

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES - March 10, 2016

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The Regular Meeting of the Town Board of the Town of Brighton was held Thursday March 10, 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 7:02 p.m.

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell and Steve Tucker,

ABSENT: Council Members Amber McKernan and Lydia Wright

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

GUEST: None

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board and published in the Adirondack Daily Enterprise on February 25, 2016.

REPORTS

1. Highway Department - Andy Crary
 - a. Plowing and sanding of roads
 - b. Got new cutting edge for the 544 Loader and put it on
 - c. Adjusted the chain on the 2013 Truck
 - d. Put calcium in the culverts on Keese Mills Road to open them up
 - e. Removed ice from Keese Mills and County Route 31
 - f. Went to Tupper Lake for water
 - g. Made a dump run
 - h. Changed plow steel on 2015 Truck
 - i. Got cables (wing tower) for the 2013 Truck and replaced
 - j. Had the 2013 Truck towed to Plattsburgh to replace the high pressure hose on the compressor again
 - k. Attended Advocacy Day for local road matters, CHIPS funding, in Albany on Wednesday, March 9. About 700 attended.
 - l. Recall work still needs to be completed on Truck
 - m. Need to publish a legal notice to post Town roads from heavy vehicle use until April 30

2. Town Clerk- Elaine Sater:
 - a. Total Revenue to Supervisor as of February 29, 2016 was \$85.00, 10 Dog licenses (2 new Tag#s 166 and from 167, 8 renewed, #168 replaced lost tag #151 when renewed)
 - b. Attended the Annual Training and Meeting of the Association of Towns in New York City, February 14 to 17. Attended several informative classes.
 - c. February 4, sent notice to the Franklin County Board of Elections, currently there are no open positions to be placed on the ballot for the General Election in November 2016.
 - d. Feb 25, posted and published Legal Notice of the Regular Town Board meetings being held on the second Thursday of each month.
 - e. Feb 26, the 2015 Financial Report Annual Update Document (AUD) was filed in the Town Clerk's Office and has been filed with the NYS Comptroller's Office. Public Notice was published on March 1 in the Adirondack Daily Enterprise and posted at the local Post Offices.
 - f. TOWN HALL REQUEST: None
 - g. TOWN PARK REQUEST: Pickard Family, Saturday, June 11, 2016 from 12 noon to 7 p.m.
 - h. RECORDS MANAGEMENT: Continuing to review the files for destruction of documents that have reached their expected retention time.
 - i. HISTORIAN: One Hundred Years Ago - Minutes of the February 12 and March 23, 1916 Town Board meetings: Signed by Charles Riley, Supervisor; three Justices: Harry Thompson, JQ King, and CW Davers, and Elmer Otis, Town Clerk. In February the Town had to pay back Paul Smiths' Electric Light Power and Railroad for over charging \$158.86 on taxes in 1913 and 1914. Board also appointed Charles W. Davers Justice of the Peace. In March the Board executed the Determination and Agreement of Highway monies,

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(schedule blank form TH-2B). The Board also appointed Harry Thompson and Elmer Otis to assort and classify the Town Records and papers.

3. Tax Collector - Holly Huber: No report received
4. Town Justice - Nik Santagate: Supervisor Peter Shrope said he received a check in the amount of \$3,838 and the Justice disposed of 35 cases for the month of February. JCAP Grant of \$1,300 received in 2014 needs a final report
5. Code Enforcement Officer (CEO) - Paul Blaine: Report given at meeting
 - a. One building permits (#16-001) issued during February.
 - b. A new house is planned to be built on Clark-Wardner Road
 - c. Attended annual CEO training in Lake Placid, there are several changes to the Building Code that will be effective in July, will need to get new books.
 - d. Received notice from the APA that Chris Alcocer is asking for a 6 lot subdivision.
6. Assessor - Roseanne Gallagher: No Report
Supervisor Peter Shrope said he received an email saying Rosanne Gallagher's mother died and she would be out of the area for a couple of weeks.
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 February 29, 2016, was provided to Board members
 - b. Revenues: \$76.30 donation from food pantry, \$3,838 from Town Justice, \$85 from Town Clerk, \$1,874.58 from stumpage fees
 - c. NYCLASS: Interest of \$18.48 for General Fund; total in account \$105,367.85 (\$20,000 is reserved for Town Hall), and Highway Fund interest is \$7.05, total in account \$40,155.54.
 - d. Banking: NBT charges for transferring money both ways. Filled out collateralization papers for Community Bank since the checking accounts are now there and balances are over \$250,000.
 - e. Town Policies: Reviewed polices and passed them on to Council Member Amber McKernan to review; There is a huge discrepancy between Leave Policy (1982) and CSEA Employee Contract.
 - f. Attended NYS AOT meeting in NYC, it was very cold. Attended the Annual Meeting and proposed Resolution (#6) "State Assistance Needed for Communities in the Adirondack Park".
 - g. Hot water spot heater in the Town Hall: Called Hulbert's to see where the heater was; supplier rep no longer works in area. Hulbert's had to order from someone else. Town Clerk received call today; heater is in and can be picked up. Will get replaced next week.

APPROVAL/AMENDMENT OF MINUTES

- Regular Board – February 11, 2016

Motion made by Brian McDonnell, second by Steve Tucker, to accept the minutes of the Regular Board meeting of February 11, 2016, as written. Roll Call Vote: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)

CITIZENS COMMENTS: None

BUSINESS

1. **Tansy Lane- Supervisor Peter Shrope:** Received an inquiry from a resident of Deer Meadows concerning the status of Tansy Lane, called the Attorney for the Town, Scott Goldie, to find out more information. He has received a proposed deed from the owner's attorney. The subdivision map of property was not attached but referenced that it was on file at Franklin County. Attorney had to request a copy from Franklin County Clerk's Office; he is waiting for map to be sent to verify the property lines. There is some concern with the center lot of the subdivision; Supervisor Peter Shrope will ask the Attorney for the Town to clarify the center lot on the map.

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2. **Highway Agreement - Supervisor Peter Shrope:** Discussion was held on the road to be paved, if the Town takes over Tansy Lane, Superintendent of Highways would like to pave that road instead of Keese Mills Road. He will pave ½ mile of a Town road this summer.

RESOLUTION #35

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS 2016

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

RESOLVED that pursuant to Section 284 of the Highway Law, the Town Board agrees with the Town Highway Superintendent Andy Crary that monies levied and collected for the repair and improvement of highways and received from the State for State Aid for the repair and improvement of highways will be expended as follows: \$37,000 shall be set aside for general repairs and permanent improvements a distance of .5 miles on a Town Road, (to be determined) consisting of dense binder for a width of traveled surface 18 feet with a 2 inch thickness over a sub-base of gravel.

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #35 declared duly adopted

RESOLUTION #36

REQUEST FOR COUNTY HIGHWAY DEPARTMENT ASSISTANCE AND HOLD HARMLESS 2016

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

RESOLVED that the Town requests the Franklin County Highway Department to assist the Town Highway Department with the following specific equipment: roller, paver, and flag men, or any other requested county equipment, and

BE IT FURTHER RESOLVED that the Town will undertake the work, and the job is totally under the direction and supervision of the Town Highway Department. The Town is required to get necessary Agency permits, property owners' agreements, and provide utility notification. As an inducement for such assistance the Town will hold Franklin County harmless from property damages and any claims brought by any third party as a result of this work, and if the County is held responsible for damages the Town of Brighton will indemnify the County.

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #36 declared duly adopted

3. **Financial Records Annual Audit - Supervisor Peter Shrope:** Audit was completed and discussed at the last meeting but not officially accepted by the Board.

RESOLUTION #37

AUDIT OF 2015 FINANCIAL RECORDS OF TOWN JUSTICE, TOWN CLERK, AND SUPERVISOR

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

RESOLVED that the Town Board accepts the annual audit of the 2015 Financial Records of the Town Justice, Town Clerk, and Supervisor performed by Council Members Amber McKernan and Lydia Wright on January 18, 2016. Findings as follows:

Town Justice: Records are easily accessed and data is easy to follow, nicely done, Thank You.

Town Clerk: Records are clearly kept and easy to understand, Thank you for good work

Town Supervisor: Records are well kept and information is clear and concise. Thank you for your good work.

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #37 declared duly adopted

4. **Paul Smiths-Gabriels Volunteer Fire Department (PSGVFD) - Supervisor Peter Shrope:** Posted an article from the Adirondack Daily Enterprise, dated February 25, 2016, concerning the building code and light-wood construction signs that need to be posted. Thanked Dan Whitson, Fire Chief, and Tom and Steve Tucker from the PSGVFD for bringing this safety issue to the community's attention.
5. **Woodworking at Town Hall - Supervisor Peter Shrope:** Would like to finish the Town Hall areas with a free

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standing surround for the court clerk and replacement tables with storage underneath. Contacted a woodworker to obtain a quote on the two projects. There is no money budgeted for these projects, but there are enough funds in the Buildings General Fund Account A1620.4 to cover the cost. Due to the amount of the quotes (being over \$1,000 and under \$5,000) a second quote is needed per the purchase policy. Supervisor Shrope will contact another woodworker to obtain a quote.

6. **Contracts to be Paid - Supervisor Peter Shrope:** Payments are due on April 1 for the Rescue and Fire Services Contracts

RESOLUTION #38

AUTHORIZATION TO PAY SLVRS \$28,270 FOR 2016 CONTRACT

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to pay the Saranac Lake Volunteer Rescue Service (SLVRS) the amount of \$28,270 per the 2016 Rescue Services Contract.

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #38 declared duly adopted

RESOLUTION #39

AUTHORIZATION TO PAY PSGVFD \$43,268 FINAL PAYMENT FOR 2016 CONTRACT

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to pay the Paul Smiths Gabriels Volunteer Fire Department (PSGVFD) the second and final payment in the amount of \$43,268 per the contract.

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #39 declared duly adopted

COMMITTEES: Nothing to report

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #40-2016

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made by Steve Tucker, second by Brian McDonnell,

RESOLVED that the Supervisor be authorized to pay the audited vouchers as listed on the abstracts as follows:
PREPAID FUNDS: Abstract #3 for Voucher #3A through and including #3C GENERAL FUNDS in the amount of \$677.93 and STREET LIGHTING FUNDS in the amount of \$63.29.
GENERAL FUND: Abstract #3 for Voucher #51 through and including #69 in the amount of \$70,754.03
HIGHWAY FUND: Abstract #3 for Voucher #22 through and including #30 in the amount of \$6,073.96.
SPECIAL FUND - FIRE DISTRICT: Abstract #2 for Voucher #2 in the amount of \$43,268.00

ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)
Resolution #40 declared duly adopted

ADJOURNMENT: Motion to Adjourn the meeting at 7:55 p.m. made by Brain McDonnell, second by Supervisor Peter Shrope, Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Absent 2 (McKernan, Wright)

Respectfully Submitted,

Elaine W. Sater, RMC, Brighton Town Clerk