

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

The Gorham Town Board held its Organizational Meeting on Wednesday, January 13, 2010 at 7:30 PM at the Town Hall, Gorham, NY. Present were Supervisor Calabrese, Councilmembers Lightfoote, Adam-Anderson and Glitch; Code Enforcement Officer Freida, Highway Superintendent Ayers, Chief Operator Water/Waste-Water Plants Erb, Assessor Davey, Don and Barb Christmas and Town Clerk Hollenbeck. Councilmember Hermet was excused.

On the motion by Councilmember Lightfoote, seconded by Councilmember Glitch, items 1 through 5W are approved. Motion carried unanimously. (4-0) **001-2010**

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 & Bill Martin
 - G. Clerk to Town Justices - Pamela Ormsby
 - H. Secretary to Planning Board and ZBA - Sue Yarger
 - I. 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

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- N. Deputy Code Enforcement Officer - Jerry Hoover
- O. Health Officer - Robert Ostrander (4 yr)
- P. Attorney - Jeff Graff (1 yr)
- Q. Conservation Board - Steve Horrocks(4 yr)
- R. ZBA - Keith Blaker and Jack Ebersol (4 yr)
- S. Deputy Highway Super - Corey Dunn (4 yr)
- T. Deputy Town Clerk - Joan Tomion & Barb Trautman (4 yr)
- U. Deputy Tax Collector/Registrar vital statistics - Nancy Hollenbeck (4 yr)
- V. Planning Board - Andrew Hoover (4 yr)
- W. BAR - Henry Reynders (5 yr)

NOTE: Appointments are for one year unless otherwise stated. Terms of appointments for elected officials coincide with their terms as elected

On the motion by Councilmember Adam-Anderson, seconded by Councilmember Lightfoote, items 6 through 16 are approved. Motion carried unanimously. (4-0). **002-2010**

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 - **\$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

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12. Compensation of Town Jurors - **\$43.00** per day

13. Compensation of Board of Assessment Review - Annual salary of **\$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 **\$11.00** per hour. Mileage is no longer part of the compensation. Training time will be at **\$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.

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

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

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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 2009. 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 Adam-Anderson, seconded by Councilmember Lightfoote, the Organizational Meeting was adjourned at 7:35 PM.

Respectfully submitted,

Nancy Hollenbeck
Town Clerk