

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES - August 11, 2016

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The Regular Meeting of the Town Board of the Town of Brighton was held Thursday August 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 Pete Shrope at 7:04 p.m.  
“Pledge of Allegiance to the Flag” was recited

**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, Elaine Sater - Town Clerk and five 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. Mowed cemeteries three times and weed wacked them
  - b. Mowed Town Hall and Garage two times
  - c. Mowed the County and Town Roads
  - d. Road raked the dirt roads two times
  - e. Put an extension on culvert on Clarke-Wardner Road
  - f. Weed Wacked all the intersections, signs, and guard rails in Town
  - g. Patched pot holes on White Pine Road
  - h. Mowed the landfill
  - i. Attended a Highway meeting in Malone on August 10. There are funds available for bridges/roads, would like to submit for funds to cover the culvert on Keese Mills Road by the Paul Smith’s College horse barn with a box culvert
2. Town Clerk- Elaine Sater:
  - a. Total Revenue to Supervisor as of July 31, 2016 was \$ 200.76 from 1 Sports License; 1 Town Hall donation from the coffee fund, 9 Dog licenses: 7 renewed and 1 new (Tag#175 and Tag #160 was replaced with Tag #176); 2 Building Permits (#16-018 through 019); 1 copy on the copier
  - b. TOWN HALL REQUEST: None
  - c. TOWN PARK REQUEST: Change from Sunday, September 4, to Saturday, September 3, 3-8 p.m., Spencer Family and Monday, September 5, 11am to 5 pm, Saranac Lake Baptist Church
  - d. RECORDS MANAGEMENT: Shredding 2007 and 2008 financial records per MU-1.
3. Historian - Elaine Sater: Report given at Meeting:

Continued the information from the minutes of early Town Board meetings from 1864 to 1870:

Feb 2, 1864: No funds for highways and bridges, but raised \$900 to pay bonds issued by AA Smith. Town Clerk is Harvey Roberts.

Feb 7, 1865: AA Smith appointed as recruiting officer, Supervisor James Wardner is authorized to raise two men to fill the quota of the Town for the call Dec 19, 1865. \$250 is raised for highway and bridges. Town Clerk is Freelon Weller

Mar 6, 1866: Purchase of property from William Ricketson for land used for roads at \$25 per acre. Raise enough funds to pay deficiencies of Bounty,

Mar 5, 1867: \$500 is raised for highways and bridges, Purchase of 1 acre of land for a burying ground; ½ acre from Quarters and ½ acre from Wilcox.

Mar 6, 1868: Levy and assess \$250 for highways and bridges; levy and assess \$65 for a burying ground on ½ acre of Harkness land. Supervisor is AA Smith,

March 2, 1869: Levy and assess \$250 for highways and bridges

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March 1, 1870: Levy and assess \$250 for highways and bridges; Supervisor is to fence the burying ground opposite the Quarter's school house.

4. Tax Collector - Holly Huber: Report provided before meeting
  - a. Performed any or all of the following:
    - i. Emailed requested tax receipts to mortgage lenders, escrow companies or any other interested party.
    - ii. Assisted callers in finding property information using the public section of the Franklin County GIS system.
    - iii. Answered calls regarding STAR and Sr. STAR exemptions and provided Assessor's number.
    - iv. Answered calls regarding when school taxes will be received. Deferred further questions to Franklin County Treasurer and provided number.
    - v. Filed documentation of escrow creations and terminations.
    - vi. Filled requests for change of address form.
    - vii. Presented records and books for annual audit.
  - b. Requested to only give monthly reports to Board when receiving or distributing funds, six months are Feb through June and November for setting hours.
  - c. Audit Follow Up: Provided audit committee further documents for proof of payments to Supervisor weekly. Removed password from computer so anyone has access to program. Discussion was held on need for paper trail vs computer "pdf" trail for audit purposes. Supervisor recommended the Tax Collector attend training classes offered every year to obtain further information on the proper procedures for documentation. The Tax Collector said she did not need to attend training as she contacts the offices directly when she has questions. Will print a report showing monthly receipts and disbursements. Remedies proposed by Tax Collector were acceptable to audit committee.
5. Town Justice - Nik Santagate: Supervisor Peter Shrope received a check in the amount of \$3,260.00 and the Justice disposed of 27 cases for the month of July.
6. Code Enforcement Officer (CEO) - Paul Blaine: Report given at meeting
  - d. Two (2) building permits (BPs #16-018 through 019) issued
  - e. Two (2) Certificates of Compliance were issued for BPs #15-017 and 019.
  - f. Two more houses coming in; Chris Godfrey and one on State Route 86.
7. Assessor - Roseanne Gallagher: No report this month, will provide one at next meeting.
8. Animal Control - Tri Lakes Humane Society: No report
9. Supervisor - Supervisor Peter Shrope:
  - a. Franklin County Supervisors Meeting: Gave a report on Camp Gabriels situation; 8 towns sent in resolutions of support. Also heard about the funds available for culverts called microenterprise funding. Tax cap is 0.6% or less for 2017 budget. Franklin County only pays the Towns for Snow and Ice removal contracts after they get all the vouchers; Town's will get funds sooner if everyone gets the vouchers to the County Highway Department in a timely manner.
  - b. Common Ground Alliance: Attended meeting on Tuesday, July 19 in Old Forge, at View, many total government people were in attendance, attended a discussion on capitalizing on Adirondack Park Resources, mentioned Camp Gabriels situation
  - c. "Think Differently" Initiative from Dutchess County: Sent two emails (7/21 and 8/2) asking for more information, no response received; no further action to be taken.
  - d. Budget as of July 31, 2016, was provided to Board members, Budget amendment needed for overspent accounts.
  - e. Revenue: \$3,260.00 from Town Justice and \$200.76 from Town Clerk
  - f. NYCLASS: Interest of \$28.16 for General Fund; total in account \$105,495.46 (\$20,000 is reserved for Town Hall), and Highway Fund interest is \$10.75, total in account \$40,204.18.

***APPROVAL/AMENDMENT OF MINUTES***

**- Regular Board – July 14, 2016**

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the Regular Board

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meeting of July 14 with the following: Page 3, Reports, Supervisor, Para d: Remove the word "The" before the word "View". **Roll Call Vote:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright).

**CITIZENS COMMENTS: None**

**BUSINESS**

1. **Dedication of Tansy Lane - Supervisor Peter Shrope:** Discussion was held on taking over Tansy Lane from Leavitt Farms, Inc. Utilities have been put under the road so there is service to the lots in the center of the circle. Paving will be done in the next few weeks; there will be a 20 foot wide surface. The sides will be mowed before the paving is started. The floor was opened to the public for comments on the road. Paul Pillis, Michael Sypher, Thomas Nash, Cindy Moody Jost (by phone), and the two other current residents (polled by Paul Pillis) of Tansy Lane are in favor of the Town accepting the road. The residents are not in favor of changing the name of the road as they have all been using "Tansy Lane" for their physical address and it would be a lot of work to change this information. The Town taking over the road will allow the school bus to pick up children at their homes instead of out on the State highway. A stop sign will need to be placed at the end of the road.

**RESOLUTION #61-2016**

**DEDICATION OF TANSY LANE AS A TOWN ROAD**

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

WHEREAS in a letter to the Town, from Arthur H. Leavitt, President of Leavitt Farms, Inc, dated Nov. 20, 2015, he gives the road know as Tansy Land to the Town; and

WHEREAS our Town Highway Superintendent has inspected the road and has determined it is in compliance with New York State highway standards; and

WHEREAS, the Attorney for our Town has reviewed the deed dated July 14, 2016, between Leavitt Farms, Inc. and the Town of Brighton, as well as a survey map titled "Subdivision of Property for Leavitt Farms, Inc., "Deer Meadows", dated Aug 11, 2009, revised Dec 22, 2009, and filed in the Franklin County Clerk's Office on Jan 19, 2010, as map number 2080, plat B-102, showing the location of Tansy Lane, and our Attorney has advised the Town that we can accept the dedication of Tansy Lane; and

WHEREAS, NYS Highway Law 171 allows for a town board's acceptance of an offer for dedication of a road to the town.

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF BRIGHTON, FRANKLIN COUNTY, NY, TOWN BOARD that the Town Board accepts the dedication of the road know as Tansy Lane, and authorizes the Supervisor to sign transfer documents RP5217 (Real Property Transfer Report) and TP584 (Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax), and return them to the Attorney for the Town for filing with the Franklin County Clerk.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #61 declared duly adopted.**

2. **Saranac Lake Adult Center Contract - Supervisor Peter Shrope:** Received a contract from the Saranac Lake Adult Center for 2016; funds were included in the Budget.

**RESOLUTION #62-2016**

**SARANAC LAKE ADULT CENTER SERVICES FOR 2016**

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

RESOLVED that the Town Board authorizes the Supervisor to sign an agreement with the Saranac Lake Adult Center, Inc., for services and programs for the seniors citizens of the Town of Brighton for 2016, and

BE IT FURTHER RESOLVED that the Supervisor be authorized to pay the sum of \$850 to the Saranac Lake Adult Center for these services.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #62 declared duly adopted.**

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3. **Budget Amendment #1-2016 General Fund - Supervisor Peter Shrope:** Some accounts are overspent due to increase in expenses for training in New York City during February and increase in cost of Minute Book

**BUDGET AMENDMENT #1 GENERAL FUND**

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

RESOLVED that the following General Funds be transferred:

The amount of \$ 2,025.00 From Account A1990.4 (Contingency)

as follows:

\$ 1,000.00 to Account A1220.4 Supervisor Contractual Expenses (CE)

\$ 200.00 to Account A1010.4 Town Board CE

\$ 800.00 to Account A1410.4 Town Clerk CE

\$ 25.00 to Account A1460.4 Records Management CE

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
General Fund 2016 Budget Amendment #1 declared duly adopted.**

4. **MX Fuels Propane Agreement - Supervisor Peter Shrope:** Received an agreement from MX Fuels to supply propane to the park for a set price.

**RESOLUTION #63-2016**

**MX FUELS AGREEMENT FOR PROPANE PRICE**

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

RESOLVED that the Town Board authorizes the Supervisor to sign an agreement with MX Fuels of Malone, NY, for propane at \$1.299 per gallon for the period June 1, 2016 to May 31, 2017.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #63 declared duly adopted.**

5. **Kansas State Bank Truck Payment - Supervisor Peter Shrope:** Payment is due on 2015 International Truck

**RESOLUTION #64-2016**

**TRUCK PAYMENT TO KANSAS STATE BANK**

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

RESOLVED that the Town Board authorizes the Supervisor to make a payment in the amount of \$8,019.32 for the 2<sup>nd</sup> payment on the 2015 International Truck to Kansas State Bank due September 15, 2016.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #64 declared duly adopted.**

**COMMITTEES:**

1. **Adirondack Regional Airport - Tom and Amber McKernan:**

- a. The new hanger is in use
- b. September 17 is the Fly-In from 10-3 p.m.

2. **Park & Recreation - Supervisor Peter Shrope and Amber McKernan:**

- a. Soccer Association had over 400 children in their program. Finished season on Wednesday, August 10. Park was cleaned up nicely by the Soccer Association. They were well mannered people.
- b. People asked if they could store items in the park buildings, the answer is no storing private property in government buildings.
- c. The building has not been opened so there is no need for a phone anymore. Many people have cell phones to call with now.

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**RESOLUTION #65**

**DISCONTINUE PHONE AT PARK**

Motion made by Amber McKernan, second by Lydia Wright,

RESOLVED that the Supervisor be authorized to discontinue the phone line (518-327-3530) at the park since it is not accessible to the public and many people use mobile phones.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #65 declared duly adopted.**

*CITIZENS COMMENTS: None*

**AUDIT OF VOUCHERS**

**RESOLUTION #66-2016**

**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 #8 for Voucher #8A through and including #8C GENERAL FUNDS in the amount of \$487.76 and STREET LIGHTING FUNDS in the amount of \$53.77.

GENERAL FUND: Abstract #8 for Voucher #154 through and including #171 in the amount of \$ 4,317.63

HIGHWAY FUND: Abstract #8 for Voucher #61 through and including #66 in the amount of \$9,293.90

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0  
Resolution #66 declared duly adopted**

**ADJOURNMENT:** Motion to Adjourn the meeting at 8:40 p.m. made by Lydia Wright, second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC  
Brighton Town Clerk