

**AGENDA  
ORGANIZATIONAL MEETING  
OF THE TOWN BOARD OF GORHAM  
JANUARY 14, 2009  
7:00 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
  - P. Attorney - Jeff Graff (1 yr)
  - Q. Conservation Board - John Frank and John Foust(4 yr)

**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 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 per day

13. Compensation of Election Custodians - \$315 per election for four machines (includes elections, recanvass of machines and instructional meetings); plus mileage at \$.45 per mile.

14. Compensation of Board of Assessment Review - Annual salary of \$110.00 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 per hour. Mileage is no longer part of the compensation. Training time will be at \$10.80 per hour.

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

16. Salaries & wages of Elective & Appointive Officers and Employees

17. 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.

18. 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.

19. Purchasing Policy

20. Employee Handbook

21. 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

22. Other

23. Privilege of the Floor

24. Adjournment