

**MINUTES
REGULAR MEETING
THE GORHAM TOWN BOARD
January 8, 2020 7:00pm**

The Gorham Town Board held a Regular Meeting on January 8, 2020 at 7:00 pm at the Gorham Town Hall. Present were; Town Supervisor Fred Lightfoote, Councilmembers; William Glitch, Brian S. Case and Jake Chard. Water/Wastewater Chief Operator Greg Coston, Highway Superintendent Zack Eddinger, Zoning/Building Officer Jim Morse, Billing Clerk Brenda Jones and Town Clerk Darby Perrotte.

Councilmember Richard Malcolm and Assessor Enza Mineo were necessarily absent.
Councilmember William Glitch was necessarily late.

1. Call to Order/Pledge to the Flag
2. Privilege of the Floor – none requested
3. Approval of Minutes – 12/11/19 Regular Meeting Minutes

On the motion by Councilmember Case, seconded by Councilmember Chard, the meeting minutes were approved as submitted. Motion carried unanimously. (3-0)

001-2020

4. Audit of Bills -

Abstract #13

A	954-1043	\$32,466.12
B	955-1033	12,047.13
SL	1042	564.25
DB	951-1044	116,535.71
SS	955-1001	332.10
SW1	955-1030	18,656.85
T/A	48	110.00

Abstract #1

A	1-10	\$ 23,266.45
B	4-11	4,002.50
SW1	3-6	10,668.91
SM2-1001	3	321.53
SF2-1001	3	315.84

On the motion by Councilmember Case, seconded by Councilmember Chard, the bills were approved for payment. Motion carried unanimously. (3-0)

000-2020

5. Reports of Town Officials -

- A. Chief Operator Water/Wastewater Plants – written report on file.
- B. Highway Superintendent – written report on file.
- C. Zoning/Building Officer – written report on file.
- D. Assessor – written report on file.
- E. Town Clerk – written report on file.
- F. Town Supervisor – written report on file.

On the motion by Councilmember Case, seconded by Councilmember Chard, the reports of Town Officials were approved as submitted. Motion carried unanimously. (3-0)

000-2020

6. Business:

a. Resolution regarding Municipal Advisor Services

Supervisor Lightfoote explained there are several large projects the Town will be undertaking. The Resolution authorizing Municipal Advisor Services was tabled until next month to give Councilmembers time to review the information more thoroughly.

b. Resolution regarding Federal Motor Carrier Safety Administration Clearinghouse

Supervisor Lightfoote offered the following resolution and called for its adoption. Seconded by Councilmember Chard the resolution was adopted. Motion carried unanimously. (3-0)

004-2020

Resolution Number 04-2020

Whereas: The U.S. Department of Transportation's Federal Motor Carrier Safety Administration requires registration by all Commercial Driver's License holders to a Drug and Alcohol Clearinghouse, and;

Whereas: The United States Congress has mandated this program, and;

Whereas: The Town of Gorham currently uses Health Works for required employee Drug and Alcohol Testing, Therefore;

Resolved: The Town of Gorham supports this mandate and requires all Town employees whose job description requires a Commercial Driver's License to register in the Commercial Driver's License Drug and Alcohol Clearinghouse through Health Works at Thompson Hospital.

I, Darby L. Perrotte, Town Clerk of the Town of Gorham, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on January 8, 2020 by the following vote:

	<u>Aye</u>	<u>Nay</u>
Frederick Lightfoote	X_____	_____
William Glitch	X_____	_____
Brian S. Case	X_____	_____
Richard Malcolm	absent	_____
Jake Chard	X_____	_____

c. Budget Transfers – On the motion by Supervisor Lightfoote, seconded by Councilmember Glitch, the following budget transfers were approved.
 \$100.00 from B8020.4 to B8010.2, \$100.00 from B8020.4 to B8020.2, \$11,500.00 from B8020.4 to B8010.4. Motion carried unanimously. (3-0)

119-2020

d. Resolution regarding Record Archive Management

Councilmember offered the following resolution and called for its adoption. The motion was seconded by Councilmember and the resolution adopted unanimously.

119-2020

I, Darby L. Perrotte, Town Clerk of the Town of Gorham, do hereby certify that the following resolution was adopted by the Town Board of the Town of Gorham on January 8, 2020 by the following vote:

	<u>Aye</u>	<u>Nay</u>
Frederick Lightfoote	X_____	_____
William Glitch	X_____	_____
Brian S. Case	X_____	_____
Richard Malcolm	absent.	_____
Jake Chard	X_____	_____

**TOWN OF GORHAM
RESOLUTION NO. 02-2020**

**RESOLUTION OF SUPPORT FOR THE SUBMISSION OF A
THE NEW YORK STATE ARCHIVES LOCAL GOVERNMENT RECORDS MANAGEMENT
IMPROVEMENT FUND GRANT APPLICATION**

WHEREAS, the Town Board of the Town of Gorham fully supports the submission of a Local Government Records Management Improvement Fund grant application to New York State Archives through the category of Document Conversion and Access for improved management of Town Building Department records; and

WHEREAS, this competitive grant program provides funds to help local governments enhance records management programs, an enduring priority for the Town of Gorham; and

WHEREAS, the Town will assume primary responsibility for the ongoing implementation of the improved records management program as well as policies on a long-term continuing basis; and

WHEREAS, the Town of Gorham recognizes and maintains Town Clerk Darby L. Perrotte as the Records Management Officer, as re-appointed at the Town Board organizational meeting; and

WHEREAS, the Town of Gorham has formally adopted Records Retention and Disposition Schedule MU-1 and utilizes it to ensure compliance with legal, administrative, and other records retention requirements; and

WHEREAS, the Town, if awarded funding, will contract with a consultant to perform a scanning and indexing of building department paper records, integration of those records into the existing records indexing system, as well as enhance overall records management with the purchase of tablets for field use and updated record policies for the Town; now, therefore, be it

RESOLVED, that the Gorham Town Board does hereby support, authorize, and directs the submission of an application to New York State Archives for a Local Government Records Management Improvement Fund grant, and upon grant award, directs Town staff to fulfill agency requirements with the State, implement the records management improvement project, and maintain the results of the grant project over the long term; and be it further

RESOLVED, that a copy of this resolution will be filed in the office of the Town Clerk.

I, Darby L. Perrotte Town Clerk of the Town of Gorham, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on January 8th 2020 by the following vote:

e. Resolution regarding Tobacco Free Grounds
The resolution was tabled until next month's meeting

f. Resolution Calling for Public Hearing regarding Local Law 1-2020

Supervisor Lightfoote offered the following resolution and called for its adoption. The motion was seconded by Councilmember Glitch and the resolution was adopted. Motion carried. (3-1)

000-2020

RESOLUTION INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING

WHEREAS, the Town Board of the Town of Gorham, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, the Town Board of the Town of Gorham has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Gorham to proceed in accordance with the Code of the Town of Gorham and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on February 12, 2020 at 7:00 p.m. at the Gorham Town Hall, 4736 South Street, Gorham, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Gorham sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Gorham for its consideration; and be it further

RESOLVED, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

I, Darby L. Perrotte, Town Clerk of the Town of Gorham, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on February 12, 2020 by the following vote:

	<u>Aye</u>	<u>Nay</u>
Frederick Lightfoote	X_____	_____
William Glitch	X_____	_____

Brian S. Case
Richard Malcolm
Jake Chard

X	_____
absent	_____
_____	X_____

g. Transfer Station Truck Loads Construction Debris and Yard Waste Debris - Councilmember Glitch said the Town needs to implement fees for large dump loads in an effort to stop commercial contractors from dumping at the Transfer Station.

On the motion by Councilmember Glitch, seconded by Councilmember Chard, to implement fees for large construction debris and brush debris starting March 1st, 2020. Large loads/trailers will be charged by the cubic foot. Signs will be posted at the facility and on the Town website. Motion carried unanimously. (4-0)

120-2020

h. Change in Town Hall Hours -

The Town Hall Hours will be changing as of March 1st, 2020.

The Building/Code Enforcement Office is going to be open Monday through Thursday 7am-3pm, Friday 7am-12pm and by appointment.

The Town Clerk's Office will be open Tuesday, Thursday and Friday 9am-1pm. Wednesdays will be 9am-7pm and by appointment.

It is suggested you call the office to see what each department hours are before coming in to the Town Hall.

Updated hours will be posted on the Town of Gorham website www.gorham-ny.org

Town offices can be reached by phone at 585-526-6317

7. Correspondence - Supervisor Lightfoote shared an email from resident Lynn Klotz concerned about leaf collection efforts. She is concerned that the lack of pick up, and culverts full of leaves, are harming the water quality of the Lake.

8. Set Next Meeting Date – Regular Meeting and Public Hearing February 12, 2020 Meeting will be held at the Gorham Town Hall at 7:00pm.

9. Privilege of the Floor –

10. Adjournment - with no further business, on the motion by Supervisor Lightfoote, seconded by Councilmember Glitch, the meeting was adjourned at 8:46pm. Motion carried unanimously. (4-0)

123-2019

Respectfully Submitted,

Darby L. Perrotte
Town Clerk