

Town of Brighton
Organizational Meeting
January 11, 2018

CALL TO ORDER:

Swearing in of New Officials by Judge Santagate
Pledge of Allegiance

ROLL CALL

NOTICE OF MEETING

APPOINTMENTS BY SUPERVISOR

Deputy Supervisor - Steve Tucker
Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear

APPOINTMENTS BY TOWN BOARD

Motion made

RESOLVED that the following appointments by the Town Board are hereby approved for 2018/2019

Code Enforcement Officer - Paul Blaine ??

Town Historian – Elaine Sater

Registrar of Vital Statistics – Elaine Sater

Records Access Officer – Elaine Sater

Records Management Officer – Elaine Sater

Town Hall Custodian - Shelly Smith

Board of Assessment Review-

Attorney for the Town – Scott Goldie, Esq. Conboy, McKay, Bachman & Kendall, LLP, Canton

ROLL CALL VOTE

DESIGNATION OF DEPOSITORIES

Motion made

RESOLVED that the following depositories are authorized to be used by the Town Officials in 2018/2019

Town Accounts – NBT Bank and Community Bank, NA

Tax Collector – NBT Bank

Town Clerk - Community Bank, NA

Town Court – Community Bank, NA

Investments – NYCLASS

ROLL CALL VOTE

DESIGNATION OF COUNTER SIGNER FOR CHECKS OVER \$5,000

Motion made

RESOLVED that the Town Clerk Elaine Sater be designated as the counter signer on all checks over \$5,000 written by the Town of Brighton in 2018/2019

ROLL CALL VOTE

DESIGNATION OF OFFICIAL NEWSPAPER

Motion made

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices during 2018/2019 will be the Adirondack Daily Enterprise in Saranac Lake

ROLL CALL VOTE

APPOINTMENT TO COMMITTEES

Motion made

RESOLVED that the Brighton Town Board approves the following 2018/2019 committee appointments

DISCUSSION !

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Highway: Steve Tucker, Brian McDonnell

Adirondack Regional Airport Committee: Amber McKernan, Tom McKernan

Parks & Recreation: Peter Shrope, Amber McKernan

Insurance & Investments: Lydia Wright, Amber McKernan

Cemeteries & Town Buildings: Amber McKernan, Steve Tucker

Assessment: Brian McDonnell, Lydia Wright

Salaries/Benefits Admin.: Brian McDonnell, Peter Shrope

ROLL CALL VOTE

OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

Motion made

RESOLVED that the following procedures shall apply to Town Board operations during 2018/2019

Town mail address is PO Box 260, Paul Smiths, NY 12970

1. Town Clerk will collect the mail
2. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m.
3. Council members who are unable to attend a meeting or who will not be able to arrive by the designated meeting time should notify the Supervisor in advance, as a matter of courtesy.
4. Council members or other elected officials wishing to have business items included on the meeting agenda should inform the supervisor one week in advance of the board meeting, as a matter of courtesy.
5. Public requests to be included on the agenda should be made to the supervisor. Meeting participation by the public will be only by invitation of the meeting chair and speakers will identify themselves. All remarks will be directed to the Board
6. The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc., prior to the monthly meeting. These should be provided either directly to board members' mailboxes or to the supervisor within 3 days of the board meeting to allow for distribution to the council members. If there is to be no report, please so inform the supervisor.
 - a. Animal Control Officer - Tri-Lakes Humane Society
 - b. Assessor – Roseanne Gallagher
 - c. Code Enforcement Officer (CEO) - Paul Blaine
 - d. Highway Superintendent - Andy Crary
 - e. Tax Collector – Holly Huber
 - f. Town Justice - Nik Santagate
 - g. Town Clerk- Elaine Sater
 - h. Town Historian- Elaine Sater

ROLL CALL VOTE

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS (*that resolution would stand unless repealed or superseded by subsequent town board action.*- Lori Mithin)

Motion made

RESOLVED that the supervisor be authorized to pre-pay certain claims incurred during 2018/2019 prior to audit of the vouchers for payment, as follows: public utility services, postage, and freight and express charges. All such claims are to be presented for audit at the next regular board meeting.

ROLL CALL VOTE

AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, TOWN JUSTICE, AND TOWN SUPERVISOR

Motion made

RESOLVED that an Annual Audit of Town Clerk, Town Justice and Town Supervisor’s financial records be conducted in accordance with Town Law Section 123 on _____, January __, 2018. At time:_____

By Jan. 20th

ROLL CALL VOTE

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

Motion made

RESOLVED that Town Officials be reimbursed at the rate allowed by the United States Internal Revenue Service per mile from the Town Hall for the use of their personal vehicles while on town business during 2018, except for the Tax Collector Holly Huber who will log mileage from her residence.

(Reference: “Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be; \$00.545 cents per mile for business miles driven.

<https://www.irs.gov/newsroom/standard-mileage-rates-for-2018-up-from-rates-for-2017>)

ROLL CALL VOTE

FILING OF SUPERVISOR’S ANNUAL FINANCIAL REPORT

Motion made

RESOLVED that a copy of the supervisor’s annual financial report for 2017 to the State Comptroller be filed with the town clerk within the first 60 days of 2018, unless the Comptroller extends the filing date by 60 days, in which case the same extension shall apply to the filing with the town clerk.

ROLL CALL VOTE

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made

RESOLVED, that the Town Board authorizes a blanket surety bond permitted by Section 11 of the Public Officers Law in lieu of individual undertakings as required by Section 25 of the Town Law, which indemnifies the Town for losses caused by failure to faithfully perform duties or by fraudulent or dishonest acts on the part of the Tax Collector, the Supervisor, and all other elected officials and employees for the years 2018-2019, and BE IT FURTHER RESOLVED that the amount of the blanket surety bond through Municipal Crime Insurance Coverage will be \$500,000.00 for all Town officials and employees.

ROLL CALL VOTE:

AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2018 only.

Motion made

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2018:

Council Member (A1010.1)	\$ 4,372.50 /Year each
Justice (A1110.1)	\$ 13,658.00 /Year
Court Clerk (A1130.1)	\$ 14.56 /Hour*
Supervisor (A1220.1)	\$ 14,210.00 /Year
Deputy Supervisor (A1220.1A)	\$ 437.00 /Year
Tax Collector (A1330.1)	\$ 7,184.00 /Year
Assessor (A1355.1)	\$ 13,500.00 /Year (inc. data/records 4 years; 2016-2019)
Town Clerk (A1410.1)	\$ 11,000.00 /Year
Deputy Town Clerk (A1415.1)	\$ 14.56 /Hour*
Town Hall Custodian (A1620.1)	\$ 2,894.00 /Year

Code Enforcement Officer (A3010.1)	\$ 14,930.00 /Year
Registrar of Vital Statistics (A4020.1)	\$ 275.00 /Year
Superintendent of Highways (A5010.1)	\$ 47,151.00 /Year
Deputy Superintendent of Highways (A5010.1)	\$ 816.00 /Year
Town Park Manager/Laborer (A7140.1)	\$ 11.00 hourly*

Highway Hourly Wage - General (DA5110.1) \$ 16.53/ \$24.80 \$33.06 *Hour/Over Time/Holiday*
 Highway Hourly Wage – Snow Removal (DA5142.1) \$ 16.53/ \$24.80/ \$33.06 *Hour/Over Time/Holiday*
These hourly rates are expected to change once a 2018-2019 CSEA contract is finalized, approved and accepted by the two employees represented by the CSEA union and the town.

ROLL CALL VOTE

OTHER BUSINESS

Conducting business via email

ADJOURNMENT