

**MINUTES  
ORGANIZATIONAL MEETING  
GORHAM TOWN BOARD  
JANUARY 13, 2021  
7:00PM**

The Gorham Town Board held its Organizational Meeting on Wednesday, January 13, 2021 at 7:00PM at the Town Hall in Gorham, NY.

Present were Supervisor Fred Lightfoote, Councilmembers William Glitch, Brian S. Case, and Jake Chard. Chief Operator Water/Waste-Water Plants Greg Coston, Highway Superintendent Zack Eddinger, Code Enforcement Officer Jim Morse, Water/Sewer Billing Clerk Brenda Jones and Town Clerk Darby Perrotte. Councilmember Rick Malcolm and Assessor Enza Mineo were necessarily absent. Councilmember Glitch was

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 Supervisor Lightfoote, seconded by Councilmember Glitch, items 1-4 were approved. Motion carried unanimously. (5-0)

**001-2021**

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 - James Morse
- E. Deputy Water/Waste water Plant Operator - Nathan Bay
- F. Deputy Highway Superintendent - Douglas Gruschow
- G. Clerk to Town Justices - Tammy Hullings
- H. Deputy Zoning Officer - Jerry Hoover

- I. Attorney - Jeff Graff
- J. Member Canandaigua Lake Watershed Comm. - Jim Morse, Fred Lightfoote as Alternate
- K. Member Canandaigua Lake Watershed Council - Fred Lightfoote
- L. Deputy Tax Collector - Brenda Jones
- M. Deputy Town Clerk- Marion Blakesley, Mary Giaconia and Amanda Lee
- N. Records Management Officer - Town Clerk Darby L. Perrotte
  
- O. **Planning Board Member Appointment**
- P. **Zoning Board of Appeals Appointments**  
  - Victor Lonsberry
  - Steve Coriddi
- Q. **Board of Assessment Review Appointments**

**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-7 years.**

On the motion by Supervisor Lightfoote, seconded by Councilmember Case, item 5 was approved. Motion carried unanimously. (5-0)

**002-2021**

- 6. Set Mileage Rate for Use of Personal Vehicle on Town Business - \$.55 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	\$150.00
Chief Operator W/WWP	\$200.00
  
- 9. Zoning and Building Inspection Fees and Fee Schedule (attached)

10. Compensation Planning Board, Zoning Board of Appeals, Agriculture Committee and Conservation Board Members - **\$40.24** per meeting and/or training session attended. To be paid twice per year.

11. Authority to Expend Funds without prior approval  
Highway Superintendent up to \$6,000  
Water/Waste Water Chief Operator up to \$6,000  
Supervisor up to \$2,000

On the motion by Supervisor Lightfoote, seconded by Councilmember Case items 6 - 11 were approved. Motion carried unanimously. (5-0)

**003-2021**

12. Compensation of Town Jurors - **\$53.14** per day

On the motion by Supervisor Lightfoote, seconded by Councilmember Case items 6 - 12 were approved. Motion carried unanimously. (5-0)

**003-2021**

13. Compensation of Board of Assessment Review - Annual salary of **\$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 **\$15.00** per hour. Mileage is no longer part of the compensation. Training time will be at **\$15.00** per hour.

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

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

16. 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.

On the motion by Supervisor Lightfoote, seconded by Councilmember Glitch, items 12 - 16 were approved. Motion carried unanimously. (5-0)

**004-2021**

17. 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.

18. Purchasing Policy

19. Employee Handbook Yearly Review \*\*Reminder to add Juneteenth Holiday to the Handbook.

20. Town Board Meeting Rules of Order

1. Call to Order/Pledge to the Flag
2. Privilege of the Floor
3. Approval of Minutes
4. Reports of Town Officers
  - a. Water/Wastewater
  - b. Highway
  - c. Building/Zoning
  - d. Assessor
  - e. Town Clerk
  - f. Supervisor
5. Audit of Bills
6. Old Business
7. New Business
8. Other/Correspondence
  
9. Privilege of the Floor - limit comments to three minutes per person (not a discussion)
10. Adjournment

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

22. Other

23. Privilege of the Floor

24. Adjournment.

On the motion by Supervisor Lightfoote, seconded by Councilmember Glitch, items 17 - 23 were approved. Motion carried unanimously. (5-0)

**005-2021**

With no further business for the Organizational Meeting, Supervisor Lightfoote adjourned at 7:08pm.

Respectfully submitted,

Darby L. Perrotte  
Town Clerk

**TOWN OF GORHAM  
2020 WAGE SCHEDULE  
WITH LONGEVITY**

<b>POSITION</b>	<b>NO. OF PEOPLE</b>	<b>2020 100% BASE RATE</b>	<b>EMPLOYEE</b>	<b>EMPLOYEE RATE</b>
Council Member	4	17,240		
Town Justice (Schwartz)	1	11,957		
Town Justice (Peck)	1	11,723		
Court Clerk	1	9,515	Tammy Hullings	9,775
Supervisor	1	33,641		
Acct Clerk/Bookkeeper/Billing Clerk	1	18.50	Brenda Jones	18.50
Tax Collector	1	8,407	Sue Yarger	8,407
Deputy Tax Collector	1	18.50	Brenda Jones	18.50
Assessor	1	37,726	Enza Mineo	38,246
Account Clerk/Assessor/Zoning	1	50,775	Sue Yarger	53,895
Town Clerk	1	44,162	Darby Perrotte	44,162
Deputy Town Clerk	2	15.43	Amanda Lee	15.43
			Marion Blakesley	15.43
Highway Superintendent	1	72,777	Zach Eddinger	72,777
Deputy Highway Superintendent	1	3,000	Doug Gruschow	3,000
Highway MEO (HR)	7	26.29	Corey Dunn	26.80
			Clair Kerrick	26.80
			Doug Gruschow	26.80
			Josh Burnett	26.80
			Bob Flook	26.30
			Shawn Allen	25.80
			Brent Ayers	24.03
Highway Laborer P/T (HR)	1	\$15.00/hr		
Transfer Station P/T	1	25.80	Roger Carroll	26.80
Transfer Station Laborer F/T	1	21.88	Kevin Moore	21.88
Transfer Station Laborer F/T	1	24.03	Cody Docteur	24.03
Building/Zoning/Inspector	1	61,232	James Morse	65,637
Chief of Water/Wastewater	1	83,250	Greg Coston	85,330
Deputy Chief of Water/Wastewater	1	3,000	Nathan Bay	3,000
Water/Sewer Operator (HR)	4	25.80	Nathan Bay	28.13
			Kyle Gruschow	24.17
			Kevin Stape	24.58
			Patrick King	24.39
Chairman Planning Board	1	3,378	Thomas Harvey	3,378

TOWN of GORHAM  
ARTICLE 8 of TOWN LAW  
2020 ELECTED OFFICIALS SALARY

TOWN JUSTICE SCHWARTZ	\$11,957.00
TOWN JUSTICE PECK	\$11,723.00
TOWN SUPERVISOR	\$33,641.00
TOWN COUNCILMEMBERS (4)	\$ 4,310.00
TOWN CLERK	\$44,162.00
TAX COLLECTOR	\$8,407.00
HIGHWAY SUPERINTENDENT	\$72,777.00

## **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: \$30.00

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: \$80.00 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 and Brush pile Truckloads. Fees are posted at the Transfer Station Facility.

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

