

RICHMOND TOWN BOARD
REGULAR MEETING
RICHMOND TOWN HALL
PUBLIC HEARING RIGHT-TO-FARM-LAW
8690 MAIN STREET
HONEOYE, NY 14471
TUESDAY, JULY 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

Supervisor Angelo opened the Public Hearing for the Town of Richmond Right to Farm Law.

There was no Public Comment.

The Public Hearing was closed.

Supervisor Angelo opened the Regular Town Board Meeting.

Council Member Barnhoorn motioned to amend the agenda to include: July 2012 Budget Amendments, New Business – Draft Procedure for filling vacancies, Discuss local law 101 to send to the Planning Board.

Privilege of the floor

Honeoye Public Library Director

Wendy Krause

300 people attended the first concert of the season last Friday. People used the Town Hall parking lot and things went smoothly. It is a good thing that the bridge is finally finished.

The Library is getting ready to start the new addition. Ms. Krause would like to request that the overflow of personal vehicles from contractors be allowed to use the Town Hall parking lot. She

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

stressed that these are personal vehicles, not cement mixers. The Board agreed to this and suggested they park behind the Town Hall. The project will start next week and be done by the end of the year.

Council Member Barnhoorn motioned to approve the following budget amendment:

Debit DA3501	Consolidated Highway Aid	\$64,045.81
Credit DA5112.2	Permanent Improvements – Capital Outlay	\$64,045.81

(CHIPS fund increased)

Council Member Gendreau 2nd.

All in favor.

Council Member Barnhoorn motioned to approve the Town Board Meeting Minutes of June 12, 2012.

Council Member Gendreau 2nd.

All in favor.

Council Member Barnhoorn motioned to approve Abstract 07 2012 in the amount of \$162,481.32.

Council Member Gendreau 2nd.

All in favor.

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1267-1310	GENERAL FUND	\$ 8,035.66	\$ 23,183.77	\$ 31,219.43
DA	2100-2114	HIGHWAY	\$ 1,235.15	\$ 116,829.39	\$ 118,064.54
SL	5007	STREET LIGHT DISTRICT		\$ 458.11	\$ 458.11
SW	3119-3132	HONEOYE WATER DISTRICT	\$ 9,518.16	\$ 2,993.35	\$ 12,511.51
SW1	3120-3132	SHETLER RD WATER DISTRICT	\$ 94.19	\$ 133.54	\$ 227.73
SF		RICHMOND FIRE DISTRICT			
			\$ 18,883.16	\$ 143,598.16	\$ 162,481.32

Planning Board

Chairman Ed Jackson

At the June meeting, Jim Helling came in regarding his redemption center which is now open

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

and going very well. Three lots were annexed in Cottage Cove. Barbara Randall, Mike Weidner, and Chairman Jackson presented the 2012 Annual Beautification Award to Kevin Dougherty for the new Funeral Home. He appreciated it very much and it is on display. At the end of August, the form will be out for next year.

Council Member Barnhoorn motioned to adopt as presented and vetted with the Town Planning Board and the Ontario County Planning Board, the Town of Richmond Right to Farm Law.

Council Member Gendreau 2nd.

All

TOWN OF RICHMOND RIGHT TO FARM LAW

Be it enacted by the Town Board of the Town of Richmond, NY as follows:

SECTION 1: LEGISLATIVE INTENT AND PURPOSE

It is hereby declared by the Town Board of the Town of Richmond that agricultural lands are irreplaceable assets. The Town Board recognizes that farming is an essential enterprise and an important industry which enhances the economic base, natural environment, and quality of life in the Town of Richmond. The Town Board further declares that it shall be the policy of this Town to encourage agriculture, and foster understanding by all residents of the necessary day-to-day operations involved in farming so as to encourage cooperation with agricultural land use.

It is the general purpose and intent of this law to maintain and preserve the rural heritage and character of the Town, to permit the continuation of agricultural practices, to protect the existence and profitable operation of established farms, and to encourage the initiation and expansion of farms and agribusiness. In order to maintain a viable farming economy in the Town of Richmond, it is necessary to limit the circumstances under which farming may be deemed to be a nuisance, and to allow agricultural practices inherent to and necessary for the business of farming to proceed, and be undertaken free of unreasonable and unwarranted interference or restriction.

SECTION 2: DEFINITIONS

1. "Farmland" shall mean land used in agricultural production, as defined in Subdivision Four, Section 301, Article 25AA of NYS

Agriculture and Markets Law.

2. "Farmer" shall mean any person, organization, entity, association, partnership, limited liability company, or corporation engaged in the business of agriculture, including the cultivation of land, the raising of crops, or the raising of livestock.
3. "Agricultural Products" shall mean those products as defined in Section 301(2), Article 25AA of NYS Agriculture and Markets Law, including but not limited to:
 - a. field crops, including grains and dry beans
 - b. fruits, including tree and vine fruits and berries
 - c. vegetable crops
 - d. horticultural specialties, including nursery stock, flowers, and managed Christmas trees, both dug for transplant and cut from the stump
 - e. Production and sale of woodland products, including but not limited to logs, lumber, posts and firewood.
 - f. maple sap, syrup, and sugar products
 - g. woody crops raised for bioenergy
 - h. livestock and livestock products, including cattle, sheep, hogs, goats, horses, poultry, ratites, llamas, alpacas, farmed deer and buffalo. fur-bearing animals, honeybees, meat, milk, eggs, furs, poultry, and apiary products
 - i. aquaculture products, including fish, shellfish, and water plants
4. "Agricultural Practices" shall mean all necessary farming activities conducted in agricultural production.
5. "Farm Operation" shall mean land used in agricultural production and farming practices conducted on such land, farm structures, equipment, and residential buildings, as defined in Section 301(11) of NYS Agriculture and Markets Law.

SECTION 3: RIGHT TO FARM DECLARATION

Farmers, as well as those employed or otherwise authorized to act on behalf of farmers,

may lawfully engage in agricultural practices within the Town of Richmond at any and all such times and at all such locations as are reasonably necessary to carry on an agricultural operation. In determining the reasonableness of the time, place, and methodology of such operation, due weight and consideration shall be given both to traditional customs and procedures in the agricultural industry, as well as to advances resulting from increased knowledge, research, and improved technologies. Agricultural practices, conducted in a manner consistent with management practices such as those recommended by agricultural educators and state and federal agencies, shall not be or become a public or private nuisance. No person, group, entity, association, partnership, or corporation shall engage in any conduct or act in any manner as to unreasonably, intentionally, knowingly, and/or deliberately interfere with, prevent, or in any way deter the practice of farming within the Town of Richmond.

SECTION 4: NOTIFICATION OF PROSPECTIVE NEIGHBORS

To promote harmony between farmers and their neighbors, the Town of Richmond requires land owners and their agents and assigns to comply with Section 310 of Article 25-AA of NYS Agriculture and Markets Law by providing notice to prospective purchasers and occupants as follows:

"It is the policy of this state and this community to conserve, protect, and encourage the development and improvement of agricultural land for the production of food and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district, and that farming activities occur within the district. Such farming practices may include, but not be limited to, activities that cause noise, dust, and odors." This notice shall be provided to prospective purchasers of property with boundaries within 500 feet of a farm operation located in an agricultural district certified by Article 25- AA Section 310 of NYSDAM law. A copy of this notice shall be included by the seller or seller's agent as an addendum to the purchase and sale contract at the time an offer to purchase is made.

SECTION 5: ENFORCEMENT

Enforcement of the Right to Farm Law will be according to applicable guidance from the New York State Department of Agriculture and Markets.

SECTION 6: SEVERABILITY CLAUSE

If any part of this local law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this local law.

SECTION 7: PRECEDENCE

This local law and its provisions are in addition to all other applicable laws, rules, and regulations.

SECTION 8: EFFECTIVE DATE

This local law shall be effective immediately upon filing with the New York Secretary of State.

Highway Department

Superintendent Thomas E. Fleig

A group of Highway Superintendents met with our local Senator Patrick Gallivan, and Assemblyman Sean Hanna. Assemblyman Hanna then came to Richmond to discuss the creek and the flooding problems. That meeting and subsequent creek walk included County Sewer Department Representatives as well. Assemblyman Hanna believes he can assist the OCSD with their DEC citations but assured Superintendent Fleig that the DEC will not give the Town a permit to dredge the creek. After the election, he will again address the creek issues which are happening in towns across New York State. Council Member Hubble asked how much we would be fined if we just did it ourselves. He also stated it is unfortunate that the Town lost out on past permits.

Superintendent Fleig said the department responded to resident Sally Blackmer's complaints from the June meeting. Working together with the County, the recommendation is to upsize the pipe in question to 48 inches. This requires an engineer. There was discussion about the need for an engineer, if Chatfield Engineers, P.C. would do it, and who would oversee the work.

Superintendent Fleig received permission to go ahead with the work on Wesley Road.

Council Member Barnhoorn motioned to adopt Resolution 07 2012 37 Revenue Anticipation Note with a change on page 3 to read "...shall have a maturity date of completion of the project...."

Council Member Gendreau 2nd.

**TOWN OF RICHMOND
ONTARIO COUNTY
NEW YORK STATE**

**REVENUE ANTICIPATION NOTE RESOLUTION
07 2012 37**

DATED JULY 10, 2012

**AUTHORIZING THE TOWN OF RICHMOND TO ISSUE REVENUE ANTICIPATION NOTES IN
CONTEMPLATION OF FEMA REIMBURSEMENT FOR WESLEY ROAD REPAIRS AND BANK
PROTECTION CONSTRUCTION WORK, THE EXPENDITUE OF SUMS FOR SUCH PURPOSE AND
DETERMINING OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, in the Spring of 2011, the Town experienced several significant weather events, one or more of which caused extraordinary damage to, among other things, Wesley Road, a Town Road in the Town of Richmond; and

WHEREAS, Wesley Road is not safe to completely reopen at this point and has remained closed to two way through traffic and has only one way traffic at one point; and

WHEREAS, the Town has contracted with Chatfield Engineers to develop the plans and specifications for the repairs and construction work necessary to repair the damage and cause the road to be safe to completely reopen; and

WHEREAS, the scope of the repairs necessary to make Wesley Road safe for travel include significant shoring and/or reinforcement work to a gulley running alongside Wesley Road and the Town will be required to contract with an outside contractor and or contractors to complete the necessary shoring and repair work; and

WHEREAS, by separate authorization, the Town will solicit bids from contractors for the completion of the necessary work; and

WHEREAS, as a result of the damage caused the necessary repairs required are anticipated and estimated to cost significantly more than the Town has budgeted for ordinary highway repairs and the Town is unable to effectuate the repairs using its regularly budgeted and appropriated funds; and

WHEREAS, as a result of the severe weather in the Spring of 2011, The United States Federal Emergency Management Agency, "FEMA", Declared ***Disaster # FEMA 1993 – DRNY, Severe Storms, Flooding, Tornados, and Straight Line Winds April 26, 2011 – May 8, 2011***; and

WHEREAS, Town Highway Superintendent Thomas Fleig has applied through The New York State Office of Emergency Management and FEMA, and has been approved for participation in, ***Public Assistance Program (Infrastructure Support Program)*** to assist in the cost associated with repairs resultant from the Disaster Event; and

WHEREAS, the guidelines of the program provide that covered costs, of which the Wesley Road repairs are included, will be paid for: 75% by FEMA, 12.5% by New York State and the Town will be responsible for the remaining 12.5%; and

WHEREAS, the Town will be responsible for contracting for the work, completing the work and paying for the work before the reimbursement will occur; and

WHEREAS, pursuant to Local Finance Law, The Town Board of the Town of Richmond has determined that the most appropriate method of financing the necessary repairs associated with Wesley Road is through a Revenue Anticipation Note (NYS Local Finance Law §25.00 et seq.); and

THEREFORE, BE IT RESOLVED by the Town Board of the Town of Richmond, Ontario County, New York, "Town", by a favorable vote of not less than two-thirds of all of the members of such Board, as follows:

1. The Town of Richmond shall complete the Wesley Road Bank Protection Plan developed by Chatfield Engineers, P.C., necessitated by the storm damage caused in the Spring of 2011 and covered by ***Disaster # FEMA 1993 – DRNY, Severe Storms, Flooding, Tornadoes, and Straight Line Winds April 26, 2011 – May 8, 2011.***
2. The aggregate maximum total cost of the project is not anticipated to exceed \$400,000.00. The plan for financing such project is to provide 12.5% of the total project cost from Town resources; and to provide up to 87.5% of the project cost by the issuance of Revenue Anticipation Notes; and
3. Such Revenue Anticipation Notes are to be issued in anticipation of the collection of revenues other than real estate taxes or assessments, to wit; the payment of 75% of the total project cost by FEMA and 12.5% of the total project cost by the State of New York; and
4. The uncollected revenue against which the Revenue Anticipation Notes are authorized to be issued is an amount equal to 87.5% of the total project cost, the exact amount of which has not been determined; and
5. The revenue anticipated from FEMA and New York State is due and payable upon completion of the work which is anticipated to be in the 2012 fiscal year; and
6. The Town Board authorizes the issuance of Revenue Anticipation Notes in a total amount not to exceed the total sum of \$350,000.00; and
7. Each such Revenue Anticipation Note shall have a maturity date of the completion of the project; and
8. The Supervisor of the Town of Richmond and the Town Clerk of the Town of Richmond are authorized to issue, sign and attest notes issued pursuant to this resolution and are hereby authorized to affix to such notes the corporate seal of the Town of Richmond; and
9. This resolution shall take effect immediately upon its adoption.

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 Gendreau

Voting:

Council Member Hubble Nay

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

The Resolution was thereupon declared duly adopted

**Town of Richmond
Town Board Resolution
07 2012 36**

**Resolution to Authorize the Town of Richmond Wesley Road Bank Protection
Project for Bids:**

WHEREAS, the Town Board of the Town of Richmond Highway Department requires certain work to be performed during construction of the **Town of Richmond Wesley Road Bank Protection Project**, and

NOW, THEREFORE, BE IT RESOLVED, based on the foregoing that the Project be “Authorized for Public Bids” and that Chatfield Engineers, P.C. be permitted to solicit bids for a contract to perform certain work on the Project. The Bid Opening will be held at the Town of Richmond Town Hall at a date and time to be determined, and will be publicly read at the Bid Opening.

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 Gendreau

Voting:

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

Superintendent Fleig asked the Board what they would like to do with the equipment replacement schedule since they turned down the purchase of a truck at a previous meeting.

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

There was discussion about what had taken place previously, readvertising it for lease, and whether the original bids are still good. Superintendent Fleig will check on the bids and present it for vote at the next meeting. He is putting the old mower back on the Auctions International website.

His new employee started on July 9th. Superintendent Fleig would like a recognition letter for the recently retired Highway employee. He also requested Executive Session to discuss the employment history of a particular individual. This will take place later in the meeting.

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

Council Member Hubble 2nd.

All in favor.

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

Council Member Hubble 2nd.

All in favor.

Water Department

Deputy Superintendent Roger Moran

Our bulk water sales have substantially increased. The new generator was installed. Council Member Hubble asked him if water is still running in the cemetery. Deputy Superintendent Moran contacted Rick Frost about the problem. Discussion continued about the water hose in the cemetery.

Council Member Hubble asked if the water tower on White Road is at an elevation to provide enough pressure for the new water district on East Lake Road as well as Canadice. There was discussion which resulted in a request to have Paul Chatfield answer the question and clarify if any additional pump equipment is needed and included in the original proposal.

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

Council Member Hubble 2nd.

All in favor.

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

Council Member Hubble 2nd.

All in favor.

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

Buildings and Grounds

Deputy Superintendent Roger Moran said he put 61 yards of mulch on the playgrounds. The park is staying much cleaner since the signs that state, "Smile, you are being videotaped" were posted.

There was discussion regarding development of the park property on East Lake Road, a past survey done for Native American Artifacts, and research being done by members of the Planning Board and Historical Society.

Council Member Hubble asked if a Buildings and Grounds employee was hired. Deputy Superintendent Moran described events and confusion related to the full time position recently hired in the Water Department. He is grateful for the help of an experienced and skilled employee on the recent water main break on Briggs Street.

Council Member Hubble discussed the problem of hiring an employee for a position that was not approved by the Board. A part time Buildings and Grounds position was agreed upon by the Board previously and a full time Water Department Position was filled instead.

Discussion continued among Council Member Hubble, Council Member Gendreau, and Deputy Superintendent Moran about the original intention of the Board, the work required and position most needed, and how to remedy the mistake Council Member Hubble attributed to the Board.

Planning Board Chairman Jackson stated that Historical Society President Greg Hunt has been in touch with a state representative who is in contact with the Seneca Nation. They will tell us what options we may have with the development of the park property.

Code Enforcement

Code Officer Jim Moore gave his report. Council Member Hubble asked if there are any Code Violations outstanding. It was determined these were not included in his report.

Code Officer Moore reported that the old school building repairs of which the owners were notified will be complete by the end of September.

There was discussion about confusion regarding the resignation of Wade Woodward from the Zoning Board. The conclusion was that we should advertise to fill the position which expires in 2013.

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

Council Member Barnhoorn motioned to authorize the Town Clerk to advertise for letters of interest for the now vacant position on the Zoning Board of Appeals.
Council Member Hubble 2nd.
All in favor.

Recreation Department
Director Holly Stoddard

Ongoing activities include the Summer Recreation Programs, Adult Softball Leagues, and Pavilion Rentals. Upcoming activities include Fall Soccer.
Some parents have asked about having a designated smoking area at the park because of people smoking near children participating in Recreation activities. Council Member Barnhoorn suggested she check with the New York State Department of Health.

Town Clerk

Town Clerk Linda Grace submitted her financial report.

Council Member Hubble wanted to know what the Town is doing about the lake and why it isn't being talked about here at this meeting. Planning Board Chairman Jackson explained there is work going on with the DEC. Internal phosphorous has hardly been dealt with. There is a project going on at the south end of the lake to collect runoff into managed retaining ponds that will improve the health of the lake and benefit water fowl as well. Council Member Hubble questioned why we don't know about this. Discussion continued.
Council Member Barnhoorn pointed out that the lake belongs to New York State. Supervisor Angelo and Recreation Director Stoddard recently attended a meeting regarding the lake problems which clarified the NYSDOH responsibility for overseeing any action.

8:04 PM

Supervisor

Supervisor Angelo stated that he had received 15 complaints about the change in the format for dropping of garbage and recycles on Saturdays. The Board and Resident Larry Coon discussed the changes.

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

Old Business

**Town of Richmond
Town Board Resolution
07-2012-35**

ADOPTING AMENDED TOWN OF RICHMOND PROCUREMENT POLICY

WHEREAS, the Town Board of the Town of Richmond deems it necessary to adopt the attached amended "Procurement Policy" and

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Richmond hereby adopts the attached Policy and effective immediately, this Policy supersedes and rescinds all previous policies on this subject matter.

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 Gendreau

Voting:

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

Richmond Town Board

Title: Procurement Policy

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.

New Business

**Town of Richmond
Town Board Resolution
07 2012 34**

**RESOLUTION RECOGNIZING JEFF MILLER, UPON HIS RETIREMENT FOR 24 YEARS OF SERVICE
TO THE TOWN OF RICHMOND**

WHEREAS, the Town of Richmond is desirous of recognizing Town employees, and

WHEREAS, Jeff Miller provided exemplary service to the residents of Town of Richmond as the Supervisor of the Town's Water Districts; and

WHEREAS, Jeff brought to the job invaluable technical knowledge and expertise of the town's water infrastructure; and

WHEREAS, Jeff retired on March 3, 2012, after serving the Town of Richmond and its citizens for 24 years.

RESOLVED, that the Richmond Town Board wishes Jeff Miller many years of health and happiness in his retirement; and further be it

RESOLVED, that the Richmond Town Board signifies the recognition of Jeff Miller's accomplishments by affixing their signatures and titles to this resolution, and further be it

RESOLVED, that this Resolution be made part of the permanent record within the Town of Richmond, and further be it

RESOLVED, that Jeff Miller is presented with a certified copy of this resolution to symbolize his dedication and devotion to the Town of Richmond.

NOW, THEREFORE, BE IT RESOLVED that the Richmond Town Board extends respect and appreciation on behalf of a grateful Town to Jeff Miller for his many years of service, and we wish him success in all future endeavors.

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

Council Member Barnhoorn presented the Board with a draft of Procedure for Filling Vacancies to study for the next meeting.

Council Member Barnhoorn also presented the Board with amended CH. 101-4, I.,J.,K. of the Town Code.

RICHMOND TOWN BOARD
REGULAR MEETING
PUBLIC HEARING RIGHT-TO-FARM-LAW
TUESDAY, JULY 10, 2012/7:00 PM

Council Member Barnhoorn motioned to send amended Chapter 101-4, I.,J.,K. of the Town Code to the planning Board for review.
Council Member Gendreau 2nd.
All in favor.

8:18 PM

Council Member Barnhoorn motioned to go into Executive Session to discuss the employment history of a particular individual, to include Recreation Director Stoddard, Highway Superintendent Fleig, and Deputy Water Superintendent Moran, separately.
Council Member Hubble 2nd.
All in favor.

9:54 PM

Council Member Barnhoorn motioned to exit Executive Session.
Council Member Hubble 2nd.
All in favor.

No action was taken.

Council Member Gendreau motioned to adjourn the Regular Town Board meeting.
Council Member Hubble 2nd.
All in favor.

9:55 PM

Next Regular Town Board Meeting will take place Tuesday, August 14, 2012 at 7:00 PM.

Respectfully submitted,

Linda A. Grace, Richmond Town Clerk

July 14, 2012