

The 2004 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 8, 2004, at 6:30 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

PRESENT: Supervisor Robert Tebbutt
Council Members: David Knapp
John Quenell
Steve Tucker
Lydia Wright

ABSENT: None

OTHERS PRESENT: Elaine Sater-Town Clerk, Donald Oliver - Superintendent of Highways, Amber McKernan-Tax Collector, Nik Santagate-Town Justice, and Tom & Pat Willis - Historians

RESIDENTS: There were four residents present.

Meeting was **Called to Order** by Supervisor Robert Tebbutt at 6:30 p.m. He welcomed the two new council members David Knapp and Lydia Wright.

1. OFFICIAL UNDERTAKING FOR BONDING TOWN OFFICIALS

RESOLUTION #1

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Robert Tebbutt to Resolve that the 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, provided by F&D Insurance Company, insurer, 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 with a limit of \$290,000, the Supervisor with a limit of \$140,000, and all other elected officials and employees with a limit of \$50,000, and for which the Town will pay a premium not to exceed \$800 for calendar year 2004, be hereby approved, second by John Quenell, Aye 5.

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #1 declared duly adopted.

Amber McKernan stated that since the Tax Collection Warrant from Franklin County is approaching \$1.4 million the limit of the bond for the Office of Tax Collector should be raised to about \$400,000.

2. APPOINTMENTS BY SUPERVISOR: The following individuals are appointed by the Supervisor:

Deputy Supervisor – John Quenell
Bookkeeper – Joan-Marie Sturick
Town Historian – Pat and Tom Willis
Budget Officer - Robert G. Tebbutt

3. APPOINTMENTS BY TOWN BOARD

RESOLUTION #2

APPOINTMENTS BY TOWN BOARD:

Motion made by Supervisor Robert Tebbutt to Resolve that the following appointments are hereby approved for 2004,

Official Banks for Town and Tax Collector – NBT, Charter One, and Tupper Lake National Bank
Official Bank for Town Clerk - Charter One
Official Bank for Town Court – Tupper Lake National Bank
Investments – Class MBI
Official Newspaper – Adirondack Daily Enterprise in Saranac Lake

Registrar of Vital Statistics – Elaine Sater
Records Access Officer – Elaine Sater
Records Management Officer – Elaine Sater
Voting Machine Custodians– Donald Tucker & Tom Tucker
Animal Control Officer – Andy Crary
Deputy Superintendent of Highways – Andy Crary
Court Clerk – Sonya Franciamone, alternate Elaine Sater
Board of Assessment Review - E. Philip Delarm, Jerome Samburgh, and Robert Byno, Sr.
Assessor – Douglas Tichenor
Town Hall Custodian - Shelly Smith
Park Attendant – Dan Spencer
Maintenance Manager – Robert Byno, Sr.
IRS Section 125 Plan Administrator - Tom Willis

Second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #2 declared duly adopted.

4. **SECOND SIGNER AUTHORIZATION FOR CHECKS OVER \$5,000.** Council Member Steve Tucker was appointed in the past as second signer for check over \$5,000 (as a council member he is not authorized). John Quenell will look into who is authorized to be the second signature on checks for the Town.

5. CONTRACT/HIRED PERSONNEL:

RESOLUTION #3

APPROVAL OF CONTRACT/HIRED PERSONNEL

Motion made by Supervisor Robert Tebbutt **to Resolve that the following appointments are hereby approved for 2004 for Contract and Hired Personnel:**

Attorney for the Town - Scott Goldie (Conboy, McKay, Bachman & Kendall, LLP)
Highway Department Employees - Andy Crary, Glenn Perrino, and Forrest Pennington
Code Enforcement Officer – Edward W Lagree (by contract with Town of Santa Clara)
Landfill testing – F.X. Browne, Inc.

Second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #3 declared duly adopted.

6. COMMITTEES

RESOLUTION #4

APPOINTMENT OF COMMITTEES

Motion made by Supervisor Robert Tebbutt **to Resolve that the following committee appointments are hereby approved for 2004:**

Highway Department - John Quenell and Steve Tucker
Park & Recreation - Steve Tucker and Lydia Wright
Insurance & Investments - John Quenell

Cemetery & Town Buildings - Steve Tucker and David Knapp
Public Information (Town Website and Brighton Bulletin) - John Quenell
Citizens' Committee on Compensation and Benefits – Tom Willis, Chair
Citizens' Committee for Town Hall – Pat Willis, Chair
Citizens' Committee for Highway Garage – Co-Chairs Rouse Fountain and David Knapp (Town Council) and members: Steve Tucker (Town Council), Andy Crary and Don Oliver (Town Highway Dept) and Arthur Robertson.
(The Supervisor is ex-officio member of all Committees)

Second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #4 declared duly adopted.

7. TOWN OPERATING PROCEDURES

a. Meetings And Reports

RESOLUTION #5

OPERATING PROCEDURES FOR MEETINGS AND REPORTS

Motion made by Supervisor Robert Tebbutt **to Resolve that the following operation procedures are hereby approved:**

- Town mail address is PO Box 260, Paul Smiths, NY 12970
- Town Clerk or Supervisor will collect the mail.
- Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m. Council members who are unable to attend a meeting or who will not be able to arrive by 7:00 p.m. will notify the Supervisor in advance.
- Public attendees will be required to sign an attendance sheet. Meeting participation by the public will be only by invitation of the meeting chair. Speakers will be required to identify themselves. All remarks will be directed to the chair.
- 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 with sufficient time to allow for distribution to the Council Members. If there is to be no report, please so inform the Supervisor.
 - Animal Control
 - Assessor
 - Code Enforcement Officer

Second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #5 declared duly adopted.

b. Publishing Public Notices

RESOLUTION #6

AUTHORIZATION TO PUBLISH PUBLIC NOTICES

Motion made by Supervisor Robert Tebbutt **to Resolve that Elaine Sater, Town Clerk, is authorized to publish Public Notices as needed in the Adirondack Daily Enterprise during 2004;** second by David Knapp, Aye 5.

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #6 declared duly adopted.

c. Pre-paying Invoices

RESOLUTION #7

AUTHORIZATION TO PRE-PAY CERTAIN INVOICES

Motion made by Supervisor Robert Tebbutt to Resolve that the Supervisor is authorized to prepay certain claims incurred during 2004 prior to audit, as follows: public utility services, postage, freight and express. All such claims are to be presented for audit at the next regular board meeting, second by Lydia Wright, Aye 5.

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #7 declared duly adopted.

d. Agreement for Expenditure of Highway Monies

RESOLUTION #8

AGREEMENT FOR EXPENDITURE OF HIGHWAY MONIES FOR 2004

Motion made by Supervisor Robert Tebbutt to Resolve that the Town Board and the Superintendent of Highways hereby agree that \$35,000 shall be set aside to be expended for paving and repairs to Split Rock Road, one end of Mill Hill Road, and a portion of Wardner Road, to be done during 2004, second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #8 declared duly adopted.

e. Filing of Supervisor's Annual Financial Report

RESOLUTION #9

FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT

Motion made by Supervisor Robert Tebbutt to Resolve that the Supervisor will submit to the Town Clerk within 60 days after the close of the 2003 fiscal year, or extension of the 60-day period as granted by the state comptroller, a copy of his annual financial report to the state comptroller, and within 10 days of receipt the Town Clerk shall publish notice that such report is available for public inspection and copying, second by Steve Tucker, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #9 declared duly adopted.

f. Special Meeting for Annual Accounting:

RESOLUTION #10

SPECIAL MEETING FOR ANNUAL ACCOUNTING

Motion made by Supervisor Robert Tebbutt to Resolve that a Special Board Meeting shall be held at the town hall at 7 o'clock on Tuesday January 13, 2004, for the purpose of receiving an annual accounting by each officer or employee who has received or disbursed any moneys during 2003, second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #10 declared duly adopted.

g. Notification of Association of Towns

RESOLUTION #11

NOTIFICATION OF NAMES AND MAILING ADDRESSES TO ASSOCIATION OF TOWNS

Motion made by Supervisor Robert Tebbutt to Resolve that the Town Clerk provide the Executive Secretary, Association of Towns, 146 State Street, Albany, NY 12207-1671, a list of the correct name and mailing addresses of all current town officers, second by John Quenell, Aye 5

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #11 declared duly adopted.

h. Mileage Rate

RESOLUTION #12

AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor Robert Tebbutt to Resolve that town officers reimbursed for use of their automobiles on town business will be reimburse at the rate of 32 cent per mile during 2004, second by David Knapp, Aye 5.

Roll Call Vote:

Supervisor Robert Tebbutt	Aye
Council Members: David Knapp	Aye
John Quenell	Aye
Steve Tucker	Aye
Lydia Wright	Aye

Resolution #12 declared duly adopted.

8. WAGES AND SALARIES FOR 2004

RESOLUTION #13

ACCEPTANCE OF WAGES AND SALARIES FOR 2004

Motion made by Supervisor Robert Tebbutt to Resolve that the following wages and salaries will be paid semimonthly in 2004:

POSITION	ACCOUNT	PerYear/Hour
Council Member	A1010.1	\$ 2,300
Justice	A1110.1	\$ 6,800

