

**THE GORHAM TOWN BOARD  
SPECIAL MEETING MINUTES  
February 22, 2023 6:00pm**

The Gorham Town Board held a Special Meeting on Wednesday February 22, 2023 at 6:00pm at the Town Hall in Gorham, NY.

Present were Supervisor Fred Lightfoote. Councilmembers; Brian S. Case, Jake Chard and Phil Curtis.

Councilmember Brian Lazarus was necessarily absent.

Town Officials in attendance; Town Tax Collector Adrienne Smith and Town Clerk Darby Perrotte.

Guests attending in person and via Zoom; Ben Smith, Sally Napolitano, Susan Cummings, Brett Johnson, Linda Mott, Colleen Runner and Elke Schmitt.

1. Call to Order/Pledge to the Flag – Supervisor Lightfoote opened the meeting, Bookkeeper Susan Cummings led the Pledge to the Flag.
2. Privilege of the Floor –
3. Business –

Supervisor Lightfoote explained the Board has already considered the following resolutions. The Town Attorney recommends approving these two resolutions separately from the project approval and bond resolutions approval.

Supervisor Lightfoote said this is a plan that the Environmental Facilities Corporation (EFC) likes to see, that the Town has sufficient availability to finish the project as it should be done.

Sally Napolitano, Lake Drive resident, asked if the Town needed to pass bond resolutions if the Town will use money from EFC.

Supervisor Lightfoote said yes, because we are not getting 100 percent of the money from EFC.

Supervisor Lightfoote explained there are other sources that may have better funding packages. EFC does the upfront work for us.

Linda Mott, County Road 11 resident, asked if this would add expense to her quarterly wastewater payment.

Supervisor Lightfoote said the Wastewater Treatment Plant is within the Hamlet of Gorham.

This will not impact those that are not within that district. Mrs. Mott is in the County Sewer District so it will not affect her.

- a. Resolution to Approve Financing for the Wastewater Treatment Plant Project -

Councilmember Chard offered the following resolution and called for adoption. Seconded by Councilmember Curtis the resolution was adopted unanimously. 4-0

**TOWN OF GORHAM  
RESOLUTION # 3-2023  
FINANCING AGREEMENT FOR  
WASTEWATER TREATMENT PLANT UPGRADE**

**Whereas:** The Town of Gorham has made provisions for financing for an update to the Town Wastewater Treatment Plant, and;

**Whereas:** Said financing is memorialized within the "Project Finance Agreement", and;

**Whereas:** Said agreement needs to be considered and acted upon under its own individual Resolution;

**Therefore:** The Gorham Town Board hereby accepts and approves this Project Finance Agreement.

I, Darby L. Perrotte, Town Clerk of the Town of Gorham do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on February 22, 2023 by the following vote:

	<u><b>Aye</b></u>	<u><b>Nay</b></u>
Frederick Lightfoote	X_____	_____
Brian S. Case	X_____	_____
Jake Chard	X_____	_____
Phil Curtis	X_____	_____
Brian Lazarus	absent_	_____

b. Resolution to Approve Financing for the Water Treatment Plant Project –

Councilmember Curtis offered the following resolution and called for adoption. Seconded by Councilmember Case the resolution was adopted unanimously. 4-0

4 - Ayes – Lightfoote, Case, Chard, Curtis

**TOWN OF GORHAM  
RESOLUTION # 4-2023**

**FINANCING AGREEMENT FOR  
WATER TREATMENT PLANT UPGRADE**

**Whereas:** The Gorham Town Board has undertaken a project to update and enhance the ability to provide very clean and safe water to the customers of the Water District, and;

**Whereas:** The Town has set up and approved a financing plan for the update project, and;

**Whereas:** The Board has found that the Project Finance Agreement needs to be considered under its own resolution, then;

**Therefore:** The Gorham Town Board hereby approves and adopts the Project Finance Agreement associated with the above project.

I, Darby L. Perrotte, Town Clerk of the Town of Gorham do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on February 22, 2023 by the following vote:

	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Frederick Lightfoote	X_____	_____
Brian S. Case	X_____	_____
Jake Chard	X_____	_____
Phil Curtis	X_____	_____
Brian Lazarus	absent_	_____

c. Easement for Water Quality –

Supervisor Lightfoote said a few years ago the Town constructed a storm water retention pond. East of the pond is an area, approximately 6 acres, that the Watershed Manager, Kevin Olvany, has obtained grant money for a water quality improvement project. Property owners have agreed to easement rights that will allow the Town to manage the area.

The Town will pay \$15,000.00 for easement rights and then submit to the State for 100 percent reimbursement.

Linda Mott asked who would monitor the water quality.

Supervisor Lightfoote said Kevin Olvany, the Watershed Manager will monitor that.

The project will be done during construction season this year. The Watershed Council has done several projects like this around the lake over the last few years.

Councilmember Chard offered the following resolution and called for adoption. Seconded by Councilmember Curtis the resolution was adopted unanimously. 4-0

4 - Ayes – Lightfoote, Case, Chard, Curtis.

**024-2023**

**TOWN OF GORHAM  
RESOLUTION #5-2023  
APPROVE WATER QUALITY EASEMENT**

**Whereas:** The quality of Canandaigua Lake water is of great importance to the residents and leadership of the Town of Gorham for several reasons, not the least of which are drinking water and recreation, and;

**Whereas:** The Canandaigua Lake Watershed Council has provided a gateway for grant funding in the past in order to help provide funding for water quality improvement projects within the Canandaigua Lake Watershed, and;

**Whereas:** The Canandaigua Lake Watershed Manager has identified Deep Run Creek as one of the streams that contributes one of the higher amounts of nutrient runoff into the Lake, and;

**Whereas:** Christopher Bay owns a parcel of land upstream of Canandaigua Lake through which Deep Run Creek flows, tax map number 141.00-1-3.111, and;

**Whereas:** The Watershed Manager, Kevin Olvany, has negotiated a contract with Christopher Bay to allow the Town of Gorham an easement to temporarily impound and slow storm water which will allow some sediment to drop out of the storm water, and;

**Whereas:** Grant monies will pay the full cost of the project, however the grant is a reimbursable grant, then;

**Therefore:** The Town of Gorham will front all monies necessary to purchase the easement and/or perform any excavation/construction needed to complete the project after which the Town of Gorham will be reimbursed in full.

I, Darby L. Perrotte, Town Clerk of the Town of Gorham do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Gorham on February 22, 2023 by the following vote:

	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Frederick Lightfoote	X_____	_____
Brian S. Case	X_____	_____
Jake Chard	X_____	_____
Phil Curtis	X_____	_____
Brian Lazarus	absent_	_____

4. Privilege of the Floor –

Sally Napolitano said she was just going to give a reminder for what Supervisor Lightfoote promised for the March 8, 2023 meeting. She listed; The Policy Book, getting a copy of the EFPR procedural audit and the bill. Crystal Beach Fire Department budget audit and job descriptions for Susan Cummings and Brenda Jones.

Supervisor Lightfoote said he will reach out to Crystal Beach Fire Department. He said the Board has talked briefly about job descriptions for the Job Description Book but they haven't completed it yet.

Mrs. Napolitano said she went back through meeting minutes regarding the Bookkeeper position. She said the position has been referred to with several different titles and descriptions. Bookkeeper is the only title through Ontario County that does not require civil service exams. She listed a few towns in the County that do require the Bookkeeper to pass civil service requirements and she believes that is a good practice for that position. She said constituents have been trying to get a clear answer on job titles.

Mrs. Napolitano said "You owe it to your employees that they know what their responsibilities are and set them up for success."

Supervisor Lightfoote said he is trying to set it up in a way that makes sense for the Town and for Civil Service. This is the first time the Town has had the number of positions available that they have right now.

Supervisor Lightfoote explained the Clerk position. He said Brenda is considered a Clerk, he explained the Board needs to get the job descriptions for Bookkeeper and Clerk defined and wrote out to update the Job Description Book. He said there are several other positions and descriptions to update as well.

Susan Cummings said she applied for the position that was posted for Bookkeeper to the Supervisor. She has taken and passed two of the Civil Service exams to be considered Account/Clerk/Typist.

Supervisor Lightfoote explained he needs help from the Board to complete the update to the Job Description Book.

Colleen Runner, West Swamp Road resident, asked about the property at the end of County Road 18 on Route 245. She said it is a terrible impression on the Town.

Supervisor Lightfoote agreed. He said he had a discussion with Town Code Enforcement Officer about it. The property is in the process of changing owners. The owners are looking to spruce the area up and hopefully include some type of business there.

5. Adjournment – with no further business, on the motion by Councilmember Chard, seconded by Councilmember Case, the meeting was adjourned at 8:35 pm. The motion carried unanimously. 4-0

4 - Ayes – Lightfoote, Case, Chard, Curtis.

**025-2023**

Respectfully Submitted,

Darby L. Perrotte  
Town Clerk