

**ORGANIZATIONAL MEETING AGENDA  
THURSDAY, JANUARY 2, 2025**

Call Meeting to Order:

STATEMENT BY SUPERVISOR THAT SINCE AGENDAS ARE AVAILABLE TO THE AUDIENCE, HE WILL GO THROUGH EACH ITEM AND ON TO THE NEXT, UNLESS THERE IS A NEED FOR A DISCUSSION. THE ROLL-CALL VOTES WILL BE WAIVED UNLESS CALLED FOR BY A MEMBER OF THE BOARD.

1. RESOLUTION 1-25: MOTION BY  
Seconded by

RESOLVED, that the salaries for the Elected Officials for the Town of Gates for the year 2025 be and hereby are adopted as set in the Annual Budget for the year, as follows:

Supervisor Cosmo A. Giunta	\$ 99,259
Councilman Lee A. Cordero	\$ 15,902
Councilman Christopher B. DiPonzio	\$ 15,902
Councilman Andrew Loughlin	\$ 15,902
Councilman Steve Tucciarello	\$ 15,902
Town Justice Peter Pupatelli	\$ 43,586
Town Justice Frank Cassara	\$ 43,586

VOTE:

2. RESOLUTION 2-25: MOTION BY  
Seconded by

RESOLVED, that John DiCaro, LOGS Legal Group LLP residing at 175 Miles Crossing. Gates, NY 14624 be and hereby is appointed as Attorney for the Town for the year 2025, at a salary of \$49,000.; and

FURTHER RESOLVED, that Steve Palmer, LOGS Legal Group LLP be and hereby is appointed as Assistant Attorney for the Town year 2025, at a salary of \$6,000 and

FURTHER RESOLVED, that Robert MacClaren, Phillips Lytle LLC be and hereby is appointed as Assistant Attorney for the Town year 2025, at a salary of \$2,500.

VOTE:

3. RESOLUTION 3-25: MOTION BY  
Seconded by

RESOLVED, that Paul Irving be and hereby is appointed as Town Prosecutor and Special Deputy Attorney for the Town authorizing him to prosecute all NYS Vehicle & Traffic Violations in the Town of Gates for the year 2025 at an annual salary of \$20,000; and

FURTHER RESOLVED, that Jacob Ark be and hereby is appointed as Assistant Town Prosecutor for the year 2025 at an annual salary of \$1,650.

VOTE:

4. RESOLUTION 4-25: MOTION BY  
Seconded by

RESOLVED, that Juan A. Ruiz of 17 Elmford Rd. be and hereby is appointed Chairperson of the Gates Planning Board for the year 2025; and

FURTHER RESOLVED, that Lily Alberto be and hereby is appointed as Secretary to the Gates Planning Board for the year 2025 at an stipend rate of \$350 / per meeting attended.

VOTE:

5. RESOLUTION 5-25: MOTION BY  
Seconded by

RESOLVED, that William Kiley of 29 Burning Bush Dr. be and hereby is appointed Chairperson of the Gates Zoning Board of Appeals for the year 2025; and

FURTHER RESOLVED, that Robert MacClaren be appointing Zoning Board Attorney for 2025 at an annual salary of \$ 10,500; and

FURTHER RESOLVED, that Clare Goodwin be and hereby is appointed as Secretary to the Gates Zoning Board of Appeals for the year 2025 at an stipend rate of \$350 / per meeting attended.

VOTE:

6. RESOLUTION 6-25 : MOTION BY  
Seconded by

RESOLVED, that Abramo Bianchi of 10 Silkwood Dr. be and hereby is appointed Chairperson to Recreation & Parks Commission for year 2025; and

FURTHER RESOLVED, that Valerie Young be and hereby is appointed as Secretary to the Gates Recreation and Parks Commission for the 2025 at an stipend rate of \$350 / per meeting attended.

VOTE:

7. RESOLUTION 7-25 : MOTION BY  
Seconded by

RESOLVED, that Virginia McIntyre of 1632 Buffalo Rd. be and hereby is appointed Chairperson to Conservation Advisory Board for year 2025; and

FURTHER RESOLVED, that Teresa Marko be and hereby is appointed as Secretary to the Gates Conservation Advisory Board for the year 2025 at an stipend rate of \$350 / per meeting attended.

VOTE:

8. RESOLUTION 8-25 : MOTION BY  
Seconded by

RESOLVED, that the Firm of EFPR GROUP CPAs, be appointed as Auditors for the Town of Gates to serve at the pleasure of the Town Board for the year 2025 on a Retainer basis - the amount not to exceed that which has been budgeted of \$35,500; and

FURTHER RESOLVED, that The Burke Group, be appointed as Actuary for the Town of Gates for GASB valuation for the year 2025, not to exceed \$2,000.

VOTE:

9. RESOLUTION 9-25: MOTION BY  
Seconded by

RESOLVED, that the Firm of Costich Engineering, D.P.C be retained as Consulting Engineers for the Town of Gates for the year 2025 to be paid in accordance with the rate schedule set forth in their letter dated December 6, 2024.

VOTE:

10. RESOLUTION 10-25: MOTION BY  
Seconded by

RESOLVED, that ESP Consulting, LLC-M/WBE be retained as Grant Consulants for the Town of Gates for the year 2025 to be paid at the rate \$3,750 per month and to paid in accordance with the rate schedule set forth in their letter dated October 2, 2024 for any additional grant assistance.

FURTHER RESOLVED, that Martin Walders be retained for IT Backup services and paid \$600 per month for the year 2025.

VOTE:

11. RESOLUTION 11-25: MOTION BY  
Seconded by

RESOLVED , that Tompkins Insurance Agency be appointed as the agent on record for the Town's insurance for the year 2025.

VOTE:

12. RESOLUTION 12-25: MOTION BY  
Seconded by

RESOLVED , that Gallo & Iacovangelo LLP and Phillips Lytle, LLP shall be retained as Attorneys for matters relating to assessment cases.

FURTHER RESOLVED, that K LW Municipal, Inc shall be retained as Commercial Appraiser for the Town of Gates 2025 reassessment process and paid \$34,000.

VOTE:

13. RESOLUTION 13-25: MOTION BY  
Seconded by

RESOLVED, that pursuant to Section 53a & 53c of the New York State Suburban Town Law, Kurt Rappazzo be and hereby is reappointed to the position of Director of Public Works and Highway Superintendent for the year 2025 at an annual salary of \$98,452; and

FURTHER RESOLVED, that Teresa Marko shall be reappointed by Kurt Rappazzo Director of Public Works and Highway Superintendent as Secretary to the Director of Public Works / Highway Superintendent for the year 2025 at an annual salary of \$58,916; and

FURTHER RESOLVED, that Brianna Smith shall be reappointed provisionally as the Planning Assitant to Kurt Rappazzo, Director of Public Works for year 2025 at an annual salary of \$53,560

VOTE:

14. RESOLUTION 14-25: MOTION BY  
Seconded by

RESOLVED, that pursuant to Section 20 of the New York State Town Law, Salvatore Montemurro be and hereby is appointed to the position of Fire Marshal for the Town of Gates for the year 2025, effective January 1, 2025 at an annual salary of \$55,620.

VOTE:

15. RESOLUTION 15-25: MOTION BY  
Seconded by

RESOLVED, that Mic Silivestro be appointed as Code Enforcer / Dog Control Officer for the year 2025 at an annual salary of \$59,964 for the purpose of issuing Appearance Tickets, under Section 114-4 of the Agriculture and Markets Law.

VOTE:

16. RESOLUTION 16-25: MOTION BY  
Seconded by

RESOLVED, that Brittany Attwood be and hereby is appointed Court Clerk for Town Justice Peter Pupatelli for the year 2025 at an hourly rate of \$28.39; and

FURTHER RESOLVED, that Tracy Cubiotti be and hereby is appointed as Court Clerk for Town Justice Frank Cassara for the year 2025 at an hourly rate of \$28.39.

VOTE:

17. RESOLUTION 17-25: MOTION BY  
Seconded by

RESOLVED, that Jason Spencer, Dave Cicoria, Jason Kretchmer and Brian Mazurek be and hereby are appointed as PT Court Attendants for the year 2025 to be paid at the rate of \$100.00 per court session attended for the year 2025, expenses to be paid by voucher as incurred;

VOTE:

18. RESOLUTION 18-25: MOTION BY  
Seconded by

RESOLVED, that pursuant to Section 20, Subdivision 1a of Town Law, Sande Macaluso be hereby appointed Constable to serve summons and petitions for the Town of Gates for the year 2025; and

FURTHER RESOLVED, that this individual is to serve at no remuneration but he shall be entitled to collect the statutory fees allowed by Law in civil actions and proceedings. This appointment is for an indefinite term, and he shall serve at the pleasure of the Town Board and is required to take their Oath of Office with the Town Clerk, and

VOTE:

19. RESOLUTION 19-25: MOTION BY  
Seconded by

RESOLVED, that the base salary for the Gates Chief of Police Robert Long for the year 2025 be set at \$143,350 plus all benefits of the Police contract with the exception of overtime; and

FURTHER RESOLVED, that the base salary for the Gates Police Captain Matt Pascarella for the year 2025 be set at \$132,660 plus all benefits of the Police contract with the exception of overtime;

VOTE:

20. RESOLUTION 20-25: MOTION BY  
Seconded by

RESOLVED, that the following individuals be and hereby are appointed as members of the Gates Special Police for 2025 Michele Silivestro, Jay Fridley, Ekrem Ozelik, Jermaine Marks, Aiden MacKenzie and Ryan Garwood.

VOTE:

21. RESOLUTION 21-25: MOTION BY  
Seconded by

RESOLVED, that pursuant to Section 20 of the New York State Town Law, Sarah Lobene be and hereby is appointed to the position of Town Clerk and Receiver of Taxes effective January 1, 2025 at an annual salary of \$62,000; and

FURTHER RESOLVED, that Valerie Orbaker is hereby appointed to Deputy Town Clerk effective January 1, 2025 at an annual salary of \$50,000; and

FURTHER RESOLVED, that Jason Kretchmer is hereby appointed to Deputy Tax Receiver effective January 1, 2025 at an annual salary of \$48,000.

VOTE:

22. RESOLUTION 22-25: MOTION BY  
Seconded by

RESOLVED, that Jay Fridley be and hereby is appointed Bingo and Games of Chance Inspector for the Town of Gates for the year 2025 at an annual salary of \$7,000.

VOTE:

23. RESOLUTION 23-25: MOTION BY  
Seconded by

RESOLVED, that pursuant to Section 53a and 53c of the New York State Town Law, Daniel Hoock is hereby appointed to the position of Recreation and Parks Director, for the Town of Gates for the year 2025 at an annual salary of \$80,402.

VOTE:

24. RESOLUTION 24-25: MOTION BY  
Seconded by

RESOLVED, that William Gillette be and hereby is appointed Historian for the Town of Gates for the year 2025 at an annual salary of \$12,164.

VOTE:

25. RESOLUTION 25-25: MOTION BY  
Seconded by

RESOLVED, that all Town employees, except for personnel covered by Union Contract, shall receive fourteen (14) paid Holidays and those Holidays shall be as follows for the year 2025:

January 1<sup>st</sup> (New Year's Day); January 20<sup>th</sup> (Martin Luther King Day); February 17<sup>th</sup> (Presidents Day); April 18<sup>th</sup> (Good Friday); May 26<sup>th</sup> (Memorial Day); June 19<sup>th</sup> (Juneteenth); July 4<sup>th</sup> (Independence Day); September 1<sup>st</sup> (Labor Day); October 13<sup>th</sup> (Columbus Day); November 4<sup>th</sup> (Election Day); November 11<sup>th</sup> (Veterans' Day); November 27<sup>th</sup> (Thanksgiving Day); November 28<sup>th</sup> (Thanksgiving Floater); December 25<sup>th</sup> (Christmas Day)

FURTHER RESOLVED, that any other Holidays, either for a full day or part of a day, may be granted depending upon circumstances, on the recommendation of the Supervisor and subject to Town Board approval

VOTE:

26. RESOLUTION 26-25: MOTION BY  
Seconded by

RESOLVED, that the Town Hall hours be set as follows for the year 2025 Monday through Friday 8:00 A.M. to 5:00 P.M. In addition, the Town Clerk's Office will be open from 8:00 A.M. to 7:00 P.M. on Monday, February 10<sup>th</sup> and Wednesday, October 1<sup>st</sup>, 2025 for the purpose of tax payments acceptance.

VOTE:

27. RESOLUTION 27-25: MOTION BY  
Seconded by

RESOLVED, that the Official Newspaper for the Town of Gates for the year 2025 be and hereby is designated as the Daily Record newspaper and that the Rochester Democrat & Chronicle be used as alternative official legal newspaper as needed.

VOTE:

28. RESOLUTION 28-25: MOTION BY  
Seconded by

RESOLVED, that the Official Depositor Banks for the Town of Gates for the year 2025 be designated as follows: J.P. Morgan Chase Bank, M & T Bank and NYCLASS.

VOTE:

29. RESOLUTION 29-25: MOTION BY  
Seconded by

RESOLVED, that per section 118 (Forms and Claims) of Town Law, the Gates Town Board authorizes the payment in advance of audit of claims for public utility services (including electric, gas, water, sewer, fuel oil and telephone services), postage, freight and express charges; and

FURTHER RESOLVED, that the Gates Town Board authorizes the payment of mileage for the use of private cars in the course of official duties. The rate will be determined by the IRS Standard Rate for 2025 per mile; and

FURTHER RESOLVED that a claim for payment of mileage is to be made on proper Town voucher and the same to be filed with the Town Finance Director and audited by the Town Board.

VOTE:

30. RESOLUTION 30-25: MOTION BY  
Seconded by

RESOLVED, that the members of the Gates Town Board are designated as Ex-Officio members of the regular Boards and Commissions of the Town of Gates; and

FURTHER RESOLVED, that the members of the Town Board are designated as liaison from the Town Board to the individual Boards and Commissions as follows:

Supervisor Giunta	- Planning Board, Historic Preservation Commission
Councilman Cordero	- Zoning Board of Appeals
Councilman DiPonzio	- Recreation & Parks Commission
Councilman Loughlin	- Library Board
Councilman Tucciarello	- Conservation Advisory Board

VOTE:

31. RESOLUTION 31-25: MOTION BY  
Seconded by

RESOLVED, that the regular meeting nights of the Gates Town Board be designated as the first Monday of each month and a workshop meeting on the third Monday of each month or at such other time as may be designated by the Board. All regular Town Board meetings to convene at 7:30 P.M. and all meetings to be held at the Gates Town Hall in the Community Center Meeting Room, 1605 Buffalo Road, and all workshop meeting to convene at 6:30 P.M unless the location and/or time is changed by Town Board Resolution. Special Meetings may be held on call pursuant to Town Law; and

FURTHER RESOLVED, that the regular Town Board meetings which usually are held on the first Monday of the month be rescheduled as follows: Monday, September 1<sup>st</sup> to Tuesday, September 2<sup>nd</sup> (due to Labor Day). Monday, November 3<sup>rd</sup> to Wednesday, November 5<sup>th</sup> (due to Election Day).

VOTE:

32. RESOLUTION 32-25: MOTION BY  
Seconded by

RESOLVED, that the Town Board affirms the Supervisor's selection of Councilman DiPonzio as Deputy Supervisor for the year 2025 under Section 42 of Town Law.

VOTE:

33. RESOLUTION 33-25: MOTION BY  
Seconded by

RESOLVED, that the salary for Stephanie Soto, Director of Finance be set at an annual salary of \$89,000 for the year 2025; and

FURTHER RESOLVED, that the salary for Lily Alberto, Confidential Secretary be set an hourly rate of \$25.94 for the year 2025; and

FURTHER RESOLVED, that the Director of Finance and Confidential Secretary are to serve at the pleasure of the Supervisor.

VOTE:

34. RESOLUTION 34-25: MOTION BY  
Seconded by

RESOLVED, that the Supervisor is hereby authorized to continue the Petty Cash Fund for the Recreation and Parks Department for the year 2025 in the amount of \$100; and

FURTHER RESOLVED, that the Supervisor is authorized to continue the Petty Cash Fund for the Town Clerk's Department for the year 2025 in the amount of \$500, pursuant to Town Law 64-1a; and

FURTHER RESOLVED, that the Supervisor is authorized to continue a Petty Cash Fund for the Justice Court for the year 2025 in the amount of \$50.00.

VOTE

35. RESOLUTION 35-25 MOTION BY  
Seconded by

RESOLVED, that the Town Board approve the Town Clerk's and the Department of Public Works Permit, Inspection and Application Fee Schedules. A copy of the new fee schedule can be found in the Town Clerk's office.

VOTE: