

**AGENDA
ORGANIZATIONAL MEETING
OF THE TOWN BOARD OF GORHAM
JANUARY 13, 2010
7:30 PM
GORHAM TOWN HALL**

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
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. Building Inspector/Zoning Officer - Gordon Freida
 - F. Constable - Civil Duties - John Peck
 - G. Clerk to Town Justices - Pamela Ormsby
 - H. Secretary to Planning Board and ZBA - Sue Yarger
 - I. Acting Chief Operator & Water & Wastewater Billing Agent - Richard Erb
 - J. Water & Wastewater Billing Clerk - Barb Trautman
 - K. Bookkeeper - Barb Trautman
 - L. Clerk to Assessor & Code Enforce. Officer - Sue Yarger
 - M. Member Canandaigua Lake Watershed Comm. - Gordon Freida
 - N. Deputy Zoning Officer - Jerry Hoover
 - O. Health Officer - Robert Ostrander (4 yr)
 - P. Attorney - Jeff Graff (1 yr)
 - Q. Conservation Board - Steve Horrocks(4 yr)
 - R. Conservation Board - to 12/31/11
 - S. ZBA - Keith Blaker and Jack Ebersol (4 yr)
 - T. Deputy Highway Super - Corey Dunn (4 yr)
 - U. Deputy Town Clerk - Joan Tomion & Barb Trautman (4 yr)

- v. Deputy Tax Collector - Nancy Hollenbeck (4 yr)
- w. Planning Board - Andrew Hoover (4 yr)
- x. BAR - Henry Reynders (5 yr)
- y. BAR - replace to 9/31/13

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

9. Zoning and Building Inspection Fee Schedule

10. Compensation Planning Board, Zoning Board of Appeals and Conservation Board members - \$32.50 (**\$33.25**) 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 - \$42.00 (**\$43.00**) per day

13. Compensation of Board of Assessment Review - Annual salary of \$110.00 (**\$112.00**) which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at \$10.80 (**\$11.00**) per hour. Mileage is no longer part of the compensation. Training time will be at \$10.80 (**\$11.00**) 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.
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
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
22. Privilege of the Floor
23. Adjournment