

RICHMOND TOWN BOARD
REGULAR MEETING
RICHMOND TOWN HALL
8690 MAIN STREET
HONEOYE, NY 14471
TUESDAY, SEPTEMBER 11, 2012/7:00 PM

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

24 Residents and guests

7:00 PM

Supervisor Angelo called the meeting to order.

Privilege of the floor

Resident Michele Hodgeman

Big Tree Road

Ms. Hodgeman came before the Board with a petition containing 40 signatures out of 42 residents from a section of Big Tree Road that would like public water. She asked for a feasibility study. Residents on Big Tree Road do not have potable water, and in some cases, no water at all. She described her specific circumstances. They believed they did have water when they built their house only to discover it was at a very low pressure when they moved in and not potable. After neighboring property was developed, they now often have no water. Ms. Hodgeman now believes it is time for public water, noting that 3 water tanks are within 3 miles of her home. She is determined to see this project through and believes the Town Board should be proactive regarding providing Public water for residents of the town.
(Petition on record.)

Ms. Hodgeman asked what the next step is.

Town Attorney Russ Kenyon stated two sections of Town Law apply to the creation of Town Water Districts. The process would include engineered plans and specifications, a public hearing, and very likely, a vote. He recommended the petition be turned over to him and he would investigate the feasibility study.

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Council Member Barnhoorn motioned to authorize Attorney Russ Kenyon to initiate the feasibility study for a Town Water project on Big Tree Road.

Council Member Gendreau 2nd.

All in favor.

Discussion continued about water district extensions. Another petition was presented to the Board Jim DeMarco to request a revote for the Ashley/White Roads extension (Shetler Water District Extension 2) based on potential grant money which would lower the cost.
(Petition on record.)

Council Member Barnhoorn motioned to turn the petition over to Attorney Kenyon to investigate the feasibility of redoing the vote for Shetler Water District Extension 2.

Council Member Gendreau 2nd.

All in favor.

Resident Tom Grainger
Briarcliff Square

Mr. Grainger described a situation in Briarcliff Square involving a woman who had passed away and the hazardous condition of her apartment. This had been reported to several agencies including the Town Code Enforcement Office but no one had responded.

Code Officer Jim Moore explained that he had followed up on the complaint. He was not able to check her apartment because she would not let him in. He is now waiting for permission from the landlord. Discussion continued about the situation.

Resident David Mitchell
Burns Point

Following up on last month's meeting when he asked about the submission of paperwork for the East Lake Road water district extension to the NYS Comptroller, Mr. Mitchell asked again if the documents were submitted late. Attorney Kenyon stated the paperwork was submitted August 31. He accepted responsibility for the mistake. He assured the Board and residents that we are still on track with the timeline proposed by Chatfield Engineers, LLC. The project will not

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be delayed. Mr. Mitchell wanted to know who the project manager is. He questioned that no member of the Town Board is responsible for following the project through to the end.

Honeoye Public Library
Director Wendy Krause

The Friday Night Performances were a great success. The last performance was attended by 322 people. Director Krause thanked the Board for their support of the concerts. They are funded completely by donations. She submitted the library's budget packet.

Resident Larry Coon
Homestead Lane

Mr. Coon was curious about the water sampling on East Lake Road. Attorney Kenyon explained the test results may improve grant opportunity through Rural Development if a health risk is determined to exist.

Resident Winston Beers
Pickets Cove

Mr. Beers received notification with his water bill that there was a problem with the water. He questioned why this was not posted at the public water tap at the Town Hall. Deputy Water Superintendent Roger Moran explained that one routine sample out of several tested positive for coliform, but after subsequent required samples were taken, all came back negative. It was determined that the problem was with the location and not with the water system. The water was not treated and there was never any risk to customers. The letter was sent as required and testing was continued in excess of NYS Department of Health requirements. Everything tested clean. Protocols were followed and exceeded.

Regarding the East Lake Road water extension, water samples are still being collected to support the funding application.

Mr. Beers wanted to know what he could do as a resident to speed up the process for East Lake Road, especially with the algae concern. Attorney Kenyon stated that if residents' help is needed they will be contacted. The engineer and bond counsel are aware of the urgency.

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Council Member Chrisman added that Deputy Superintendent Moran has been going above and beyond to collect watered samples to push the project through.

Mr. Beers began discussion about simultaneously installing natural gas lines with the water lines.

Paul Chatfield of Chatfield Engineers is in contact with Ann Donovan at National Fuel. The information so far is that water and gas lines cannot occupy the same trench or use the easements. Council Member Barnhoorn is the point person on this issue.

Resident Bill Woods

Mr. Woods appreciated the job done on the parking lot in back of the Town Hall where the garbage is transferred. He thanked Highway Superintendent Fleig for the work.

Mr. Woods said he would call Ann Donovan at National Fuel. He worked with her when gas lines went in on West Lake Road.

Mr. Woods remarked about the condition of the lake and the pressure put on the Board to fix it.

He did not see the weed harvester at the north end of the lake more than once, and that was only when a neighbor called the county and complained.

He was not supportive of the Captain Redbeard Festival and felt the Town should not contribute to it.

Resident David Mitchell criticized the note from the Town Board published in the Naples Record which referred to a cooperative effort for a project that might alleviate the algae problem on the lake.

Council Member Barnhoorn motioned to amend the agenda under New Business to include A Resolution of Sympathy Irene Rowley Macpherson.

Council Member Gendreau 2nd.

All in favor

Council Member Barnhoorn motioned to approve the minutes of August 14, 2012.

Council Member Gendreau 2nd.

Council Member Hubble Abstain

Council Member Barnhoorn Aye

Council Member Gendreau Aye

Council Member Chrisman Aye

Supervisor Angelo Aye

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Council Member Barnhoorn motioned to approve Abstract 08/2012.

Council Member Gendreau 2nd.

All in favor.

Code	Voucher #s	Fund	Prepays	Unpays	Totals
A	1352-1386	GENERAL FUND	\$ 1,108.40	\$ 18,397.48	\$ 19,505.88
DA	2143-2157	HIGHWAY	\$ 6,664.04	\$ 278,973.77	\$ 285,637.81
SL	5009	STREET LIGHT DISTRICT		\$ 542.92	\$ 542.92
SW	3156-3173	HONEOYE WATER DISTRICT	\$ 2,448.88	\$ 15,972.15	\$ 18,421.03
SW1	3156-3172	SHTLER RD WATER DISTRICT	\$ 128.89	\$ 407.45	\$ 536.34
SF		RICHMOND FIRE DISTRICT			
			\$ 10,350.21	\$ 314,293.77	\$ 324,643.98

8:05 pm

Council Member Gendreau motioned to move into Executive Session to discuss the employment history of a particular individual, to include Planning Board Chairman Ed Jackson and Attorney Russ Kenyon.

Council Member Barnhoorn 2nd.

All in favor.

Council Member Barnhoorn motioned to exit Executive Session.

Council Member Gendreau 2nd.

All in favor.

No action was taken.

8:21 pm

Planning Board

Planning Board Chairman Ed Jackson

At the last Planning Board meeting, there was a site plan change of use at the Honeoye business park for restoring and storing classic cars.

Jayne Breschard Thomann, Senior Planner, CFM

Genesee/Finger Lakes Regional Planning Council followed up on field work done by herself, Chairman Jackson, Marcia Young, and Linda Grace on the Nature Trail with goals and a report.

There was a special meeting September 5 that allowed a change of use for property bought by Jeff Huff. He cleaned up the property including 1800 junk tires and barrels of oil. Thanks to Spencer Shumway in the Code Department, the issue was acted on and completed in 7 days.

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Discussion ensued regarding overdue building permits. Chairman Jackson looked at all the properties in question, but saw only 2 issues that stood out. One was a dangerous deck without a railing on a second story. After thorough discussion, it was determined that the Code Enforcement Officer must be more aggressive in getting these projects completed. The enforcement is the responsibility of the Code Office, not the Planning Board or Town Board. Council Member Barnhoorn motioned to direct the Code Enforcement Officer to review and recommend changes to the fee schedule of 6/10/2008.

Council Member Gendreau 2nd.

All in favor.

Zoning Board

Member Larry Coon will work with Chairman John Morsheimer and put together a report for the Town Board meetings to represent the ZBA.

Chamber of Commerce

President Audrey Carrier

A local Economic Development Task Force has been formed to help bring business into Richmond and aid existing businesses. They are looking for candidates to move into the empty Stone Construction buildings. They have met with R.I.T., Business Ventures, and some possible businesses.

The Board asked if the old school building is being demolished. Code Enforcement Officer Moore will report on the progress of the repair or demolition.

Ms. Carrier thanked Deputy Superintendent Roger Moran and Highway Superintendent Tom Fleig for their help with the trash move to the back of the parking lot. She asked if it is going to remain in back for the winter. Council Member Gendreau stated that while it hasn't been discussed, there isn't a good reason to move it back up front.

Streetscape

Chairwoman Audrey Carrier asked if the Christmas decorations could be put up by Thanksgiving.

Streetscape has been meeting regularly, working on the master plan. They have a website, honeoyestreetscape.com. Money for benches has been donated. The Town Bookkeeper can set up an account for this purpose. The money donated can only be used for what is designated.

Checks may be made out to The Town of Richmond/Streetscape.

Council Member Barnhoorn motioned for the Town Bookkeeper to set up an account for Streetscape.

Council Member Hubble 2nd.

All in favor.

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Ms. Carrier stated that the sidewalk in from of Mill Creek is all ready to go.

Highway Department
Superintendent Thomas E. Fleig

The creek permit was mailed to the DEC on September 5. They received it on 9/6 and the Army Corp of Engineers received it on 9/7. He will contact them next week to see how far it has progressed.

The truck has been ordered.

Construction on Wesley Road begins on September 23. The preconstruction meeting is 9/13. The road will be closed and will roll over into the seasonal closing. This should be put on the website.

Superintendent Fleig is waiting for the state to release final numbers to work up the cost of replacing Car #1.

Tree work was done on East Lake Road. Stone and oil will be done this week.

East Lake Road will be striped after it is sealed.

Council Member Gendreau motioned to authorize Supervisor Angelo to sign the 2012-13 Ontario County Snow and Ice Contract.
Council Member Barnhoorn 2nd.
All in favor.

Superintendent Fleig said we received millings from the State's work on Route 20A to use in future projects.

Council Member Chrisman began discussion about the aging salt buildings. The renewal of the lease agreement with Honeoye Central School was also discussed.

Council Member Barnhoorn motioned to recess the regular Town Board Meeting.
Council Member Hubble 2nd.
All in favor.

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

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Council Member Hubble 2nd.
All in favor.

Water Department
Deputy Superintendent Roger Moran thanked Superintendent Fleig for the machine and operator used in installing the tap on Mountain View Drive.
He took 8 samples from East Lake Road.
Meter readings will be done at the end of the month.
He is at 14.5% unaccounted for water which is a very low percentage.

Council Member Barnhoorn motioned to adjourn 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 Gendreau 2nd.
All in favor.

**Town Board Resolution
09 2012 48**

STANDARDIZING FIRE HYDRANTS

WHEREAS, the Town of Richmond has been and will continue to be engaged in the completion of infrastructure upgrades and water system distribution improvements, and

WHEREAS, for reasons of compatibility and maintenance purposes there is a need to standardize upon a particular brand of equipment as hereinafter described, and

WHEREAS, the Richmond Town Board does hereby standardize that all Fire Hydrants shall be Kennedy Valve Company or Mueller Company, all Gate Valves shall be Kennedy Valve Company, all Curb Boxes and Saddles shall be The Ford Meter Box Company, Inc., all Curb Stops and Corporation Stops shall be Mueller Company, or approved equal.

NOW, THEREFORE, be it

RESOLVED, the Richmond Town Board does hereby standardize its Fire Hydrants to be manufactured by Kennedy Valve Company or Mueller Company, its Gate Valves to be manufactured by Kennedy Valve Company, its Curb Boxes and Saddles to be manufactured by The Ford Meter Box Company, Inc., its Curb Stops and Corporation Stops to be manufactured by Mueller Company, or approved equal based on the specific recommendation of the Water Superintendent and Town Engineer.

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

Buildings and Grounds

Deputy Superintendent Moran

Deputy Superintendent Moran asked for permission to get the south line surveyed at the park property formerly owned by 3M.

Council Member Gendreau motioned to authorize Deputy Superintendent Moran to get a quote for surveying the park property.

Council Member Barnhoorn 2nd.

All in favor.

Chairman Jackson said it was surveyed in 1993 and in 2003. This will be researched.

Council Member Chrisman said he was told the blow-dryer in the women's bathroom at Sandy Bottom hasn't worked in 3 years. Deputy Superintendent Moran will check them.

Code Enforcement

Code Officer Jim Moore

Chesapeake Holdings requested a 90 day extension for tearing down the old school building. Discussion ensued.

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Council Member Gendreau motioned to allow Pyramid Brokerage Company a 90 day extension to either repair or demolish the vacant Stone Construction Building (formerly the school building) with reports to Code Officer Moore every 30 days with a first report presented at the October 9, 2012 Regular Town Board Meeting.

Council Member Barnhoorn 2nd.

All in favor.

On the issue of permit renewals, Code Officer Moore said that what he is doing is working. The \$200 deposit for pools is working. Everything from his office goes to the Assessor, then she assesses from 50% up to 95%.

Council Member Chrisman's bigger concern is safety. Discussion continued, including the responsibility and authority of the Code Officer, open permit codes, specific properties violating code and lacking change of use variances.

Council Member Hubble emphasized that authority goes with the Code Enforcement Officer position.

Council Member Chrisman would like a report on all 15 open permits and an explanation of their status at the next Town Board Meeting. He said the Town Board will support the Code Enforcement Officer.

Recreation Department

Director Holly Stoddard would like to hire Emily Kleiner. She lost 6 assistants when they returned to college.

Council Member Barnhoorn motioned to hire Emily Kleiner for fall soccer Recreation Assistant.

Council Member Gendreau 2nd.

Council Member Hubble Nay

Council Member Barnhoorn Aye

Council Member Gendreau Aye

Council Member Chrisman Aye

Supervisor Angelo Aye

Council member Barnhoorn motioned to authorize Attorney Kenyon to file the USDA Services Agreement for rural utilities service.

Council Member Gendreau 2nd.

All in favor.

**Town of Richmond
Town Board Resolution
09-2012-44**

ADOPTING TOWN OF RICHMOND CODE ENFORCEMENT OFFICER REPORT POLICY

WHEREAS, the Town Board of the Town of Richmond deems it necessary to adopt the attached "Code Enforcement Officer Report Policy" and

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Richmond hereby adopts the attached Policy, effective 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 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: Code Enforcement Officer Report Policy

The Code Enforcement Officer shall prepare a monthly report for the Town Board. Said report shall cite all actions taken by the Code Enforcement Officer, including all referrals made by him; all permits and certificates issued and denied; all fees collected; and all complaints of violations found by him and the action taken by him consequent thereon. A list of properties that are 30 months or more into the permit cycle. A list of pending or new home occupations, special use permits and variances. A copy of this monthly report shall also be transmitted by the Code Enforcement Officer to the Assessor, Planning Board and Zoning Board of Appeals at the same time it is transmitted to the Town Board.

**Town of Richmond
Town Board Resolution
09-2012-45**

ADOPTING TOWN OF RICHMOND SEPARATION FROM EMPLOYMENT POLICY

WHEREAS, the Town Board of the Town of Richmond deems it necessary to adopt the attached “Separation from Employment Policy” and

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Richmond hereby adopts the attached Policy, effective 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 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: Separation from Employment Policy

PURPOSE:

The Town of Richmond has a goal to provide for a reasonable business separation from employment with all employees. This includes both voluntary and involuntary separations. Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - voluntary employment termination initiated by an employee. The Town recommends that the employee present a statement of resignation to the Department Head in writing. Early notification, preferably a minimum of two (2) weeks, is always appreciated by the Town in order to replace the individual and to develop a work plan while the position remains vacant. The written letter of resignation is placed in the employee’s record.

Discharge - involuntary employment termination initiated by the organization.

Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Abolishment of Position - involuntary employment termination initiated by the organization due to elimination of position.

PROCEDURES:

The Town will generally schedule exit interviews at the time of employment termination. The exit interview, held by the departing employee's supervisor, or the appropriate department head, will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and the return of Town-owned property. Suggestions, complaints, and questions can also be voiced. The Town Bookkeeper may be asked to join the interview together with anyone else the department head or supervisor deems appropriate. In circumstances where the departing employee is a Department Head, the Town Supervisor and a Board Member shall conduct the exit interview.

Employee benefits will be affected by employment termination in the following manner: all accrued, vested benefits that are due and payable at termination will be paid following the procedure of each such benefit. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

All employees that leave the Town's employ, for whatever reason, shall be required to turn in all any security or identification cards, laptop computers, cell phones, tools, equipment, credit cards, keys, uniforms, and all other Town property before they are issued their last paycheck. Passwords and access to e-mail, voicemail or other town-related accounts, etc. shall be deactivated and changed.

**SEPARATION FROM EMPLOYMENT POLICY
TOWN OF RICHMOND
TOWN PROPERTY CHECKLIST**

Employee Name: _____ Department: _____

Date: _____

The following property has been returned to the Town:

1. _____ Office Keys
2. _____ Building Keys
3. _____ Vehicle Keys
4. _____ Credit Cards
5. _____ ID Card

6. _____ Uniforms
7. _____ Cell Phone/Pager
8. _____ Laptop Computer
9. _____ Other Computer Equipment
10. _____ Specialized Department Equipment
11. _____ Files/Documents
12. _____ Voicemail Password
13. _____ Computer Passwords
14. _____ Other Items

Employee's Signature : _____

Date : _____

Supervisor's Signature : _____

Date : _____

**Town of Richmond
Town Board Resolution
09-2012-46**

ADOPTING AMENDED TOWN OF RICHMOND COMPUTER SECURITY AND USE POLICY

WHEREAS, the Town Board of the Town of Richmond deems it necessary to adopt 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, effective 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 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: 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.

Access to Town Property:

When employees leave the employ of the Town, either voluntarily or involuntarily, access to town property such as email, internet, wireless, phones, voicemail, time clocks, etc., shall be revoked immediately upon their departure – preferably on their last day of employment. The departing employee's supervisor shall ensure that all access rights are terminated, passwords are changed and all Town data is secured. All Town electronic equipment and IT property must be returned to the departing employee's supervisor upon separation. Failure to return Town Property may result in the reporting of taxable income and/or prosecution of criminal charges.

Implementation of Policy:

The Town Clerk and each Department Head shall work with an IT professional, designated by the Town Board, to help implement this policy.

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.

**Town of Richmond
Town Board Resolution
09-2012-47**

ADOPTING AMENDED TOWN OF RICHMOND CELL PHONE POLICY

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

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Richmond hereby adopts the attached Policy, effective 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: Cell Phone Policy

PURPOSE:

The purpose of this policy is to ensure Town issued cellular, mobile, satellite or other portable telephones, pagers or other communication devices are used appropriately and to provide guidelines in the acquisition, provision and use of such equipment. For the purposes of this policy all such technology shall be referred to as "Cell Phones" or "Equipment".

ACQUISITION:

The acquisition and provision of Cell Phones shall be limited to those instances in which there is a demonstrated need for such Equipment to perform essential Town business, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The provision of Cell Phones shall be authorized by the Town Board.

ACCOUNTABILITY:

General Business Usage: Cell Phones provided by the Town should be used solely in the conduct of Town business. The use of Town-owned Cell Phones to make or receive personal calls or other communications is discouraged but may be permitted in emergency or urgent situations. Such use shall be reported to the Department Supervisor as soon as practicable. Any charge to the Town associated with personal use of a Cell Phone shall be the responsibility of the employee and shall be promptly reported and reimbursed.

All Equipment purchased by the Town shall remain the property of the Town and is subject to inspection or revocation at any time. When an employee leaves the Town, all Equipment must be returned to the Town. Lost or stolen Equipment must be immediately reported to the appropriate department head. Town-issued cell phones are to be used only by the individual to whom it was issued or by another Town Employee or Official if circumstances require. Use of equipment assigned to one Town Employee or Official by another shall be reported as soon as practicable to the Department Supervisor.

Text messaging may only be used in emergency or extraordinary situations. In the event that there is a Text Messaging Plan in place, Text Messaging may be done subject to the same restrictions as phone calls. Personal text messaging must be reported to the employee's department head and any affiliated charges paid by the employee. Picture messaging may only be used in emergency or extraordinary situations or in situations where its use is a commonly accepted method of communication. Such situations may include, but are not limited to, highway personnel sending picture messages of the physical characteristic or condition of Town infrastructure.

All Cell Phone bills shall be periodically audited by each department head and/or the Town Board.

Safety Issues for Cellular Phone Use: All employees using Cell Phones, whether issued by the Town or not, are required to follow all applicable State laws regarding the use of such devices while operating a Town vehicle, including any requirement of the use of "hands free" devices. All employees shall further be required to obey all additional Federal, State and Local laws regarding the use of Cell Phones.

Employees are reminded that Cell Phones may not be secure. Therefore, discretion must be used in relaying confidential information. Reasonable precautions should be made to prevent Equipment theft and vandalism.

Return of Town Property:

Upon resignation or termination of employment, the departing employee must return any town-issued cell phones, pagers or other communication devices to the appropriate Department Head and/or Town Supervisor. If the items are not returned, the cost of the equipment will be reported as taxable income on the employee's W-2 form.

REQUIREMENTS:

All employees issued a Town Cell Phone should familiarize themselves with this policy and shall sign a copy of this policy, which signed copy shall be made a part of that employee's personnel file. Any revisions to this Policy shall be presented to each employee that has been issued a Cell Phone and also be signed. Failure to adhere to established guidelines may result in the revocation of their Cell Phone, and/or other disciplinary action.

Employee Name

Cell Phone Serial #

Cell Phone #

I have read the foregoing Cell Phone Policy, am aware of its contents and agree to abide by its requirements.

Signature of Employee

Date

Signature of Department Head or Supervisor

Date

**RESOLUTION OF SYMPATHY
IRENE ROWLEY MACPHERSON (1924- 2012)
09 2012 49**

WHEREAS, on behalf of the Town of Richmond, we wish to extend our sincere condolences over the passing of Irene Rowley MacPherson, the devoted wife of long-time Town Supervisor Philip J. Rowley (1956-70; 1972-78); mother of long-time Councilmember Gail Rowley Meier; and sister to long-time Highway Superintendent, Town Supervisor, and Town Justice Harold “Mike” Mastin;

WHEREAS, in addition to her duties as a loving wife, mother, grandmother and great-grandmother, Irene was active in church and civic activities, including the Richmond-Canadice Women’s Republican Club, United Church of Christ, and Eastern Star Eagle Lodge; and

WHEREAS, Irene’s passing will not only leave a void in our lives, but in the hearts of everyone who knew her; and

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Town Board pauses in its deliberations to extend our sincere sympathy to Irene’s family during their time of grief.

AND BE IT FURTHER RESOLVED, that the Town Clerk of the Town of Richmond, forward a certified copy of this resolution to the family of Irene Rowley MacPherson.

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 replaced the Phil Rowley tree himself .

HPL Director Wendy Krause thanked Laurie White for the great job on the restrooms used for the concerts.

The Budget meeting for the 2013 budget will be 9/17/2012 at 6:30 pm.

RICHMOND TOWN BOARD
REGULAR MEETING
TUESDAY, SEPTEMBER 11, 2012/7:00 PM

Council Member Barnhoorn motioned to adjourn the regular Town Board Meeting.

Council Member Hubble 2nd.
All in favor.

9:37 pm

Respectfully submitted,

Linda A. Grace, Richmond Town Clerk

September 30, 2012