

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 1 of 6

The 2012 Organizational Meeting of the Town Board of the Town of Brighton was held Monday, January 2, 2012, at 7:00 p.m. at the Brighton Highway Garage, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 7:00 p.m.

The "Pledge of Allegiance" to the flag was recited.

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Steve Tucker and Lydia Wright

ABSENT: None

OTHERS PRESENT: Holly Huber - Tax Collector, Nik Santagate - Town Justice, and Elaine Sater - Town Clerk

RESIDENTS: There were several residents present

NOTICE OF MEETING: Notice of this meeting was published in the Adirondack Daily Enterprise on Tuesday, December 27, 2011. Notice was also posted on the Town Clerk's Sign Board, in the three local post offices and businesses in the Town. Supervisor Peter Shrope posted notices that the location of the meeting was changed to the Town Garage due to the lack of heat in the Town Hall.

1. **NOTICE OF RESIGNATION OF OFFICE:** Town Clerk Elaine Sater, received a letter of resignation, dated December 21, 2011, from Council Member Peter Shrope resigning as Town Council member, effective 11:59 p.m on December 31, 2011. A vacancy is declared for a Council Member.
2. **APPOINTMENT TO VACANT COUNCIL MEMBER POSITION:** Discussion was held on nominations for the vacant position of Council Member; no one submitted a letter of interest.

RESOLUTION #1

APPOINTMENT TO FILL VACANCY ON THE TOWN BOARD

Motion made by Council Member Brian McDonnell, **second** by Council Member Lydia Wright,

WHEREAS, a letter of resignation was received from Peter Shrope Council Member with a two-year unexpired term as of December 31, 2011, due to his election to Town Supervisor, and

WHEREAS, David Knapp was nominated to be appointed as Council Member to fill the vacant one-year term of Council Member, and

WHEREAS, no other persons were nominated,

NOW THEREFORE BE IT RESOLVED that the Town Board appoints David Knapp to the position of Council Member to fill a one-year term from January 1 to December 31, 2012, left vacant by Peter Shrope's resignation.

ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Vacant 1

RESOLUTION #1 declared duly adopted

3. **SWEARING IN OF NEW OFFICERS:** Justice Nik Santagate presided over the swearing in of the new elected and appointed officers.
4. **APPOINTMENTS BY SUPERVISOR PETER SHROPE**
 - a. Deputy Supervisor – Council Member Steve Tucker
 - b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear
5. **APPOINTMENTS BY TOWN BOARD:** Discussion was held on appointments to the Board of Assessment Review and Attorney for the Town. The people currently in these positions will be left as is for the present.

RESOLUTION #2

APPOINTMENTS TO OFFICE BY THE TOWN BOARD

Motion made by Council Member Brian McDonnell, **Second** by Council Member David Knapp,

RESOLVED that the following appointments by the Town Board are hereby approved for 2012:

1. **Code Enforcement Officer - Paul Blaine**

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 2 of 6

2. **Town Historian - Mary Ellen Salls**
3. **Registrar of Vital Statistics – Elaine Sater**
4. **Records Access Officer – Elaine Sater**
5. **Records Management Officer – Elaine Sater**
6. **Town Hall Custodian - Shelly Smith**
7. **Park Attendant – Dan Spencer**
8. **Attorney for the Town – Scott Goldie, Esq, of Canton**

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #2 declared duly adopted

6. **DESIGNATIONS OF DEPOSITORIES:** Discussion was held on moving investments to an account that gets a better return; no decision was made at this time to change the NYCLASS accounts.

RESOLUTION #3

DESIGNATION OF DEPOSITORIES

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

RESOLVED that the following depositories are authorized to be used by the Town Officials in 2012:

1. **Town Accounts – NBT and Community Bank, NA**
2. **Tax Collector – NBT**
3. **Town Clerk - Community Bank, NA**
4. **Town Court – Community Bank, NA**
5. **Investments – NYCLASS**

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #3 declared duly adopted

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

RESOLUTION #4

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

Motion made by Supervisor Peter Shrope, Second by David Knapp,

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 2012.

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #4 declared duly adopted

8. **DESIGNATION OF OFFICIAL NEWSPAPER**

RESOLUTION #5

DESIGNATION OF OFFICIAL NEWSPAPER

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

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices during 2012 will be the Adirondack Daily Enterprise in Saranac Lake

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

9. **APPOINTMENT TO COMMITTEES:** Discussion was held on who would be on the committees and adding or subtracting committees.

RESOLUTION #6

APPOINTMENT TO COMMITTEES

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

RESOLVED that the Brighton Town Board approves the following 2012 committee appointments proposed by Supervisor Peter Shrope:

- a. **Highway – David Knap and Steve Tucker**
- b. **Park & Recreation - Peter Shrope and Steve Tucker**

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 3 of 6

- c. Insurance & Investments – David Knapp and Lydia Wright
- d. Cemetery & Town Buildings – David Knapp and Steve Tucker
- e. Employee Assistant Services (EAS Point of Contact) - Steve Tucker
- f. Website – Peter Shrope
- g. Fire Advisory Board (FAB) – Brian McDonnell and Steve Tucker
- h. Telecommunications - Peter Shrope
- i. Town Hall Project/Open House - Peter Shrope and Lydia Wright
- j. Town Redevelopment – Brian McDonnell
- k. Assessment – Brian McDonnell and Lydia Wright
- l. Salaries/Benefits Administration – David Knapp and Peter Shrope

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #6 declared duly adopted.

10. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

RESOLUTION #7

OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

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

RESOLVED that the following procedures shall apply to Town Board operations during 2012:

- 1. Town mail address is: PO Box 260, Paul Smiths, NY 12970
- 2. Town Clerk will collect the mail
- 3. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m.
- 4. 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.
- 5. Council members wishing to have items included on the regular monthly meeting agenda should inform the Supervisor not later than 5 p.m. on the Monday prior to the meeting. Public requests to be included on the agenda should be made to the Supervisor not later than 5 p.m. on the Monday prior to the meeting. An agenda will be made available to the public not later than 5 p.m. on the Tuesday prior to the meeting.
- 6. 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
- 7. 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 - Doug Tichenor
 - c. Code Enforcement Officer (CEO) - Paul Blaine
 - d. Highway Superintendent - Andy Crary
 - e. Tax Collector – Holly Huber
 - f. Town Clerk – Elaine Sater
 - g. Town Justice - Nik Santagate
 - h. Town Park – Dan Spencer
 - i. St Paul's/Assumption Food Pantry Coordinator – Barbara Marshall
 - j. Town Board Committees: May make oral presentations at the meeting

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #7 declared duly adopted.

11. AUTHORIZATION FOR SUPERVISOR TO PRE-PAY CERTAIN CLAIMS:

RESOLUTION #8

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Peter Shrope, Second by David Knapp,

RESOLVED that the Supervisor be authorized to pre-pay certain claims incurred during 2012 prior to audit

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 4 of 6

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: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #8 declared duly adopted

12. AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, TOWN JUSTICE, AND TOWN SUPERVISOR: The checklist for audits distributed by the Comptroller's Office will be available to the Board.

RESOLUTION #9

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

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

RESOLVED that the Annual Audit of Town Clerk, Town Justice and Town Supervisor's financial records be conducted in accordance with Town Law Section 123 on Thursday, January 19, 2012, to start at 4 p.m.

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #9 declared duly adopted

13. MILEAGE REIMBURSEMENT FOR TOWN BUSINESS: The Town will follow the IRS rate if it changes during the year. Town business is defined as doing business authorized in the name of the Town.

RESOLUTION #10

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor Peter Shrope, Second by David Knapp,

RESOLVED that Town Officials be reimbursed at the rate allowed by the United State Internal Revenue Service per mile (55.5 cents per mile as of 1 January 2012) from the Town Hall for the use of their personal vehicles while on town business during 2012, except for the Tax Collector Holly Huber who will clock mileage from her residence.

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #10 declared duly adopted

14. BONDING OF TOWN OFFICIALS

RESOLUTION #11

AUTHORIZATION TO BOND TOWN OFFICIALS

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

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 year 2012 and

BE IT FURTHER RESOLVED that the amounts of bonding will be \$50,000 for all Town officials and employees and an additional amount of \$400,000 for the Tax Collector and Supervisor.

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #11 declared duly adopted

15. SALARIES AND WAGES: A 2% raise was approved for all officials and employees except Town Board members, Supervisor, and Deputy Supervisor. Nik Santagate made a comment that the Town Board should also get the 2% raise to keep equity in salary increases to Town Officials. Discussion was held on salaries and benefits and that a review should be undertaken. A committee was added to Resolution #6-2012 to look into this issue.

RESOLUTION #12

AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2012

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

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2012:

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 5 of 6

Council Member (A1010.1)	\$ 2,755/Year each
Justice (A1110.1)	\$ 9,498/Year
Court Clerk (A1130.1)	\$ 13.45/Hour
Supervisor (A1220.1)	\$ 11,380/Year
Deputy Supervisor (A1220.1)	\$ 300/Year
Tax Collector (A1330.1)	\$ 6,444/Year
Assessor (A1355.1)	\$ 10,863 Year
Town Clerk (A1410.1)	\$ 9,774/Year
Deputy Town Clerk (A1415.1)	\$ 13.45/Hour
Town Hall Custodian (A1620.1)	\$ 2,444/Year
Code Enforcement Officer (A3010.1)	\$ 13,291/Year
Registrar of Vital Statistics (A4020.1)	\$ 244/Year
Superintendent of Highways (A5010.1)	\$ 41,125/Year
Deputy Superintendent of Highways (A5010.1)	\$ 710/Year
Town Park Manager (A7140.1)	\$ 9.80/Hour
Highway Hourly Wage - General (DA5110.1)	\$ 15.26/\$22.89/\$30.52 Hour/OT/Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 15.26/\$22.89/\$30.52 Hour/OT/Holiday

ROLL CALL VOTE: Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0
Resolution #12 declared duly adopted

16. BUSINESS

- a. **Camp Gabriels Veterans Cemetery Request:** Supervisor Peter Shrope distributed a packet of information prepared by former Supervisor John Quenell for the Board to review for the next meeting. The County is asking for the Town to support a Veterans' Cemetery on the Camp Gabriels property. The State Legislature has to approve giving the property to the Federal Government for the Veterans' Administration to make into a cemetery then the VA would turn it over to the State and the State would administer the cemetery.
- b. **Town Hall Boiler:** Supervisor Peter Shrope presented two quotes obtained for a boiler to replace the one condemned in the Town Hall.

RESOLUTION #13

PURCHASE OF A BOILER FOR TOWN HALL

Motion made by Brian McDonnell, second by Lydia Wright,

WHEREAS, the boiler in the town Hall was condemned by Adirondack Energy as it has a leak in it and will not stay running, and

WHEREAS, two companies submitted quotes to replace the boiler as follows:

Adirondack Energy-Malone: \$3,600.00 for used NewMac

Adirondack Energy-Malone: \$4,814.00 for new Pennco

Hyde-Stone-Potsdam: \$3,490.00 for new Utica

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to purchase a new Utica oil fired boiler with a Beckett oil burner for the Town Hall from Hyde-Stone of Potsdam in the amount of \$3,490.00 to be installed and hooked up to existing oil lines. Funds will come from the Town Hall Capital Project funds.

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

Resolution #13 declared duly adopted

- c. **Grand Opening of Town Hall:** Supervisor Peter Shrope asked for a committee to set up an Open House for the reopening of the Town Hall and invite several people who have been involved in the project to attend. Lydia Wright and Peter Shrope will be on the committee, as well as the Town Clerk Elaine Sater. Other suggestions for committee members were Pat Willis and Kevan Moss. Committee was added to Resolution #6 as part of Town Hall Project.

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 2, 2012

Page 6 of 6

- d. **Conducting Town Business on Email: Supervisor Peter Shrope** said he would not be using emails to discuss Town Business as information can be misinterpreted. Information can be passed around but discussions will not be conducted. Email is subject to FOIL even if it is on a personal account. Peter Shrope will look into getting Town emails established for each position through the Town's website.
- e. **Audit of Vouchers: Brian McDonnell** asked about auditing vouchers. Discussion was held and it was determined that vouchers need to be turned into the Town Clerk by the Tuesday prior to the Regular meeting to be available for auditing by Board members.
- f. **Supervisor's Hours: Supervisor Peter Shrope** will hold office hours from approximately 10 a.m. and 1 p.m. on Tuesdays and Thursdays at the Town Garage.
- g. **Mediation for Avoidable Alarms: Supervisor Peter Shrope said** there was a meeting with the Mediator on Tuesday, January 3, 2012, at Paul Smith's College concerning the Avoidable Alarm Violations. He needs a volunteer to replace Jeffrey Leavitt on the negotiation team.

RESOLUTION #14

APPOINTMENT AS NEGOTIATOR FOR AVOIDABLE ALARM VIOLATIONS

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

WHEREAS, a negotiator is needed to replace Jeffrey Leavitt who is no longer on the Town Board,

THEREFORE BE IT RESOLVED that the Town Board authorizes David Knapp to represent the Town Board during negotiations with Paul Smith's College concerning the Avoidable Alarm Violations to replace Jeffery Leavitt.

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

Resolution #14 declared duly adopted

- h. **Visitor's Interpretive Center: Brain McDonnell** said, as the manager of the Visitor's Interpretive Center, he wants Town residents to know that they receive the same discounted rate as Paul Smith's College employees. There are skis and snowshoes available to rent.

ADJOURNMENT

Motion to Adjourn at 9:34 p.m. made by David Knapp, **Second** by Lydia Wright, **Aye 5 (Knapp, McDonnell, Shrope, Tucker, Wright), Nay 0**

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk