

**MINUTES  
ORGANIZATIONAL MEETING  
GORHAM TOWN BOARD  
JANUARY 17, 2024  
7:00PM**

The Gorham Town Board held its Organizational Meeting on Wednesday, January 17, 2024 at 7:00 PM at the Town Hall in Gorham, NY.

Present were, Supervisor Dale C. Stell.

Councilmembers, Jake Chard, Phil Curtis, Brian Lazarus and Chrissy Watkins.

Town Officials in attendance, Chief Operator Water & Wastewater Districts Greg Coston, Highway Superintendent Zach Eddinger, Code Enforcement Officer Jim Morse, Assessor Enza Mineo, Tax Collector Adrienne Smith and Town Clerk Darby Perrotte.

Many residents and guests in attendance, in person and via Zoom.

Supervisor Stell offered Privilege of the Floor,

Ed Merritt, Deer Run resident, asked the Town Board if the Highway Superintendent has his Driver's License back.

Supervisor Stell said he does not believe Superintendent Eddinger has it back. Highway Superintendent Eddinger said "At this time there are some things going on and it will happen soon."

Mr. Merritt asked if drug and alcohol testing will be required of the Highway Superintendent.

Supervisor Stell said as per normal.

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 Third 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 Councilmember Chard, seconded by Councilmember Curtis, items 1-4 were approved. Motion carried unanimously. 5-0

5-Ayes Stell, Chard, Curtis, Lazarus, Watkins

**001-2024**

**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/Wastewater Plant Operator – Nathan Bay
- F. Deputy Highway Superintendent – Brandon Ayers
- G. Clerk to Town Justices – Tammy Hullings
- H. Deputy Zoning Officer – Jamie Kincaid
- I. Attorney – Jeff Graff
- J. Member Canandaigua Lake Watershed Comm. – Jim Morse, Jamie Kincaid, Alternate
- K. Member Canandaigua Lake Watershed Council –Supervisor Dale Stell
- 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
  - a. Mary Ellen Oliver, Alternate
- R. Board of Assessment Review Appointments
- S. Town Board Liaisons;  
Town Hall – Councilmember Chard  
Highway Dept – Councilmember Lazarus  
Water Dept – Councilmember Watkins

**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.**

6. Set Mileage Rate for Use of Personal Vehicle on Town Business - \$.67 per mile (federal rate)

7. Resolution to authorize Supervisor to sign checks for postage, freight and BC/BS health insurance as needed.

On the Motion by Councilmember Chard, seconded by Councilmember Watkins, items 5-7 were approved.

Motion carried unanimously. 5-0

5 Ayes- Stell, Chard, Curtis, Lazarus, Watkins

**002-2024**

Councilmember Chard made a motion to approve items 8-11, Councilmember Lazarus asked for the amount, in item #11, to be clarified regarding the Highway Superintendent's amount to expend funds without prior approval.

Discussion was held.

Supervisor Stell suggests from \$1.00 up to \$6,000.00 for prior approval.

Councilmember Lazarus thinks it should be the same amount for each department.

Supervisor Stell stated that based on past purchasing experience of the Highway Superintendent, that would not be the best thing for the Town. He stated there should be more controls on the Highway Superintendent's spending.

Discussion was held regarding spending habits and the Town's procurement policy.

On the motion by Councilmember Curtis, seconded by Councilmember Watkins, the Highway Superintendent's Authority to expend funds is up to \$500.00 without prior approval.

Any amount over \$500.00 up to \$6,000.00, will require written approval by the Town Supervisor. Text and email qualify as written approval. Motion carried. 3-2

3 Ayes- Stell, Curtis, Watkins  
2 Nays – Chard, Lazarus

**003-2024**

On the motion by Councilmember Watkins, seconded by Councilmember Curtis, to approve the remainder of number 11 as written. Motion carried unanimously. 5-0

5 Ayes- Stell, Chard, Curtis, Lazarus, Watkins

**004-2024**

On the motion by Councilmember Chard, seconded by Councilmember Watkins, to approve items 8-10. Motion carried unanimously. 5-0

5 Ayes- Stell, Chard, Curtis, Lazarus, Watkins

**005-2024**

8. Establishment of Petty Cash Funds

Assessor	\$100.00
Highway Superintendent	\$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 - **\$44.18** per meeting and/or training session attended. To be paid twice per year.

11. Authority to Expend Funds without prior approval  
WP/WWTP Chief Operator up to \$6,000.00  
Town Supervisor up to \$2,000.00

On the motion by Councilmember Chard, seconded by Councilmember Watkins, to approve items 12 - 22. Motion carried unanimously. 5-0

5 Ayes- Stell, Chard, Curtis, Lazarus, Watkins

**006-2024**

12. Compensation of Town Jurors - **\$58.07** per day
13. Compensation of Board of Assessment Review – Annual salary of **\$150.32** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$16.07** per hour. Mileage is no longer part of the compensation. Training time will be at **\$16.07** per hour.
14. Compensation of Registrar of Vital Statistics - \$1,000.00 yearly salary.
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
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. Tax Collector
- g. 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. Privilege of the Floor – none requested

With no further business for the Organizational Meeting, Supervisor Chard moved to adjourn the meeting, at 7:18 pm, seconded by Councilmember Watkins, the motion carried unanimously. 5-0

5 Ayes- Stell, Chard, Curtis, Lazarus, Watkins

**007-2024**

Respectfully submitted,

Darby L. Perrotte  
Town Clerk