

**ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY**

**January 8, 2009**

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The 2009 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 8, 2009 at 6:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

**CALL TO ORDER:**

Meeting was Called to Order by Supervisor David Knapp at 6:03 p.m.

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

**ROLL CALL OF OFFICERS**

**PRESENT:** Supervisor David Knapp

Council Members: Sheila Delarm, Steve Tucker and Lydia Wright

**ABSENT:** Council Member Jeffrey Leavitt

**OTHERS PRESENT:** Elaine Sater - Town Clerk, Nik Santagate - Town Justice

**RESIDENTS:** There were two residents present

**NOTICE OF MEETING:** Notice of this meeting were published in the Adirondack Daily Enterprise on Friday, January 2, 2009 and posted on the Town Clerk's Sign Board. Notices were also posted in the three local post offices and businesses in the Town.

**1. APPOINTMENTS BY SUPERVISOR**

a. Deputy Supervisor - Steve Tucker

b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear

**2. OATHS OF OFFICE:**

a. Supervisor David Knapp took his Oath of Office in front of Town Clerk Elaine Sater on January 6, 2009

b. Deputy Supervisor Steve Tucker took his Oath of Office in front of Justice Nik Santagate on January 8, 2009

**3. APPOINTMENTS BY TOWN BOARD**

**RESOLUTION #01**

**APPOINTMENTS TO OFFICE BY THE TOWN BOARD**

Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:

**RESOLVED that the following appointments by the Town Board are hereby approved for 2009:**

Code Enforcement Officer - Paul Blaine

Town Historian - Mary Ellen Salls

Registrar of Vital Statistics - Elaine Sater

Records Access Officer - Elaine Sater

Records Management Officer - Elaine Sater

Town Hall Custodian - Shelly Smith

Park Attendant - Dan Spencer

Attorney for the Town - Scott Goldie, Esq

**ROLL CALL VOTE: Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)**

**Resolution #01 declared duly adopted**

**4. DESIGNATIONS OF DEPOSITORIES:**

**RESOLUTION #02**

**AUTHORIZATION TO DESIGNATE DEPOSITORIES**

Motion made by Supervisor David Knapp, second by Lydia Wright, To Wit:

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

a. Town Accounts - NBT and Community Bank, NA

b. Tax Collector - NBT

c. Town Clerk - Community Bank, NA

d. Town Court - Community Bank, NA

e. Investments - MBIA CLASS

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**ROLL CALL VOTE: Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)**  
**Resolution #02 declared duly adopted**

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

**RESOLUTION #03**

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

**Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:**

**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.**

**ROLL CALL VOTE: Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)**

**Resolution #03 declared duly adopted**

**6. DESIGNATION OF OFFICIAL NEWSPAPER**

**RESOLUTION #04**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:**

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

**ROLL CALL VOTE: Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)**

**Resolution #04 declared duly adopted**

**7. COMMITTEES:** The following committees were appointed by Supervisor David Knapp

- a. Cemetery & Town Buildings - Steve Tucker and Jeffrey Leavitt
- b. Highway - Lydia Wright and Steve Tucker
- c. Insurance & Investments - Sheila Delarm and Lydia Wright
- d. Park & Recreation - Steve Tucker and Jeffrey Leavitt
- e. Employee Assistant Services (Point of Contact) - Steve Tucker
- f. Website (Point of Contract - Sheila Delarm

**8. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS:**

- a. Town mailing address is PO Box 260, Paul Smiths, NY 12970, Town Court also use this address
- b. Town Clerk or Supervisor will collect the mail from the Post Office in Paul Smiths
- c. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m., audit of the vouchers starts at 6:30 p.m.
- d. 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
- e. Council members wishing to have items included on the agenda should inform the supervisor
- f. Public requests to be included on the agenda should be made to the Supervisor.
- g. Meeting participation by the public will be only by invitation of the meeting chair and speakers should identify themselves. All remarks will be directed to the chair.
- h. The following departments are responsible to provide written monthly reports on activity prior to the monthly meeting. Reports 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 inform the Supervisor.
  - (1) Animal Control Officer - Tri-Lakes Humane Society
  - (2) Assessor
  - (3) Code Enforcement Officer
  - (4) Highway Superintendent
  - (5) Tax Collector
  - (6) Town Justice
  - (7) Town Board Committees: Cemetery & Buildings, Insurance & Investments, and Park & Recreation

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**9. MISCELLANEOUS ITEMS:**

**a. Publish Public Notices:**

**RESOLUTION #05**

**AUTHORIZATION TO PUBLISH PUBLIC NOTICES**

Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:

**RESOLVED** that the Town Clerk, Elaine Sater, be authorized to publish Public Notices as needed in the Adirondack Daily Enterprise and other local newspapers.

**ROLL CALL VOTE:** Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #05 declared duly adopted

**b. Pre-pay Certain Claims:**

**RESOLUTION #06**

**AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS**

Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:

**RESOLVED**, that the Supervisor be authorized to pre-pay certain claims incurred during 2009 prior to audit of the vouchers for payment, as follows: public utility services, postage, freight and express charges. All such claims are to be presented for audit at the next regular board meeting.

**ROLL CALL VOTE:** Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #06 declared duly adopted

**c. Annual Financial Report for 2008:**

**RESOLUTION #07**

**ANNUAL FINANCIAL REPORT FOR 2008 FILING**

Motion made by Supervisor David Knapp, second by Lydia Wright, To Wit:

**RESOLVED** to file the Annual Financial Report for 2008 by February 28, 2009, with the Office of the State Comptroller and the Town Clerk.

**ROLL CALL VOTE:** Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #07 declared duly adopted

**d. Mileage Reimbursement for Town Business**

**RESOLUTION #08**

**AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS**

Motion made by Supervisor David Knapp, Second by Steve Tucker, To Wit:

**RESOLVED** that Town Officials be reimbursed at a rate of 55 cents (\$0.55) per mile from the Town Hall for the use of their personal vehicles while on town business during 2009.

**ROLL CALL VOTE:** Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #08 declared duly adopted

**e. Official Undertaking for Blanket Surety Bonding of Town Officials**

**RESOLUTION #09**

**AUTHORIZATION TO BOND TOWN OFFICIALS**

Motion made by Supervisor David Knapp, Second by Sheila Delarm, To Wit:

**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 2009, 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 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

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**Resolution #09 declared duly adopted**

**10. SALARIES AND WAGES**

**RESOLUTION #10**

**AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2009**

**Motion made by Supervisor David Knapp, Second by Lydia Wright, To Wit:**

**RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2009:**

<b>Council Member (A1010.1)</b>	<b>\$ 2,755/Year each</b>
<b>Justice (A1110.1)</b>	<b>\$ 9,312/Year</b>
<b>Court Clerk (A1130.1)</b>	<b>\$ 13.19/Hour</b>
<b>Supervisor (A1220.1)</b>	<b>\$ 11,380/Year</b>
<b>Deputy Supervisor (A1220.1)</b>	<b>\$ 300/Year</b>
<b>Tax Collector (A1330.1)</b>	<b>\$ 6,318/Year</b>
<b>Assessor (A1355.1)</b>	<b>\$ 10,650/Year</b>
<b>Town Clerk (A1410.1)</b>	<b>\$ 9,582/Year</b>
<b>Deputy Town Clerk (A1415.1)</b>	<b>\$ 120/Year</b>
<b>Town Hall Custodian (A1620.1)</b>	<b>\$ 2,396/Year</b>
<b>Code Enforcement Officer (A3010.1)</b>	<b>\$ 10,530/Year</b>
<b>Registrar of Vital Statistics (A4020.1)</b>	<b>\$ 239/Year</b>
<b>Superintendent Of Highways (A5010.1)</b>	<b>\$ 39,528/Year</b>
<b>Deputy Superintendent of Highways (A5010.1)</b>	<b>\$ 682/Year</b>
<b>Town Park Manager (A7140.1)</b>	<b>\$ 9.61/Hour</b>
<b>Highway Hourly Wage - General (DA5110.1)</b>	<b>\$ 14.68/\$22.02/\$29.36 Hour/OT/Holiday</b>
<b>Highway Hourly Wage – Snow Removal (DA5142.1)</b>	<b>\$ 14.68/\$22.02/\$29.36 Hour/OT/Holiday</b>

**ROLL CALL VOTE: Aye 4 (Delarm, Knapp, Tucker, Wright), Nay 0, Absent 1 (Leavitt)**

**Resolution #09 declared duly adopted**

**Motion to Adjourn at 6:20 p.m. made by Supervisor David Knapp, Second by Lydia Wright, Aye 4, Nay 0, Absent 1.**

Respectfully Submitted,

Elaine Sater  
Brighton Town Clerk