

**MINUTES
ORGANIZATIONAL MEETING
OF THE TOWN BOARD OF GORHAM
JANUARY 12, 2011
7:30 PM
GORHAM TOWN HALL**

The Gorham Town Board held its Organizational Meeting on Wednesday, January 12, 2011 at 7:30 PM at the Town Hall, Gorham, NY. Present were Supervisor Calabrese, Councilmembers Lightfoote, Adam-Anderson, Hermetet and Glitch; Code Enforcement Officer Freida, Highway Superintendent Ayers, Chief Operator Water/Waste-Water Plants Erb, and Town Clerk Hollenbeck.

On the motion by Councilmember Lightfoote, seconded by Councilmember Glitch, items 2 through 8 are approved. Motion carried unanimously. (5-0) **001-2011**

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 Second Wednesday of every month at 7:30 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 - Five Star Bank, First Niagara Bank, Canandaigua National Bank, Lyons National Bank.
 4. Official Newspaper - Canandaigua Daily Messenger
 5. Appointments
 - A. Zoning Board of Appeals Chairperson - (Jerry Hoover)
 - B. Planning Board Chairperson - (Tom Harvey)
 - C. Town Historian - George Henry
 - D. Assistant Historian - Steve Mumby
 - E. Constable - Civil Duties - John Peck & Bill Martin
 - F. Clerk to Town Justices - Pamela Ormsby
 - G. Member Canandaigua Lake Watershed Comm. - Gordon Freida
 - H. Deputy Code Enforcement Officer - Jerry Hoover
 - I. Attorney - Jeff Graff (1 yr)
 - J. Conservation Board - Robert Brancato (to 12/31/14)
 - K. Planning Board - (G. McCadden) to 12/31/14
 - L. Planning Board - (L. Watkins) to 12/31/14
 - M. ZBA (J. Schilbe) to 12/31/14
- NOTE: Appointments are for one year unless otherwise stated. Terms of appointments for elected officials coincide with their terms as elected**
6. Set Mileage Rate for Use of Personal Vehicle on Town Business - \$.45 per mile

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

8. Establishment of Petty Cash Funds
- Planning/Zoning/Assessor \$200
 - Supt. Highway \$100.00
 - Town Court \$125.00
 - Supervisor \$100.00
 - Town Clerk \$200.00
 - Tax Collector \$100.00
 - Water/Waste Water Supt. \$200.00

On the motion by Councilmember Hermenet, seconded by Councilmember Lightfoote, Items 9 through 18 are approved. Motion carried unanimously. (5-0). **002--2011**

9. Zoning and Building Inspection Fee Schedule
10. Compensation Planning Board, Zoning Board of Appeals and Conservation Board members - **\$34.00** per meeting and/or training session attended. To be paid twice per year.

11. Authority to Expend Funds without prior approval
- Highway Superintendent - up to \$6,000
 - Water/Waste Water Superintendent - up to \$6,000
 - Supervisor - up to \$2,000

12. Compensation of Town Jurors - **\$44.00** per day
13. Compensation of Board of Assessment Review - Annual salary of **\$114.00** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$11.25** per hour. Mileage is no longer part of the compensation. Training time will be at **\$11.25** per hour.

14. Compensation of Registrar of Vital Statistics - to be reimbursed the actual amount of fees recorded and collected.

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.

On the motion by Councilmember Glitch, seconded by Councilmember Adam-Anderson, items 17 through 20 were approved. Motion carried unanimously. (4-0). **003-2010**

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

On the motion by Councilmember Glitch, seconded by Councilmember Adam-Anderson, Items 19 and 20 were approved. Motion carried unanimously. (5-0). **004-2011**

19. Employee Handbook

20. Town Board Meeting Rules of Order

1. Call to Order/Pledge to the Flag
2. Approval of minutes of previous meeting
3. Privilege of the Floor
4. Reports of Town Officers
 - a. Highway
 - b. Water/WasteWater
 - c. Assessor
 - d. Building and Zoning
 - e. Town Clerk
 - f. Supervisor
5. Communications
6. Old Business
7. New Business
8. Town Board Member Items
9. Audit of Bills
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 for 2011. All checkbooks, statements, account analysis are available for review by Councilmembers at any time.

22. Privilege of the Floor - none

23. Adjournment. On the motion by Councilmember Hermet, seconded by Councilmember Lightfoote, the Organizational Meeting was adjourned at 7:45 PM.

Respectfully submitted,

Nancy Hollenbeck
Town Clerk