

**MINUTES**  
**ORGANIZATIONAL MEETING**  
**GORHAM TOWN BOARD**  
**JANUARY 21, 2026**  
**7:00PM**

The Gorham Town Board held its Organizational Meeting on Wednesday, January 21, 2026 at 7:00 PM at the Town Hall in Gorham, NY.

Present were, Supervisor Dale C. Stell,  
Councilmembers, Jake Chard, Phil Curtis Chrissy Watkins, Chase Brown

Town Officials in attendance, Chief Operator Water & Wastewater Districts Nate Bay, Highway Superintendent Brandon Ayers, Code Enforcement Officer Jim Morse, Assessor Enza Mineo 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**
4. Official Newspaper – **Finger Lakes Times**

On the motion by Councilmember Chard, seconded by Councilmember Watkins, items 2-4 were approved. Motion carried unanimously. 5-0  
5-Ayes Stell, Chard, Curtis, Watkins, Brown

**001-2026**

**5. Appointments**

- A. Zoning Board of Appeals Chairperson – Michael Bentley
- B. Planning Board Chairperson – Tom Harvey
- C. Town Historian – Ann Sewert
- D. Building Inspector/Zoning Officer – James Morse

- E. Deputy Water/Wastewater Plant Operator – Caleb Ayers
- F. Deputy Highway Superintendent – John Grzeskowiak
- 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, Tessah Ciardi
- N. Deputy Registrar of Vital Statistics – Tessah Ciardi
- O. Records Management Officer – Town Clerk, Darby L. Perrotte
- P. Town Board Liaisons:
  - Town Hall – Councilmember Curtis
  - Highway Dept – Councilmembers Watkins & Brown
  - Water Dept – Councilmembers Watkins & Brown
  - 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.**

On the motion by Councilmember Chard, seconded by Councilmember Brown, item 5 was approved. Motion carried unanimously. 5-0

**002-2026**

- 6. Set Mileage Rate for Use of Personal Vehicle on Town Business - \$.72.5 per mile (federal rate)
- 7. Resolution to authorize Supervisor to sign checks for postage, freight and BC/BS health insurance as needed.
- 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

On the Motion by Councilmember Brown, seconded by Councilmember Chard, items 6 - 9 were approved. Motion carried unanimously. 5-0

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

**003-2026**

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 10 - 14 were approved. Motion carried unanimously. 5-0

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

**004-2026**

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**

On the Motion by Councilmember Chard, seconded by Councilmember Watkins, items 15 - 21 were approved. Motion carried unanimously. 5-0

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

**005-2026**

**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 and the 2026 Fee Schedule were approved. Motion carried unanimously. 5-0

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

**006-2026**

**22. Privilege of the Floor –**

Barb Frank, Goose Street resident, asked if Town Board members received insurance/compensation. They do not.

**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. 5-0

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

**007-2026**

Respectfully submitted,

Darby L. Perrotte  
Town Clerk