

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 10, 2018
7:00PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 10, 2018 at 7:00PM at the Town Hall in Gorham, NY. Present were Supervisor Lightfoote, Councilmembers Glitch, Case, Malcolm and Chard. Chief Operator Water/Waste-Water Plants Coston, Highway Superintendent Eddinger, Code Enforcement Officer Freida, Assessor Mineo and Town Clerk Perrotte. Other guests in attendance; Bookkeeper Boothe, Jeffrey Logan, Jon Bagley and Sally Napolitano.

1. Call to Order/Pledge to the Flag/Privilege of the Floor.
2. Date and Time of Regular Town Board Meetings - It is recommended that the Town Board hold its regular monthly meeting on the Second Wednesday of every month at 7:00 PM at the Town Hall. When business requires a second meeting, it shall normally be held on the fourth Wednesday. It is also recommended that we try to adjourn the meetings by 10:00 PM.
3. Official Depository of Town Funds - **Lyons National Bank**, Five Star Bank, Community Bank and Canandaigua National Bank.
4. Official Newspaper - **Canandaigua Daily Messenger** and Finger Lakes Times.

On the motion by Councilmember Chard, seconded by Councilmember Glitch, items 1-4 we approved. Motion carried unanimously. (5-0)

001-2018

5. Appointments
 - A. Zoning Board of Appeals Chairperson
 - B. Planning Board Chairperson - (Tom Harvey)
 - C. Town Historian - Dennis Hogan
 - D. Building Inspector/Zoning Officer - Gordon Freida
 - E. Deputy Highway Superintendent - Douglas Gruschow
 - F. Clerk to Town Justices - Tammy Hullings
 - G. Deputy Zoning Officer - Jerry Hoover
 - H. Attorney - Jeff Graff
 - I. Member Canandaigua Lake Watershed Comm. - Gordon Freida
 - J. Deputy Tax Collector - Brenda Jones
 - K. Deputy Town Clerk-Amanda Lee & Brenda Jones

NOTE: Appointments are for one year unless otherwise stated. Terms of appointments for elected officials and deputies coincide with their terms as elected. Terms for Board Members: ZBA Members-7 years, Planning Board Members-7 years, Board of Assessment Review Members-5 years, Conservation Board Members-5 years.

6. Set Mileage Rate for Use of Personal Vehicle on Town Business - \$.50 per mile

7. Resolution to authorize Supervisor to sign checks for postage, freight and BC/BS health insurance as needed.

8. Establishment of Petty Cash Funds

Planning/Zoning/Assessor	\$200.00
Supt. Highway	\$100.00
Town Court	\$200.00
Supervisor	\$100.00
Town Clerk	\$200.00
Tax Collector	\$200.00
Transfer Station	\$100.00
Water/Waste Water Supt.	\$200.00

9. Compensation Planning Board, Zoning Board of Appeals and Conservation Board members - **\$37.91** per meeting and/or training session attended. To be paid twice per year.

10. Authority to Expend Funds without prior approval

Highway Superintendent	- up to \$6,000
Water/Waste Water Superintendent	- up to \$6,000
Supervisor	- up to \$2,000

11. Compensation of Town Jurors - **\$50.06** per day

On the motion by Councilmember Glitch, seconded by Councilmember Malcolm, items 5-12 are approved. Motion carried unanimously. (5-0)

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12. Compensation of Board of Assessment Review - Annual salary of **\$129.63** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$12.84** per hour. Mileage is no longer part of the compensation. Training time will be at **\$12.84** per hour.

13. Compensation of Registrar of Vital Statistics - to be reimbursed the actual amount of fees recorded and collected.

14. Salaries & wages of Elective & Appointive Officers and Employees.

15. Approval of Surety Bonds for Town Officials as to form and sufficiency. Coverage for those employees who are bonded is as follows: Tax Collector - \$500,000; Town Clerk - \$20,000; Supervisor \$500,000; Bookkeeper \$500,000.

16. Resolution to authorize the Supervisor to submit the AUD (Annual Financial Report Update Document, as required by the New York State Comptroller's Office), rather than prepare a separate annual report.

17. Purchasing Policy

On the motion by Councilmember Case, seconded by Councilmember Glitch, items 13-17 are approved. Motion carried unanimously.(5-0)

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18. Employee Handbook Yearly Review

19. Town Board Meeting Rules of Order

1. Call to Order/Pledge to the Flag
2. Privilege of the Floor
3. Approval of Minutes
4. Audit of Bills
5. Reports of Town Officers
 - a. Water/Wastewater
 - b. Highway
 - c. Building/Zoning
 - d. Assessor
 - e. Town Clerk
 - f. Supervisor

8. Business

9. Other/Correspondence

10. Privilege of the Floor - limit comments to three minutes per person (not a discussion)

11. Adjournment

20. Other - Town Board audit of financial records. All checkbooks, statements, account analysis are available for review by Councilmembers at any time.

On the motion by Councilmember Chard, seconded by Councilmember Malcolm, items 18-21 are approved. Motion carried unanimously. (5-0)

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21. Adjournment.

With no further business for the Organizational Meeting, Supervisor Lightfoote adjourned at 7:10pm.

Respectfully submitted,

Darby Perrotte
Town Clerk

**TOWN OF GORHAM
2018 WAGE SCHEDULE
WITH LONGEVITY**

POSITION	NO. OF PEOPLE	2018 100% BASE RATE	Employee	Employee Rate
COUNCIL MEMBER	4	\$ 4,225		
TOWN JUSTICE Schwatz	1	\$ 11,493		
TOWN JUSTICE Peck	1	\$ 11,268		
COURT CLERK	1	\$ 9,145	Tammy Hullings	\$ 9,145
SUPERVISOR	1	\$ 32,334		
ACCOUNT CLERK/BOOKKEEPER/BILLING CLERK	1	\$ 48,804	Marilyn Boothe	\$ 48,804
TAX COLLECTOR	1	\$ 8,080	Sue Yarger	\$ 8,080
DEPUTY TAX COLLECTOR (/HR)	1	\$ 14.83	Brenda Jones	\$ 14.83
ASSESSOR	1	\$ 36,261	Enza Mineo	\$ 36,781
ACCOUNT CLERK /ASSESSOR/ZONING	1	\$ 48,804	Sue Yarger	\$ 51,924
TOWN CLERK	1	\$ 42,448	Darby Perrotte	\$ 42,448
DEPUTY TOWN CLERK	2	\$ 14.83	Rita Kulp	\$ 14.83
			Amanda Lee	\$ 14.83
			Brenda Jones	\$ 14.83
HIGHWAY SUPERINTENDENT	1	\$ 65,000	Zach Eddinger	\$ 65,000
DEPUTY HIGHWAY SUPERINTENDENT	1	\$ 1,380	Doug Gruschow	\$ 1,380
HIGHWAY MEO (/HR)	6	\$ 24.80	Corey Dunn	\$ 25.80
			Clair Kerrick	\$ 25.80
			Doug Gruschow	\$ 25.80
			Josh Burnett	\$ 25.30
			Bob Flook	\$ 25.30
			Paul Tomion	\$ 23.56
HIGHWAY LABORER P/T (HR)	1	\$10.40-\$12.75/hr		
TRANSFER STATION MEO (/HR)	1	\$ 24.80	Roger Carroll	\$ 24.81
TRANSFER STATION LABORER P/T	2	\$ 12.48	Steve Hershey	\$ 12.48
BUILDING & ZONING & INSPECTOR	1	\$ 66,701	Gordan Frieda	\$ 68,781
CHIEF OP WATER/WASTEWATER	1	\$ 80,018	Greg Coston	\$ 82,098
DEPUTY CHIEF OP WATER/WASTEWATER	1	\$ 1,380	Chris Cummings	\$ 1,380
WATER/SEWER OPERATOR (/HR)	4	\$ 24.80	Chris Cummings	\$ 29.30
			Nathan Bay	\$ 26.80
			Kyle Gruschow	\$ 21.08
CHAIRMAN PLANNING BOARD	1	\$ 3,247		

2017 Wage Schedule with Longevity

**Town of Gorham
Longevity 2018**

Last Name	First Name	Hire Date	Base Wage	Years	JANUARY 2018		TOTAL WAGE
Yarger	Susan	8/31/1990	\$ 48,804	28	\$1.50/hr	\$ 3,120	\$ 51,924
Freida	Gordon	2/1/1999	\$ 66,701	19	\$1.00/hr	\$ 2,080	\$ 68,781
Kerrick	Clair	10/17/1999	\$24.80	19	\$1.00/hr	\$ 2,080	\$ 53,664
Gruschow	Douglas	11/29/1999	\$24.80	19	\$1.00/hr	\$ 2,080	\$ 53,664
Coston	Gregory	1/29/2000	\$ 80,018	18	\$1.00/hr	\$ 2,080	\$ 82,098
Dunn	Corey	10/15/2001	\$24.80	17	\$1.00/hr	\$ 2,080	\$ 53,664
Cummings	Christopher	6/3/2003	\$28.80	15	\$1.00/hr	\$ 2,080	\$ 61,984
Burnett	Joshua	5/2/2005	\$24.80	13	\$.50/hr	\$ 1,040	\$ 52,624
Carroll	Roger	12/12/2005	\$24.80	13	\$.50/hr	\$ 1,040	\$ 52,624
Flook	Robert	7/10/2006	\$24.80	13	\$.50/hr	\$ 1,040	\$ 52,624
Mineo	Enza	1/1/2013	\$ 36,261	5	\$.25/hr	\$ 520	\$ 36,781
Bay	Nathan	4/8/2013	\$26.80	5	\$.25/hr	\$ 520	\$ 55,744
Boothe	Marilyn	12/1/2014	\$ 48,804	4			\$ 48,804
Hullings	Tammy	4/6/2015	\$9,145	3			\$ 8,790
Tomion	Paul	12/14/2015	\$23.56	2			\$ 49,005
Hershey	Steve	4/24/2016	\$12.48	2			\$ 25,958
Jones	Brenda	2/13/2017	\$14.83	1			\$ 30,846
Gruschow	Kyle	5/28/2017	\$21.08	1			\$ 43,846
Lee	Amanda	12/1/2017	\$14.83				\$ 30,846
Allen	Jared	1/2/2018	\$21.08				\$ 43,846

5 years \$.25/hr
10 years \$.25/hr
15 years \$.50/hr
20 years \$.50/hr

On August 14, 2013 it was decided by the Town Board to give a \$2 per hour increase per license to the Water/Wastewater Employees due to the time and responsibility involved in maintaining the licenses.

FEE SCHEDULE

The following fees shall be paid at the office of the Zoning Officer or Town Clerk. Additional agency and consultation fees, if needed, will be charged to the applicant.

A. Building Permits: For each building permit for a structure, other than an agricultural use structure, \$.15 (15 cents) per square foot for habitable space, with all others at \$.10 (10 cents) per square foot, with a minimum fee of \$25.00. Building Permits expire one year from date of issue. Renewal of Building Permit is 50% of the original fee or \$25.00 minimum.

Temporary Certificate of Occupancy: \$30.00

Recreation Fee: \$500.00 per housing unit payable at time of Building Permit issuance.

For an Agricultural use structure including manure storage facility and pit: \$50.00 (Ag use determined by Ag exemption from Assessor's Office)

B. Zoning Permit: (includes Use Permit): \$30.00

C. Flood Plain Certificate: \$20.00 On-site \$30.00

D. Permit for chimney and fuel burning appliances including outdoor wood furnaces: \$30.00

E. Swimming Pool permit: \$30.00

F. Demolition Permit: No Charge

G. ZBA Application Fee: \$75.00

H. Subdivision Fee:

Minor Subdivision: \$75.00 per lot, not including original lot, collected at time of preliminary application.

Major Subdivision: Developer shall incur costs associated with subdivision such as, but not limited to, legal fees, publication fees, engineering fees, neighbor notification, mapping, etc. Sketch plan \$25.00, Preliminary \$50.00, Final \$25.00

I. Septic Inspection: \$30.00 (new installations or repair of existing systems)

J. Site Plan Review: \$50.00

K. Special Use Permit: \$100.00

L. Rezoning: \$100.00 plus cost incurred by Town, such as but not limited to, legal fees, publication fees, neighbor notification, engineering fees, mapping, etc.

M. Publication Fees: Zoning Ordinance \$20.00, Soil Erosion and Sedimentation Control \$5.00, Subdivision Regs. \$10.00, Docking and Mooring Laws \$5.00, Design and Construction Guidelines \$20.00, all others at \$.25 per page.

N. Fence Permit: \$20.00

O. Returned Check Fee: \$20.00

P. Electrical Modification Permit: \$30.00 (inspection by third party at owner's expense)

Q. Permanent Dock: \$.10 (10 cents per square foot, built per Canandaigua Lake Docking and Mooring Law) - Minimum fee \$25.00

R. Telecommunications Tower: \$250.00

S. WECS – Wind Energy Conversion Systems

Wind Farm Site Plan Review: \$100.00, Wind Farm Permit \$2,500.00 plus \$100.00 per tower.
Commercial WECS - \$200.00 per tower, Residential WECS - \$100.00 per tower.

T. Timber Harvesting Permit: \$50.00

U. Dog License Annual Fee: \$23.00 - spayed/neutered dog \$15.00

V. Marriage License Fee: \$40.00

W. Transfer Station Permit: \$70.00 annual fee.

Additional \$10.00 fee for electronics disposal and additional \$10.00 fee for refrigerant disposal (a/c units, refrigerators, etc.)

Additional fee for Construction Debris Truckloads. Fees are posted at the Transfer Station Facility.

X. Vital Records: Certified Copies of Death, Marriage or Birth Certificates: \$10.00