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**ORGANIZATIONAL TOWN BOARD MEETING****January 5, 2010**

At the Farmington Town Board's Organizational Meeting, held in the Town Hall on the 5<sup>th</sup> day of January 2010, at 4:00 PM, there were:

**PRESENT:** Theodore Fafinski – Supervisor  
Peter Ingalsbe – Councilman  
Timothy P. Mickelsen – Councilman  
Michael Casale – Councilman  
Steven M. Holtz - Councilman  
Michelle Finley – Town Clerk

Also present were: **Ed McLaughlin** – Highway Superintendent, **Jim Crane** – Water & Sewer Superintendent, **Jim Morse** – Code Enforcement Officer, **Ed Hemminger** – Zoning Board of Appeals Chairman, **Donna LaPlant** – Assessor and **Ron Brand** – Director of Planning & Development – **Jessica Youngman**- Confidential Secretary to the Supervisor – **Margaret Hartsough** Town Historian – **Dean Lichterman** – Victor Herald.

Town Historian Margaret Hartsough submitted her 2009 Farmington Historians Report which is attached and made part of the minutes.

**ORDER OF BUSINESS:****RESOLUTION #1-2010:**

**Councilman Mickelsen** offered the following Resolution, seconded by **Councilman Ingalsbe**:

**RESOLVED** to set the regular Town Board meeting schedule for 2010 for 7:00 PM on the second and fourth Tuesday of each month in the boardroom of the Town of Farmington (Town Law S 62.63).

All voting “Aye”, the Resolution was **CARRIED**.

**RESOLUTION #2-2010:**

**Councilman Ingalsbe** offered the following Resolution, seconded by **Councilman Casale**:

**RESOLVED** to set the **Rules of Procedures** and **Purchasing Procedures** for 2010 (Town Law S 63).

1. **Committees, Special:** the Board may, from time to time, create and abolish special committees. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. The Supervisor shall appoint the members of all special committees.
2. **Order of Business:** At each regular Board meeting the Order of Business shall be:
  - a. Call to Order and Pledge of Allegiance
  - b. Approval of the minutes
  - c. Privilege of the Floor and/or Public Concerns (includes Presentations)
  - d. Reports of Special or Standing Committees
  - e. Reports of Town Officials
  - f. Resolutions, Motions and/or Notices
  - g. Resolution to pay audited bills
  - h. Discussion Items
  - i. Executive Session - when applicable
3. **Agendas:** An agenda shall be available at the Town Hall for each Board Member no later than 3 PM the day of the scheduled meeting. Resolutions shall be delivered to the Supervisor's Secretary by noon on the Friday before the meeting; all others must request a waiver of the rule.

**ORGANIZATIONAL TOWN BOARD MEETING (Continued) January 5, 2010**  
**RESOLUTION #2-2010: (Continued)**

4. **Privilege of the Floor:** Any resident of the Town of Farmington, upon request, may address the Town Board on a matter of public concern. The time allotted for addressing the Board shall be limited to three minutes unless the Supervisor has granted prior approval for additional time.
5. **Motions, when in order:** When a question is under debate/discussion, no motion shall be received except a motion to amend the question, to put the question, to adjourn it to a day certain, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
6. **Votes, when recorded:** The ayes and nays upon a question shall be taken and entered in the minutes when required by law or if requested by any member of the Board.
7. **Rules, waiver of:** No standing rule of order shall be rescinded, suspended or changed, or any additional rule or order be adopted thereto, except by unanimous vote of the members present and voting at a regular or special meeting.
8. **Layover:** Every Resolution and Local Law, as amended before the Board, shall be laid over until the next regular session of the Board if so demanded by any member of the Board. No further action may be taken on the Resolution or Local Law or its amendments, but limited discussion may occur at the discretion of the Supervisor. No member shall be required to tell his/her reason for the lay over of the Resolution or Local Law. Any action on a laid-over Resolution or Local Law must take place at the next scheduled meeting. No Resolution or Local Law may be laid over a second time.
9. **Voting, requirement of:** Every Council Member present when a vote is taken shall vote thereon. When abstaining, the reason may be stated publicly.
10. No persons have a right to demand an answer to specific questions from a member of the Board.
11. In the Town of Farmington, every Legislator, Board Member, Officer or Employee who is present during an Executive Session is prohibited from disclosing matters discussed in Executive Session. At the start of Executive Session, the Town Clerk, when attending Executive Sessions, will make the verbal declaration at the beginning of each Executive Session and when an additional person is brought into the Session, and the Town Supervisor or Acting Town Supervisor (in the absence of the Town Supervisor) will make the declaration in the absence of the Town Clerk at an Executive Session.”  
*(added by Town Board Resolution in 2001)*

The above is only a small portion of the January 5<sup>th</sup> organizational meeting for complete meeting minutes refer to the “meetings/agendas/minutes” section on the Town web site.

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