favor.

**Buildings and Grounds**

**Deputy Superintendent Moran** would like to purchase 40 flower baskets for the light poles and 4 pots for the front of the Town Hall from the Greenery for \$1320.00.

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Council Member Hubble motioned to authorize Deputy Superintendent Moran to purchase 40 flower baskets and 4 pots from the Greenery for \$1320.00.

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

There is no new information from the Board of Elections regarding automatic doors for the Town Hall.

The issue of additional help for Deputy Superintendent Moran was again raised. There was more discussion about hours needed and the type of work required.

Council Member Chrisman motioned to direct the Town Clerk to advertise for a part-time Grounds Laborer for the Town of Richmond. The position would be for 20 hours per week should be advertised for 2 weeks.

Council member Gendreau 2<sup>nd</sup>.

All in favor.

Council Member Hubble motioned that the committee of Deputy Superintendent Moran and Council Member Barnhoorn should review the applications.

Council Member Chrisman 2<sup>nd</sup>.

All in favor.

**Code Enforcement**

**Code Officer Jim Moore**

Council Member Chrisman motioned to approve the Automotive Salvage Yard license for Candice Automotive.

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

Code Officer Moore presented his report. He also needs a notice in the paper for the NYS DEC reports on the proposed French drain at the Town Hall.

Council Member Chrisman motioned to direct the Town Clerk to have that notice published.

Council Member Barnhoorn 2<sup>nd</sup>.

All in favor.

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**Recreation Department**

**Recreation Director Holly Stoddard** reported that ongoing activities include the Fitness Room, Men's Basketball, Women's Volleyball, and Co-Ed Springtime Volleyball

Upcoming activities include Spring Tumbling, and new this spring; Jazz/Hip-Hop Dance for 4<sup>th</sup>-8<sup>th</sup>, and Spring Soccer.

The CORAL group from Honeoye Central School picked up trash in the Nature Trail as part of their community service project.

Council Member Barnhoorn said he and Director Stoddard are going to the County Youth Bureau to investigate criteria for background checks for adults working in our youth programs.

There was discussion regarding staffing the beach in the summer on days it is closed. More research needs to be done before a policy can be made.

**Town Clerk**

**Town Clerk Linda Grace**

Council Member Barnhoorn motioned to declare the old fax machine surplus and to transfer it from the General use to the Bookkeeper.

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

**Supervisor**

**Supervisor Ralph Angelo** discussed the weed harvester contract. Council Member Gendreau asked when delivery could be expected. Supervisor Angelo said it would be here the first of the season.

Planning Board Chairman Ed Jackson, Council Member Chrisman, Council member Gendreau, Deputy Superintendent Roger Moran met with 3 Representatives from Monroe County. They have been looking into the possibility of leasing the Department to the Monroe County Water Authority. They are not-for-profit and we would be in a 40 year lease. They would inspect tanks, pump stations, and infrastructure to make sure the Water District is in good condition. The move would probably lower water bills, however would require a 40 year commitment.

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Council Member Chrisman said there are some steps to be taken that are time sensitive. We have to register with the state legislature and we need to get on the State Assembly calendar. A resolution must be created for this to take place. This obligates the Town to nothing. Discussion ensued. The Water Authority does not create Water District Extensions.

**9:11 PM**

Council Member Gendreau stated that we are in the first stages of a 30 year contract with the City of Rochester. We would have to negotiate ourselves out of that.

**Town of Richmond  
Town Board Resolution  
04-2012-27**

**WHEREAS**, New York State Technology Law Section 208 establishes procedures to be followed to notify affected individuals in the event of a breach of a computer security system and requires municipalities to adopt a notification policy consistent with these procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached "Town of Richmond Computer System Security Breach Notification Policy" is hereby approved and adopted as the Town's official policy; and be it

**FURTHER RESOLVED**, that this Resolution shall take effect immediately.

The question of the adoption of the foregoing was duly put to a roll call vote, performed by Linda A. Grace, Richmond Town Clerk, which resulted as follows:

**Motion:** Council Member Barnhoorn

**Second:** Council Member Hubble

**Voting:**

Council Member Hubble	Aye
Council Member Barnhoorn	Aye
Council Member Gendreau	Aye
Council Member Chrisman	Aye
Supervisor Angelo	Aye

## **Richmond Town Board**

### **Title: Computer System Security Breach Notification Policy**

#### **1. PURPOSE:**

This Computer System Security Breach Notification Policy is intended to alert individuals to any potential identity theft as quickly as possible so that they may take appropriate steps to protect themselves from and remedy any impacts of the potential identity theft or security breach. This Policy is consistent with and adopted pursuant to New York Technology Law Section 208.

#### **2. DEFINITIONS:**

The following terms have the following meanings:

**BREACH OF THE SECURITY OF THE SYSTEM** - means unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality or integrity of personal information maintained by the Town. Good faith acquisition of personal information by an employee or agent of the Town for the purposes of the employee or agent is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:

- 1) indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- 2) indications that the information has been downloaded or copied; or
- 3) indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

**CONSUMER REPORTING AGENCY** - means any person or entity which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies may be obtained upon request to the State Attorney General.

**DEPARTMENT** - means any board, division, committee, commission, council, department, public authority, public benefit corporation, office or other governmental entity performing a governmental or proprietary function for the Town.

**PERSONAL INFORMATION** - means any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify that person.

PRIVATE INFORMATION - means personal information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- 1) social security number
- 2) driver's license number or non-driver identification card number; or
- 3) account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

PRIVATE INFORMATION - does not include publicly available information that is lawfully made available to the general public from Town records.

TOWN - means the Town of Richmond, County of Ontario.

### **3. DISCLOSURE OF BREACH TO AFFECTED PERSONS:**

Any Town Department that owns or licenses computerized data that includes private information must disclose any known breach of the security of the system to any individual whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure must be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in paragraph 5 below, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The Town shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination to determine the scope of the known breach and restoration measures.

### **4. DISCLOSURE OF BREACH TO OWNER OR LICENSEE:**

If the Town maintains computerized data that includes private information which the Town does not own, the Town must notify the owner or licensee of the information of any known breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

### **5. PERMITTED DELAY:**

Notification pursuant to this Policy may be delayed if a law enforcement agency determines that notification could impede a criminal investigation. The notification must be made after the law enforcement agency determines that notification would not compromise any criminal investigation.

### **6. METHOD OF NOTIFICATION:**

The required notice must be directly provided to the affected individuals by one of the following methods:

- a) written notice;
- b) electronic notice, provided that the person to whom notice is required to be provided has expressly consented to receiving notice in electronic form and a log of each electronic notification is kept by the Town; and provided further that no person or

business may require a person to consent to accepting notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

- c) telephone notification, provided that a log of each telephone notification is kept by the Town; or
- d) substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000 or that the number of individuals to be notified exceeds 500,000, or the Town does not have sufficient contact information.

Substitute notice must include all of the following:

- 1) e-mail notice, when the Town has an e-mail address for the subject persons;
- 2) conspicuous posting of the notice on the Town's Website page, if the Town maintains one; and
- 3) notification to major state-wide media

## **7. INFORMATION REQUIRED:**

Regardless of the method by which notice is provided, the notice must include contact information for the Town and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information were, or are reasonably believed to have been, acquired.

## **8. NOTIFICATION OF AGENCIES:**

- a) Whenever any New York State residents are to be notified pursuant to this Policy, the Town must notify the State Attorney General, the Consumer Protection Board and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and the approximate number of affected people. Such notice must be made without delaying notice to affected individuals.
- b) Whenever more than 5,000 New York State residents are to be notified at one time, the Town must also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected people. Such notice must be made without delaying notice to affected individuals.

## **9. BREACHES OF POLICY:**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Violations of the policy that are also violations of law may result in referral to law enforcement authorities.

## **10. AMENDMENTS:**

The Town Board may amend and supplement this policy. Employees will be provided with any amendments and supplements.

**Town of Richmond  
Town Board Resolution  
04-2012-28**

**ADOPTING TOWN OF RICHMOND COMPUTER SECURITY AND USE POLICY**

**WHEREAS,** the Town Board of the Town of Richmond deems it necessary to set forth the attached amended “Computer Security and Use Policy” and

**NOW THEREFORE BE IT RESOLVED** that the Town Board of the Town of Richmond hereby adopts the attached Policy.

The question of the adoption of the foregoing was duly put to a roll call vote, performed by Linda A. Grace, Richmond Town Clerk, which resulted as follows:

The question of the adoption of the foregoing was duly put to a roll call vote, performed by Linda A. Grace, Richmond Town Clerk, which resulted as follows:

**Motion:** Council Member Barnhoorn

**Second:** Council Member Hubble

**Voting:**

Council Member Hubble	Aye
Council Member Barnhoorn	Aye
Council Member Gendreau	Aye
Council Member Chrisman	Aye
Supervisor Angelo	Aye

**Richmond Town Board**

**Title: Computer Security and Use Policy**

**Purpose:**

The Town of Richmond provides a variety of communication resources to its employees, including, but not necessarily limited to, personal computers, software, Internet, and email

services. Use of these resources should be guided by common sense, and the purpose of this policy is to define the acceptable limits within which users may exercise their discretion.

With the rapidly changing nature of technology, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the Town's philosophy and sets forth general principles to be applied. Conformance to this Policy should be considered to be a term and condition of affected employee's employment.

**Scope:**

The following Internet and/or computer users are covered by this policy:

- Authorized full and part-time employees of the Town of Richmond.
- Volunteers who are authorized to use the town resources to access the Internet.
- Contractors who are authorized to use town owned or leased equipment or facilities.

Employees, volunteers and contractors who are not authorized to access the Internet as part of their official duties, may not access town electronic media and services under any circumstances.

**Appropriate Use:**

Access to the Town's computers, internet services and email services is to empower employees in the performance of their employment responsibilities. Information Technology used for any official Town government purpose is considered appropriate use. Care should be taken to use technology in the most efficient and effective manner possible.

Examples of job-related use of the Internet include but are not limited to:

- Accessing external websites to obtain reference information or conduct research for official purposes.
- Using Email to communicate with residents, Town Departments and other parties in order to conduct Town business.
- Posting information on the official Town Website.
- For all town-owned computers with internet access, the default web browser shall be set to the Town of Richmond website homepage, a neutral site.

**Improper Use of Computer Systems and Information:**

Improper use of computerized information includes the following non-exhaustive list of activities:

- Obtaining information or using any town resource in violation of law, regulation, policy, procedure, or other rule.
- Release or use of records for personal or financial gain, or to benefit or cause injury to a third party.
- Access or share sexually explicit, obscene, or otherwise inappropriate materials.

- Harassing other users, or tampering with any computing systems, and/or damaging or altering the software components of same.
- For any political, religious or commercial activity.
- Intercept communications intended for other persons.
- Illegal activities of any sort, including but not limited to theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, sexual harassment, prohibited discriminatory activity; to threatening, obscene, defamatory or harassing activities.
- To spread computer viruses, Trojan horses, worms or any other program designed to violate security, interfere with proper operation of any computer system or destroy another user's data.
- Reading, deleting, copying or modifying e-mail messages sent to others without their permission.
- To communicate in the name of the Town, or when it may reasonably be assumed that the user is communicating on behalf of the Town, without the authority to do so.
- To access online gambling sites.

#### **Incidental Use:**

Users shall apply Town resources only to activities that are directly related to the operation and conduct of Town government. Users may, outside their normal work hours or on break time, use Town resources for reasonable personal activities, including casual email and Internet research, provided that all other usage policies are followed. All data, information, records and software on Town resources are the property of the Town.

#### **Computer Viruses:**

Users should exercise reasonable precautions in order to prevent the introduction of a computer virus into Town Computers. Virus scanning software should be used to check any software downloaded from the Internet or obtained from any questionable source. It is good practice to scan portable data media or devices periodically to see if they have been infected.

#### **Password/Resource Security:**

Resource security must be maintained, and users shall take all reasonable precautions, including: safeguarding their passwords; maintaining reasonable physical security around Town equipment (desktops and laptops); insuring that virus protection is enabled and in place; regularly backing up essential records; and logging off unattended work stations.

All Town employees and officials with access to computers shall be responsible with creating a unique user name and password to access the system/applicable software applications. Passwords must be complex, meaning they will have a minimum of 8 characters and must contain numbers and alphabetic and certain special characters. All passwords will expire on a

90-day basis. This is required by best practice computer security standards. It is the responsibility of the individual user to protect his/her password as they would with their own social security number or a credit card number.

Any town-owned computers running financial software applications involving tax collection, accounts payables and receivables, and invoicing, must change their passwords every 90 days.

All incidents potentially affecting system security should be reported to the Town Supervisor.

**Data Base Backup:**

Data should be backed-up on a scheduled basis determined by department requirements such that partial or total disaster of computer system can be recovered with no significant time lost. Backups, especially of financial records should be done daily (accounts receivable, accounts payable).

**Backup Storage:**

Data backup media will be kept in fire proof containers and stored in Town Clerk's vault or in other specified location on or off site.

**Portable Computers:**

Employees and officials using portable computers offsite are responsible for protecting the computer and any confidential data contained on it. Work on confidential business should not be conducted in a public place where others could see the work. Portable computers must be password protected to prevent unauthorized access to Town data. Any breaches of computer security or theft should be reported to the Town Supervisor immediately.

**Wireless (Wi-Fi) Network Access:**

The wireless network must be password-protected, and it must not be visible and available to the general public.

**E-Mail:**

Emails created in the normal course of official Town business and retained as evidence of official Town policies, actions, decisions or transactions are records subject to records management requirements under New York State Law, and may be subject to specific program retention requirements. Such records include, but are not limited to, policies and directives, correspondence or memoranda related to official business, work schedules and assignments, agendas and minutes of meetings, any document that initiates, authorizes, or completes a business transaction, and final reports or recommendations. These records do not include personal messages and announcements, copies of extracts of documents distributed for convenience or reference, phone message slips, or announcements of social events. Records communicated or transmitted by email shall be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research or other requirements. These records shall be retained, managed, and accessible in an existing filing system outside the email system in accordance with the appropriate departmental standard practices. Records

shall be disposed of within the record keeping system in which they have been filed in accordance with a Records Disposition Authorization (RDA) approved by the New York State Archives and Records Administration (SARA), and implemented by the Town Records Management Officer.

All Town employees will use their Town e-mail address for official correspondence. This ensures official correspondence is retained appropriately.

**Privacy:**

Users should have no expectation of privacy in their use of Town owned computer resources. The equipment and connections are property of the Town and shall be used for the purpose of conducting Town business.

The Town retains the right to monitor employees' use of Computer Resources (including computers, the Internet and e-mail) to assure compliance with applicable laws, rules and regulations, as well as the Town of Richmond Computer Security and Use Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

**Breaches of Policy:**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Violations of the policy that are also violations of law may result in referral to law enforcement authorities.

**Amendments:**The Town Board may amend and supplement this policy. Employees will be provided with any amendments and supplements.

Council Member Hubble discussed the Olde Village Market sponsored by the Chamber. They need a 1 million dollar insurance policy rider naming the Town. There was a question about the location of K & D Disposal. Council Member Hubble will provide a drawing to the Board. No action was taken on the farm market.

Council Member Chrisman discussed the Highway Superintendent's report on the sidewalks and their need for repairs.

**9:29 PM**

The subject of a weed foreign to the lake which is invasive was addressed and subsequently discussed. One of the most aggressive aquatic plants to invade North America, called *hydrilla*, was found in the Cayuga Lake Inlet in Ithaca in early August 2011. If not contained, it is likely to spread into a vast network of interconnected water bodies in New York State and beyond, including the Great Lakes via its reproductive structures.

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**9:33 PM**

Council Member Barnhoorn motioned to move into Executive Session to discuss employment history of a particular individual.

Council Member Gendreau 2<sup>nd</sup>.

All in favor.

Council Member Hubble motioned to exit Executive Session.

Council Member Barnhoorn 2<sup>nd</sup>.

All in favor.

No action was taken.

Council member Hubble motioned to adjourn the Regular Town Board Meeting.

Council Member Barnhoorn 2<sup>nd</sup>.

All in favor.

Meeting adjourned.

**9:55 PM**

Next Regular Town Board Meeting will be Tuesday, May 8, 2012 at 7:00 PM.

Respectfully submitted,

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Linda A. Grace, Richmond Town Clerk

April 20,2012