

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 11, 2023
7:00PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 12, 2022 at 7:00PM at the Town Hall in Gorham, NY.

Present were; Supervisor Fred Lightfoote, Councilmembers Brian S. Case, Jake Chard and Phil Curtis.

Councilmember Brian Lazarus joined via video/phone conference.

Town Officials in attendance; Chief Operator Water & Wastewater Districts Greg Coston, Highway Superintendent Zach Eddinger, Code Enforcement Officer Jim Morse and Town Clerk Darby Perrotte.

Assessor Enza Mineo and Tax Collector Adrienne Smith joined via Zoom.

Other guests in attendance and via Zoom, Aaron Airth, Barb Frank, Rachel Eddinger, Sally Napolitano, Brett Johnson, Lynn Klotz, Ben Smith, Jon Willis, Elke Schmitt, Margaret White, Christine Watkins, Susan Carpenter, Danielle Ayers, Abbey Allen, Brent Ayers, Jen Kerrick.

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 - **Finger Lakes Times**, Canandaigua Daily Messenger

On the motion by Supervisor Lightfoote, seconded by Councilmember Chard, items 1-4 were approved. Motion carried unanimously. 5-0

5-Ayes Lightfoote, Case, Chard, Curtis, Lazarus

001-2023

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 - Town Clerk, Darby L. Perrotte
- M. Deputy Town Clerk - Mary Giaconia, Sheril Cota
- N. Deputy Registrar of Vital Statistics - Mary Giaconia
- O. Records Management Officer - Town Clerk Darby L. Perrotte
- P. **Planning Board Member Appointments**
- Q. **Zoning Board of Appeals Appointments**
- R. **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

5 Ayes- Lightfoote, Case, Chard, Curtis, Lazarus

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6. Set Mileage Rate for Use of Personal Vehicle on Town Business - **\$.65.5** per mile (federal rate)

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 WTP/WWTP	\$200.00

9. Zoning and Building Inspection Fees and Fee Schedule

10. Compensation Planning Board, Zoning Board of Appeals, Agriculture Committee and Conservation Board Members - **\$42.89** 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

12. Compensation of Town Jurors - **\$56.38** per day

13. Compensation of Board of Assessment Review - Annual salary of **\$145.94** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$15.60** per hour. Mileage is no longer part of the compensation. Training time will be at **\$15.60** per hour.

On the motion by Supervisor Lightfoote, seconded by Councilmember Case, the Board held discussion regarding the Fee Schedule.

Supervisor Lightfoote moved to amend # 20 in the Fee Schedule, from \$100.00 to \$150.00 for a Short-Term Rental Application, seconded by Councilmember Case, the motion carried 4-1.

4 Ayes - Lightfoote, Case, Curtis, Lazarus 1 Nay - Chard.

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On the motion by Supervisor Lightfoote, seconded by Councilmember Case, items 6 - 13 were approved. Motion carried unanimously. 5-0

5 Ayes- Lightfoote, Case, Chard, Curtis, Lazarus

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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.

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

On the motion by Supervisor Lightfoote, seconded by Councilmember Lazarus, Councilmember Chard asked for an explanation of the Purchasing Policy. The Board held discussion. No changes in the Purchasing Policy.

The Employee Handbook has been updated.

The Board proceeded to vote. Items 14-19 were approved. The motion carried unanimously. 5-0

5 Ayes- Lightfoote, Case, Chard, Curtis, Lazarus

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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. Approve Reports
6. Audit of Bills
7. Business
8. Town Board Member Items
9. Other/Correspondence
10. Privilege of the Floor - limit comments to three minutes per person (not a discussion)
11. 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 Curtis, items 20-24 were approved. Motion carried unanimously. 5-0

5 Ayes- Lightfoote, Case, Chard, Curtis, Lazarus

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With no further business for the Organizational Meeting, Supervisor Lightfoote moved to adjourn the meeting, seconded by Councilmember Chard, the motion carried unanimously 5-0. The Organizational Meeting adjourned at 7:23 pm.

5 Ayes- Lightfoote, Case, Chard, Curtis, Lazarus

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Respectfully submitted,

Darby L. Perrotte
Town Clerk