

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 10, 2008

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The 2008 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 10, 2008 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 Peter Martin at 6:14 p.m.

The Board said the "Pledge of Allegiance" to the flag.

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Martin, Sr.

Council Members: Sheila Delarm, Jeffrey Leavitt, Steve Tucker and Lydia Wright

ABSENT: None

OTHERS PRESENT: Elaine Sater - Town Clerk, Amber McKernan – Tax Collector, Nik Santagate - Town Justice, Andy Crary - Superintendent of Highways

RESIDENTS: There were three residents present

NOTICE OF MEETING: Notice of this meeting were published in the Adirondack Daily Enterprise on Monday, January 7, 2008 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: The following officials took their Oaths of Office in front of Justice Nik Santagate.

Peter Martin - Supervisor
Steve Tucker - Deputy Supervisor
Jeffrey Leavitt - Council Member
Lydia Wright - Council Member
Amber McKernan - Tax Collector
Thomas McKernan - Deputy Tax Collector
Elaine Sater - Town Clerk
Andy Crary - Superintendent of Highways

3. APPOINTMENTS BY TOWN BOARD

RESOLUTION #01

APPOINTMENTS TO OFFICE BY THE TOWN BOARD

Motion made by Supervisor Peter Martin, **Second** by Sheila Delarm, **To Wit:**

RESOLVED that the following appointments by the Town Board are hereby approved for 2008:

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

ROLL CALL VOTE: Aye 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #01 declared duly adopted

4. DESIGNATIONS OF DEPOSITORIES:

RESOLUTION #02

AUTHORIZATION TO DESIGNATE DEPOSITORIES

Motion made by Supervisor Peter Martin, **second** by Sheila Delarm, **To Wit:**

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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 - Citizens Bank
- d. Town Court – Community Bank, NA
- e. Investments – MBIA CLASS

ROLL CALL VOTE: Aye 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

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 Peter Martin, Second by Sheila Delarm, 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 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #03 declared duly adopted

6. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLUTION #04

DESIGNATION OF OFFICIAL NEWSPAPER

Motion made by Supervisor Peter Martin, Second by Sheila Delarm, 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 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #04 declared duly adopted

7. COMMITTEES: Motion made by Supervisor Peter Martin, second by Lydia Wright, to appoint the following individuals to the following committees, Aye 5, Nay 0

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

8. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS:

Motion made by Supervisor Peter Martin, second by Sheila Delarm, to set the following procedures for Town business and meetings, Aye 5, Nay 0:

- a. Town mailing address is PO Box 260, Paul Smiths, NY 12970, the Town Court is also using this address; Town Clerk or Supervisor will collect the mail from the Post Office in Paul Smiths
- b. Town Highway Department's address is PO Box 86, Gabriels, NY 12939
- c. Tax Collector's address is PO Box 125, Gabriels, NY 12939
- d. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m.
- e. 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 if possible
- f. Council members wishing to have items included on the printed meeting agenda should try to inform the supervisor no later than 7 days in advance of a board meeting
- g. Public requests to be included on the agenda should be made in writing to the Supervisor. A letter addressing the topic is required no later than 7 days in advance of a board meeting.
- h. 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.
- i. The following departments are requested to provide written monthly reports on activity, expenses, concerns,

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suggestions, etc. 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 so inform the Supervisor.

- i. Animal Control Officer
- ii. Assessor
- iii. Code Enforcement Officer
- iv. Highway Superintendent
- v. Tax Collector
- vi. Town Justice
- vii. Town Board Committees: Highway, Park, Cemetery, Insurance and Investments, Town Buildings and FAB

8. MISCELLANEOUS ITEMS:

a. Publish Public Notices:

RESOLUTION #05

AUTHORIZATION TO PUBLISH PUBLIC NOTICES

Motion made by Supervisor Peter Martin, Second by Steve Tucker, 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 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #05 declared duly adopted

b. Pre-pay Certain Claims:

RESOLUTION #06

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Peter Martin, Second by Steve Tucker, To Wit:

RESOLVED, that the Supervisor be authorized to pre-pay certain claims incurred during 2008 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 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #06 declared duly adopted

c. Mileage Reimbursement for Town Business

RESOLUTION #07

AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor Peter Martin, Second by Sheila Delarm, To Wit:

RESOLVED that Town Officials be reimbursed at a rate of 50.5 cents per mile for the use of their automobiles on town business during 2008.

ROLL CALL VOTE: Aye 5 (Delarm, Leavitt, Martin, Tucker, Wright)

Resolution #07 declared duly adopted

d. Audit of Town Financial Records: Audit will be conducted after the Public Hearing for the Post Office on Thursday, January 17, 2008

e. Official Undertaking for Blanket Surety Bonding of Town Officials

RESOLUTION #08

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Peter Martin, 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

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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 2008.

ROLL CALL VOTE: Aye 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #08 declared duly adopted

f. Salaries and Wages

RESOLUTION #09

AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2008

Motion made by Supervisor Peter Martin, Second by Steve Tucker, To Wit:

RESOLVED, that the following salaries and wages be approved to be paid biweekly during 2008:

Council Member (A1010.1)	\$ 2,616.25/Year each
Justice (A1110.1)	\$ 8,843/Year
Court Clerk (A1130.1)	\$ 12.52/Hour
Supervisor (A1220.1)	\$ 10,807/Year
Deputy Supervisor (A1220.1A)	\$ 285/Year
Tax Collector (A1330.1)	\$ 6,000/Year
Assessor (A1355.1)	\$ 11,375/Year
Town Clerk (A1410.1)	\$ 9,100/Year
Deputy Town Clerk (A1415.1)	\$ 120/Year
Town Hall Custodian (A1620.1)	\$ 2,275/Year
Registrar of Vital Statistics (A4020.1)	\$ 227/Year
Superintendent Of Highways (A5010.1)	\$ 37,538/Year
Deputy Superintendent Of Highways (A5010.1)	\$ 648/Year
Town Park Manager (A7140.1)	\$ 9.12/Hour
Highway Hourly Wage - General (DA5110.1)	\$ 13.94/\$20.91 OT/Hour
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 13.94/\$20.91 OT/Hour
Highway Hourly Wage – Other Govt (DA5148.1)	\$ 13.94/\$20.91 OT/Hour

ROLL CALL VOTE: Aye 5 (Delarm, Leavitt, Martin, Tucker, Wright), Nay 0

Resolution #09 declared duly adopted

Motion to Adjourn at 6:45 p.m. made by Supervisor Peter Martin, Second by Lydia Wright, Aye 5, Nay 0

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk