

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

December 13, 2018

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The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, December 13, 2018, at 7:00 pm 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
“Pledge 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, Elaine Sater-Town Clerk and 1 citizen.

GUESTS: None

NOTICE OF MEETING:

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

REPORTS

1. Highway Department - Andy Crary
 - a. Repaired the hydraulic hose on the 2015 plow truck
 - b. Started working the early shift (5am to 1pm)
 - c. Changed the wing steel on the 2015 plow truck
 - d. Installed new lights on the 2015 sander
 - e. New lights installed in garage and look great
 - f. Had the switch installed at the Town Hall for a generator hook up
 - g. Furnace was cleaned
 - h. Plowing and sanding roads on a daily basis
 - i. Plowed out the prison for the fire department
 - j. Plowed out Hayes Brook/McColloms Road entrance
 - k. Received letter from Department of Transportation, Re: Request for funding of culvert on Keese Mills Road; was not selected for funding through the 2018 BRIDGE NY program.
2. Town Clerk- Elaine Sater:
 - a. Total Revenue to Supervisor as of November 30, 2018, was \$1,543.06 for: 1 Sport License, 18 Certified Copies, 3 Dog Licenses: 2 renewed and 1 new (Tag#207), 6 Building Permits (#18-029 thru 034), 2 copies on the copier, and 1 Notary signature.
 - b. November 15 - Mailed Town’s Annual Budget for 2019 to the Franklin County Board of Legislatures
 - c. November 27 - Received information on the Association of Towns Annual Meeting and Training School in NY City to be held February 17 thru 20, 2019
 - d. December 4 - Received notice that the Deputy Tax Collector resigned as of December 3, and Hannah Huber was appointed as Deputy Tax Collector until December 31, 2019.
 - e. December 11 - Received notice from the Unified Court System of NY that the Town Justice Nik Santagate has completed his required training for 2018 as of November 21, 2018.
 - f. Town Clerk’s Office will be closed Tuesday and Thursday, December 25 and 27 and Tuesday, January 1. The office will reopen on Thursday, January 3.
 - g. TOWN HALL REQUESTS: None
 - h. TOWN PARK REQUEST: None
 - i. RECORDS MANAGEMENT:
 - 1) Had a quick visit from Maria McCashion from the State Archives Office. Showed her the vault and the storage room in the Town Garage. I was able to send about 150 legal size hanging file folders with her for the Village of Nassau in Rensselaer County.
 - 2) Starting on the index for Vol 6 of Minutes covering 1968 thru 1970
3. Historian - Elaine Sater: Report received prior to meeting
 - a. February 1968 - Position of Deputy Tax Collector was established

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- b. April - 1968
 - i. Start of the NYS Retirement System for Town employees, it cost \$75 for a preliminary valuation to determine a deficiency rate.
 - ii. A Recreation Commission was established with 7 member board and a budget of \$700 was proposed. Reports were given at the Board meetings. Al Oehler was the Chair of the Commission
 - iii. Salary of the Deputy Superintendent of Highways was increased due to the Superintendent being out on sick leave, the increase was made permanent for the remainder of the year.
4. Tax Collector - Holly Huber: Report received prior to meeting
Hours of the Tax Collector's Office for January 2019 are: Tuesdays 6:30 to 8:30 am, Wednesdays 5:30 to 7:30 pm, and Saturdays 7:30 to 11:30 am.
5. Town Justice - Nik Santagate: Report received prior to meeting
Supervisor Peter Shrope received a check in the amount of \$2,618.00 and the Town Justice reported he disposed of 25 cases for the month of November
6. Code Enforcement Officer (CEO) - Paul Blaine: Report received prior to meeting
 - a. Two (2) Building Permits (BP#18-033 and 034) were issued in November
 - b. Issued two Certificates of Compliance (#13-040 and #17-029)
 - c. Received new lap top, will upload the new BAS system when it is available
7. Assessor- Roseanne Gallagher: Report received prior to meeting
Sat with the Assessment Roll in the Town Hall to answer Senior STAR questions on December 6
8. Animal Control - Tri Lakes Humane Society: No report
9. Supervisor - Peter Shrope:
 - a. Received information from the Association of Towns (AOTNYS) that they are considering a resolution for the Camp Gabriels property issue for their next annual meeting.
 - b. Received information on Hughes Network holding public hearing concerning broadband access, Indian Lake is the closest place to here.
 - c. Received a notice from the Adirondack Park Agency (APA) concerning their Winter Webinar Series
 - d. Met with the insurance agent Pat McGuire; he would like to come to the January meeting and talk about increasing the liability insurance and cyber security coverage.
 - e. Furnace at Town Hall and garage were cleaned
 - f. Budget as of November 30, 2018, was provided to Board members:
 - 1) Revenues for November: \$2,618.00 from Town Justice, \$1,543.06 from Town Clerk, and \$4,058.57 from Franklin County for mortgage tax.
 - 2) NYCLASS interest received for the General Fund was \$185.88, total in account is \$108,108.71 (\$20,000 for Town Hall) and Highway Fund was \$70.82, total in account \$41,200.22.

ACCEPT/AMEND MINUTES

- Regular Board – November 8, 2018

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the Regular Board meeting of November 8, 2018, as written, **Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

CITIZEN COMMENTS:

Tom Booth - Osgood Pond Association: Inquired about the MOU proposed by the Osgood Pond Association to the Town Board concerning the lake steward for Osgood Pond'; he wondered where it stood.
(See "Business" Paragraph 8 below)

BUSINESS

1. **Board of Assessment Review (BAR) Member Appointment - Brian McDonnell:** Contacted Pete McConville and he is willing to continue as a member of the BAR.

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RESOLUTION #76-2018

APPOINTMENT OF BAR MEMBER

Motion made by Brian McDonnell, second by Lydia Wright,

RESOLVED that the Town Board reappoints Peter McConville to a five-year term on the Board of Assessment Review (BAR) from October 1, 2018 to September 30, 2023

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #76 declared duly adopted**

2. **Adjustments to Budget 2018 - Supervisor Peter Shrope:** Several accounts are in the negative and need to be adjusted.

HIGHWAY FUND 2018 BUDGET AMENDMENT #1

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

RESOLVED that the following amounts be and the same hereby are transferred:

\$ 28,320.00 from Account No. DA5112.2 Capital Outlay Improvements

\$ 14,069.00 from Account No. DA5110.1 General Repairs Personnel Salary (PS)

As follows:

\$ 6,797.00 to Account No. DA5110.4 General Repairs Contractual Expense (CE)

\$ 18,563.00 to Account No. DA5130.2 Capital Outlay Machinery

\$ 10,828.00 to Account No. DA5130.4 Machinery CE

\$ 6,201.00 to Account No. DA5142.4 Snow Removal CE

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
HIGHWAY FUND 2018 BUDGET AMENDMENT #1 declared duly adopted**

GENERAL FUND 2018 BUDGET AMENDMENT #1

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

RESOLVED that the following amounts be and the same hereby are transferred:

\$ 4,032.00 from Account No. A1990.4 Contingent

As follows:

\$ 457.00 to Account No. A1415.1 Deputy Town Clerk Personnel Salary (PS)

\$ 542.00 to Account No. A3620.4 Code Officer Public Safety Contractual Expense CE)

\$ 45.00 to Account No. A4020.4 Vital Records CE

\$ 275.00 to Account No. A5010.4 Superintendent of Highways CE

\$ 1,655.00 to Account No. A5132.4 Town Garage CE

\$ 51.00 to Account No. A6460.4 Industrial Development (HUD) CE

\$ 500.00 to Account No. A7310.4 Youth CE

\$ 507.00 to Account No. A8161.4 Landfill monitoring CE

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
GENERAL FUND 2018 BUDGET AMENDMENT #1 declared duly adopted**

3. **Organizational and Regular Board Meeting for January - Supervisor Peter Shrope:** Meeting will be held on Thursday, January 10, 2019, at 7 pm

4. **Court Clerk Service - Supervisor Peter Shrope:** Received a letter from the Town Justice, his Court Clerk Sonya Franciamone is retiring after 19 years of service. He asked the Town Board to appoint Tracy Santagate as a new Court Clerk to start January 1, 2019.

RESOLUTION #77-2018

ACKNOWLEDGEMENT OF COURT CLERK SERVICE

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

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RESOLVED that the Town Board wishes to acknowledge Sonya Franciamone for 19 years of service to the Town as the Court Clerk and thank her for her service and wish her a "Happy Retirement".

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #77 declared duly adopted.

RESOLUTION #78-2018

APPOINTMENT OF COURT CLERK

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

RESOLVED that the Town Board appoints Tracy Santagate as the Court Clerk effective January 1, 2019.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #78 declared duly adopted.

5. **Sexual Harassment Policy - Supervisor Peter Shrope:** Discussion was held on new policy that Franklin County proposed. There is mandatory training due by October 2019. Hold until January for further information.
6. **Paul Smith's College (PSC) Issues - Supervisor Peter Shrope:** Received an email dated 11/20/18, from F. Raymond Agnew, Vice President of College Advancement, concerning the three issues pending with PSC: Campus Safety, expired Park Lease, and purchase of land. Amber McKernan and Supervisor Peter Shrope will start dialogue to set up a meeting with PSC President Cathy Dove.
7. **Adirondack Association of Towns and Villages (AATV) - Supervisor:** Sent a request for the Town to support a resolution concerning Cellular Service for wireless devices.

RESOLUTION #79-2018

SUPPORT OF CELLULAR SERVICE (RESOLUTION #5-2018 BY AATV)

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

RESOLVED that the Town Board supports Resolution #5 of 2018 by the Adirondack Association of Towns and Villages (AATV) imploring Adirondack Intercounty, AOT, NYCOM, NYSAC, and NYS to come together with a plan to provide cell coverage for all NYS residents and visitors.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #79 declared duly adopted.

8. **"Lake Steward" Position for Osgood Lake - Supervisor Peter Shrope:** Supervisor Peter Shrope answered Tom Booth inquiry (See Citizens Comments above) by telling him the Town does not have a qualified person to supervise a "Lake Steward" position. Discussion was held concerning the process for the Town to create such a position that would be considered a Civil Service position. Brian McDonnell and Peter Shrope have looked into various aspects of providing such a position, they came to a consensus that starting a dialogue with the Adirondack Watershed Institute (AWI) would probably be in the best interest of all concerned as they cover all the lakes in the Town and the Board may be able to provide support directly to them as opposed to just one lake. The motion from September was left on the table.

RESOLUTION #80

ADIRONDACK WATER INSTITUTE DIALOGUE

Motion made by Brian McDonnell, Second by Steve Tucker,

WHEREAS, there are several waterways used by boaters in the Town of Brighton, and

WHEREAS, invasive species are being found in the waterways in the Adirondack Park and being transported between waterways by boaters, and

WHEREAS, the Osgood Pond Association (OPA) approached the Town Board and asked if the Town could create a position call a "Lake Steward" to monitor Osgood Pond, and

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WHEREAS, property owner associations on waterways in the Town have been providing for several years for “Lake Stewards” who are trained and supervised by the Adirondack Water Institute (AWI) to notify people to clean off their boats of possible invasive species, and

WHEREAS, AWI is the lead agent in the Adirondack Park with the resources and knowledge to educate and inspect or combat invasive species,

NOW THEREFORE BE IT RESOLVED that the Town Board attempt to negotiate an agreement with the Adirondack Water Institute (AWI) to support the efforts of the property owner Associations in the Town of Brighton to prevent and eliminate invasive species from the Town of Brighton’s waterways, and

BE IT FURTHER RESOLVED that the Town Board approves the amount of support Not to Exceed \$7,000 for 2019.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #80 declared duly adopted.

9. **Procurement Policy Update - Supervisor Peter Shrope:** After reviewing the policy there needs to be a restriction on people using their own personal cash or credit cards to make purchases without prior Board approval.

RESOLUTION #81

PROCUREMENT POLICY REVISION

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

RESOLVED that “Guideline 7” be changed to “Guideline 8” and the following added as “Guideline 7” to the Procurement Policy:

“Guideline 7.

No employee shall use their personal financial capabilities (cash, check, credit card, etc) for town business purchases in an amount over \$50.00 (fifty) without prior authorization from the town board.”, and

BE IT FURTHER RESOLVED that this policy revision be effective as of December 13, 2018.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #81 declared duly adopted.

COMMITTEES:

1. **AATV - Brian McDonnell:** Attended a meeting in Lake George, encourages all Board members to attend the next meeting to be held in Lake Placid in June 2019.
2. **Website - Supervisor Peter Shrope and Amber McKernan:** Supervisor Peter Shrope received notification, dated 12/11/18, that the mail server was moved to a “Surgeweb” so the mail will be faster.

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS:

RESOLUTION #82-2018

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 #12 for Vouchers #12A through and including #12C for 2018 General Funds in the amount of \$495.50 and STREET LIGHTING FUNDS in the amount of \$64.86

GENERAL FUND: Abstract #13 for Vouchers #206 through and including #228 for 2018 funds in the amount of

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\$10,269.24

HIGHWAY FUND: Abstract #14 for Vouchers #121 through and including #130 for 2018 funds in the amount of \$5,098.71

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #82 declared duly adopted**

ADJOURNMENT

Motion to Adjourn the meeting at 8:34pm 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

DRAFT