

# *TOWN OF GORHAM*

## **Business**

*Town Board Meeting  
February 18, 2026*

 **DRAFT**

**TOWN OF GORHAM  
RESOLUTION # 3-2026  
APPROVE CREDIT CARD FOR HIGHWAY SUPERINTENDENT**

**WHEREAS,** the nature of business for officials in the Town of Gorham requires travel, hotel check-ins, deposits, occasional unexpected expenses, etc.

**WHEREAS,** it is deemed appropriate that Highway Superintendent, Brandon Ayers, would require a credit card, issued to the Town of Gorham, for his use,  
Now therefore be it;

**RESOLVED,** that the Town apply for a credit card through Lyons National Bank for Highway Superintendent Brandon Ayers.

I Darby Perrotte, Town Clerk of the Town of Gorham do hereby certify that the aforementioned resolution was adopted by the Town of Gorham on February 18, 2026 by the following vote;

	<u><b>Aye</b></u>	<u><b>Nay</b></u>
Dale C. Stell	_____	_____
Jake Chard	_____	_____
Phil Curtis	_____	_____
Chase Brown	_____	_____
Chrissy Watkins	_____	_____

Dated     February 18, 2026

seal

\_\_\_\_\_  
Darby L. Perrotte, Town Clerk

**DRAFT**

**TOWN OF GORHAM  
RESOLUTION # -2026  
APPOINTING PLANNING BOARD ALTERNATE**

**Appointment of Gregory Kern  
Town of Gorham Planning Board**

**WHEREAS**, to be sure that a quorum is present at every meeting the Town of Gorham Planning Board is in need of a second alternate;

**WHEREAS**, Mr. Kern has expressed interest to serve on the Town of Gorham Planning Board as alternate member #2;

**NOW THEREFORE BE IT RESOLVED**, Mr. Kern is hereby appointed to a term commencing 3/1/2026 through 12/31/2032.

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 February 18, 2026 by the following vote:

Dale C. Stell  
Jake Chard  
Phil Curtis  
Chase Brown  
Chrissy Watkins

**Aye**

**Nay**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated February 18, 2026

SEAL

\_\_\_\_\_  
Darby L. Perrotte, Town Clerk



**DRAFT**

Elevating Communities

January 28, 2026

Honorable Dale Stell  
Town of Gorham  
4736 South Street  
Gorham, NY 14461

**Re: Proposal for Professional Services  
Town of Gorham Culvert Study / Non-Point Source Engineering Report  
Non-Point Source Grant Award # 149205**

Dear Supervisor Stell,

Congratulations on the acceptance of the Consolidated Funding Application (CFA) for the Culvert Assessment Study. We are pleased to submit this proposal to complete the Engineering Feasibility Study and Design Report for the culverts that were identified as in poor condition with structural deficiencies, hydraulic limitations and others that have aquatic connectivity issues in the Town of Gorham 2025 Consolidated Funding Application (CFA).

#### **I. Background/Understanding**

The Town Highway Superintendent and Town staff identified four (4) culverts that require engineering evaluation, repairs and/or replacement which were applied for an Engineering Report Evaluation through the Non-Point Source Program as part of the 2025 CFA. In some instances, road embankments are unstable and are eroding due to failing culvert pipes and structures. Due to the age of the structures and the long-term impacts of road salt, the existing structures have deteriorated.

The culverts to be evaluated as part of the Engineering Report (based on the roads in Gorham they traverse) are as follows:

1. Middle Road (north of Turner Road) conveying a minor tributary to Canandaigua Lake.
2. Middle Road (south of Lake to Lake Road) conveying Deep Run, a minor tributary to Canandaigua Lake.
3. Lake to Lake Road (between CR1 and Middle Road) conveying Deep Run, a minor tributary to Canandaigua Lake.

**145 Culver Road, Suite 160, Rochester, NY 14620 • 585.381.9250**

**MRBGroup.com**

4. West Swamp Road (south of Walters Road) conveying Flint Creek.

On January 20, 2026, the NYSDEC notified the Town of Gorham that the CFA application was accepted, and a planning grant had been awarded through the Non-Agricultural Nonpoint Source Planning Grant (NPG) Program. The grant obtained for the Town by MRB Group will provide up to \$50,000 for the Study.

## II. Scope of Services and Compensation

### A. Preliminary Survey for 4 (four) culverts

1. At each crossing, locate and record the culvert's upstream and downstream inverts, opening size and material.
2. Obtain/define the culvert slope and stream slope upstream and downstream of the culvert at least 100' up/down from the culvert.
3. Stream cross sections at the inlet/outlet and 100' upstream and downstream of the culvert. Cross sections shall include top and bottom of bank, the ordinary high-water mark on either side of the creek as well as the water surface elevation and centerline of the creek.
4. Profile of the road centerline (approx. 100' centered on the culvert).
5. Obtain/define edges of pavement and edge of travel lanes (fog stripe).
6. Locate visible property pins/corners to assist with overlaying real property parcel information over the preliminary survey.

**Subtotal A, Items 1-6..... \$15,000.00**

---

### B. Culvert Engineering Feasibility Study and Design Report

1. Site visits to each culvert location to visually inspect the following:
  - a. The existing condition of the pipe(s) and culvert structure.
  - b. Review of the pipe inlet and outlet conditions.
  - c. Documentation of all pertinent site conditions, as required to complete the Design Report.
2. Perform a Hydrology and Hydraulic Study for each including:
  - a. Determine drainage areas using USGS mapping, available lidar mapping and information from the Canandaigua Lake Watershed Manager. Drainage areas will assist in tabulating design flows to consider hydraulic capacity of each culvert.

- b. Review available historical information on upstream and downstream culverts.
  - c. Evaluate options and make assessments based on the North Atlantic Aquatic Connectivity Collaborative framework.
  - d. Provide designs that follow DEC Guidelines and Best Management Practices.
  - e. Calculate storm flows for 50-year and 100-year events via TR-55 Methodology with Hydrograph via AutoCAD Civil CD.
- 3. Perform a preliminary opinion of cost estimate for the recommended improvements for each culvert.
- 4. Preparation of a Design Report in accordance with the DEC Nonpoint Source Planning Grant requirements.
- 5. Prioritize the culverts for repair/replacement based on findings of the evaluation. The report will be developed so that it can be used to apply for funding through various statewide programs to offset capital cost to repair/replace.
- 6. The Design Report will be formatted and distributed as follows:
  - a. MRB Group will prepare the report and format it in accordance with the CFA recommended report layout (one report will encompass all four (4) culverts).
  - b. MRB Group will perform one (1) visit to the Town to review a DRAFT summary of the report. Town comments will be incorporated into the DRAFT report and finalized for submission to reviewing agencies.
  - c. MRB Group will provide three (3) copies and an electronic PDF copy of the final report for the Town for their use.
  - d. MRB Group will present findings of the report at a Town board meeting.

**Subtotal of B, Items 1-6 ..... \$35,000.00**

---

#### C. Grant Administration

MRB Group will ensure the award's specific grant administration requirements are met based on the agency's identified documentation, contract, and individual grant administration guidance.

Tasks to be coordinated and assembled as part of our grant administration services will include the following:

1. Grant Agreement Coordination in Grants Gateway:
  - a. Develop and Input Work Plan.
  - b. Develop and Input Budget.
  - c. Coordinate Workers Comp and Disability Insurance Compliance.
2. MWBE Coordination and Reporting through NYS Contract System.
3. SDVOB & EEO Coordination and Reporting via email with the DEC.
4. Quarterly Progress Reports.
5. Quarterly Expense & Reimbursement Requests.
6. Final Reports and Closeout.

**Subtotal of C, Items 1-6 ..... \$5,000.00**

---

**Total Compensation..... \$55,000.00**

*The cost figure shown above represents our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group will submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group hourly rates are subject to annual adjustment.*

### III. Additional Services

The following items (not included in the above scope of services) can be provided on a personnel time-charge basis, but would only be performed upon receipt of your authorization:

- A. Perform a downstream analysis (for significant culvert upsizing).
- B. Preparation of additional grant funding applications or finance applications above and beyond services included for this Engineering Report.
- C. SEQR documentation/coordination.
- D. Geotechnical investigation.
- E. Archeological investigation.
- F. Topographical survey.
- G. Wetland/biological investigation.



- H. Design or preparation of construction documents.
- I. Evaluation of additional culverts above and beyond the 4 (four) culverts outlined above.
- J. Regulatory permitting (Joint Application, US Army Corps of Engineers, etc.).
- K. Stormwater Pollution Prevention Plan (SWPPP).

#### IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the project.

#### V. Standard Terms and Conditions

Attached hereto and made part of this Agreement are MRB Group's Standard Terms and Conditions.

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your continued consideration of our firm. We look forward to working with you on this very important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gregory J. Hotaling', written over a horizontal line.

Gregory J. Hotaling, P.E.  
Principal

Proposal Accepted By:		
_____	_____	_____
Signature	Title	Date

<https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/New York/Gorham, Town of/2026 NPS Culvert Report/NPS Culvert Report.docx>