

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

**January 11, 2007**

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**The 2007 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 11, 2007 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 6:12 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, David Knapp, Steve Tucker and Lydia Wright

**ABSENT:** None

**OTHERS PRESENT:** Elaine Sater - Town Clerk, Amber McKernan – Tax Collector

**RESIDENTS:** There was one resident present

**NOTICE OF MEETING:** Notice of this meeting were published in the Adirondack Daily Enterprise on Thursday, January 4, 2007 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 - David Knapp
- b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear

**2. APPOINTMENTS BY TOWN BOARD**

**RESOLUTION #01**

**APPOINTMENTS TO OFFICE BY THE TOWN BOARD**

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

**RESOLVED that the following appointments by the Town Board are hereby approved for 2007:**

**Animal Control Officer – None (discussing proposal with animal shelter)**

**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**

**Highway Department Employees - Andy Crary, Glenn Perrino, and Forrest Pennington**

**Code Enforcement Officer – Ed Lagree (Contract with the Town of Santa Clara)**

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

**Resolution #01 declared duly adopted**

**3. DESIGNATIONS OF DEPOSITORIES:** Supervisor Peter Martin said the following depositories were being used by Town Officials:

- a. Town Accounts – NBT, Citizens Bank, and Tupper Lake National Bank (changing name to Community Bank)
- b. Tax Collector - NBT
- c. Town Clerk - Citizens Bank
- d. Town Court – Tupper Lake National Bank/Community Bank
- e. Investments – MBIA

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

**RESOLUTION #02**

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

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

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**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, Knapp, Martin, Tucker, Wright)**

**Resolution #02 declared duly adopted**

**5. DESIGNATION OF OFFICIAL NEWSPAPER**

**RESOLUTION #03**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**Motion made** by David Knapp, **Second** by Steve Tucker, **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, Abstain 1 (Martin)**

**Resolution #03 declared duly adopted**

**6. APPOINTMENT TO COMMITTEES: Supervisor Peter Martin** appointed the following individuals to the following committees:

- a. Highway Department - David Knapp 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 David Knapp

**7. OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS**

**Supervisor Peter Martin** set the following procedures for Town business and meetings:

- ▶ Town mail 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
- ▶ 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 if possible
- ▶ 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
- ▶ 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.
- ▶ 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.
- ▶ The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc. prior to the monthly meeting. Reports should be provided either directly to board members' mailboxes or to the Supervisor within 7 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 in writing.
  - a. Animal Control Officer
  - b. Assessor
  - c. Code Enforcement Officer
  - d. Highway Superintendent
  - e. Tax Collector
  - f. Town Justice
  - g. Town Board Committees: Highway, Park, Cemetery, Insurance and Investments, and Town Buildings

**8. OTHER ITEMS:**

- a. Publish Public Notices

**RESOLUTION #04**

**AUTHORIZATION TO PUBLISH PUBLIC NOTICES**

**Motion made** by Supervisor Peter Martin, **Second** by Lydia Wright, **To Wit:**

**RESOLVED** that the Town Clerk, Elaine Sater, be authorized to publish Public Notices as needed in the

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Adirondack Daily Enterprise and other local newspapers.

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

**Resolution #04 declared duly adopted**

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

**RESOLUTION #05**

**AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS**

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

**RESOLVED, that the Supervisor be authorized to pre-pay certain claims incurred during 2007 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, Knapp, Martin, Tucker, Wright)**

**Resolution #05 declared duly adopted**

**c. Mileage Reimbursement for Town Business**

**RESOLUTION #06**

**AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS**

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

**RESOLVED that Town Officials be reimbursed at a rate of 48.5 cents per mile for the use of their automobiles on town business during 2007.**

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

**Resolution #06 declared duly adopted**

**d. Official Undertaking for Bonding Town Officials**

**RESOLUTION #07**

**AUTHORIZATION TO BOND TOWN OFFICIALS**

**Motion made by David Knapp, Second by Lydia Wright, 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 2007.**

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

**Resolution #07 declared duly adopted**

**e. Salaries and Wages**

**RESOLUTION #08**

**AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2007**

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

**RESOLVED, that the following salaries and wages be approved to be paid biweekly during 2007:**

Council Member (A1010.1)	\$ 2,540/Year each
Justice (A1110.1)	\$ 8,585/Year
Court Clerk (A1130.1)	\$ 12.15/Hour
Supervisor (A1220.1)	\$ 10,492/Year
Deputy Supervisor (A1220.1A)	\$ 277/Year
Tax Collector (A1330.1)	\$ 5,565/Year
Assessor (A1355.1)	\$ 11,044/Year
Town Clerk (A1410.1)	\$ 8,835/Year
Deputy Town Clerk (A1415.1)	\$ 120/Year
Town Hall Custodian (A1620.1)	\$ 2,209/Year
Animal Control (A3510.1)	TBD at a later date
Registrar of Vital Statistics (A4020.1)	\$ 220/Year

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Superintendent Of Highways (A5010.1)       \$ 36,445/Year  
Deputy Superintendent Of Highways (A5010.1)\$ 629/Year  
Town Park Manager (A7140.1)               \$ 8.85/Hour  
Highway Hourly Wage - General (DA5110.1)     \$ 13.53/\$20.30 *OT/Hour*  
Highway Hourly Wage – Snow Removal (DA5142.1) \$ 13.53/\$20.30 *OT/Hour*  
Highway Hourly Wage – Other Govt (DA5148.1) \$ 13.53/\$20.30 *OT/Hour*

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

**Resolution #08 declared duly adopted**

**9. PAUL SMITHS GABRIELS VOLUNTEER FIRE DEPARTMENT OFFICERS:**

**RESOLUTIONS #09**

**APPROVAL OF PAUL SMITHS-GABRIELS VOLUNTEER FIRE DEPARTMENT OFFICIALS**

Motion made by Steve Tucker, Second by David Knapp, to Wit:

**RESOLVED**, that the Town Board approves the following Paul Smiths-Gabriels Volunteer Fire Department Officials:

Chief - Tom Tucker  
1<sup>st</sup> Assistant Chief - Steve Tucker  
2<sup>nd</sup> Assistant Chief - Phil Delarm  
2<sup>nd</sup> Lieutenant - Dora Mose  
Treasurer - George Hare  
Secretary - Peter Henry  
Fire Police Captain - Dan Spencer

**ROLL CALL VOTE: Aye 3 (Knapp, Martin, Wright), Nay 0, Abstain 2 (Delarm, Tucker)**

**Resolution #09 declared duly adopted**

**Motion to Adjourn** at 7:10 p.m. made by Lydia Wright, Second by David Knapp, Aye 5, Nay 0

Respectfully Submitted,

Elaine Sater  
Brighton Town Clerk