

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 15, 2025
7:00PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 15, 2025 at 7:00 PM at the Town Hall in Gorham, NY.

Present were, Supervisor Dale C. Stell.

Councilmembers, Jake Chard, Phil Curtis and Chrissy Watkins.

Councilmember Brian Lazarus was necessarily absent.

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

Residents and guests in attendance, in person and via Zoom.

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 Watkins, items 2-5 were approved. Motion carried unanimously. 4-0

4-Ayes Stell, Chard, Curtis, Watkins

001-2025

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 – Caleb Ayers
- 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. Ben Smith
- R. Board of Assessment Review Appointments
- S. Town Board Liaisons;
 - Town Hall – Councilmember Chard
 - Highway Dept – Councilmember Lazarus
 - Water Dept – Councilmember Watkins
 - Court & Conservation Board Representative - Councilmember Chard

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 - \$.70 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 6 & 7 were approved.

Motion carried unanimously. 4-0

4 Ayes- Stell, Chard, Curtis, Watkins

002-2025

8. Establishment of Petty Cash Funds

Assessor	\$100.00
Highway Superintendent	\$100.00
Town Court	\$200.00
Supervisor	\$100.00
Town Clerk	\$1,200.00
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 - **\$45.51** 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 \$500.00
- Highway Superintendent up to \$6,000.00
- Town Supervisor up to \$2,000.00

12. Compensation of Town Jurors - **\$59.81** per day

13. Compensation of Board of Assessment Review – Annual salary of **\$154.83** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$16.55** per hour. Mileage is no longer part of the compensation. Training time will be at **\$16.55** per hour.

14. Compensation of Registrar of Vital Statistics - \$1,000.00 yearly salary.

On the Motion by Councilmember Chard, seconded by Councilmember Curtis, items 8 - 14 were approved. Motion carried unanimously. 4-0

4 Ayes- Stell, Chard, Curtis, Watkins

003-2025

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.

On the Motion by Councilmember Chard, seconded by Councilmember Watkins, items 15 - 21 were approved.

Motion carried unanimously. 4-0

4 Ayes- Stell, Chard, Curtis, Watkins

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22. Privilege of the Floor –

Highway Superintendent Eddinger asked that his authority to expend funds without prior approval be restored to \$6,000.00.

Councilmember Chard moved to amend item number 11 to restore the amount to \$6,000.00 for the Highway Superintendent.

Supervisor Stell asked that Highway and Water Departments continue to keep him informed when amounts get into a few thousand dollars.

Councilmember Curtis seconded the amendment and the motion carried unanimously. 4-0

4 Ayes- Stell, Chard, Curtis, Watkins

005-2025

23. Adjournment - With no further business for the Organizational Meeting, Supervisor Chard moved to adjourn the meeting, seconded by Councilmember Watkins, the motion carried unanimously. 4-0

4 Ayes- Stell, Chard, Curtis, Watkins

006-2025

Respectfully submitted,

Darby L. Perrotte
Town Clerk