

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 9, 2019
7:00PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 9, 2019 at 7:00PM at the Town Hall in Gorham, NY. Present were Supervisor Fred Lightfoote, Councilmembers William Glitch, Brian S. Case, Richard Malcolm and Jake Chard. Chief Operator Water/Waste-Water Plants Greg Coston, Code Enforcement Officer Gordy Freida, Billing Clerk Brenda Jones and Town Clerk Darby Perrotte. Assessor Enza Mineo and Highway Superintendent Zach Eddinger were necessarily absent. Other guests in attendance; Brett Johnson, Lynn Klotz and Jim Morse.

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.
5. Appointments
 - A. Zoning Board of Appeals Chairperson - Michael Bentley
 - 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. - Fred Lightfoote, Greg Coston alternate
 - J. Deputy Tax Collector - Brenda Jones
 - K. Deputy Town Clerk-Amanda Lee & Brenda Jones

L. **Planning Board Member Appointments**

Andrew Hoover term (1/19-12/25)

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

On the motion by Councilmember Case, seconded by Councilmember Malcolm, items 1-6 were approved. Motion carried unanimously. (5-0)

001-2019

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	\$150.00
Water/Waste Water Supt.	\$200.00

9. Compensation Planning Board, Zoning Board of Appeals and Conservation Board members - **\$39.45 (40.24)** 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 - **\$52.09 (53.14)** per day

12. Compensation of Board of Assessment Review - Annual salary of **\$134.87 (137.57)** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear

grievances and make decisions will be at **\$13.37 (13.64)** per hour. Mileage is no longer part of the compensation. Training time will be at **\$13.37 (13.64)** per hour.

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

On the motion by Councilmember Malcolm, seconded by Councilmember Chard, items 7-13 were approved. Motion carried unanimously. (5-0)

002-2019

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

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.

21. Adjournment.

On the motion by Councilmember Glitch, seconded by Councilmember Chard, items 14-21 were approved. Motion carried unanimously. (5-0)

003-2019

With no further business for the Organizational Meeting, Supervisor Lightfoote adjourned at 7:09pm.

Respectfully submitted,

Darby L. Perrotte
Town Clerk

Town of Gorham
Longevity 2019

Last Name	First Name	Hire Date	Base Rate	Years	Longevity Rate	Longevity Annualized	Combined Hourly Rate	Combined Salary Rate
Yarger	Susan	8/31/1990						52,900
Freida	Gordon	2/1/1999	49,780	29	\$ 1.50 /hr.	\$ 3,120		70,115
Kerrick	Clair	10/17/1999	68,035	20	\$ 1.00 /hr.	\$ 2,080		
Gruschow	Douglas	11/29/1999	25.29	20	\$ 1.00 /hr.	\$ 2,080	26.29	
Coston	Gregory	1/29/2000	25.29	20	\$ 1.00 /hr.	\$ 2,080	26.29	83,698
Dunn	Corey	10/15/2001	81,618	19	\$ 1.00 /hr.	\$ 2,080		
Cummings	Christopher	6/3/2003	25.29	18	\$ 1.00 /hr.	\$ 2,080	26.29	
Burnett	Joshua	5/2/2005	29.37	16	\$ 1.00 /hr.	\$ 2,080	30.37	
Carroll	Roger	12/12/2005	25.30	14	\$ 0.50 /hr.	\$ 1,040	25.80	
Flook	Robert	7/10/2006	25.29	14	\$ 0.50 /hr.	\$ 1,040	25.79	
Mineo	Enza	1/1/2013	25.29	13	\$ 0.50 /hr.	\$ 1,040	25.79	
Bay	Nathan	1/1/2013	36,987	6	\$ 0.25 /hr.	\$ 520		37,507
Hullings	Tammy	4/8/2013	27.34	6	\$ 0.25 /hr.	\$ 520	27.59	
Tomion	Paul	4/6/2015	9,328	4	-			9,328
Hershey	Steve	12/14/2015	24.03	3	-		24.03	
Jones	Brenda	4/24/2016	12.73	3	-		12.73	
Gruschow	Kyle	2/13/2017	16.32	2	-		16.32	
Lee	Amanda	5/28/2017	21.50	2	-		21.50	
Allen	Shawn	12/1/2017	15.13	1	-		15.13	
Stape	Kevin	1/2/2018	21.50	1	-		21.50	
Doctuer	Cody	5/28/2017	23.88	2	-		23.88	
		11/15/2018	23.56			\$ 19,760		

5 years \$ 0.25 /hr.
10 years \$ 0.25 /hr.
15 years \$ 0.50 /hr.
25 years \$ 0.50 /hr.

**TOWN OF GORHAM
2019 WAGE SCHEDULE
WITH LONGEVITY**

POSITION	NO. OF PEOPLE	2019 100% BASE RATE	EMPLOYEE	EMPLOYEE RATE
Council Member	4	17,240		
Town Justice (Schwartz)	1	11,723		
Town Justice (Peck)	1	11,493		
Court Clerk	1	9,145	Tammy Hullings	9,328
Supervisor	1	32,981		
Acct Clerk/Bookkeeper/Billing Clerk	1	16.32	Brenda Jones	16.32
Tax Collector	1	8,242	Sue Yarger	8,242
Deputy Tax Collector	1	16.32	Brenda Jones	16.32
Assessor	1	36,987	Enza Mineo	37,507
Account Clerk/Assessor/Zoning	1	49,780	Sue Yarger	52,900
Town Clerk	1	43,297	Darby Perrotte	43,297
Deputy Town Clerk	2	14.83	Amanda Lee	15.13
			Brenda Jones	16.32
Highway Superintendent	1	67,600	Zach Eddinger	67,600
Deputy Highway Superintendent	1	1,380	Doug Gruschow	1,380
Highway MEO (HR)	6	25.29	Corey Dunn	26.29
			Clair Kerrick	26.29
			Doug Gruschow	26.29
			Josh Burnett	26.29
			Bob Flook	25.79
			Paul Tomion	25.23
			Shawn Allen	23.56
			Cody Doctuer	23.56
Highway Laborer P/T (HR)	1	\$10.40-\$12.75/hr		
Transfer Station MEO (HR)	1	25.29	Roger Carroll	25.79
Transfer Station Laborer P/T	2	12.73	Steve Hershey	12.73
Building/Zoning/Inspector	1	68,035	Gordan Frieda	70,115
Chief of Water/Wastewater	1	81,618	Greg Coston	83,698
Deputy Chief of Water/Wastewater	1	1,380	Chris Cummings	1,380
Water/Sewer Operator (HR)	4	25.29	Chris Cummings	30.37
			Nathan Bay	27.59
			Kyle Gruschow	22.57
			Kevin Stape	22.77
Chairman Planning Board	1	3,312		

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. 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.

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

C. Zoning Permit: (includes use permit): \$30.00

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

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

F. Swimming Pool permit: \$30.00

G. Demolition Permit: no charge

H. ZBA Application Fee: \$75.00

I. 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

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

K. Site Plan Review: \$50.00

L. Special Use Permit: \$100.00

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

N. 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.

O. Fence Permit: \$20.00

P. Returned Check Fee: \$20.00

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

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

S. Telecommunications Tower: \$250.00

T. 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.

U. Timber Harvesting Permit: \$50.00

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

W. Marriage License Fee: \$40.00

X. Transfer Station Permit: \$75.00 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.

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