

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES

February 11, 2016

Page 1 of 5

The Regular Meeting of the Town Board of the Town of Brighton was held Thursday February 11, 2016, 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 7:00 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, and Town Clerk Elaine Sater

GUEST: Ray Agnew, Vice President of College Advancement, Paul Smith's College

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board on February 4, 2016.

PAUL SMITH'S COLLEGE VISITOR INTERPRETIVE CENTER (VIC): Ray Agnew spoke on behalf of Paul Smith's College concerning funding for the VIC located at Paul Smith's College. The College would like the Town Board to sign a letter of support for an initiative to propose to New York State (NYS) Governor Cuomo to partially support the annual operations of the Adirondack VICs in Paul Smiths and Newcomb using the NYS Environmental Protection Fund. The College would like some help to defray the annual cost of operating the VICs that were created by the Adirondack Park Agency and are important for public education and outreach. They are asking for \$250,000 in annual support for both VICs.

RESOLUTION #30-2016

SUPPORT OF FUNDING FOR PSC AND SUNY ESF VICS

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

WHEREAS the Adirondack Visitor Interpretive Centers (VICs) at Paul Smith's College and Newcomb were created by the Adirondack Park Agency for public education, and

WHEREAS the Adirondack Park Agency closed both VICs in the Adirondack Park due to funding constraints, and

WHEREAS the VICs were taken over by Paul Smith's College and the State University of New York (SUNY) College of Environmental Science and Forestry (ESF) in Newcomb because they recognized the importance of public education and outreach,

NOW THEREFORE BE IT RESOLVED that the Town Board supports Paul Smith's College and the State University of New York College of Environmental Science and Forestry (SUNY ESF) at Newcomb Visitors Interpretive Centers (VICs) in their efforts to obtain funding through the New York State Budget to provide operating funds for the VICs, and

BE IT FURTHER RESOLVED that Council member Brian McDonnell draft the letter of support for signing by all the Town Board members.

ROLL CALL VOTE: Aye 4 (McKernan, Shrope, Tucker, Wright), Nay 0, Abstain 1 (McDonnell - Manager of the VIC at Paul Smith's College)

Resolution #30 declared duly adopted

REPORTS

1. Highway Department - Andy Crary
 - a. Plowing and sanding of roads
 - b. Changed the plow steel on the F350
 - c. Greased the Loader
 - d. Put up salt/sand

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES

February 11, 2016

Page 2 of 5

2. Town Clerk- Elaine Sater:
 - a. Total Revenue to Supervisor as of January 31, 2016 was \$40.00, from 4 Certified Copies
 - b. All Oaths of Office have been taken and the Justice, Tax Collector, and Town Clerk have been filed with the Franklin County Clerk. The Registrar's Oath has been filed with the Department of Health and the Franklin County Clerk.
 - c. Town Clerk's Office will be closed on Tuesday, February 16, 2016 for training and Annual AOT meeting in New York City.
 - d. Updated the Adirondack Park Agency's contact information for the Town, changed Assessor and Historian.
 - e. Jan 19 received notice from Justice Santagate that he is appointing Sonya Franciamone to continue as his Court Clerk.
 - f. Received notice from Franklin County Office of the Treasurer of payments made to the Town during 2015. Checked against the 2015 budget and all have been received.
 - g. TOWN HALL REQUEST: None
 - h. TOWN PARK REQUEST: None
 - i. RECORDS MANAGEMENT: Destruction of Records documentation for 2015 has been signed and is on file.
 - j. HISTORIAN: Margaret H Robear (1883-1947) was mentioned in the Adirondack Daily Enterprise as a "Superhero", she was known as the "Mountain Sprite". She was born on Keese Mills Road and is buried in the Mountain View Cemetery, Section 2, Lot 52.
3. Tax Collector - Holly Huber: Report received prior to the meeting
 - a. Processed payments and provided receipts
 - b. Provided bills and payment histories to mortgage lenders and escrow companies.
 - c. Determined alternative mailing addresses and re-sent returned items along with address change forms and explanation of options.
 - d. Advised callers on payment and billing and/or receipt address options.
 - e. The Public Notice of Receipt of Warrant appeared in the Adirondack Daily Enterprise on Tuesdays, 1/5/16 and 1/12/16.
 - f. Provided Supervisor Shrope with the following payments totaling \$620,772.00, which represents the Town's portion of the total \$1,756,889.95 warrant:
1/7/16, check #934, \$11,000.00 (receipt #169504)
1/14/16, check #s 935, 936 and 937, \$86,536.00, \$900.00 and \$160,000.00 respectively (receipts #169509, 169508 and 169507)
1/21/16, check #938, \$100,000.00 (receipt #169510)
1/28/16, check #939, \$262,336.00 (receipt #169511)
 - g. Payments postmarked through 1/31/16 totaled \$1,218,996.09, which accounts for 69% of the total warrant. This figure covers 707 of the Town's 892 total parcels- or 79%. Of those 707 parcels, 703 were paid by check, three with cash, one with a money order.
 - h. Ten people paid for 17 parcels, in person, during office hours. Another paid in person outside office hours.
4. Town Justice - Nik Santagate: Supervisor Peter Shrope said he received a check in the amount of \$6,101.00 and disposed of 46 cases for the month of January
5. Code Enforcement Officer (CEO) - Paul Blaine: Report given at meeting
 - a. No building permits issued during January.
 - b. Completed BPs: Two (2) Certificates of Occupancy was issued for BP#13-003 and BP#14-013
 - c. Will be attending training at the end of the month, there is a new Code update that will be discussed at the training.
 - d. Heard from Paul Smith's College concerning their "yurt" project; will review application when it is received.
 - e. Would like to thank the Paul Smiths-Gabriels Volunteer Fire Department and Tom Tucker for the signs they had made for the year-old law about marking buildings made with light weight construction in floors and ceilings. The code officers in the area have not been supporting the law and there have been no signs available from local vendors. It is a safety issue for the firefighters.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES

February 11, 2016

Page 3 of 5

RESOLUTION #31

SUPPORT OF TITLE 19 NYCRR PART 1265 RESIDENTIAL STRUCTURES WITH TRUSS TYPE

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

WHEREAS the New York State Codes, Rules and Regulations (NYCRR) Title 19, Chapter XXXIII, Subchapter C, Part 1265.5, RESIDENTIAL STRUCTURES WITH TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION, Sign or Symbol, has been a law since January 1, 2015, requiring a sign or symbol to be posted on a structure when truss type construction, pre-engineered wood construction, and/or timber construction is utilized in the construction of a new residential structure or in an addition to or rehabilitation of an existing residential structure, and

WHEREAS Title 19 of NYCRR Part 1265.5 was brought to the attention of the Town Board by the Paul Smiths-Gabriels Volunteer Fire Department (PSGVFD) at the January 14, 2016, Board meeting as a safety issue for fire fighters if the law is not enforced by the Code Enforcement Officer (CEO), and

WHEREAS the PSGVFD purchased some signs and gave them to the Town's CEO as the signs are not available in the local area for builders to purchase,

NOW THEREFORE BE IT RESOLVED that the Town Board supports the efforts of the Town Code Enforcement Officer (CEO) to enforce the requirements of Title 19 of the New York State Codes, Rules and Regulations, Chapter XXXIII, Subchapter C, Part 1265.5, RESIDENTIAL STRUCTURES WITH TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION, Sign or Symbol, for the safety of the fire fighters, and

BE IT FURTHER RESOLVED that the Town Board thanks the Paul Smiths-Gabriels Volunteer Fire Department for bring this issue to the Town Board's attention in an effort to keep the fire fighters safe during a structure fire.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #31 declared duly adopted**

6. Assessor- Roseanne Gallagher: Report received prior to meeting
 - a. Received less than half of the enhanced (senior) STAR renewals that were mailed out in early December. Other Towns she works in are 85% returned. Will attempt to track people down with a phone call if she hasn't received their renewals in a week or so.
 - b. Have been processing new basic and enhanced STAR applications
 - c. Picked up sales for January from the Real Property Tax Department - there were 4 sales. Two were arm's lengths. One of those is assessed at \$52,550 and sold for \$65,000. The other is assessed at \$154,000 and sold for \$267,500. Will check the data on both of these sales to make sure there isn't any new construction that wasn't valued.
 - d. Still dealing with numerous phone calls related to tax bills and to the notices Senator Betty Little sent to people in the year they turn 65 advising them that they can apply for the Enhanced STAR Exemption.
 - e. Working on valuing new construction for the tentative roll

Discussion was held on the meaning of "arm's length". This is a sale of property through a third party if the parties are closely related. These sales can affect the equalization rate of the Town.

7. Historian - Elaine Sater: See Town Clerk's Report

8. Animal Control - Tri Lakes Humane Society: No report

9. Supervisor - Peter Shrope:

- a. Budget as of January 31, 2016, was provided to Board members, received the full Tax Warrant
- b. Revenues for 2016: \$6,101 from Town Justice, \$40.00 from Town Clerk, from Tax Collector: \$254,004 to General Fund and \$108,332 to Highway Fund
- c. NYCLASS: Transferred \$20,000 from General Fund Checking to General Fund NYCLASS Account; There was a \$20 transfer fee. Interest received for the General Fund was \$15.40; total in account \$105,349.37 and Highway Fund interest is \$6.68, total in account \$40,148.49.
- d. Town Policies need to be reviewed
- e. Hot water spot heater in the Town Hall is no longer working and needs to be replaced, It was put in when the Town Hall was renovated in 2011 and it is out of warranty. It is not worth repairing; a new one will cost about \$300.00.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES

February 11, 2016

Page 4 of 5

- f. Had the webmaster remove old items from the website and remove links that no longer work.

APPROVAL/AMENDMENT OF MINUTES

- Organizational Meeting – January 14, 2016

Motion made by Amber McKernan, second by Supervisor Peter Shrope, to accept the minutes of the Organizational Meeting of January 14, 2016, as written. Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

- Regular Board – January 14, 2016

Motion made by Amber McKernan, second by Steve Tucker, to accept the minutes of the Regular Board meeting of January 14, 2016, as follows: Page 7, Business, Para 8, CSEA Union Contract, Resolution #26-2016: Delete “Tentative” from Title and Para 10, Complaint: Add Quotation marks around the word “horrid shape”. Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

- Public Hearing Minutes - Rescue Contract- January 26, 2016

Motion made by Amber McKernan, second by Supervisor Peter Shrope, to accept the minutes of the Public Hearing for the Rescue Contract on January 26, 2016, as written. Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

CITIZENS COMMENTS: None

BUSINESS

1. **Loan Forgiveness - Supervisor Peter Shrope:** During review of the Town’s Annual Financial Update Document (AUD) it was determined that General Funds were loaned for the Highway Garage construction and the Town Hall Renovation capital projects in the amount of \$41,274.00. This shows up on the AUD as funds “due to/from other funds” These capital projects are closed and there is no more funding being received to cover the loans. There are also funds on loan to the Trust and Agency Account to cover payroll from the General and Highway funds. Would like the Town Board to forgive the loans and clean up the AUD.

RESOLUTION #32

FORGIVENESS OF LOAN FROM GENERAL FUND FOR CAPITAL PROJECTS

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

WHEREAS the Town Board authorized General Funds to be used for the Highway Garage and Town Hall Renovation capital projects to cover initial costs totaling \$41,274, and

WHEREAS both of the capital projects are closed out and there is not more funds to cover these loans,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the forgiveness of the loans “due to other funds” from the Highway Garage construction and the Town Hall Renovation capital projects to the General Fund in the amount of \$41,274.

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

Resolution #32 declared duly adopted

2. **Polling Site Agreement for 2016 Elections - Supervisor Peter Shrope:** There are four elections that Franklin County wants to hold this year.

RESOLUTION #33-2016

2016 POLLING SITE AGREEMENT WITH FC BOARD OF ELECTIONS

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

RESOLVED that the Town Board agrees to let the Franklin County Board of Elections use the Town Hall at 12 Country Route 31, Paul Smiths, as a polling site for the 2016 Elections on the following Tuesdays:

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES

February 11, 2016

Page 5 of 5

April 19 - Presidential Primary Election 11:15 AM to 10:00 PM

June 28 - Federal Primary 11:15 AM to 10:00 PM

September 13 - State & Local Primary 11:15 AM to 10:00 PM

November 8 - General Election 5:15 AM to 10:00 PM

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #33 declared duly adopted

3. **Tansy Lane - Supervisor Peter Shrope:** No further information received
4. **Board of Assessment Review (BAR) - Supervisor Peter Shrope:** Would like to have all the Board members sign a letter of appreciation to Robert Byno for his 27 years of service to the Town on the BAR.

COMMITTEES:

Parks & Recreation - Peter Shrope, Amber McKernan: Supervisor Peter Shrope contacted National Grid about changing the direction of the area lighting. They stopped by to look at the parking lot and will talk to a supervisor about changing the light direction. Amber McKernan said she has seen a lot of activity at the park with snowmobilers. She also noticed the outdoor lighting bill was greatly reduced since the new lights were installed.

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #34-2016

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 #2 for Voucher #2A and 2B for 2016 GENERAL FUNDS in the amount of \$310.56 and STREET LIGHTING FUNDS in the amount of \$69.68.

GENERAL FUND: Abstract #2 for Voucher #34 through and including #50 for 2016 funds in the amount of \$5,359.21.

HIGHWAY FUND: Abstract #2 for Voucher #14 through and including #21 for 2016 funds in the amount of \$2,705.01.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #34 declared duly adopted

ADJOURNMENT

Motion to Adjourn the meeting at 8:01 p.m. made by Amber McKernan, second by Lydia Wright, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC
Brighton Town Clerk