

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES  
JANUARY 12, 2017  
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The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, January 12, 2017, following the Organizational Meeting at 7:00 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 7:12 p.m.

**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, Elaine Sater-Town Clerk and three residents.

**NOTICE OF MEETING:**

Notice of this meeting was posted on the Town Clerk's Sign Board on January 5 2017, and in one local post office. A notice was published in the Adirondack Daily Enterprise on Thursday, January 5, 2017.

**REPORTS**

1. Highway Department - Andy Crary
  - a. Plowing and sanding of roads
  - b. Replaced 2 hydraulic hoses on 2013 sander
  - c. Scraped ice on County Roads with County grader twice
  - d. Mixed up salt and sand
  - e. Warranty work was done on EGR valve on 2013 Truck
  - f. Spoke to Tucker's about plowing Camp Gabriels road for Fire Department access
  - g. Appointed Forrest Pennington as Deputy Superintendent of Highways

Supervisor Peter Shrope received a letter from the Office of General Services dated January 10, 2017, allowing the Town Highway Department to plow the road into Camp Gabriels so the Paul Smiths Gabriels Volunteer Fire Department has access to a water source in case of fire.

The Board thanked the Highway Department and commended them for due diligence in keeping the roads clear, especially scraping the ice.

2. Town Clerk- Elaine Sater:
  - a. Total Revenue to Supervisor as of December 31, 2016 was \$1,936.50, from 1 donation for the Park use, 8 Dog Licenses renewed, 1 Building Permit (#16-36), and 6 copies on the copier
  - b. Dec 21, received an email FOIL request for 2015 expenses, sent abstracts of vouchers with check numbers from January to December 2015 by email.
  - c. Jan 3 distributed information concerning the Association of Towns Training and Annual Meeting February 19-22 in New York City. A delegate needs to be appointed if anyone is planning to attend the Annual Meeting.
  - d. Submitted 2016 Annual Report for Audit. Total Revenue collected \$9,466.06, dispersed \$8,739.01 to the Supervisor during 2016 and \$727.05 to others (\$517.05 to the NYS Department of Environmental Conservation, \$ 67.50 to NYS Department of Health, \$128.00 to the NYS Department of Agriculture and Markets and \$14.50 in refunds for overpayments).
  - e. TOWN HALL REQUEST: None
  - f. TOWN PARK REQUEST: None
  - g. RECORDS MANAGEMENT: Indexing of Minutes up to 1901
3. Historian - Elaine Sater: From Minute Book Vol 1 of Town of Brighton
  - a. February 27, 1894 - Audit of funds held, Sylvester Newell purchases a cemetery lot #12 for \$10.
  - b. March 6, 1894 is the Annual Meeting for Election of Town Officials, funds to be raised: \$75 for a Book Case for the Town books and \$35 for Ricketson burying ground
  - c. April 13, 1894 - Commissioner of Highways DE Martin filed a request for a Special Meeting to vote on the following questions: 1) Can he purchase a machine for crushing stones for the improvement of roads?

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- 2) Shall the sum of \$4,000 be raised to acquire stones, operating the machine, crushing the stone and putting the stone on the highways leading from Paul Smith's Hotel to Paul Smith Station on the Adirondack and St. Lawrence Railroad (1/4 to be raised by taxes this year and \$3,000 to be borrowed to be payable in three years with interest after February 1, 1896.)
  - d. May 5, 1894 - Vote was held at a special meeting, 65 votes were cast (55 for and 10 against) buying machine and 64 votes were cast (48 for and 16 against) raising the \$4,000. John Jenkins and Geo. Knowles were put on a committee to act with the Commissioner of Highways in the expenditure of this appropriation.
  - e. December 8, 1894 - George Rork is appointed as Tax Collector until the next annual Town meeting.
  - f. January 1, 1895 - AA Smith resigns as Assessor to the Town
  - g. February 26, 1895 - Audit of Funds for Highway Commissioner DE Martin and Supervisor EC Pine.
  - h. March 5, 1895 - Annual Town Meeting, election of Town Officials, raise \$25 for dormant windows in Town Hall and Phil King to be paid \$25 for putting them in.
  - i. September 23, 1895 - James M Wardner resigns as Justice of the Peace.
  - j. January 28, 1896 - Commissioner of Highways Douglas E Martin provides a map for laying out a road from Paul Smiths past Jones Pond to Loon Lake 15 rods west of where said crosses the Adirondack and St. Lawrence Railroad; northwesterly about 100 rods where it strikes the original inlet of Rainbow Lake; down said inlet in a northeasterly direction turning to the right until it intersects itself about 25 rods from said inlet, to be a public road and be known as the Rainbow Road; filed on January 25, 1896. (Map drawn in minutes of Jan 28)
  - k. February 25, 1896 - Audit of Funds for Highway Commissioner and Supervisor
  - l. March 3, 1896 - Election of Town Officials; raise \$2,000 for the stone crushing machine and its operation to place crushed stone on the Paul Smith's Hotel to Paul Smith Station on the Mohawk and Malone Railroad, to be borrowed and paid after February 1899 with interest, vote was 55 for and 3 against; raise \$75 or as much as necessary to lay iron pipe from a spring on the Weller farm to the highway (EJ King, DE Martin, and Zebulon Robare will be a committee to superintend putting down the pipe.)
  - m. March 6, 1896 - Board of Health is organized by the Supervisor, Justices of the Peace, and Town Clerk. Philemon King is appointed as the "Citizen" and Dr. FM Nobel of Bloomingdale is appointed as the doctor.
4. Tax Collector - Holly Huber: Supervisor Peter Shrope said he received a payment of \$16,000 and deposited it in the Special Fund for the fire contract. The Tax Collector had nothing to report.
  5. Town Justice - Nik Santagate: Supervisor Peter Shrope said he received a check in the amount of \$2,141.00 and the Town Justice reported he disposed of 32 cases for the month of December
  6. Code Enforcement Officer (CEO) - Paul Blaine: Report received prior to meeting
    - a. One building permit (BP) were issued during December-BP#16-037.
    - b. Completed BP: One (1) Certificate of Compliance was issued for BP#16-025
    - c. Has some open permits by APEX Solar that need to be closed out
  7. Assessor- Roseanne Gallagher: Working on STAR and other paperwork
  8. Animal Control - Tri Lakes Humane Society: No report
  9. Supervisor - Peter Shrope:
    - a. Mining Permit for DEC: Completed application, DEC received it on December 30, received notice of application being reviewed #2016-0243, owners of surrounding property are being notified.
    - b. Camp Gabriels Update:
      - i. Association of Towns received the packet for the resolution to exempt Camp Gabriels from "forever wild" clause, but AOT does not support regional issues so it did not get on the Resolution Committee agenda. AOT contacted Senator Betty Little about it and she will reintroduce the request to the State Senate. Will send a packet to new Assemblyman Billy Jones and County Legislator Andrea Dumas.
      - ii. Received letter, dated January 10, 2017, from the Office of General Services, Re: Permission for Town to plow the road into Camp Gabriels to access water for fire protection. State Police and Adirondack Correctional in Ray Brook have been advised of this.
    - c. Elevator Lift: Would not go down after being used on January 2, called The Albany Lift Company (now the

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regional distributor) to look at it. The automatic greaser was replaced, the lift nut assembly stops working and the lower door locks when it runs dry as a “fail safe” measure. The elevator lift does not meet current disability accessibility regulations and will need to be replaced eventually as parts are not available to fix it. A new one will have to be 36” by 60” long to meet the regulation. This size will still fit in the space but would need to be covered.

- d. Audit of 2017 Budget Tax Levy Limit: The Office of the State Comptroller conducted an audit of the Tax Levy limit for the 2017 budget; there were no findings.
- e. Revenues for 2016: \$58,978.99 from CHIPS, transferred from General to Highway, \$2,141 from Town Justice, and \$1,936.50 from Town Clerk
- f. Revenues for 2017: \$16,000 from Tax Collector
- g. NYCLASS interest received for the General Fund was \$ 33.17, total in account \$105,637.42 and Highway Fund is \$12.65, total in account \$40,258.30.
- h. Budget as of December 31, 2016, was provided to Board members; Budget Amendments needed to 2016 Budget for End of Year Final

**AMENDMENT #1 TO 2016 BUDGET HIGHWAY FUND**

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

RESOLVED that the following Highway Funds be transferred:

The amounts of

- \$ 5,909.00 From Account DA5130.4 Machinery Contractual Expense (CE)
- \$ 7,255.00 From Account DA5142.4 Snow Removal CE
- \$ 4,843.00 From Account DA5110.1 General Repairs Personnel Salary (PS)

as follows:

- \$ 4,251.00 to Account DA5110.4 General Repairs CE
- \$ 6,755.00 to Account DA5112.2 Improvements Capital
- \$ 2,977.00 to Account DA5130.2 Machinery Capital
- \$ 4,044.00 to Account DA5142.1 Snow Removal PS

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
2016 BUDGET AMENDMENT #1 HIGHWAY FUND declared duly adopted.**

**AMENDMENT #2 TO 2016 BUDGET GENERAL FUND**

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

RESOLVED that the following General Funds be transferred:

The amount of \$ 2,906.00 From Account A1990.4 (Contingency)

as follows:

- \$ 347.00 to Account A1220.4 Supervisor Contractual Expense (CE)
- \$ 183.00 to Account A1330.4 Tax Collector CE
- \$ 1,022.00 to Account A1620.4 Buildings CE
- \$ 1,354.00 to Account A8161.4 Landfill Monitoring CE

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
2016 BUDGET AMENDMENT #2 GENERAL FUND declared duly adopted.**

***ACCEPT/AMEND MINUTES***

**- Regular Board – December 8, 2016**

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the Regular Board meeting of December 08, 2016, as written. Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

***CITIZENS COMMENTS:*** None

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**BUSINESS**

1. **PSGVFD-Chief Dan Whitson:** Presented a list of Officers and a Mutual Aid Agreement with Franklin County for Town Board approval. He thanked the Town Board for the gift of glasses the Fire Department received.

**RESOLUTION #05-2017**

**FRANKLIN COUNTY FIRE MUTUAL AID PLAN**

Motion made by Supervisor Peter Shrope, second by Amber McKernan

RESOLVED that the Town Board agrees that the Paul Smiths Gabriels Volunteer Fire Department (PSGVFD) elects to participate in the Franklin County Fire Mutual Aid Plan, will agree to recognize a call for assistance through the Franklin County Dispatch Center and will comply with the provisions of such plan as now in force and as amended by the Franklin County Board of Legislators through its County Fire Coordinator on a periodical basis, and BE IT FURTHER RESOLVED that a copy of this resolution be filed with the County Fire Coordinator.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #05 declared duly adopted**

2. **Audit of 2016 Financial Records:** Three Board members audited the Town's 2016 Financial Records from the Supervisor, Town Clerk and Town Justice with no findings.

**RESOLUTION #06-2017**

**AUDIT OF TOWN FINANCIAL RECORDS FOR 2016**

Motion made by Amber McKernan, second by Lydia Wright,

RESOLVED that the Town Board accepts the audit of the Town's Financial Records of the Supervisor, Town Clerk and Town Justice performed by three members of the Town Board on Tuesday January 10, 2017 with no findings. Documentation was readily available from all three offices.

**ROLL CALL VOTE: Aye 3 (McDonnell, McKernan, Wright), Nay 0, Abstain 2 (Shrope, Tucker)  
Resolution #06 declared duly adopted**

3. **CEO Resolution - Supervisor Peter Shrope:** Received a request from Code Enforcement Officer (CEO) to set a fee of \$100 for copying records for abstract companies. Contacted AOT and was referred to an opinion by the NYS Office of Open Government, Robert Freeman. Asked the CEO for more information on fees that other Towns collect, will have more information next meeting.
4. **NYMIR Recommendations:** The report from the Insurance inspector was adjusted to show the 7 claims for the Town of Brighton; the other claims belong to the Town of Brighton in Monroe County.
5. **Association of Towns Annual Meeting and Training:** No one is planning on attending this year so a delegate is not appointed.
6. **Local Government Notice for Project/Variance to the APA-Supervisor Peter Shrope:** Leavitt Farms, Inc. is planning a 4-lot subdivision to merge with Deer Meadows subdivision, Lots 6, 7 and 8 (Tax Map #397.-1-2). Owner will be offering the property to the owners of the connecting lots, land cannot be built on as it is designated resource management.

**RESOLUTION #07-2017**

**LOCAL GOVERNMENT NOTICE FOR PROJECT/VARIANCE APPLICATION TO APA**

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to fill out and sign a Local Government Notice Form for a Project/Variance Application to the Adirondack Park Agency (APA) for Leavitt Farms, Inc, for a 4 lot subdivision to merge with Deer Meadows Subdivision Lots #6, 7, and 8 (Tax Map #397.-1-2).

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**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #07 declared duly adopted**

7. **Manufactured and Mobile Home Replacement (MMHR) Program-Supervisor Peter Shrope:** Received emailed information from Senator Betty Little dated December 16, 2016, concerning a replacement program for Manufactured and Mobile Homes. Land has to be owned by homeowners. Deadline to apply to administer program is January 17, 2017; Town would have to administer program, not enough time to determine if Town residents would qualify.
8. **Generator for Town Hall - Supervisor Peter Shrope:** There was a "brown out" in the Town that affected the Town Garage and Town Hall. The Garage has a generator to keep the in-floor heating going. The Town Hall's water pump, heat tapes, furnace, wireless internet and copier were affected. Will look at getting an auto dialer if the heat goes out.
9. **Kerosene-Amber McKernan:** Asked if we should get kerosene from the same company as the propane. Need more information.

**COMMITTEES**

**Website - Supervisor Peter Shrope, Amber McKernan:** Looked at website pages and made suggestions for changes. Pictures of Town Officials and employees need updating; will add the picture of all elected officials from 2016.

**CITIZENS COMMENTS:** None

**CONTRACTS/PAYMENT FOR SERVICES 2017**

**RESOLUTION #08-2017**

**ADIRONDACK REGIONAL AIRPORT SERVICES**

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

RESOLVED that the Town Board authorizes the Supervisor to sign a contract for services at the Adirondack Regional Airport with the Town of Harrietstown in the amount of \$1,500 for 2017.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #08 declared duly adopted**

**RESOLUTION #09-2017**

**PAYMENT OF CONTRACTS FOR 2017**

Motion made by Lydia Wright, second by Amber McKernan,

WHEREAS the Town Board has approved several contracts/agreements for services for 2017 and the amounts agreed to in the contracts/agreements were included in the 2017 Budget,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to pay the amounts shown in the 2017 contracts/agreements when they become due.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #09 declared duly adopted**

**AUDIT OF VOUCHERS:**

Supervisor Peter Shrope contacted Hyde-Stone Mechanical concerning the voucher for service on a broken line that was noticed soon after the annual cleaning was completed; he is waiting to hear from them.

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**RESOLUTION #10-2016**

**PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS**

Motion made by Amber McKernan, second by Lydia Wright,

RESOLVED that the Supervisor be authorized to pay the audited vouchers as listed on the abstracts as follows:

PREPAID FUNDS: Abstract #1 for Voucher #1A through and including #1C for 2017 General Funds in the amount of \$507.79 and STREET LIGHTING FUNDS in the amount of \$71.11.

GENERAL FUND: Abstract #1 for Voucher #1 through and including #25 for 2017 funds in the amount of \$46,299.50

HIGHWAY FUND: Abstract #1 for Voucher #1 through and including #16 for 2017 funds in the amount of \$60,595.65

SPECIAL FUND-FIRE DISTRICT: Abstract #1 for Voucher #1 for 2017 funds in the amount of \$44,565.00

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #10 declared duly adopted**

***ADJOURNMENT***

Motion to Adjourn the meeting at 8:45pm made by Brian McDonnell, second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC  
Brighton Town Clerk