

MINUTES
ORGANIZATIONAL MEETING
GORHAM TOWN BOARD
JANUARY 12, 2022
7:00PM

The Gorham Town Board held its Organizational Meeting on Wednesday, January 12, 2022 at 7:00PM at the Town Hall in Gorham, NY.

Present were Supervisor Fred Lightfoote, Councilmembers Brian S. Case, Phil Curtis and Brian Lazarus. Councilmember Jake Chard joined via video/phone conference.

Town Officials; Chief Operator Water & Wastewater Districts Greg Coston, Code Enforcement Officer Jim Morse, Billing Clerk Brenda Jones, Tax Collector Adrienne Smith, Deputy Tax Collector Sharon Schinsing and Town Clerk Darby Perrotte.

Town Officials joining via video/phone conference; Highway Superintendent Zach Eddinger and Assessor Enza Mineo.

Other guests in attendance and via Zoom; Town of Gorham Conservation Board Members Lynn Klotz and Ben Smith, Sally Napolitano, Jon Willis, Elke Schmitt, Susan Carpenter.

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 7:00 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 - **Lyons National Bank**, Five Star Bank, Community Bank and Canandaigua National Bank.
4. Official Newspaper - **Finger Lakes Times**, Canandaigua Daily Messenger
5. **Appointments**
 - A. Zoning Board of Appeals Chairperson - Michael Bentley
 - B. Planning Board Chairperson - Tom Harvey
 - C. Town Historian - Dennis Hogan
 - D. Building Inspector/Zoning Officer - James Morse
 - E. Deputy Water/Waste water Plant Operator - Nathan Bay
 - F. Deputy Highway Superintendent - Douglas Gruschow
 - G. Clerk to Town Justices - Tammy Hullings
 - H. Deputy Zoning Officer - Jerry Hoover
 - I. Attorney - Jeff Graff

- J. Member Canandaigua Lake Watershed Comm. - Jim Morse, Fred Lightfoote as Alternate
- K. Member Canandaigua Lake Watershed Council - Fred Lightfoote
- L. Deputy Tax Collector - Sharon Schinsing
- M. Deputy Town Clerk-Mary Giaconia
Amanda Lee
- N. Deputy Registrar of Vital Statistics - Mary Giaconia

On the motion by Supervisor Lightfoote, seconded by Councilmember Lazarus, items 1-5N were approved. Motion carried unanimously.

5-Ayes Lightfoote, Case, Chard, Curtis, Lazarus

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- O. Records Management Officer - Town Clerk Darby L. Perrotte

P. Planning Board Member Appointment

Robert Farmer 1/1/2022 - 12/31/2028
Gabrielle Harris 1/1/2022 - 12/31/2028

Q. Zoning Board of Appeals Appointments

R. Board of Assessment Review Appointments

John Bodine 1/1/2022 - 12/31/2026
Ben Smith 1/1/2022 - 12/31/2026

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

Terms for Board Members: ZBA Members-7 years, Planning Board Members-7 years, Board of Assessment Review Members-5 years, Conservation Board Members-7 years.

6. Set Mileage Rate for Use of Personal Vehicle on Town Business - **\$.58.5** per mile (federal rate .58.5/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	\$200.00
Supt. Highway	\$100.00
Town Court	\$200.00
Supervisor	\$100.00
Town Clerk	\$200.00
Tax Collector	\$200.00

Transfer Station \$150.00
Chief Operator WTP/WWTP \$200.00

9. Zoning and Building Inspection Fees and Fee Schedule
(attached)

10. Compensation Planning Board, Zoning Board of Appeals, Agriculture Committee and Conservation Board Members - **\$41.05** 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 Chief Operator up to \$6,000
Supervisor up to \$2,000

12. Compensation of Town Jurors - **\$54.21** per day

On the Motion by Supervisor Lightfoote, seconded by Councilmember Case, items 50 through 12 were approved. Motion carried unanimously.

5 Ayes Lightfoote, Case, Chard, Curtis, Lazarus

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13. Compensation of Board of Assessment Review - Annual salary of **\$140.33** which includes Grievance Day proceedings and two hours of the decision process. Additional hours to hear grievances and make decisions will be at **\$15.00** per hour. Mileage is no longer part of the compensation. Training time will be at **\$15.00** 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 Yearly Review
****Reminder to add Juneteenth Holiday to the Handbook.**

20. Town Board Meeting Rules of Order

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

22. Other

23. Privilege of the Floor

24. Adjournment.

On the motion by Supervisor Lightfoote, seconded by Councilmember Case items 13 - 24 were approved. Motion carried unanimously.

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With no further business for the Organizational Meeting, Supervisor Lightfoote adjourned at 7:09pm.

Respectfully submitted,

Darby L. Perrotte
Town Clerk

**TOWN OF GORHAM
2022 WAGE SCHEDULE
WITH LONGEVITY**

POSITION	ACCOUNT CODE	NO. OF PEOPLE	2022 100% BASE RATE	EMPLOYEE	EMPLOYEE RATE
Council Member	A1010.1	4	17,584	Council Member	17,584
Town Justice (Schwartz)	A1110.1	1	12,197	Town Justice (Schwar	12,197
Town Justice	A1110.1	1	11,958	Town Justice	11,958
Court Clerk	A1110.12	1	9,802	Tammy Hullings	10,062
Supervisor	A1220.1	1	34,314		
Acct Clerk/Bookkeeper/Billing Clerk	A1430.1	1	19.06	Brenda Jones	19.31
Tax Collector	A1330.1	1	8,575	Adrienne Smith	8,575
Deputy Tax Collector	A1330.102	1	19.06	Sharon Schinsing	15.90
Assessor	A1355.1	1	38,866	Enza Mineo	39,386
Account Clerk/Assessor/Zoning		1	52,374	Sue Yarger	55,495
Town Clerk		1	45,089	Darby Perrotte	45,089
Deputy Town Clerk	A1410.102	1	15.90	Mary Giaconia	15.90
	A1410.102	1	19.06	Amanda Lee	15.90
Building/Zoning/Inspector		1	74,406	James Morse	74,406
Highway Superintendent		1	73,973	Zach Eddinger	73,973
Deputy Highway Superintendent		1	3,000	Doug Gruschow	3,000
Highway MEO (HR)		7	26.58	Corey Dunn	28.08
				Clair Kerrick	28.08
				Doug Gruschow	28.08
				Josh Burnett	27.58
				Bob Flook	27.58
				Shawn Allen	26.58
				Brent Ayers	26.58
Highway Laborer P/T (HR)		1	\$15.00/hr		
Transfer Station P/T		1	26.58		
Transfer Station Laborer F/T		1	26.58	Kevin Moore	26.58
Transfer Station Laborer F/T		1	26.58	Cody Docteur	26.58
Chief of Water/Wastewater		1	85,765	Greg Coston	88,885
Deputy Chief of Water/Wastewater		1	3,000	Nathan Bay	3,000
Water/Sewer Operator (HR)		4	26.58	Nathan Bay	28.83
				Kyle Gruschow **	28.83
				Kevin Stape	28.58
				Patrick King	30.58
Chairman Planning Board		1	3,446	Thomas Harvey	3,446

Kyle Gruschow 28.58 1/1/22-5/27/22
 Kyle Gruschow 28.83 5/28/22-12/31/22

2022 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.

1. For each building permit for a structure, other than an agricultural use structure, \$.15 (15 cents) per square foot for habitable space, with all others 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 Certificate of Occupancy: \$30.00

Recreation Fee: \$1,000.00 per housing unit payable at time of Building Permit issuance.

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

3. Zoning/Operating Permit: (includes use permit): \$30.00

4. Flood Plain Certificate: \$20.00 On-site \$30.00

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

6. Swimming Pool permit: \$30.00

7. Demolition Permit: no charge

8. ZBA Application Fee: \$75.00

9. **Subdivision Fees**

Minor Subdivision: \$75.00 per lot, not including original lot collected at time of preliminary application.

Major Subdivision: Developer shall incur costs associated with subdivision such as,

but not limited to, legal fees, publication fees, engineering fees, neighbor notification, mapping, etc. Sketch plan \$25.00, Preliminary \$50.00, Final \$25.00

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

- 11. Site Plan Review: \$50.00
- 12. Special Use Permit: \$100.00
- 13. Rezoning: \$100.00 plus cost incurred by Town, such as but not limited to, legal fees, publication fees, neighbor notification, engineering fees, mapping, etc.

14. **Publication Fees**

- Zoning Ordinance \$20.00
- Soil erosion and Sedimentation Control \$5.00
- Subdivision Regs. \$10.00
- Docking and Mooring Laws \$5.00
- Design and Construction Guidelines \$20.00
- all others at \$.25 per page

- 15. Fence Permit: \$20.00
- 16. Electrical Modification Permit: \$30.00 (inspection by third party at owner's expense)
- 17. Permanent Dock: \$.10 (10 cents per square foot, built per Canandaigua Lake Docking and Mooring Law - minimum fee \$25.00)
- 18. Telecommunications Tower: \$250.00190. WECS – Wind Energy Conversion Systems

- Wind Farm Site Plan Review: \$100.00
- Wind Farm Permit \$2,500.00 plus \$100.00 per tower
- Commercial WECS - \$200.00 per tower
- Residential WECS - \$100.00 per tower

- 19. Timber Harvesting Permit: \$50.00
- 20. Short Term Rental Application \$100.00
- 21. Peddler's Fee \$100.00 Per Day
- 22. Fire and Safety Inspection: \$50.00 (2 inspections)

Town Clerk Fees

- 23. Dog License Annual Fee: \$23.00 – if dog is spayed/neutered - \$15.00

24. Marriage License Fee: \$40.00

25. Transfer Station Permit: \$100.00 annual fee.

*Additional \$10.00 fee for electronics disposal and additional \$10.00 fee for refrigerant disposal (a/c units, refrigerators, etc.)

* Additional fee for Construction Debris Truckloads and Brush Pile Truckloads.

Those fees are posted at the Transfer Station Facility or ask the Attendants.

26. Vital Records: Certified Copies of Death, Marriage or Birth Certificates: \$10.00

27. Returned Check Fee \$30.00

Water and Sewer District Fees

New Water Service Connection \$1,500.00

Water Rates \$37.25 minimum fee per quarter

\$46.56 out of district minimum fee per quarter

Sewer Rates \$145.00 minimum fee per quarter

*Other connection fees, multiple dwellings and commercial rates may apply please call our billing office