

**MINUTES
ORGANIZATIONAL MEETING
OF THE TOWN BOARD OF GORHAM
JANUARY 9, 2008
7:30 PM
GORHAM TOWN HALL**

The Gorham Town Board held the Organizational Meeting on Wednesday, January 9, 2008 at 7:30 PM at the Gorham Town Hall. Present were Supervisor Calabrese, Councilmembers, Adam-Anderson, Lightfoote and Busch, Code Enforcement Officer Freida, Acting Chief Operator Water/Wastewater Department Erb, Highway Superintendent Ayers, Assessor Davey, Tom Whipple, Michele Cutri-Bynoe and Town Clerk Hollenbeck. Councilmember Glitch was necessarily excused.

1. Call to Order/Pledge to the Flag/Privilege of the Floor

* On the motion by Councilmember Lightfoote, seconded by Councilmember Adam-Anderson, items 2 through 6 were approved. Motion carried unanimously. (4-0). **001-2008**

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 - Molly Melious
- 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 & Waste Water Billing Agent - Richard Erb

- J. Water & Waste Water 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. Planning Board Member - Dale Frankish (4 yr)
- Q. ZBA Members - Bill Johnson, Jerry Hoover (4 Yr)
- R. Attorney - Jeff Graff (1 yr)
- S. Conservation Board- Gene Hermenet, Andrew Hoover (4 yr)
- T. Conservation Board - Willard Johnson (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

* On the motion by Councilmember Busch, seconded by Councilmember Lightfoote, items 7 through 16 were approved. Motion carried unanimously. (4-0).

002-2008

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 \$200.00
 - Water/Waste Water Supt. \$200.00

9. Zoning and Building Inspection Fee Schedule-

FEE SCHEDULE

The following fees shall be paid at the office of the Zoning Officer or Town Clerk. Additional agency and consultation fees, if needed, will be charged to the applicant.

A. For each building permit for a structure, other than an agricultural use structure, \$.15 (15 cents) per square foot for habitable space, with all other at \$.10 (10 cents) per square foot, with a minimum fee of \$25.00 Building permits expire one year from date of issue. Renewal of Building Permit is 50% of the original fee or \$25.00 minimum.

Temporary C of O - \$30.00

Gorham Town Board Org

1/9/08

Page 3

Recreation Fee: \$500.00 per housing unit payable at time of Building Permit issuance.

B. For an Agricultural use structure including manure storage facility and pit: \$50.00 (Ag use determined by Ag exemption from Assessor's Office)

C. Zoning Permit (includes Use Permit): \$30.00

D. Flood Plain Certificate: \$20.00 ; On-Site \$30.00

E. Permit for chimney and fuel burning appliances: \$30.00, including outdoor wood furnaces

F. Permit for swimming pool: \$30.00

G. Demolition permit: No Charge

H. ZBA Application fee: \$75.00

I. Subdivision Fee: \$75.00 (minor) per lot, not including original lot, collected at time of preliminary application. Major Subdivision: Developer shall incur all costs associated with subdivision such as, but not limited to, legal, publication, engineering fees, neighbor notification, mapping, etc.) Sketch Plan \$25; Preliminary \$50; Final \$25

J. Septic Inspection: \$30.00 (new installations or repair of existing systems)

K. Site Plan Review: \$50.00

Special Use Permit : \$100.00

L. Satellite Dish Installation: \$30.00 (over 36" or in compliance with ZO)

M. Rezoning - \$100.00 plus costs incurred by Town, such as, but not limited to, legal fees, publication fees, neighbor notification, engineering fees, mapping, etc.

N. Publication Fees: Zoning Ordinance \$20.00; Soil Erosion and Sedimentation Control \$5.00; Subdivision Regs. \$10.00; Docking and Mooring Law \$5.00; Design and Construction Guidelines \$20.00; all other at \$.25 per page.

O. Fence Permit: \$20.00

P. Returned check fee: \$20.00

Q. Electrical Modification Permit: \$30.00 (inspection by third party at owners cost)

R. Permanent Dock: Built per Canandaigua Lake Uniform Docking and Mooring Law - \$.10 per square foot, minimum fee is \$25.00

S. Telecommunications Tower - \$250.00

T. WECS - Wind Energy Conversion Systems

Wind Farm - Site Plan Review \$100

Wind Farm Permit \$2,500, plus \$100 per tower

Commercial WECS - \$200 per tower

Residential WECS - \$100 per tower

U. Timber Harvesting Permit - \$50.00

Updated 1/08

Gorham Town Board Org

1/9/08

Page 4

10. Compensation Planning Board, Zoning Board of Appeals and Conservation Board members - \$29.50 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

12. Compensation of Town Jurors - \$40.00 per day

13. Compensation of Election Custodians - \$305 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 \$106.50 which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at \$10.51 per hour. Mileage is no longer part of the compensation. Training time will be at \$10.19 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

* On the motion by Councilmember Adam-Anderson, seconded by Councilmember Busch, items 17 through 22 were approved. Motion carried unanimously. (4-0). **003-2008**

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.

19. 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.

20. Purchasing Policy

21. Employee Handbook -

Gorham Town Board Org

1/9/08

Page 5

22. 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

23. Other: Certifications from the Town Clerk and Tax Collector regarding funds deposited for 2007 were reviewed, accepted and signed by Councilmembers. Analysis of all account balances prepared by the Bookkeeper were reviewed and signed by Councilmembers. All checkbooks, statements and reports for all departments were available for review. These documents are also available for review by any board member at any time.

Supervisor Calabrese looked back on last year and gave a brief overview of accomplishments. The biggest project was the replacement of water meters by the Water Department and the UV system was put in place. That is a great accomplishment of our

Water Department. They have done a great job. The Highway Department completed the repair and paving of the driveway at the Sewer Plant as well as around the Town Hall. At the Town Hall we added furnishings throughout. We still need to work on the alarm system at the Highway Garage, we will be working on that in the very near future. The Comprehensive Plan, I hope that two years from now we can say that it is done. Supervisor Calabrese has asked Councilmember Adam-Anderson, and she has agreed, to be the liaison between the Town Board and the consultant who will be working on the Comprehensive Plan Update. He has talked to the Conservation Board and they will take an active role in the update of the Comprehensive Plan. The Ford Garage, we are hoping that this will be finished this year. We are on the downward

slide. This involves the Gorham Oil Company as well. The Planning Board, Zoning Board of Appeals and Conservation Board members will all be encouraged to be active participants in the update of the Comprehensive Plan. Supervisor Calabrese will be talking to all of the boardmembers this month. There are a lot of changes within the Town of Gorham as far as development and we need to keep abreast, and on top of things. I'm not saying we aren't, but we may need to make some changes in some of the ways we do business. I do not mean that negatively, but there are areas where we need more professionalism and more precision in our planning. Another project in the works is the Flint Creek Project. We should have more information about this project in the next few months.

Over the next few years we will be looking at different ways to possibly cut costs. Our fund balances are right on target. If everything goes as it has been, we will be able to proceed with the Crystal Beach project regarding drainage, etc.

Regarding Ontario County, there are two major concerns. One is the expansion of the college, the other modifications to our County Court facilities which are too small.

We still have an aggressive workload for the next couple of years. Supervisor Calabrese informed the Board that he hopes and intends to run for one more two year term as Supervisor in 2009. After that, he is looking forward to retirement.

Councilmember Lightfoote added that we have come to expect nothing but stellar efforts from our staff. Now is a good time

to reflect upon their capabilities. They are all to be highly commended for performing the jobs extremely well. Thank you.

24. Privilege of the Floor

25. Adjournment - on the motion by Councilmember Busch, seconded by Councilmember Adam-Anderson, the Organizational Meeting was adjourned at 8:02 PM.

Respectfully submitted,

Nancy L. Hollenbeck
Town Clerk