

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

**January 12, 2006**

Page 1 of 4

**The 2006 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 12, 2006, at 6:30 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:**

**PRESENT:** Supervisor Peter Martin, Sr.

Council Members: Sheila Delarm, David Knapp, Steve Tucker and Lydia Wright

**ABSENT:** None

**OTHERS PRESENT:** Elaine Sater - Town Clerk, Donald Oliver - Superintendent of Highways, Amber McKernan – Tax Collector, Mary Ellen Salls - Historian, Nik Santagate - Town Justice

**RESIDENTS:** There were two residents present

**CALL TO ORDER:**

**Meeting was Called to Order** by Supervisor Peter Martin at 6:32 p.m.

The Board said the “Pledge of Allegiance” to the flag.

**ROLL CALL OF OFFICERS**

**OATHS OF OFFICE**

**Justice Nik Santagate** witnessed the “Oath of Office” from Council Members Sheila Delarm and Steve Tucker, Supervisor Peter Martin, and Superintendent of Highways Donald Oliver.

**1. APPOINTMENTS BY SUPERVISOR**

- a. Deputy Supervisor - David Knapp  
Oath of Office witnessed by Justice Nik Santagate for David Knapp as Deputy Supervisor
- b. Bookkeeper (Contract) - Richard Meagher of Lake Clear
- c. Budget Officer - Richard Meagher

**RESOLUTION #01**

**AUTHORIZATION TO CONTRACT WITH RICHARD MEAGHER FOR BOOKKEEPING SERVICES**

**Motion made** by Supervisor Peter Martin, **Second** by David Knapp, **To Wit:**

**RESOLVED**, that the Supervisor be authorized to sign a contract with Richard Meagher of Lake Clear to perform bookkeeping services for the town for the year 2006 in accordance with the requirements of the New York State Comptroller to include preparation of payroll, payroll reports, preparation of checks, recording of receipts, monthly balance sheets and budget reports and the annual State Comptroller’s report. The fee for this service will be the amount of \$700.00 per month. Postage for mailing will be billed separately and in addition to the above fee. This agreement may be terminated at any time by either party.

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

**Resolution #01 declared duly adopted**

**2. APPOINTMENTS BY TOWN BOARD**

**RESOLUTION #02**

**APPOINTMENTS TO OFFICE BY THE TOWN BOARD**

**Motion made** by Supervisor Peter Martin, **Second** by David Knapp, **To Wit:**

**RESOLVED** that the following appointments by the Town Board are hereby approved for 2006:

Animal Control Officer – Andy Crary

Board of Assessment Review - Robert Byno, Sr. for a five-year term (10/01/2005 to 9/30/2010)

Town Historian - Mary Ellen Salls

Registrar of Vital Statistics – Elaine Sater

Records Access Officer – Elaine Sater

Records Management Officer – Elaine Sater

Voting Machine Custodians – Donald Tucker and Tom Tucker

Town Hall Custodian - Shelly Smith

Park Attendant – Dan Spencer

Attorney for the Town – will continue with Scott Goldie until another is appointed

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

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

**January 12, 2006**

Page 2 of 4

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

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

**Resolution #02 declared duly adopted**

**RESOLUTION #03**

**DESIGNATIONS OF DEPOSITORIES**

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

**RESOLVED that the following designations of depositories be adopted.**

Official Banks for Town – NBT, Citizens Bank, and Tupper Lake National Bank

Official Bank for Tax Collector - NBT

Official Bank for Town Clerk - Citizens Bank

Official Bank for Town Court – Tupper Lake National Bank

Investments – CLASS MBIA

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

**Resolution #03 declared duly adopted**

**RESOLUTION #04**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**Motion made by Supervisor Peter Martin, Second by David Knapp, 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, Knapp, Martin, Tucker, Wright)**

**Resolution #04 declared duly adopted**

**RESOLUTION #05**

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

**Motion made by Supervisor Peter Martin, 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 5 (Delarm, Knapp, Martin, Tucker, Wright)**

**Resolution #05 declared duly adopted**

**RESOLUTION #06**

**APPOINTMENT TO COMMITTEES**

**Motion made by Supervisor Peter Martin, Second by David Knapp, To Wit:**

**RESOLVED that the following appointment to committees are hereby approved for 2006:**

Highway Department - David Knapp and Steve Tucker

Park & Recreation - Steve Tucker and Lydia Wright

Insurance & Investments - Sheila Delarm and Lydia Wright

Cemetery & Town Buildings - Steve Tucker and David Knapp

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

**Resolution #06 declared duly adopted**

**3. *OPERATING PROCEDURES***

**RESOLUTION #07**

**OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS**

**Motion made by Supervisor Peter Martin, Second by David Knapp, to Wit:**

**RESOLVED that the following procedures will be followed for Town business and meetings:**

1. Town mail address is PO Box 260, Paul Smiths, NY 12970
2. Town Clerk or Supervisor 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. 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.
4. Council members wishing to have items included on the printed meeting agenda should try to inform the

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

**January 12, 2006**

Page 3 of 4

- supervisor no later than 7 days in advance of a board meeting.
5. 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.
  6. 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.
    - a. Animal Control Officer
    - b. Assessor
    - c. Code Enforcement Officer
    - d. Tax Collector
    - e. Town Justice
    - f. Town Board Committees

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

**Resolution #07 declared duly adopted**

**RESOLUTION #08**

**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 Adirondack Daily Enterprise during 2006.**

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

**Resolution #08 declared duly adopted**

**RESOLUTION #09**

**FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT**

**Motion made by Supervisor Peter Martin, Second by David Knapp, To Wit:**

**RESOLVED, that the Supervisor will submit to the Town Clerk within 60 days after the close of the 2005 Fiscal Year, or extension as granted by the State Comptroller, a copy of the Supervisor's Annual Financial Report, to the State Comptroller, and within 10 days of receipt the Town Clerk shall publish a public notice that such report is available for public inspection and copying.**

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

**Resolution #09 declared duly adopted**

**RESOLUTION #10**

**AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS**

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

**RESOLVED that Town Officials be reimbursed at a rate of 44.5 cents per mile for the use of their automobiles on town business during 2006.**

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

**Resolution #10 declared duly adopted**

**RESOLUTION #11**

**AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS**

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

**RESOLVED, that the Supervisor be authorized to pre-pay certain claims incurred during 2006 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 #11 declared duly adopted**

**RESOLUTION #12**

**AUTHORIZATION TO BOND TOWN OFFICIALS**

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

**January 12, 2006**

Page 4 of 4

**Motion made** by Supervisor Peter Martin, **Second** by David Knapp, **To Wit:**

**RESOLVED**, that the authorization be given 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 Utica National Insurance Group, 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 \$450,000, the Supervisor with a limit of \$450,000, 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 \$1,500 for the year 2006.

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

**Resolution #12 declared duly adopted**

**4. SALARIES AND WAGES**

**RESOLUTION #13**

**AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2006**

**Motion made** by Supervisor Peter Martin, **Second** by David Knapp, **To Wit:**

**RESOLVED**, that the following salaries and wages be approved to be paid biweekly during 2006:

Council Member (A1010.1)	\$ 2,458.75/Year each
Justice (A1110.1)	\$ 8,311/Year
Court Clerk (A1130.1)	\$ 11.76/Hour
Supervisor (A1220.1)	\$ 10,157/Year
Deputy Supervisor (A1220.1A)	\$ 268/Year
Tax Collector (A1330.1)	\$ 4,812/Year
Budget Officer (A1340.1)	\$ 268/Year
Assessor (A1355.1)	\$ 10,691/Year
Town Clerk (A1410.1)	\$ 8,553/Year
Town Hall Custodian (A1620.1)	\$ 2,138/Year
Animal Control (A3510.1)	\$ 2,203/Year
Registrar of Vital Statistics (A4020.1)	\$ 213/Year
Superintendent Of Highways (A5010.1)	\$ 35,281/Year
Deputy Superintendent Of Highways (A5010.1)	\$ 609/Year
Town Park Manager (A7140.1)	\$ 8.56/Hour
Highway Hourly Wage - General (DA5110.1)	\$ 13.09/\$19.64 <i>OT/Hour</i>
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 13.09/\$19.64 <i>OT/Hour</i>
Highway Hourly Wage – Other Govt (DA5148.1)	\$ 13.09/\$19.64 <i>OT/Hour</i>

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

**Resolution #13 declared duly adopted**

**Motion to Adjourn** at 7:15 p.m. made by Supervisor Peter Martin, **Second** by Lydia Wright, **Aye 5**

Respectfully Submitted,

Elaine Sater  
Brighton Town Clerk