

**THE GORHAM TOWN BOARD
SPECIAL BUDGET MEETING
November 14, 2022 7:00pm**

The Gorham Town Board held a Special Meeting on Wednesday November 14, 2022 at 7:00pm at the Town Hall in Gorham, NY.

Present were Supervisor Fred Lightfoote. Councilmembers; Brian Case, Jake Chard, Phil Curtis and Brian Lazarus. Town Clerk Darby Perrotte.

Other Guests in attendance; Ben & Adrienne Smith, Sharon Shinsing and Kevin Olvany.

Guests joining via video/phone conference; Brent Ayers, Shawn Allen, Rebecca Swift, Sally Napolitano, Debbie Merritt, Jen Kerrick, Susan Carpenter, Lynn Klotz, Christine Ayers, Chrissy Watkins and Jeff & Debbie North.

1. Call to Order/Pledge to the Flag – Supervisor Lightfoote opened the meeting and led the Pledge to the Flag.

2. Privilege of the Floor –

Lynn Klotz, Lake Drive resident, asked if there was an updated, cleaner version of the budget to look at since there were so many outstanding questions for EFPR.

Supervisor Lightfoote said he did not have one but he would list all the changes tonight before the Board adopts the final budget.

3. Business –

a. Memorandum of Understanding

Kevin Olvany was present to talk about the Sustainable Management of Roads Pilot Program. He said it has been a successful program so far and he anticipates continued success between the municipalities.

Councilmember Chard offered the following resolution and called for adoption. Seconded by Councilmember Case the resolution was adopted unanimously. 5-0

109-2022

**TOWN OF GORHAM
RESOLUTION #49-2022**

Resolution authorizing a Memorandum of Understanding with the Town of Canandaigua, the City of Canandaigua and the Town of Gorham for the Canandaigua Lake Sustainable Winter Management of Roads Pilot Program.

WHEREAS, the Canandaigua Lake Watershed Council, City of Canandaigua, and Towns of Gorham and Canandaigua have been working together to implement a grant funded pilot program – the Canandaigua Lake Sustainable Winter Management of Roads Pilot Program; and

WHEREAS, the program involves testing brine, brine equipment and live edge plow equipment to reduce the amount of deicing salt used during the winter months with the goal of

maintaining and enhancing safety of streets and roadways while decreasing the impact deicing operations has on the environment and Canandaigua Lake; and

WHEREAS, a memorandum of understanding between the municipal partners is necessary for the grant and said agreement was reviewed by the Town Board,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to execute the attached memorandum of understanding, in substantially the same form as attached hereto, with the Town of Canandaigua and the City of Canandaigua.

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 November 14, 2022 by the following vote:

	Aye	Nay
Frederick Lightfoote	X_____	_____
Brian S. Case	X_____	_____
Jake Chard	X_____	_____
Phil Curtis	X_____	_____
Brian Lazarus	X_____	_____

b. Health Care Plan -

On the motion by Supervisor Lightfoote, seconded by Councilmember Lazarus, to keep the current Heath Care Plan provided to employees for 2023. The Board held discussion. The Board will discuss employee contribution percentages at a later date. Councilmembers would like to see how much 5% would be for each employee’s contribution.

Supervisor Lightfoote said he will get Councilmembers the information with a chart for them to look at for the next meeting. Motion carried unanimously. 5-0

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

110-2022

c. Appoint Mary Beer, RN as Town of Gorham Health Officer

Supervisor Lightfoote offered the following resolution and called for adoption. Seconded by Councilmember Chard the resolution was adopted unanimously. 5-0

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

111-2022

**TOWN OF GORHAM
RESOLUTION #50-2022
Resolution to appoint Mary Beer RN, as Health Officer**

WHEREAS, New York State requires all Towns to appoint a Local Health Officer, and;

WHEREAS, New York State requires said appointment be for a term of four years, and;

WHEREAS, The Town of Gorham utilizes the services of Mary Beer RN as Local Health Officer for the Town of Gorham, and;

WHEREAS, Ontario County provides these services free of charge;

WHEREAS, The Gorham Town Board hereby approves the appointment of Mary Beer, RN as Local Health Officer for the Town of Gorham, and also;

NOW THEREFORE BE IT RESOLVED, Ms. Beer’s term shall commence on January 1st, 2022 and will end on December 31st, 2025.

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 November 14, 2022 by the following vote:

	Aye	Nay
Frederick Lightfoote	X_____	_____
Brian S. Case	X_____	_____
Jake Chard	X_____	_____
Phil Curtis	X_____	_____
Brian Lazarus	X_____	_____

4. Public Hearing 2023 Town Budget At this time Supervisor Lightfoote re-opened the public hearing that was adjourned on 11/9/2022.

Sally Napolitano, Lake Drive resident joining via Zoom, said the thing that stood out to her was on the initial revenue page the non-property tax distribution numbers were way off.

Supervisor Lightfoote said he realized, after they spoke about it last week, he could have answered her question right then and there. He said "A1120, the reason it was so much lower is because the town has to totally fund the B and DB fund through sales tax revenue before the town can fund any portion of our A fund with sales tax revenue. All of the property tax revenue that will be coming in will be going to A fund instead of splitting it amongst the funds like we previously have. It’s in recognition of the States requirement, we are totally funding B and DB before any of the non-property tax goes to A fund." He understands it is confusing.

Mrs. Napolitano said the B1120 fund is confusing as well. She asked if it is anywhere on the budget that indicates what the total non-property tax distribution revenue is, before it gets divided up into the A, B and DB. She asked if there is a single non-property tax revenue number.

Supervisor Lightfoote said looking at the first sheet on the budget, it lists the different funds that are in the town including the special districts. Looking at the line that says revenue, back the special districts out of that line, it is 3.1 million.

Mrs. Napolitano asked how that compares to 2022, 2021 and 2020.

Supervisor Lightfoote said all we have for 2022 is the projection because 2022 is not over yet. He believes the number is a little higher than what the projection was. He will get the information to Mrs. Napolitano. He will explain the relationship between the appropriations of the sales tax revenue so she can understand why it would look different from the sources it came from.

Mrs. Napolitano said she doesn't understand what the appropriations column is. Supervisor Lightfoote said appropriations are whatever we are budgeting to pay out. Mrs. Napolitano asked if 5 million is what the town expects to pay out in 2023. Supervisor Lightfoote said yes.

Supervisor Lightfoote said he will close the public hearing but he will give opportunity for questions before the Board adopts the 2023 budget.

The public hearing was closed at 7:38 pm.

d. Adopt 2023 Town Budget -

The Board held a lengthy discussion regarding the 2023 Budget.

Supervisor Lightfoote made a motion to adopt the 2023 Town Budget with the following changes;

Town Tax Collector to receive 4% increase from \$8,575.00 to \$8,918.00

Deputy Tax Collector to receive 4% increase from \$2,914.00 to \$3,030.00

Tax Collector Contractual increased from \$5,000.00 to \$6,500.00

Zoning, Planning and Safety Officer Funds, Deputy position \$60,000.00

Crystal Beach Fire Department decrease to \$215,178.00

Discussion was held.

Supervisor Lightfoote ammended his motion to reflect \$10,000.00 in the A1320.4 budget line for auditor. Councilmember Curtis amended his second to the motion.

Supervisor Lightfoote asked if there were any questions.

Councilmember Chard asked about the Deputy Zoning Officer salary and benefits upwards of \$80,000.00 he agrees it is needed. He asked about an in house bookkeeper position.

Supervisor Lightfoote said "When you look at the current line that is for EFPR in addition to what the bookkeeping clerk currently does and what she is paid for out of the different funds. between that and some from fund balance because we're not sure what we are going to need, I think we can cover that without knowing the final figure what we are going to need with that change taking place. It isn't going to be a one to one change but until we know what it is we can make up the difference with fund balance if need be."

Councilmember Chard said "We are hiring a Deputy for Code Office, we are going to get a bookkeeper, we have a lot of personnel additions that are going to be happening, which is a little concerning. Obviously we need a bookkeeper, whether it's a person or a firm, as we all know this isn't getting any cheaper. It's concerning when we have personnel here that a lot of people were under the impression that they were doing a job. Overall I'd like to make a couple motions regarding payroll. The first one is my yearly motion."

Councilmember Chard made a motion for 0% cost of living increase for members of the Town Board.

Councilmember Chard said "4% is a bit more than a lot of people expect but it is a very difficult time. 4% for the majority of the employees makes sense."

Councilmember Chard made a motion for elected officials to receive a 2% cost of living increase, except for the Town Board, that would remain at 0% and 4% cost of living increase for hourly and appointed employees.

With no second, the motion died on the floor.

Councilmember Chard asked if the Board is adding funds for the heavy equipment reserve. He noticed that line was blank while other reserves have transfers from fund balance.

Supervisor Lightfoote said "We have to move some fund balance out of water department into reserve fund because the fund balance has gotten too high. As far as the highway goes we don't have any large increase figured into it right now. Based on what we've done in the past, we took out loans on the pay loader and the truck. We still have the ability to get low interest loans for purchases, does it make sense? not really, because as long as we have enough cash flow, if we pay up front, the interest goes away. My point has been if we can get away from that that would be better. I think we should build that reserve up a little bit more. At the same time we've got another \$30,000.00 extra, beyond what we anticipated, for 3rd quarter sales tax revenue. That can be put into a reserve. Providing we don't have an overage that requires the use somewhere else, anything that is surplus to the budget can then be put in reserve."

Councilmember Chard just wants to make sure we are not kicking the can down the road. He doesn't want any big surprises.

Supervisor Lightfoote said right now, our fund balance is within the parameters that the State suggests, it's on the low end, but it's there."

Supervisor Lightfoote asked if there were any other questions.

Mrs. Napolitano said she agrees, Code Enforcement Officer Morse needs a Deputy but cannot find a candidate?

Supervisor Lightfoote said the County doesn't have anyone on their list. Like other positions, they are having trouble finding candidates. CEO Morse has a licensed Code Officer that is interested in the position.

Mrs. Napolitano is interested in Crystal Beach Fire Department audit which is over a year in waiting.

Supervisor Lightfoote said they are currently undergoing an audit.

Lynn Klotz, Lake Drive resident, said she will go back to her unanswered questions from previous meetings. One of them pertaining to interest that could be earned on accounts such as DB2401 and B2401. She asked if there is a reason they cannot be interest bearing accounts.

Supervisor Lightfoote said he apologizes for his current reduced capacity, he cannot remember but, he knows there is a reason, he will look it up and get her an answer.

Additional comments from the public;

Debbie North recommended for the Code Enforcement Officer's Deputy that a well-defined job description would be a good starting point.

Lynn Klotz asked what Mary Beer provides as Health Officer.

Supervisor Lightfoote said she provides anything the Town needs such as if there is an outbreak or if a resident gets bit by a dog or a fox.

Debbie Merritt asked if EFPR would be here any time to answer questions.

Supervisor Lightfoote said they have voted to drop the Town. They will not be with us for 2023.

With no further questions or comments, the Board proceeded to vote to adopt the 2023 Town Budget. Motion carried unanimously. 5-0

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

012-2022

5. Set the Next Meeting Date – The next regular meeting will be held on December 14, 2022 at 7:00 pm -at the Gorham Town Hall.

6. Privilege of the Floor -

Adrienne Smith, Town Tax Collector, asked for confirmation. She said in the Bookkeeper's absence, have the water/sewer re-levy's been sent to the County?

She received an email from the County Assessment Control Clerk looking for a billing questionnaire, cable credits and tax collector information form. Mrs. Smith said she will forward the email to Supervisor Lightfoote.

Supervisor Lightfoote said Brenda already had that done and Sue Yarger sent it in but he would talk to Tammy Luzzi and take care of it.

Lynn Klotz informed the Board of an email she gets from DEC that lists recipients of 2022 grants awarded to Municipalities in the Finger Lakes. Town of Gorham was not on the list. She asked if MRB applied for any of those grants. She said there is a lot of money out there in grant opportunities.

Supervisor Lightfoote said he has reached out to local representatives, Senator Helming and Assemblyman Gallahan regarding this. MRB did apply for these grants on behalf of the Town.

Mrs. Klotz will forward the email to Supervisor Lightfoote, he will follow up with the representatives.

Supervisor Lightfoote said with the Town has gaining recognition for becoming a Designated Clean Energy Community.

Mrs. Klotz stated "That's good news. Given the amount of bad press, if you've got good news, spread the word and get the news out there!"

Sally Napolitano said it's awesome about the live edge plows. She asked if the \$187,500.00 is divided by the municipalities and where does that show in the budget.

Supervisor Lightfoote said it is divided. The Town purchased the plows so it doesn't show on the budget.

Mrs. Napolitano asked for a breakdown of what the grant provides for the Town.

She said the Board discussed but never took action on increasing the transfer station permits to try to cover the operation costs.

Supervisor Lightfoote said they have not increased prices. He said "Never, ever, has more than 50 % of the operating cost of the transfer station been covered by permit sales. It is more like 30%. Some of the reasoning there is the Board is still trying to figure out where do we leap? I haven't brought forth any increase and for 2023 we've kept the price at \$100.00 for permits."

Mrs. Napolitano said in the Newsletter there was mention of a Public Works Committee, she asked what that is and who is on it?

Supervisor Lightfoote said that was put together because the Town has so many projects that are going on or in the planning stages the committee was put together to make sure there is sufficient planning throughout the process. Councilmember Lazarus Chair's the committee consisting of; Greg Coston, Greg Hotaling, Ron Raymond, Zach Eddinger and Supervisor Lightfoote.

Mrs. Napolitano asked in regard to EFPR, she said "They've done a terrible job, they've done a disservice to the community and if they were a professional organization they should come in front of the Board and the Townspeople and be proud to show us what a great job they did. That being said, when we went to them 4 years ago it was because our bookkeeper at the time was dismissed. It was to be a stop-gap measure, I remember re-reading that in the minutes, because we were questioning why are we hiring a professional firm and still keeping a, we had the discussion about whether the role within the Town was bookkeeper or billing clerk, the bottom line is we're spending more money. We were maintaining an internal and an external service to do our accounting. It appears we are paying 2 different firms or individuals to do the same thing. If we hire someone to replace EFPR, there should be a position that gets dropped."

Supervisor Lightfoote said the Board has already made the decision to go back to a bookkeeper on site but one that has sufficient qualifications. The Town is advertising for a bookkeeper.

Mrs. Napolitano asked if that person will do the billing clerk duties.

Supervisor Lightfoote said "We are not sure. Now that we are done with the budget we'll be going over things to look and see what maybe we need to change. Simply because it appears there has been too much requested from that office as it is. It was only a bookkeeper by line. It was a bookkeeping clerk that was in that position, who was also the water billing clerk, who also was and is still, the Town billing clerk, which includes everything."

Mrs. Napolitano said "The point is, we need to be looking to streamline and make things run more efficiently. There have been lots of errors whether they occurred within the town office or with the outside contractual relationship."

Supervisor Lightfoote said "That's what we're doing and that's one reason we've approved this Deputy for Jim."

Mrs. Napolitano said "That was a new discussion, Jim's got a mammoth job and he needs a deputy, I don't disagree with that. Looking at the budget, there's already money in there."

Supervisor Lightfoote said "That's why I said we're looking for someone, as far as a bookkeeper goes. To begin with, we don't know exactly how much we're going to have to pay in order to attract someone. At the same time, it appears that we're going to need, at least, a part time person beyond that with a Clerk's title, I'm not sure. We'll be more in depth with that discussion now that the budget is out of the way. We have to figure out, how can we perhaps

reorganize things here to make it more streamlined and at the same time to make sure we have enough personnel here to do what needs to be done.”

Mrs. Napolitano said “Back to Zoning, I see Zoning Deputy Services for \$14,428.00, Planning Deputy Services for \$14,428.00 and Safety Inspector.”

Supervisor Lightfoote said “What that was was Sue’s portion of that. She wasn’t a deputy so we’ve adjusted the line so now that line will have the deputy. Sue was never a deputy and never will be, she’s the clerk. That has been put in a different line. The portion of her time spent for zoning and planning.”

Mrs. Napolitano said “It is not reflected in the Preliminary Budget that was made available to the public. What it says in the Preliminary is Zoning Deputy Services and Planning Deputy Services, so you’re telling me those numbers are correct, they reflect Sue Yarger’s wage and so we’re going to be adding an additional \$20,000.00 in 3 different lines?”

Supervisor Lightfoote said “That’s correct. Sue is the Zoning and Assessing Clerk.”

Mrs. Napolitano said “I guess what I would ask the Board looks at, you bring somebody on to play that role, is it then necessary, nothing against Sue, is there a way to consolidate that role as you bring on a full time person in a true Deputy role?”

Supervisor Lightfoote said “As I said, Jim’s Deputy is part of that overall discussion with what more do we need and how can we re-distribute workload. We don’t know where that’s going yet, we’ll be discussing that. Point well taken.”

Susan Carpenter stated “At the risk of sounding like a broken record I would like to raise, again, the fact that municipalities mostly, fund their garbage and trash systems out of user fees, not out of general revenues. Especially given our desire to be a Green Community and just the practical reality that garbage is going to become more difficult to dispose of. I hope the Town really will think of a way of revamping the whole system for dealing with trash. The mantra is Reduce, Reuse, Recycle our system does not reward any of that. A huge amount of recycling material ends up in the dumpsters. Every time I go there, there’s large amounts of cardboard, cardboard can be sold and it can be composted, it doesn’t need to go into our trash. A lot of other towns have different models. One town has a system where you buy a sticker for a bag, you don’t even have to buy a pass. If you’ve got a truckload of stuff, it gets weighed and you pay by the pound. Recyclables go in free. It encourages people to recycle. We need to start doing that. I don’t think it’s equitable to ask people who don’t use the system to pay for other people. If we care at all about the environment, it’s really time for us to get after it and do it. I know you can’t do it for 2023 but in 2023 you could plan and set up the system so that that’s the last year we run a garbage system that way. That’s my comment and my plea.”

Supervisor Lightfoote thanked everyone for their comments.

7. Executive Session –

On the motion by Councilmember Chard, seconded by Supervisor Lightfoote, the Board entered into executive session to discuss the medical, financial, credit or employment history of A particular person or corporation.

On the motion by Councilmember Chard, seconded by Councilmember Curtis, the Board returned to regular session at 9:18 pm. No action was taken in executive session. Both motions carried unanimously. 5-0

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

013-2022

8. Adjournment – with no further business, on the motion by Councilmember Lazarus, seconded by Councilmember Case, the meeting was adjourned at 9:21 pm. The motion carried unanimously. 5-0

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

114-2022

Respectfully Submitted,

Darby L. Perrotte
Town Clerk