

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES - May 12, 2016

Page 1 of 5

The Regular Meeting of the Town Board of the Town of Brighton was held Thursday May 12, 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 7:01 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: Roseanne Gallagher-Assessor, Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, Holly Huber-Tax Collector, Elaine Sater - Town Clerk and two residents

GUEST: None

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board.

REPORTS

1. Highway Department - Andy Crary
 - a. Sweeping all Town roads
 - b. Took sander box out of 2015 truck and washed it down, put on the tar apron
 - c. Took screens off 2016 truck and washed down
 - d. Picked up sticks at the cemeteries, started mowing grass
 - e. Made a dump run
 - f. Patched holes in Keese Mills Road
 - g. Attended a Franklin County Highway Superintendents' meeting in Malone
 - h. Ordered a pallet of "perma patch" for pot holes.
 - i. Rabies Clinic will be held in Santa Clara town garage on June 8 for this end of the County.
 - j. Need a resolution to authorize mowing the County roads for the summer

RESOLUTION #44

AUTHORIZATION TO MOW COUNTY ROADS 31, 55, and 60 FOR 2016

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

RESOLVED that the Supervisor be authorized to sign a contract with the Franklin County Highway Department to provide for mowing of County Roads 31, 55, and 60 a total of 7.56 miles for an amount of \$1,592.00 for the 2016 summer mowing season.

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

Resolution #44 declared duly adopted

2. Town Clerk- Elaine Sater:
 - a. Total Revenue to Supervisor as of April 30, 2016 was \$ 357.50 from 2 Certified Copies of Vital Records, 8 Dog licenses; 2 new (Tag #s 171 and 172) and 6 renewals, 5 Building Permits (#16-004 through 008).
 - b. April 12, attended a Clinton, Essex, and Franklin Town Clerk's meeting in Morrisonville, new officers were elected and I am the new Secretary. Meetings will be held on a more regular basis; about once a quarter.
 - c. April 17 to 20, attended the New York State Town Clerk's Association Annual Training and Meeting in Saratoga Springs, emails between board members are considered "Town Records" and need to be available for review by the Records Access Manager if requested by the public. Use of private email addresses is discouraged as it could cause personal electronic devices to be confiscated during a lawsuit.
 - d. TOWN HALL REQUEST: None
 - e. TOWN PARK REQUEST: Saranac Lake Youth Soccer Association has changed its Saturday July 30th reservation to Saturday, August 6, from 9 a.m. to 1 p.m.; Saturday, May 14, Wright Family, 1 to 6 p.m.; Sunday, May 15, Trumble family, 11 am to 3 pm (Asked to use the Town Hall if the weather was not warm); and Saturday, June 4, Max Calderone Memorial Soccer Tournament, from 9 a.m. to 4 p.m.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES - May 12, 2016

Page 2 of 5

- f. RECORDS MANAGEMENT: Shredded old payrolls from 1939 to 1959.
3. Historian - Elaine Sater: While shredding old payroll from the Highway Department in 1956 noticed that one Highway Superintendent (Charles O'Dell) stopped being paid in June and another (Leon Redwood) was on the payroll and continued through 1959. Reviewed the old minutes so see what happened. In June 2, 1956 there is a resolution to appoint Leon Redwood as the new Superintendent of Highways until the end of 1956. He was selected by written ballot. There is no mention of why the previous Superintendent resigned. Leon Redwood was elected at the November 1956 general election and continued as Superintendent of Highways. In 1959 the Town Clerk Olga Gallaher dies in office. A new Town Clerk Ruby Wheeler is appointed by the Board, by written ballot, as there was some back and forth about the Town Clerk's position in the minutes. The Town Board consisted of the Supervisor, two Justices of the Peace, and two Council Members. Franklin County was run by a "Board of Supervisors" at that time.
4. Tax Collector - Holly Huber: Report given at meeting
- a. Posted tax payments with March postmarks. (The amounts were reported in report for March.)
 - b. Reconciled and settled with county treasurer and returned the annotated tax roll.
 - c. Provided payment histories to mortgage lenders and escrow companies.
 - d. Provided address change requests to Real Property Tax Services.
 - e. Provided County Treasurer with the following payments: 4/11/16, check #953, \$40,563.58 (receipt # 2016-00000069)
 - f. Provided Supervisor Shrope with the following payment: 4/14/16, check #954, \$520.00.
- Discussion was held on when to audit the Tax Collector's financial records, no decision was made.
5. Town Justice - Nik Santagate: Supervisor Peter Shrope said he received a check in the amount of \$3,938.00 and the Justice disposed of 44 cases for the month of April.
6. Code Enforcement Officer (CEO) - Paul Blaine: Report given at meeting
- a. Five (5) building permits (#16-004 through 008) issued.
 - b. Paul Smiths College (PSC) is obtaining permits for projects on the campus. Would like to recognize Paul Otenti from PSC who has stepped in to stress safety to the PSC staff. He is the fire safety coordinator and is helping people understand what the right thing to do is by applying for the permits for projects.
 - c. There are two more homes being planned, one is on Wardner Road.
7. Assessor - Roseanne Gallagher: Report given at meeting
- a. Sitting with the Tentative Roll, has to sit for 4 four hour periods and one has to be after 6 p.m.
 - b. Adding new construction to the roll. STAR exemptions are changing to tax credits. People applying for the 2016 tax season will have to apply for a credit; it won't be an exemption anymore.
 - c. Board of Assessment Review (BAR) will be meeting on Thursday, June 2 from 5 to 9 p.m. Cliff Wagner attended training. She will contact all the BAR members about the meeting.
8. Animal Control - Tri Lakes Humane Society: No report
Received notice from Franklin County Public Health concerning a dog bit by a raccoon. The dog was quarantined to make sure it did get rabies as its vaccination was out of date.
9. Supervisor - Peter Shrope:
- a. Budget as of April 30, 2016, was provided to Board members
 - b. Revenue: \$3,938 from Town Justice, \$357.50 from Town Clerk, \$110.04 penalty fees from Tax Collector, and \$21,074.10 from Franklin County snow and ice contract
 - c. NYCLASS: Interest of \$24.01 for General Fund; total in account \$105,412.80 (\$20,000 is reserved for Town Hall), and Highway Fund interest is \$9.14, total in account \$40,172.68. Revenues from the Court are down from the budgeted amount.
 - d. **Clean Energy Standard (CES) Program:** Received information concerning the CES Program. There are two informational sessions at the Town of Plattsburgh Town Hall on May 18th for public statement hearings. Half the energy used in NYS is to come from renewable sources by 2030.
 - e. **FEMA 2014 Closeout:** Received notice that paperwork from 2014 FEMA funding needed to be filed with a second agency.
 - f. Russ Kinyon from the Franklin County Economic Development attended the Franklin County Supervisors'

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES - May 12, 2016

Page 3 of 5

meeting to discuss what is going on in the towns. Met with Peter Shrope about the needs of Brighton.

APPROVAL/AMENDMENT OF MINUTES

- Regular Board – April 14, 2016

Motion made by Amber McKernan, second by Lydia Wright, to accept the minutes of the Regular Board meeting of April 14, 2016, as written. **Roll Call Vote:** Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

CITIZENS COMMENTS: None

BUSINESS

1. **Tansy Lane- Supervisor Peter Shrope:** Called the NYS Department of Transportation in Watertown to discuss taking over the road. Board has to pass a resolution to accept the property. Discussed the process of changing the name with Franklin County Emergency Services.
2. **CSEA Vision Plan for Retirees - Supervisor Peter Shrope:** Received information that the Vision plan can be added for retirees to the contract. No request received from the Union representatives to add this to the contract.
3. **Franklin County Cuisine Trail - Supervisor Peter Shrope:** Received information concerning an effort to create a cuisine trail for Saranac Lake, Paul Smiths, and Tupper Lake to advertise for local businesses. Steve Tucker said the loops created cover a 50 mile area.
4. **Camp Gabriels Property (Tax Map #381.-1-28.600) - Supervisor Peter Shrope:** Started a petition to get people in the area to support making the Camp Gabriels property exempt from the “Forever Wild” clause by constitutional referendum. In 1982 the State of New York purchased 220 acres of property from Paul Smith’s College. The property was split into two parcels: 129 acres were added to the Forest Preserve and 91.7 acres that had buildings on it was used for a college campus and became Camp Gabriels. Supervisor Peter Shrope obtained a copy of the deed from 1982 that shows the distribution of the property. He sent requests to Franklin County towns and Franklin County Legislature for support of a resolution. It takes two sessions of the State Legislature to get a referendum on the State ballot.

RESOLUTION #45

RESOLUTION OF SUPPORT TO EXEMPT NEW YORK STATE OWNED FORMER CAMP GABRIELS CORRECTIONAL FACILITY PROPERTY LOCATED IN THE TOWN OF BRIGHTON, FRANKLIN COUNTY TAX MAP NUMBER 381.-1-28.600, NEW YORK, FROM THE “FOREVER WILD” PROVISION OF THE CONSTITUTION OF THE STATE OF NEW YORK

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

WHEREAS, the former correctional facility Camp Gabriels was closed by the State in 2009 and has been vacant and unused since then and

WHEREAS, this property was already developed and has a long history of occupation and extensive use since the late 19th century and is inconsistent with the “forever wild” provision and

WHEREAS, the State conducted several auctions to sell the Camp Gabriels property and

WHEREAS, a prospective private purchaser was unable to complete the purchase or obtain title insurance because this property is located within the Adirondack Park and

WHEREAS, it is in the best interests for economic development in Adirondack North Country communities that this property and facility be unencumbered for private purchase and put to good use in the region.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF BRIGHTON, FRANKLIN COUNTY, TOWN BOARD THAT: We support a state wide referendum by the voters of New York State that this property (Tax Map Number 381.-1-28.600) be unencumbered for private purchase, exempt from the “forever wild” clause in the State Constitution, and not be added to the forest preserve.

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

Resolution #45 declared duly adopted.

5. **Town Policy Review - Supervisor Peter Shrope:** Said he met with Amber McKernan and they reviewed the Town policies. Changes were proposed for some of the policies as noted below and some policies do not need to be changed. Other policies will be reviewed at future meetings.

RESOLUTION #46

REVIEW OF POLICY: AGAINST SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT

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

RESOLVED that the Town Policy "Against Sexual Discrimination and Sexual Harassment", dated March 11, 2004, be changed as follows:

1. Section 10, Compliance Officer: Change David Knapp to Brian McDonnell
2. Section 11, Effective Date and Policy Dissemination, 3rd sentence, change from "This policy shall be distributed at the beginning of each year" to "This policy shall be available in a publically accessible display for review and photocopying."

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0
Resolution #46 declared duly adopted.

RESOLUTION #47

REVIEW OF POLICY: AGAINST HARASSMENT AND DISCRIMINATION

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

RESOLVED that the Town Policy "Against Harassment and Discrimination", dated March 11, 2004, be changed as follows:

1. Section 10, Compliance Officer: Change David Knapp to Brian McDonnell
2. Section 11, Effective Date and Policy Dissemination, 3rd Sentence, Change from "This policy shall be distributed at the beginning of each year" to "This policy shall be available in a publically accessible display for review and photocopying."
3. Form: "Complaint of Alleged Discrimination": Remove reference to "Status: 9(Circle one): Instructional Staff, etc."

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0
Resolution #47 declared duly adopted.

RESOLUTION #48

REVIEW OF POLICY: INVESTMENTS

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

1. Section II. Objectives: first point, change "confirm" to "conform"
2. Section VI: Internal Controls: Remove the words "within 5 days of deposit, or" and "whichever is shorter" so sentence reads: "...to the Supervisor within the time period specified by law."
3. Section VII: Designation of Depositories, change sentence after "up to the following" to "combined maximum amounts of \$1,000,000.00 are:"
4. Add "Community Bank" under "Depository Name" and "Tami Donaldson" under "Officer" and delete reference to "Maximum Amount \$500,000" after "NBT Bank N.A."

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0
Resolution #48 declared duly adopted.

RESOLUTION #49

REVIEW OF POLICY: RETURNED CHECK

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

RESOLVED that the Town Policy "Returned Check" be changed as follows:

1. First Section, Para 7: Change "\$15.00" to "\$25.00"
2. Second Section, Para 1: "Change "in the future" to "for two years from the date the check". At the end of the second sentence after "will be accepted" add "during that time frame".

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0
Resolution #49 declared duly adopted.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK
REGULAR TOWN BOARD MEETING MINUTES - May 12, 2016

Page 5 of 5

RESOLUTION #50

REVIEW OF POLICY: PROCUREMENT

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

RESOLVED that the Town Policy "Procurement" be changed as follows:

1. Guideline 4: Remove sentence in brackets "[For Example,...]"
2. Guideline 7: Change "annually" to "periodically as needed"

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0
Resolution #50 declared duly adopted.

- a. Code of Ethics: Spelling errors only in paragraphs "g" and "h": Change "you" to "your"
- b. No changes needed for:
 - i. Second Signature on Checks over \$5000
 - ii. Stamping of Checks "For Deposit Only"
 - iii. Computer System Security Breach

COMMITTEES:

1. **Saranac Lake Area Youth Program - Steve Tucker:** No meetings have been held yet.
2. **Park & Recreation - Supervisor Peter Shrope and Amber McKernan:**
 - a. Ben Tucker has started raking; Highway Department will pick up the piles of debris. Mower will be looked at and prepared for mowing.
 - b. Amber McKernan said she raked up the cigarette butts. There was a pole with a power source that has rotted away near the tarmac. Several younger children are using the park. Would like to review the equipment and spruce it up. Porta-potty gets used a lot by people driving by as well as by those using the park. There are two other sources that rent porta-pottys, will look into pricing from them. There is a dead tree that needs removing. The tarmac needs to be weeded.
 - c. Supervisor Peter Shrope will contact National Grid about changing the direction of the light.
 - d. The inside of the building needs to be painted; the Highway Department is willing to do it. There are storage spaces that need to be cleaned out.

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #51-2016

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made by Amber McKernan, 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 #5 for Voucher #5A through and including #5C GENERAL FUNDS in the amount of \$585.23 and STREET LIGHTING FUNDS in the amount of \$56.25.

GENERAL FUND: Abstract #5 for Voucher #94 through and including #111 in the amount of \$4,588.53

HIGHWAY FUND: Abstract #5 for Voucher #44 through and including #46 in the amount of \$648.73

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

Resolution #51 declared duly adopted

ADJOURNMENT: Motion to Adjourn the meeting at 8:45 p.m. made by Amber McKernan, second by Lydia Wright, Aye 5 (McDonnell, McKernan, Shrope, Tucker and Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC, Brighton Town Clerk