

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

**November 14, 2019**

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The Regular Meeting for the Town Board of the Town of Brighton, Franklin County, NY, was held Thursday, November 14, 2019, at 7:00pm at the Brighton Town Hall, 12 County Road 31, Paul Smiths, NY, with the following:

**CALL TO ORDER:**

Meeting was Called to Order by Supervisor Peter Shrope at 7:00pm

**ROLL CALL OF OFFICERS**

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Amber McKernan, and Steve Tucker

ABSENT: Council Member Lydia Wright

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, Elaine Sater-Town Clerk, and 2 residents

GUESTS: None

**NOTICE OF MEETING:**

Notice of this meeting was posted on the Town Clerk's Sign Board and in three local post offices.

**REPORTS**

1. **Highway - Andy Crary, Superintendent of Highways:** Report provided prior to meeting
  - a. Wing controls changed on the 2013 International truck
  - b. Went to Harrisville to pick up new wing and accessories
  - c. Installed new parts on both plow trucks
  - d. Put new wing and arm on 2013 International truck
  - e. Took F350 pickup truck to High Peaks Ford for warranty work
  - f. Changed cable on 2013 International truck wing
  - g. Purchased and put up "Building Permit Required" signs at Town lines
  - h. Cut up tree down on Hull Road
  - i. Put plows on trucks
  - j. Cleaned all the floor drains
  - k. Cleaned roads from wind storm (11/1/19)
  - l. Checked roads
  - m. Mixed up salt and sand
  - n. Started plowing roads
  - o. Replaced wire on MIG welder
  - p. Employee back from sick leave
  - q. Obtained a quote for a new pick up truck with trade in on State contract for \$15,440. 2017 pickup has 30,000 miles on it, trade in price would be \$23,500
  - r. Started winter hours 5am to 1pm
  - s. Will be in and out the next few weeks due to hunting season.
  
2. **Town Clerk - Elaine Sater:** Report provided prior to meeting
  - a. Total Revenue to Supervisor as of October 31, 2019 was \$1,089.95 from 4 Sport Licenses, 1 Certified Copy of Vital Record, 9dog licenses, 4 new (Tag#s 226 thru 229) and 5 renewed; and 5 Building Permits (#19-028 thru 032)
  - b. October 15 attend the Local Government Conference in Potsdam with Deputy Town Clerk Kathy Hall (changed from Snyder). Seminars included update on new Electronic Death Records System by Department of Health, Fiscal Responsibility by NYS Comptroller's Office, and Reporting for the NYS Retirement System. Town policies should be reviewed by the Town Board. Service Credit hours and Record of Activities for retirement purposes are two different numbers reported to the NYS Retirement System.

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- c. Received information from the Association of Towns for the upcoming trainings available in January and February. Distributed information to Town Officials.
  - d. Town Clerk's office will be closed Thursday, November 28.
  - e. TOWN HALL REQUESTS: October 29, 10am to Noon, Franklin County Tourism Advisory Committee.
  - f. TOWN PARK REQUEST: None
  - g. RECORDS MANAGEMENT: Indexing Vol 8 minutes from 1973 and 1974, completed shredding 2012 records from court files
- 3. Historian - Elaine Sater:** Report received prior to meeting  
October 5 - Attended History Day for Franklin County in Malone. Displayed old copies of minutes, poster boards with stories on them, and information on Gabriels Sanatorium and pictures from the 2000 Brighton book. Took some old books on Franklin County and turned them over to the library at the House of History. People stopped by the table and talked about their visits to the Town.
- 4. Tax Collector - Holly Huber:** Report received prior to meeting  
Set office hours for January 2020 tax collection period as follows: Fridays 5 to 7 pm, Saturdays 1 to 3pm, and Mondays 6:30 to 8:30am.
- 5. Justice - Nik Santagate:** Report provided prior to meeting  
Supervisor received a check in the amount of \$3,151 for 27 cases disposed during October
- 6. Code Enforcement Officer - Paul Blaine:** Report provided prior to meeting
- a. Five (5) building permits (BP #19-028 thru 032) were issued during October
  - b. Issued one (1) Certificate of Compliance for BP#18-030
  - c. Met with Paul Smith's College facilities personnel to discuss future building permits. Will meet with them on a regular basis as they start to renovate buildings.
- 7. Assessor - Rosanne Gallagher:** Report provided prior to meeting
- a. Pam Sloate has a few houses left on the last tax map I gave her which is most of the "downtown" part of Gabriels on Rt 86. Counting that she will have done 60 parcels.
  - b. I have almost finished the last map going over to the Harrietstown line. That includes all of State Rt 86 and the side roads off of it. It also includes County Rt 55. Haven't done the tree farm or the trailer park next to the Shamrock. Also have 5 houses left on the Split Rock Rd. Have done a total of 59 this fall so far.
  - c. With what Pam Sloate and I have done there are about 100 parcels to go. Hoping to finish up the loose ends on the maps east of Paul Smiths if we get some better weather. There are about 14 parcels plus the Hogsback on Rainbow Lake. Two are on the Rainbow Lake Rd., five are on White Pine Rd and there are the seven on the map that just mentioned.
  - d. The bulk of what's left is the boat access on Spitfire and Upper Saint Regis as well as most of the places on Rt 30 south of Paul Smiths. (I have done a few of them).
  - e. Both of us have just done the actual physical visit to the properties. We will do the slow and time consuming paperwork for each parcel during the winter.
- 8. Animal Control - Tri-Lakes Humane Society:** Nothing to report
- 9. Supervisor - Peter Shrope:** Report provided prior to meeting
- a. Nov 14 - Attended a meeting in Malone concerning the Shared Services Plan the County has put together. Voted for the agreement, towns are not mandated to participate in the shared services. It was noted that Franklin County has one for the better plans in the state.
  - b. Charter Communications (Spectrum): Sent notice that the "Adult pay-per-view" stations are changing numbers to "Spectrum on Demand" and prices are increasing for other services
  - c. Park Survey: Geomatics has been surveying the park.
  - d. National Grid LED Lights: Have been in contact with National Grid concerning new lights
  - e. Wind Storm of 11/1/2019: Electricity was out around the Town, Franklin County Emergency Services

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called concerning the Emergency Operations Plan (EOP), they have not updated their copy of the EOP. There were questions of where a shelter was located. Called the Red Cross to determine who they have shelter agreements with. The Town Hall and garage are not designated as shelters as they do not meet the Red Cross requirements.

- f. Budget Report: Report as of October 31, 2019, was provided to Board members, some accounts are over their budget and adjustments will be done in December.
- g. Revenues: \$1,592 from Franklin County for mowing, \$3,151 from Town Justice, \$1,089.95 from Town Clerk and \$53.35 refund from NYMIR
- h. NYCLASS Investments: Interest for October was \$166.43 for General, Total Amount \$110,287.54 (\$20,000 for Town Hall roof); and \$63.43 for Highway, Total Amount \$42,030.68

***MINUTES AMENDMENT/ACCEPTANCE***

**- Minutes of Regular Board Meeting October 10, 2019**

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the October 10, 2019, Regular Board meeting with the following correction: the name "Brain" corrected to "Brian" on Page 1, Reports, Para 1, Highway, under discussion, 4<sup>th</sup> line and Page 4, Committees, Para 3.

**ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)**

**- Minutes of Special Meeting on October 17, 2019**

Motion made by Brian McDonnell, second by Steve Tucker, to accept the minutes of the October 17, 2019, Special Board meeting as written.

**ROLL CALL VOTE: Aye 3 (McDonnell, Shrope, Tucker), Nay 0, Abstain 1 (McKernan), Absent 1 (Wright)**

**- Minutes of the Public Hearing for the 2020 Town Budget November 7, 2019**

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the November 7, 2019, Public Hearing for the 2020 Town Budget as written

**ROLL CALL VOTE: Aye 3 (McDonnell, McKernan, Shrope,), Nay 0, Abstain 1 (Tucker), Absent 1 (Wright)**

***CITIZEN COMMENTS:***

**Amber McKernan** - Said she wanted to commend the Paul Smiths-Gabriels Fire Department, the Town Highway Department, and the National Grid workers for all the work they did during the Wind Storm of 11/1/19. She said there were 52 calls from Friday until Sunday night. The power was out in different areas for different amounts of time.

***BUSINESS***

1. **Retirement Records of Activity for Town Officials - Supervisor Peter Shrope:** The numbers for the Record of Activities (ROA) being reported for the Superintendent of Highways Andy Crary is incorrect due to additional week not added and the Resolution #42-2018 needs to be amended. Council Member Lydia Wright's ROA needs to be corrected due to rounding of numbers and Resolution #65-2017 needs to be amended. The Assessor started a new term and a new resolution for her ROA is needed for the new term.

**RESOLUTION #42-2018 (Amended)**

**RECORD OF ACTIVITIES (ROA) FOR SUPERINTENDENT OF HIGHWAYS ANDY CRARY**

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

WHEREAS Superintendent of Highways Andy Crary has filed a Record of Activities (ROA) for the months of January, February, and March of 2018 with the Town Clerk,

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BE IT RESOLVED that Town of Brighton, Franklin County/30520, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their Record of Activities (ROA):

Superintendent of Highways Andy Crary, 8 hours Standard Work Day

Term 1/1/2018 to 12/31/2019, ROA 21.67

**ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)  
Resolution #42-2018 declared duly amended**

**RESOLUTION #65-2017 (Amended)**

**RECORD OF ACTIVITIES (ROA) FOR COUNCIL MEMBER LYDIA WRIGHT**

Motion made by Supervisor Peter Shrope, second by Brian McDonnell

BE IT RESOLVED that Town of Brighton, Franklin County/30520, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their Record of Activities (ROA):

Council Member Lydia Wright, 6 hours Standard Work Day

Term 1/1/2016 to 12/31/2019, ROA .88

**ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)  
Resolution #65-2017 declared duly amended**

**RESOLUTION #54-2019**

**RECORD OF ACTIVITIES (ROA) FOR ASSESSOR ROSEANNE GALLAGHER**

Motion made by Supervisor Peter Shrope, second by Brian McDonnell

BE IT RESOLVED that Town of Brighton, Franklin County/30520, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their Record of Activities (ROA):

Assessor Roseanne Gallagher, 6 hours Standard Work Day

Term 10/1/2019 to 09/30/2025, ROA 5.72

**ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)  
Resolution #54-2019 declared duly adopted**

**2. Town Budget 2020 - Supervisor Peter Shrope:** Public hearing was held and no changes made to Budget for 2020.

**RESOLUTION #55-2019**

**TOWN BUDGET FOR 2020**

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

RESOLVED that the Town Preliminary Budget for 2020 be accepted as the Town Budget for 2020 as follows:

**GENERAL FUND**

Appropriations: \$410,806

Revenues: \$43,984

Less Fund Balance: \$13,508

Amount to be raised by Taxes: \$353,314

**HIGHWAY FUND**

Appropriations: \$339,709

Revenues: \$109,203

Less Fund Balance: \$11,063

Amount to be raised by Taxes: \$219,443

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FIRE PROTECTION FUND: Amount to be raised by Taxes: \$ 97,395

STREET LIGHTING FUND: Amount to be raised by Taxes: \$900

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #55-2019 declared duly adopted**

**3. Annual Contracts for 2020 - Supervisor Peter Shrope:** Received contracts for 2020 from several agencies as follows:

**RESOLUTION #56-2019**

**CONTRACT FOR TRI-LAKES HUMANE SOCIETY, INC FOR 2020**

Motion made by Brian McDonnell, second by Steve Tucker,

RESOLVED that the Supervisor be authorized to sign a contract with the Tri-Lakes Humane Society, Inc., to provide Dog Control Officer Services and pound or shelter services for the Town of Brighton from January 1 to December 31, 2020, and the Town will pay the amount of \$3,863.00 for these services.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #56-2019 declared duly adopted**

**RESOLUTION #57-2019**

**CONTRACT FOR ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD FOR 2020**

Motion made by Brian McDonnell, second by Steve Tucker,

RESOLVED that the Supervisor be authorized to sign a contract with the Adirondack Park Local Government Review Board to provide services in representing the interests for the Town of Brighton in matters relating to the Adirondack Park from January 1 to December 31, 2020, and the Town will pay the amount of \$300.00 for these services.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #57-2019 declared duly adopted**

**RESOLUTION #58-2019**

**CONTRACT FOR NORTH COUNTRY LIFE FLIGHT, INC FOR 2020**

Motion made by Brian McDonnell, second by Steve Tucker,

RESOLVED that the Supervisor be authorized to sign a contract with North County Life Flight, Inc. to provide services in its medical evacuation program for the Town of Brighton from January 1 to December 31, 2020, and the Town will pay the amount of \$1,500.00 for these services.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #58-2019 declared duly adopted**

**RESOLUTION #59-2019**

**CONTRACT FOR SARANAC LAKE VOLUNTEER RESCUE SQUAD, INC FOR 2020**

Motion made by Brian McDonnell, second by Steve Tucker,

RESOLVED that the Supervisor be authorized to sign a contract with Saranac Lake Volunteer Rescue Squad, Inc. to provide services in pre-hospital Basic Life Support and Advance Life Support medical services and transport to a hospital facility for the Town of Brighton from January 1 to December 31, 2020, and the Town will pay the amount of \$30,975.00 for these services.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #59-2019 declared duly adopted**

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**RESOLUTION #60-2019**

**CONTRACT FOR SARANAC LAKE CIVIC CENTER, INC FOR 2020**

Motion made by Brian McDonnell, second by Steve Tucker,

RESOLVED that the Supervisor be authorized to sign a contract with Saranac Lake Civic Center, Inc. to provide services in supervised sporting activities for the Town of Brighton from January 1 to December 31, 2020, and the Town will pay the amount of \$1,000.00 for these services.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #60-2019 declared duly adopted**

4. **MEO Uniforms - Supervisor Peter Shrope:** Discussion was held on providing a stipend for uniforms for the Highway employees.

**RESOLUTION #61-2019**

**MEO CLOTHING**

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

RESOLVED that the Supervisor be authorized to set up an account at IBC, Inc, in Malone, to provide for the purchase by the Town of clothing for the Highway employees and Superintendent of Highways not to exceed \$500 per year for each employee at their discretion.

**ROLL CALL VOTE:** Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

**Resolution #61-2019 declared duly adopted**

**COMMITTEES**

1. **Association of Adirondack Towns and Villages (AATV) - Brian McDonnell:** Annual meeting to be held in Lake George on December 2 and 3.
2. **Park - Amber McKernan/Supervisor Peter Shrope:** Supervisor Peter Shrope will contact a tree removal service to remove the trees that the Town Highway Department cannot remove.
3. **Insurance & Investments - Amber McKernan and Lydia Wright:** Supervisor Peter Shrope said he met with Pat McGuire and they reviewed the insurance policies. Superintendent of Highways Andy Crary completed a review of the vehicle inventory. Pat McGuire said he would provide a quote for cyber security coverage if the Town is interested.

**CITIZEN COMMENTS:** None

**AUDIT OF VOUCHERS:**

**RESOLUTION #62-2019**

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

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

RESOLVED that the Supervisor be authorized to pay the audited vouchers as listed on the abstracts as follows:  
PREPAID FUNDS: Abstract #11 for Voucher #11A through 11C for 2019 General Funds in the amount of \$443.52, and Voucher #11C for STREET LIGHTING 2019 FUND in the amount of \$62.20,  
GENERAL FUND: Abstract #11 for Voucher #178 through and including #200 for 2019 General funds in the

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amount of \$4,984.16,

HIGHWAY FUND: Abstract #11 for Voucher #97 through and including #110 for 2019 Highway funds in the amount of \$10,323.34

**ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)  
Resolution #62 declared duly adopted.**

***ADJOURNMENT***

Motion to Adjourn at 8:15pm made by Amber McKernan, second by Brian McDonnell,

ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)

Respectfully Submitted,

Elaine W. Sater, RMC,  
Brighton Town Clerk

DRAFT