

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 11, 2017
7:00 PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 13, 2016 at 7:00 PM at the Town Hall in Gorham, NY. Present were Supervisor Lightfoote, Councilmembers Glitch, Case, Malcolm and Chard. Chief Operator Water/Waste-Water Plants Coston, Code Enforcement Officer Freida, Assessor Mineo and Town Clerk Perrotte. Highway Superintendent Ayers was necessarily absent. Other guests in attendance; Doug Finch and members of Marcus Whitman Central School's Participation in Government Class; Ally Mack, Taylor Chappell, Timothy Proctor, Dominic Evangelista, Jimmy Rowe and Max Paine.

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 - (Jerry Hoover)
 - B. Planning Board Chairperson - (Tom Harvey)
 - C. Town Historian - Dennis Hogan
 - D. Building Inspector/Zoning Officer - Gordon Freida
 - E. Deputy Highway Superintendent - Corey Dunn
 - 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 (to 12/17)
 - K. Deputy Town Clerk- Rita Kulp, Marilyn Boothe (to 12/17)
 - L. **Planning Board Member Appointments**
Thomas Harvey 1/2017 thru 12/2023

M. **Board of Assessment Review Appointments**
John Bodine 1/2017 thru 9/30/2021

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.

On the motion by Councilmember Case, seconded by Councilmember Glitch, items 1-5 are approved. Motion carried unanimously. (5-0)
001-2017

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

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 Malcolm, seconded by Councilmember Glitch, items 6-17 are approved. Motion carried unanimously. (5-0)

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18. Employee Handbook

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
6. Communications
7. Old Business
8. New Business
9. Town Board Member Items
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, 19 and 20 are approved. Councilmember Malcolm suggested the Board review the Employee Handbook during the year. Board Members agreed and the motion carried unanimously. (5-0)

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21. Privilege of the Floor - none requested

22. Adjournment.

On the motion by Supervisor Lightfoote, seconded by Councilmember Case, items 21 and 22 are approved. Motion carried unanimously. (5-0)

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With no further business, for the Organizational Meeting, the meeting was adjourned by Supervisor Lightfoote at 7:16pm.

Respectfully submitted,

Darby Perrotte
Town Clerk

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 other 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 C of O - \$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: \$30.00, including outdoor wood furnaces

F. Permit for swimming pool: \$30.00

G. Demolition permit: No Charge

H. ZBA Application fee: \$75.00

I. Subdivision Fee: \$75.00 (minor) per lot, not including original lot, collected at time of preliminary application. Major Subdivision: Developer shall incur all costs associated with subdivision such as, but not limited to, legal, publication, engineering fees, neighbor notification, mapping, etc.) Sketch Plan \$25; Preliminary \$50; Final \$25

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

K. Site Plan Review: \$50.00

Special Use Permit : \$100.00

L. Satellite Dish Installation: \$30.00 (over 36" or in compliance with ZO)

M. Rezoning - \$100.00 plus costs 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 Law \$5.00; Design and Construction Guidelines \$20.00; all other 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 owners cost)
- R. Permanent Dock: Built per Canandaigua Lake Uniform Docking and Mooring Law - \$.10 per square foot, minimum fee is \$25.00
- S. Telecommunications Tower - \$250.00
- T. WECS - Wind Energy Conversion Systems
 - Wind Farm - Site Plan Review \$100
 - Wind Farm Permit \$2,500, plus \$100 per tower
 - Commercial WECS - \$200 per tower
 - Residential WECS - \$100 per tower
- U. Timber Harvesting Permit - \$50.00
- V. Dog Licensing Fees: Annual:
 - Spayed/Neutered - \$15.00
 - Unspayed/Unneutered - \$23.00
- W. Marriage License : \$40.00
- X. Transfer Station Permit: Annual - \$65.00 \$10.00 to evacuate refrigerants
\$10.00 fee for older style computer screens and TV's (CRT's)
- Y. Vital Records - Certified Copies (Birth/Death/Marriage) - \$10.00

Updated 12/29/10

TOWN OF GORHAM
2017 WAGES BY FUND

Employee Number	Name	H or S	Hourly Rate Salary: Annual/Rate
WATER FUND			
	Marilyn J. Boothe	S	\$21,531.38/828.13
	Gregory Coston	S	\$60,396.75/2,322.96
	Darby Perrotte	S	\$3,329.28/128.05
	Jason Cota	H	\$26.31
	Nathan Bay	H	\$25.10
	Christopher Cummings	H	\$28.81
	Deputy	S	\$1353/52.00
GENERAL FUND			
	Frederick Lightfoote	S	\$31,684/1,218.62
	Corey Dunn/Dep. Hwy Sup	S	\$1353/52.00
	Jake Chard	S	\$4,037/155.27
	Kelly Ayers	S	\$68,978/2,653
	Roger Carroll	H	\$24.81
	Steve Hershey	H	\$12.24
	Richard Malcolm	S	\$4,037/155.27
	Brian Case	S	\$4,037/155.27
	William Glitch	S	\$4,037/155.27
	Thomas P. Harvey	S	\$3,183/122.43
	Darby Perrotte	S	\$37,454.40/1440.56
	Deputy Town Clerk	H	\$14.54
	Susan Yarger, Tax Col.	S	\$7,921/304.66
	Brenda Jones, Dep. Tax Col	H	\$14.54
	Gordon Freida	S	\$66,856/2571.39
	Christine Ayers	S	\$11,268/433.39

TOWN OF GORHAM
2017 WAGES BY FUND

Kathleen Schwartz	S	\$11,268/433.39
Robert J. Ostrander	S	\$1,415/54.43
Enza Mineo	S	\$35,550/1367.31
Marilyn J Boothe, BK	S	\$23,923.50/920.14
Tammy Hullings	S	\$8,966/344.85
Susan K. Yarger	S	\$50,655/1,948.27

HIGHWAY FUND

Joshua Burnett	H	\$24.81
Robert Flook	H	\$24.81
Clair Kerrick, Jr.	H	\$25.31
Douglas Gruschow	H	\$25.31
Corey Dunn	H	\$25.31
Zachary Eddinger	H	\$24.81
Paul Tomion	H	\$21.88

SEWER FUND

Marilyn J. Boothe	S	\$2,392.35/92.02
Gregory Coston	S	\$20,135.25/774.32
Chris Cummings	H	\$28.81
Darby Perrotte	S	\$832.32/32.02

**TOWN OF GORHAM
2017 WAGE SCHEDULE
WITH LONGEVITY**

POSITION	NO. OF PEOPLE	2017 100% BASE RATE	Employee	Employee Rate
COUNCIL MEMBER	4	\$ 4,037		
TOWN JUSTICE (2)	2	\$ 11,268		
COURT CLERK	1	\$ 8,966	Tammy Hullings	\$ 8,966
TOWN CONSTABLE	1			
SUPERVISOR	1	\$ 31,684		
ACCOUNT CLERK/BOOKKEEPER/BILLING CLERK	1	\$ 47,847	Marilyn Boothe	\$ 47,847
TAX COLLECTOR	1	\$ 7,921	Sue Yarger	\$ 7,921
DEPUTY TAX COLLECTOR (/HR)	1	\$ 14.54	Brenda Jones	\$ 14.54
ASSESSOR	1	\$ 35,550	Enza Mineo	\$ 35,550
ACCOUNT CLERK /ASSESSOR/ZONING	1	\$ 47,847	Sue Yarger	\$ 50,655
TOWN CLERK	1	\$ 41,616	Darby Perrotte	\$ 41,616
DEPUTY TOWN CLERK	2	\$ 14.54	Rita Kulp	\$ 14.54
HIGHWAY SUPERINTENDENT	1	\$ 68,978	Kelly Ayers	\$ 68,978
DEPUTY HIGHWAY SUPERINTENDENT	1	\$ 1,353	Corey Dunn	\$ 1,353
HIGHWAY MEO (/HR)	6	\$ 24.31	Corey Dunn	\$ 25.31
			Clair Kerrick	\$ 25.31
			Doug Gruschow	\$ 25.31
			Zach Eddinger	\$ 24.81
			Josh Burnett	\$ 24.81
			Bob Flook	\$ 24.81
			Paul Tomion	\$ 21.88
HIGHWAY LABORER P/T (HR)	1	\$10-\$12.75/hr		
TRANSFER STATION MEO (/HR)	1	\$ 24.31	Roger Carroll	\$ 24.81
TRANSFER STATION LABORER P/T	2	\$ 12.24	Steve Hershey	\$ 12.24
BUILDING & ZONING & INSPECTOR	1	\$ 64,776	Gordan Frieda	\$ 66,856
CHIEF OP WATER/WASTEWATER	1	\$ 78,449	Greg Coston	\$ 80,529
DEPUTY CHIEF OP WATER/WASTEWATER	1	\$ 1,353	Chris Cummings	\$ 1,353
WATER/SEWER OPERATOR (/HR)	4	\$ 24.31	Chris Cummings	\$ 28.81
			Jason Cota	\$ 26.31
			Nathan Bay	\$ 25.10
HEALTH OFFICER	1	\$ 1,415		
CHAIRMAN PLANNING BOARD	1	\$ 3,183		