

TOWN OF BRIGHTON - FRANKLIN COUNTY, NY
ORGANIZATIONAL MEETING
January 14, 2016
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The 2016 Organizational Meeting for the Town Board of the Town of Brighton was held Thursday, January 14, 2016, at 6:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 6:15 p.m.
The "Pledge of Allegiance" to the flag was recited

OATHS OF OFFICE: Swearing in of new Town Elected and Appointed Officials by Justice Nik Santagate

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Amber McKernan, Steve Tucker, and Lydia Wright

ABSENT: None

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, Holly Huber-Tax Collector, Ivy Huber-Deputy Tax Collector, Elaine Sater-Town Clerk and several residents

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board on December 29, 2015, and in the three local post offices and businesses in the Town on Tuesday, December 30, 2015. A notice was published in the Adirondack Daily Enterprise on Tuesday, January 5 and Thursday, January 7, 2016.

APPOINTMENTS BY SUPERVISOR PETER SHROPE FOR 2016/2017

- a. Deputy Supervisor – Council Member Steve Tucker
- b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear

RESOLUTION #1-2016

APPOINTMENTS BY THE TOWN BOARD

Motion made by Supervisor Peter Shrope, Second by Council Member Amber McKernan,

RESOLVED that the following appointments by the Town Board are hereby approved for 2016/2017:

Code Enforcement Officer - Paul Blaine

Town Historian – Elaine Sater

Registrar of Vital Statistics – Elaine Sater

Records Access Officer – Elaine Sater

Records Management Officer – Elaine Sater

Town Hall Custodian - Shelly Smith

Attorney for the Town – Scott Goldie, Esq. of Conboy, McKay, Bachman & Kendall, LLP, Canton

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

RESOLUTION #1 declared duly adopted

RESOLUTION #2-2016

DESIGNATION OF DEPOSITORIES

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that the following depositories are authorized to be used by the Town Officials in 2016/2017:

Town Accounts – NBT Bank and Community Bank, NA

Tax Collector – NBT Bank

Town Clerk - Community Bank, NA

Town Court – Community Bank, NA

Investments – NYCLASS

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

RESOLUTION #2 declared duly adopted

RESOLUTION #3-2016

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

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

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RESOLVED that the Town Clerk Elaine Sater be designated as the counter signer on all checks over \$5,000, except for deposits into the Trust & Agency Payroll account, written by the Town of Brighton in 2016/2017

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #3 declared duly adopted

RESOLUTION #4-2016

DESIGNATION OF OFFICIAL NEWSPAPER

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices during 2016/2017 will be the Adirondack Daily Enterprise in Saranac Lake

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #4 declared duly adopted

RESOLUTION #5-2016

APPOINTMENT TO COMMITTEES

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

RESOLVED that the Brighton Town Board approves the following 2016/2017 committee appointments:

- Highway: Steve Tucker, Brian McDonnell
- Adirondack Regional Airport: Amber McKernan, Tom McKernan
- Parks & Recreation: Peter Shrope, Amber McKernan
- Insurance & Investments: Lydia Wright, Amber McKernan
- Cemeteries & Town Buildings: Amber McKernan, Steve Tucker
- Assessment: Brian McDonnell, Lydia Wright
- Salaries/Benefits: Brian McDonnell, Peter Shrope

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #5 declared duly adopted

RESOLUTION #6-2016

OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

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

RESOLVED that the following procedures shall apply to Town Board operations during 2016/2017

Town mail address is PO Box 260, Paul Smiths, NY 12970

1. Town Clerk will collect the mail
2. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m.
3. 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.
4. Council members or other elected officials wishing to have business items included on the meeting agenda should inform the supervisor one week in advance of the board meeting, as a matter of courtesy.
5. Public requests to be included on the agenda should be made to the supervisor. Meeting participation by the public will be only by invitation of the meeting chair and speakers will identify themselves. All remarks will be directed to the Board.
6. The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc., prior to the monthly meeting. These reports 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, as a matter of courtesy.
 - a. Animal Control Officer - Tri-Lakes Humane Society
 - b. Assessor – Roseanne Gallagher
 - c. Code Enforcement Officer (CEO) - Paul Blaine
 - d. Highway Superintendent - Andy Crary
 - e. Tax Collector – Holly Huber
 - f. Town Justice - Nik Santagate
 - g. Park Attendant - Vacancy

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #6 declared duly adopted

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RESOLUTION #7-2016

MONTHLY REPORT FROM THE FOOD PANTRY COORDINATOR

Discussion was held on the value of the report received from the Food Pantry Coordinator in the past. The Food Pantry will be moving out of the Town building by March 31, 2016 so there is no need for any more reports.

Motion made by Supervisor Peter Shrope, second by Amber McKernan,
RESOLVED that the Town Board requests the St. Paul's Assumption Food Pantry Coordinator Barbara Marshall to provide monthly reports on activities and audience served to the Town Board prior to the monthly meeting.

ROLL CALL VOTE: Aye 0, Nay 5 (McDonnell, McKernan, Shrope, Tucker, Wright)

RESOLUTION #7 declared not adopted.

RESOLUTION #8-2016

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Peter Shrope, Second by Lydia Wright,
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 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #8 declared duly adopted

RESOLUTION # 9-2016

AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, JUSTICE, AND 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 Monday, January 18, 2016, at 4 p.m. at the Town Hall.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #9 declared duly adopted

RESOLUTION #10-2016

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS:

Reference: "Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be; 54 cents per mile for business miles driven, down from 57.5 cents for 2015 (reference <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>)

Motion made by Supervisor Peter Shrope, second by Amber McKernan,
RESOLVED that Town Officials be reimbursed for mileage, at the rate allowed by the United States Internal Revenue Service which is 54 cents (.54) per mile in 2016, from the Town Hall for the use of their personal vehicles while on town business during 2016, except for the Tax Collector Holly Huber who will log mileage from her residence.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #10 declared duly adopted

RESOLUTION #11-2016

FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT 2015

Motion made by Supervisor Peter Shrope, second by Steve Tucker,
RESOLVED that a copy of the Supervisor's annual financial report for 2015 to the State Comptroller be filed with the Town Clerk within the first 60 days of 2016, 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 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #11 declared duly adopted

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RESOLUTION #12-2016

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Peter Shrope, second by Amber McKernan, 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 years 2016/2017, and BE IT 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 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #12 declared duly adopted

RESOLUTION #13-2016

AUTHORIZATION FOR SALARIES AND WAGES FOR 2016

Motion made by Supervisor Peter Shrope, Second by Amber McKernan RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2016 for the following employees and elected officials:

Council Member (A1010.1)	\$ 4,162 /Year each
Justice (A1110.1)	\$ 13,000 /Year
Court Clerk (A1130.1)	\$ 14.27 /Hour
Supervisor (A1220.1)	\$ 13,525 /Year
Deputy Supervisor (A1220.1A)	\$ 416 /Year
Tax Collector (A1330.1)	\$ 6,838 /Year
Assessor (A1355.1)	\$ 12,840 /Year (data/records \$2,000 for 4 years)
Town Clerk (A1410.1)	\$ 10,404 /Year
Deputy Town Clerk (A1415.1)	\$ 14.27 /Hour
Town Hall Custodian (A1620.1)	\$ 2,754 /Year
Code Enforcement Officer (A3010.1)	\$ 14,211 /Year
Registrar of Vital Statistics (A4020.1)	\$ 260 /Year
Superintendent of Highways (A5010.1)	\$ 44,880 /Year
Deputy Superintendent of Highways (A5010.1)	\$ 753 /Year
Town Park Manager/Laborer (A7140.1)	\$ 10.00 /Hour
Highway Hourly Wage - General (DA5110.1)	\$ 16.21/ \$24.32/ \$32.42 Hour/Over Time/Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 16.21/ \$24.32/ \$32.42 Hour/Over Time/Holiday

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #13 declared duly adopted

RESOLUTION #14-2016

CONDUCTION BUSINESS VIA EMAIL

Motion made by Supervisor Peter Shrope, second by Brian McDonnell, RESOLVED that Town business will be conducted at the Town Board meetings only. Town Business will not be conducted via email; sending emails for informational purposes only is acceptable.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #14 declared duly adopted

ADJOURNMENT

Motion to Adjourn at 7:00 p.m. made by Amber McKernan, second by Steve Tucker, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC
Brighton Town Clerk