

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 10, 2013

Page 1 of 4

The 2013 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 10, 2013, at 7:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter 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, Amber McKernan, Steve Tucker and Lydia Wright

ABSENT: None

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, and Elaine Sater-Town Clerk

RESIDENTS: There were two residents present

NOTICE OF MEETING: Notice of this meeting was published in the Adirondack Daily Enterprise on Thursday, January 3, 2013. Notice was also posted on the Town Clerk's Sign Board, in the three local post offices and businesses in the Town.

1. **SWEARING IN OF NEW OFFICERS:** Amber McKernan was sworn in prior to the meeting by the Town Clerk for a one-year unexpired term as Council member.
2. **APPOINTMENTS BY SUPERVISOR PETER SHROPE**
 - a. Deputy Supervisor – Council Member Steve Tucker
 - b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear
3. **APPOINTMENTS BY TOWN BOARD:**

RESOLUTION #1-2013

APPOINTMENTS TO OFFICE BY THE TOWN BOARD

Motion made by Supervisor Peter Shrope, **Second** by Council Member Brian McDonnell,

RESOLVED that the following appointments by the Town Board are hereby approved for 2013:

1. Code Enforcement Officer - Paul Blaine
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 (Contract)

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

Resolution #1 declared duly adopted

4. **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 #2-2013

DESIGNATION OF DEPOSITORIES

Motion made by Supervisor Peter Shrope, **second** by Amber McKernan,

RESOLVED that the following depositories are authorized to be used by the Town Officials in 2013:

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

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 10, 2013

Page 2 of 4

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

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

RESOLUTION #3-2013

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

Motion made by Supervisor Peter Shrope, Second by Amber McKernan,

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 2013.

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

Resolution #3 declared duly adopted

6. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLUTION #4-2013

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 2013 will be the Adirondack Daily Enterprise in Saranac Lake

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

Resolution #4 declared duly adopted

- 7. APPOINTMENT TO COMMITTEES:** Discussion was held on who would be on the committees due to a new Council Member and adding or subtracting of committees.

RESOLUTION #5-2013

APPOINTMENT TO COMMITTEES

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that the Brighton Town Board approves the following 2013 committee appointments proposed by Supervisor Peter Shrope:

- a. Highway – Brian McDonnell and Steve Tucker
- b. Adirondack Regional Airport – Tom and Amber McKernan
- c. Park & Recreation - Peter Shrope and Steve Tucker
- d. Insurance & Investments – Lydia Wright
- e. Cemetery & Town Buildings – Amber McKernan and Steve Tucker
- f. Town Hall Project - Peter Shrope and Lydia Wright
- g. Assessment – Brian McDonnell and Lydia Wright
- h. Salaries/Benefits Administration –Peter Shrope and Brian McDonnell

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

Resolution #5 declared duly adopted.

8. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

RESOLUTION #6-2013

OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

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

RESOLVED that the following procedures shall apply to Town Board operations during 2013:

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 meeting agenda should inform the

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 10, 2013

Page 3 of 4

Supervisor one week in advance of the board meeting, as a matter of courtesy.

6. 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.
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 Justice - Nik Santagate
 - g. Town Park – Dan Spencer
 - h. Food Pantry Coordinator – Barbara Marshall
 - i. Town Board Committees

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

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

RESOLUTION #7-2013

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Peter Shrope, Second by Steve Tucker,

RESOLVED that the Supervisor be authorized to pre-pay certain claims incurred during 2013 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: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #7 declared duly adopted

10. AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, TOWN JUSTICE, AND TOWN SUPERVISOR:

RESOLUTION #8-2013

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

Motion made by Supervisor Peter Shrope, Second by Amber McKernan,

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 Tuesday, January 15, 2013, at 12 noon in the Town Hall.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #8 declared duly adopted

11. MILEAGE REIMBURSEMENT FOR TOWN BUSINESS:

RESOLUTION #9-2013

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

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

RESOLVED that Town Officials be reimbursed at the rate allowed by the United State Internal Revenue Service per mile (56.5 cents per mile as of 1 January 2013) from the Town Hall for the use of their personal vehicles while on town business during 2013, except for the Tax Collector Holly Huber who will clock mileage from her residence.

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

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

January 10, 2013

Page 4 of 4

12. BONDING OF TOWN OFFICIALS

RESOLUTION #10-2013

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Peter Shrope, **second** by Amber McKernan,

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 2013 and

LET IT BE 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 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #10 declared duly adopted

13. SALARIES AND WAGES:

RESOLUTION #11-2013

AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2013

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

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2013:

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)	\$ 306/Year
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 (\$13,501 in Budget)
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 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Resolution #11 declared duly adopted

OTHER BUSINESS

Conducting Town Business on Email: Supervisor Peter Shrope said he would not be conducting business by email as information can be misinterpreted. Information can be passed around by email.

CITIZENS COMMENTS: None

ADJOURNMENT

Motion to Adjourn at 7:35 p.m. made by Supervisor Peter Shrope, **Second** by Lydia Wright, **Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

Respectfully Submitted,

Elaine Sater, RMC, Brighton Town Clerk