

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 9, 2014

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The 2014 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 9, 2014, at 6:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

SWEARING IN OF NEW OFFICERS – Justice Nik Santagate:

Oaths of Offices were taken by the Town Supervisor Peter Shrope, Council Member Steve Tucker, and Superintendent of Highways Andy Crary

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 6:10 p.m.
The “Pledge of Allegiance” to the flag was recited.

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Steve Tucker and Lydia Wright

ABSENT: Council Member Amber McKernan,

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, and Elaine Sater-Town Clerk

RESIDENTS: There were five residents present

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk’s Sign Board, in the three local post offices and businesses in the Town on Thursday, January 2, 2014. A notice was faxed to the Adirondack Daily Enterprise on Tuesday, December 24, 2013.

BUSINESS:

1. APPOINTMENTS BY SUPERVISOR PETER SHROPE
 - a. Deputy Supervisor – Council Member Steve Tucker
 - b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear
2. APPOINTMENTS BY TOWN BOARD:

RESOLUTION #1-2014

APPOINTMENT TO OFFICE BY THE TOWN BOARD

Motion made by Supervisor Peter Shrope, Second by Council Member Steve Tucker,

RESOLVED that the following appointments by the Town Board are hereby approved for two years 2014-2015:

1. Code Enforcement Officer - Paul Blaine
2. Town Historian - Mary Ellen Salls
3. Town Hall Custodian - Shelly Smith
4. Attorney for the Town – Scott Goldie, Esq, of Canton (Contract)

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #1 declared duly adopted

3. DESIGNATION OF DEPOSITORIES: Discussion was held on moving investments to an account that gets a better return; no decision was made at this time to change the NYCLASS accounts.

RESOLUTION #2-2014

DESIGNATION OF DEPOSITORIES

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the following depositories are authorized to be used by the Town Officials for two years 2014-2015:

1. Town Accounts – NBT and Community Bank, NA
2. Tax Collector – NBT
3. Town Clerk - Community Bank, NA
4. Town Court – Community Bank, NA

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5. Investments – NYCLASS

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)
Resolution #2 declared duly adopted

4. DESIGNATION OF COUNTER SIGNER FOR CHECKS OVER \$5,000

RESOLUTION #3-2014

DESIGNATION OF COUNTER SIGNER FOR CHECKS OVER \$5,000

Motion made by Supervisor Peter Shrope, Second by Steve Tucker,

RESOLVED that the Town Clerk Elaine Sater be designated as the counter signer on all checks over \$5,000 written by the Town of Brighton for two years 2014-2015, with the exception of checks deposited in the Trust and Agency (T&A) Account for payroll purposes.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #3 declared duly adopted

5. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLUTION #4-2014

DESIGNATION OF OFFICIAL NEWSPAPER

Motion made by Supervisor Peter Shrope, Second by Brian McDonnell,

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices for the next two years 2014-2015 will be the Adirondack Daily Enterprise in Saranac Lake

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #4 declared duly adopted

6. APPOINTMENT TO COMMITTEES: Discussion was held on keeping the committees.

RESOLUTION #5-2014

APPOINTMENT OF COMMITTEES

Motion made by Supervisor Peter Shrope, second by Steve Tucker

RESOLVED that the Brighton Town Board approves the following committee appointments for the next two years 2014-2015:

1. Highway – Brian McDonnell and Steve Tucker
2. Adirondack Regional Airport – Tom and Amber McKernan
3. Park & Recreation - Peter Shrope and Steve Tucker
4. Insurance & Investments – Amber McKernan and Lydia Wright
5. Cemetery & Town Buildings – Amber McKernan and Steve Tucker
6. Town Hall Project - Peter Shrope and Lydia Wright
7. Assessment – Brian McDonnell and Lydia Wright
8. Salaries/Benefits Administration – Brian McDonnell and Peter Shrope

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #5 declared duly adopted.

7. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

RESOLUTION #6-2014

OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

Motion made by Supervisor Peter Shrope, second by Steve Tucker,

RESOLVED that the following procedures shall apply to Town Board operations during the next two years 2014-2015:

1. Town mail address is: PO Box 260, Paul Smiths, NY 12970
2. Town Clerk will collect the mail
3. Regular Town Board Meetings will be held on the second Thursday of each month at 7:00 p.m.
4. Council members who are unable to attend a meeting or who will not be able to arrive by the designated meeting time should notify the Supervisor in advance, as a matter of courtesy.

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5. Council members wishing to have items included on the meeting agenda should inform the Supervisor one week in advance of the board meeting, as a matter of courtesy.
6. Public requests to be included on the agenda should be made to the Supervisor. Meeting participation by the public will only be by invitation of the meeting chair and speakers will identify themselves. All remarks will be directed to the Board.
7. The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc., prior to the monthly meeting. These should be provided either directly to board members' mailboxes or to the supervisor within 3 days of the board meeting to allow for distribution to the council members. If there is to be no report, please so inform the supervisor.
 - a. Animal Control Officer - Tri-Lakes Humane Society
 - b. Assessor - Doug Tichenor
 - c. Code Enforcement Officer (CEO) - Paul Blaine
 - d. Highway Superintendent - Andy Crary
 - e. Tax Collector – Holly Huber
 - f. Town Justice - Nik Santagate
 - g. Town Park Attendant
 - h. Food Pantry Coordinator – Barbara Marshall
 - i. Town Board Committees

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #6 declared duly adopted.

8. AUTHORIZATION FOR SUPERVISOR TO PRE-PAY CERTAIN CLAIMS:

RESOLUTION #7-2014

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Peter Shrope, Second by Steve Tucker,

RESOLVED that the Supervisor be authorized to pre-pay certain claims prior to audit of the vouchers for payment, as follows: public utility services, postage, and freight and express charges. All such claims are to be presented for audit at the next regular board meeting.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #7 declared duly adopted

9. AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, TOWN JUSTICE, AND TOWN SUPERVISOR:

RESOLUTION #8-2014

AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, TOWN JUSTICE, AND TOWN SUPERVISOR

Motion made by Supervisor Peter Shrope, Second by Brian McDonnell,

RESOLVED that the Annual Audit of Town Clerk, Town Justice and Town Supervisor's financial records be conducted in accordance with Town Law Section 123 on Tuesday, January 14, 2014, at 4 p.m. at the Town Hall.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #8 declared duly adopted

10. MILEAGE REIMBURSEMENT FOR TOWN BUSINESS: Reference for amount is from the Internal Revenue Services (IRS) website (www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced)

RESOLUTION #9-2014

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor Peter Shrope, Second by Steve Tucker,

RESOLVED that Town Officials be reimbursed at the rate allowed by the United State Internal Revenue Service per mile (56 cents per mile as of 1 January 2014) from the Town Hall for the use of their personal vehicles while on town business during 2014, except for the Tax Collector Holly Huber who will clock mileage from her residence.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #9 declared duly adopted

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11. FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT

RESOLUTION #10-2014

FILING OF SUPERVISOR'S FINANCIAL REPORT 2013

Motion made by Supervisor Peter Shrope, second by Steve Tucker,

RESOLVED that a copy of the Supervisor's annual financial report for 2013 to the State Comptroller be filed with the Town Clerk within the first 60 days of 2014, unless the Comptroller extends the filing date by 60 days, in which case the same extension shall apply to the filing with the Town Clerk.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #10 declared duly adopted

12. BONDING OF TOWN OFFICIALS

RESOLUTION #11-2014

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED, that the Town Board authorizes a blanket surety bond permitted by Section 11 of the Public Officers Law in lieu of individual undertakings as required by Section 25 of the Town Law, which indemnifies the Town for losses caused by failure to faithfully perform duties or by fraudulent or dishonest acts on the part of the Tax Collector, the Supervisor, and all other elected officials and employees for the year 2014 and 2015, and

LET IT BE FURTHER RESOLVED that the amounts of bonding will be \$50,000 for all Town officials and employees and an additional amount of \$400,000 for the Tax Collector and Supervisor.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #11 declared duly adopted

13. SALARIES AND WAGES:

RESOLUTION #12-2014

AUTHORIZATION FOR SALARIES AND WAGES FOR 2014

Motion made by Supervisor Peter Shrope, Second by Lydia Wright,

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2014:

Council Member (A1010.1)	\$ 4,000/Year each
Justice (A1110.1)	\$ 10,500/Year
Court Clerk (A1130.1)	\$ 13.72/Hour
Supervisor (A1220.1)	\$ 13,000/Year
Deputy Supervisor (A1220.1)	\$ 400/Year
Tax Collector (A1330.1)	\$ 6,573/Year
Assessor (A1355.1)	\$ 10,863/Year
Town Clerk (A1410.1)	\$ 10,000/Year
Deputy Town Clerk (A1415.1)	\$ 313/Year
Town Hall Custodian (A1620.1)	\$ 2,493/Year
Code Enforcement Officer (A3010.1)	\$ 13,659/Year
Registrar of Vital Statistics (A4020.1)	\$ 250/Year
Superintendent of Highways (A5010.1)	\$ 41,948/Year
Deputy Superintendent of Highways (A5010.1)	\$ 724/Year
Town Park Manager (A7140.1)	\$ 9.80/Hour (\$6,750 in Budget)
Highway Hourly Wage - General (DA5110.1)	\$ 15.58/\$23.37/\$31.16 Hour/OT/Holiday
Highway Hourly Wage - Snow Removal (DA5142.1)	\$ 15.58/\$23.37/\$31.16 Hour/OT/Holiday

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #12 declared duly adopted

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14. USING EMAIL FOR CONDUCTING TOWN BUSINESS: Supervisor Peter Shrope said he would not be using email to conduct Town Business but would use it to send information.

RESOLUTION # 13

USING EMAIL FOR TOWN BUSINESS

Motion made by Supervisor Peter Shrope, second by Brian McDonnell,

RESOLVED that elected officials of the Town of Brighton will not conduct regular Town business via email except to send items "For Your Information" (FYI).

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Resolution #13 declared duly adopted

ADJOURNMENT

Motion to Adjourn at 6:45 p.m. made by Supervisor Peter Shrope, Second by Steve Tucker, Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Respectfully Submitted,

Elaine Sater, RMC
Brighton Town Clerk