

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

December 14, 2017

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The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, December 14, 2017, 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 7:04 pm

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 and Elaine Sater-Town Clerk

GUESTS: Pat McGuire, Sid Spear Insurance Agent

NOTICE OF MEETING:

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

REPORTS

1. Highway Department - Andy Crary (Report submitted prior to meeting)
 - a. Plowing and sanding on a regular basis
 - b. Fixed sander on 2013 truck, bars were bent. Went to Harrisville to get parts and a new chain to replace old one.
 - c. Hyde-Stone had to come fix the boiler as it quit working, nozzle was clogged, it was cleaned in November
 - d. Installed new lights on loader, old ones broke
 - e. Had Bob's Auto/Truck Repair replace air chamber on 2013 truck
 - f. Went to Plattsburgh to get an air valve
 - g. Employee returning from sick leave on Dec 18
 - h. Had Bob's Auto/Truck Repair replace the air valve
2. Town Clerk- Elaine Sater: Report received prior to Board meeting
 - a. Total Revenue to Supervisor as of November 30, 2017 was \$ 247.96 from 1 Sport License, 7 Certified Copies and 2 genealogical searches, 3 Dog Licenses renewed, and 2 Building Permits (#17-031 and 032)
 - b. Nov 15, certified the Town Budget for 2018 and mailed it to the Franklin County Legislature.
 - c. Nov 16, received email notice from the Franklin County Real Property Office requesting Tax Collection Information for 2018. Forwarded notice to Holly Huber, Tax Collector. Notified both Holly Huber and Real Property Office that the incorrect email address was being used.
 - d. Received notification that a Board of Assessment Review member needed to be appointed to fill an expired term. Provided information to the BAR Committee.
 - e. Nov 28, received notice of Municipal Shelter and Dog Control Officer Inspection Reports from NYS Department of Agriculture and Markets, dated November 20, 2017. Dog Shelter and Dog Control Officer services were rated "Satisfactory".
 - f. Nov 30, faxed updated directory to Franklin County Legislature, asked them to add "518" to all the phone numbers and updated Amber McKernan's contact number.
 - g. December 5, received official election results, Supervisor Peter Shrope 2 year term, Council Members Amber McKernan and Steve Tucker 4 year Terms, Superintendent of Highways Andy Crary 2 year term.
 - h. Town Clerk's Office will be closed December 26 through January 2, 2018.
 - i. TOWN HALL REQUEST: None
 - j. TOWN PARK REQUEST: None
 - k. RECORDS MANAGEMENT: Still working on indexing minutes from 1935-1950 and shredding 2009/2010 Town Records, finished Court Records.
3. Historian - Elaine Sater: 1938 Minutes - Board members are Supervisor: Cornelius Meagher, Justices of the Peace: Samuel Newell, Arthur Leavitt, Oscar Wheeler, and Oscar Otis, Deputy Town Clerk Frank Otis, Superintendent of Highways Raldolph Martin. Jennie Otis is Town Clerk, but Deputy Town Clerks have been attending the meetings and doing the minutes.

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Jan 18 - Board met at Cornelius Meagher's office in Gabriels, Board votes on the wages for highway work, Snow plow driver is paid \$100 a month for 4 months: January thru March and December 1938. Bonding of Town Officials is accepted.

April 11 -Voted to allocate \$7042.36 for Highway general repairs and maintenance; Jerome Quain is the Welfare Officer and Karl Connors is the Deputy Clerk. Adirondack National Bank is made the depository for Town funds and the Supervisor is authorized to deposit all monies in his possession. Superintendent of Highways is authorized to spend up to \$400 on small tools and the repair of machinery and equipment.

June 1 - There are no monies to pay Home Relief, Supervisor and Town Clerk are authorized to borrow \$2,500 to cover Home Relief.

June 4- Vote to engage the services of a civil engineer to prepare applications for WPA projects.

July 21- Mr. M.W. Plumb, survey engineer, provides information for two projects for WPA projects, eliminating the curve below Mr. Meagher's Office on the Rainbow Lake Road and straightening the Keese Mills Road from the school house (District 2) to the Presbyterian parsonage. Discussion was held on purchasing rights-of-way on the Keese Mills Road, deeds have to be obtained as part of the application. Paid Mr. Plumb \$100.00.

Jul 25 - Board votes to have Mr. Plumb complete the applications for the WPA Projects from July 21 meeting and submit to Board for further consideration.

Oct 10 - Voted to purchase rights-of-way as follows: \$300 to Mrs. Minnie Muncil of Gabriels, \$70 to George B. Riley of Gabriels, and \$1.00 to Paul Smith's Hotel Company of Paul Smiths, projects cannot be started before June 30, 1939. This is necessary to file WPA applications.

Nov 10- Regular Meeting at the Town Hall, (these minutes and Nov 18 thru January 5, 1939, were not in the minute book, but in a separate folder with other handwritten minutes that are in the minute book). Audited vouchers #8 thru 54 for a total of \$2,580.49; accepted the inventory of machinery from the Superintendent of Highways and accepted his estimates for the Highway Budget. Approves the town abstract for \$5,370.49.

Nov 18 - Vote to authorize the Supervisor and Superintendent of Highways to execute the WPA projects proposed for Rainbow Lake and Keese Mills Roads and issue warrants to Mrs. Minnie Muncil, Mr. George B. Riley for rights of way and authorization for payments by Supervisor is rescinded from Oct 10 meeting.

Dec 28 - Regular meeting: General accounts were examined and found correct and accepted

4. Tax Collector - Holly Huber: No Report
5. Town Justice - Nik Santagate: Supervisor Peter Shrope said he received a check in the amount of \$7,548.00 and the Town Justice reported he disposed of 69 cases for the month of November
6. Code Enforcement Officer (CEO) - Paul Blaine: Report received prior to meeting
 - a. 2 building permits (BPs) were issued during November (BP#17-031 and 0302)
 - b. Issued one (1) Certificate of Occupancy BP#16-036
 - c. Issued two (2) Certificate of Compliance BP#17-016 and 031
 - d. Other issues: Visited Paul Smith's College to close out some outstanding BPs, BPs are good for one year and can be renewed prior to the expiration date at no extra cost if work is being done. Town Board should review charging for renewals.
7. Assessor- Roseanne Gallagher: Report received prior to meeting.
 - a. Had FasPrint in Malone fold, stuff, seal, and stamp the STAR renewals, sent out around the 1st of December
 - b. Handling phone calls about STAR and trying to get other paperwork done.
8. Animal Control - Tri Lakes Humane Society: No Report
9. Supervisor - Peter Shrope:
 - a. Census 2020: Completed paperwork and sent it in.
 - b. On-Line Banking: Community Bank (CB) is going to start charging for paper statements in 2018 so he and Richard Meagher, Bookkeeper, will get access to the General, Highway, and Trust and Agency (payroll) accounts to print out monthly statements. The CB manager waived the set up fee and monthly fee for the Town. They will not have access to the Justice or Town Clerk's accounts
 - c. Budget as of November 30, 2017, provided to Board members:

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- i. Revenues from November: \$6,884.05 from mortgage tax, \$1,592 from mowing contract, \$7,548.00 from Town Justice, and \$247.96 from Town Clerk
- ii. NYCLASS interest received for the General Fund was \$86.65 in General account \$106,353.84 (\$20,000 for Town Hall Roof Project) and Highway Fund is \$32.99 total in account \$40,531.46.
- iii. Budget will need to adjusted, landfill is negative due to extra work that was done to the cover, highway general repairs is negative due to guardrails repair, CHIPS funds are higher than anticipated; \$59,234 was requested in October.

ACCEPT/AMEND MINUTES

- **Regular Board – November 09, 2017**

Motion made by Amber McKernan, second by Lydia Wright, to accept the minutes of the Regular Board Meeting of November 09, 2017, as written

Roll Call Vote: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

CITIZENS COMMENTS: None

BUSINESS

1. **Insurance Review - Pat McGuire:** Agent from Sid Spear Insurance Agency reviewed the insurance policy with the Board; there are some items that need to be looked at such as increasing values of trucks under 10 years old and increasing the under/uninsured coverage. The current policy with NYMIR already covers the Town Officials/employees for \$500,000 for crime insurance so a separate policy by Utica National is not needed for Town Officials/employees. The Agency has moved to a new location on West Main Street in Malone.

RESOLUTION #60

CANCELLATION OF UTICA NATIONAL THEFT BOND INSURANCE

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

WHEREAS the New York Municipal Insurance Reciprocal (NYMIR) covers employee theft on Town Officials and employees for \$500,000 and

WHEREAS the Town has a policy from Utica National for theft insurance to cover Town Officials and employees for \$350,000 that is in effect until June 1, 2018,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to sign a cancellation request for the crime insurance with Utica National effective December 15, 2017 at 12:01a.m. and request a refund from Utica National, and

BE IT FURTHER RESOLVED that Pat McGuire of Sid Spear Insurance will file the paperwork with Utica National to cancel the policy.

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

Resolution #60 declared duly adopted

2. **Organization Meeting for 2018:** Date was set for Thursday, January 11, 2018, Regular Monthly Board meeting will be held directly after the Organizational meeting.
3. **Board of Assessment Review (BAR) Appointment:** Brian McDonnell spoke with BAR members to determine if Paul Pillis was interested in continuing on the BAR.

RESOLUTION #61

APPOINTMENT OF BAR MEMBER

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Motion made by Brian McDonnell, second by Lydia Wright,

WHEREAS the Board of Assessment Review has five members and the term of Paul Pillis expired on September 30, 2017,

NOW THEREFORE BE IT RESOLVED that the Town Board reappoints Paul Pillis to serve as a member of the Board of Assessment Review for a five (5) year term October 1, 2017 to September 30, 2022.

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

Resolution #61 declared duly adopted

4. **Tri-Lakes Humane Society:** Received a contract for 2018 from the Tri-Lakes Humane Society for Animal Control and shelter services; money was put in the budget for it.

RESOLUTION #62

TRI-LAKES HUMANE SOCIETY

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to sign an agreement with the Tri-Lakes Humane Society for Animal Control Officer and pound and shelter services for 2018 in the amount of \$3,863.00.

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

Resolution #62 declared duly adopted

5. **Saranac Lake Civic Center:** Received a contract for 2018 from the Saranac Lake Civic Center, money was put in the budget for it.

RESOLUTION #63

SARANAC LAKE CIVIC CENTER, INC. CONTRACT

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

RESOLVED that the Town Board authorizes the Supervisor to sign a contract with the Saranac Lake Civic Center, Inc. in the amount of \$1,000 for 2018 to provide supervised participation of various sporting activities for eligible children of the Town of Brighton.

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

Resolution #63 declared duly adopted

6. **Paid Family Leave Act for New York State:** This is an employee funded program, it is optional for municipal employers. Towns with union employees will have to negotiate for this to take effect.
7. **Solar Law:** Town of Chateaugay is interested in collaborating on a law for solar development, companies are interested in setting up solar panels on farm land and there is nothing in place to provide guidance for Towns. Supervisor Peter Shrope will contact Don Bilow to see what they need.
8. **NY State Deferred Compensation:** Anyone interested can contribute to this employee funded program; it is a pretax retirement fund
9. **St. Regis Mountain Fire Tower Support:** Received a request from Jack Burke, a Town resident, to support a request by Friends of St. Regis Mountain Fire Tower for funds to repair the Fire Tower on St. Regis Mountain.

RESOLUTION #64

LETTER OF SUPPORT FOR FRIENDS OF ST. REGIS MOUNTAIN FIRE TOWER

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

WHEREAS, the Town of Brighton, Franklin County, NY, has previously expressed its support for the restoration of the fire tower on St. Regis Mountain, and

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WHEREAS, it is the mission of the Friends of St. Regis Mountain Fire Tower to restore the Fire Tower on St. Regis Mountain in the Town of Santa Clara, NY, for safe public access, and.

WHEREAS, it has been determined that the diagonal steel structural angles on the tower should be replaced, and
WHEREAS, the Friends of St. Regis Mountain Fire Tower has submitted an application through the New York State Public Access Capacity Grants Program to partially fund the replacement of the steel structural angles

THEREFORE BE IT RESOLVED that the Town of Brighton strongly urge the Parks & Trails of New York State to grant the necessary funding to the Friends of St. Regis Mountain Fire Tower to replace the diagonal steel structural angles to ensure the safety of the tower for future generations

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

10. **Audit of Town Financial Records:** Audit must be completed by January 20, date will be set at next meeting

11. **Town Hall Maintenance:** Staining of outside will be a spring project

12. **Land Purchase from Paul Smith's College (PSC):** No further information

13. **Park Use Policy:** Still in draft form

14. **Retirement Record of Activities (ROA):** Supervisor Peter Shrope received ROA from Council Member Lydia Wright for three months: September, October, and November for retirement purposes. Still need ROA from Council Member Brain McDonnell.

RESOLUTION #65

RECORD OF ACTIVITIES (ROA) FOR RETIREMENT

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

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 1/1/2012 to 12/31/2019, ROA .875

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

COMMITTEES

1. **AATV:** Brian McDonnell attended a meeting on Dec 4 and 5; they mentioned the Town of Brighton three times as being the first Town to support the increase in number of NYS DEC forest rangers; discussion was held on law for "zombie" houses, the mortgage companies/banks are supposed to keep up the maintenance on any house they foreclose on.

2. **Parks and Recreation-Peter Shrope, Amber McKernan:** The fields were limed by Tucker Farms, Inc. and voucher submitted for payment.

CITIZENS COMMENTS: None

EXECUTIVE SESSION:

Motion made by Supervisor Peter Shrope to **GO INTO EXECUTIVE SESSION** at 8:50pm for collective

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negotiations pursuant to Article 14 of the Civil Service Law, in accordance with Public Officers Law, Article 7, Section 105(e), second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Motion made by Brian McDonnell to **GO OUT OF EXECUTIVE SESSION** at 9:30pm, second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

AUDIT OF VOUCHERS:

RESOLUTION #50-2017 (Amended)

SAND SCREENING

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

RESOLVED that the Town Board authorizes the Superintendent of Highways to hire Trudeau Sand and Gravel, Inc. of Saranac Lake to screen sand for the 2017-2018 winter season for an amount not to exceed \$5,000.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #50 declared duly amended

RESOLUTION #66-2017

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 Voucher #12A through and including 12C for 2017 GENERAL FUNDS in the amount of \$543.77 and STREET LIGHTING FUND Abstract #12C in the amount of \$68.84

GENERAL FUND: Abstract #12 for Voucher #207 through and including #227 for 2017 funds in the amount of \$7,412.84

HIGHWAY FUND: Abstract #12 for Voucher #105 through and including #114 for 2017 funds in the amount of \$11,564.17

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

ADJOURNMENT

Motion to Adjourn the meeting at 9:34 pm 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