

The 2005 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 13, 2005, at 7:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

PRESENT: Supervisor Robert Tebbutt

Council Members: David Knapp, John Quenell, Steve Tucker and Lydia Wright

ABSENT: None

OTHERS PRESENT: Elaine Sater - Town Clerk, Donald Oliver - Superintendent of Highways, Tom McKernan – Deputy Tax Collector, Nik Santagate - Town Justice

RESIDENTS: There were seven residents and the media present.

Meeting was Called to Order by Supervisor Robert Tebbutt at 7:04 p.m.

1. APPOINTMENTS BY SUPERVISOR:

Supervisor Robert Tebbutt appointed the following individuals:

Deputy Supervisor – John Quenell

Town Historian – Mary Ellen Salls

Bookkeeper (Contract) – William A. Empsall, CPA

Mary Ellen Salls was took her oath of office as Historian from the Town Clerk.

Pat Willis asked to speak and said that Mary Ellen Salls has been a big help on Brighton History Days and she is glad to pass the torch to her.

RESOLUTION #1

AUTHORIZATION TO CONTRACT BOOKKEEPER SERVICES

Motion made by Supervisor Robert Tebbutt, **second** by John Quenell, **To Wit:**

RESOLVED that the Supervisor is authorized to sign a contract with William A. Empsall, CPA, of Merrill, NY, to perform bookkeeping services to the town for the year 2005 in accordance with the requirements of the New York State Comptroller to include preparation of payroll, required payroll report, preparation and mailing 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 \$4,800 payable in monthly installments of \$400. Postage for the mailing of checks 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 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #1 declared duly adopted.

2. APPOINTMENTS BY TOWN BOARD

RESOLUTION #2

APPOINTMENTS BY TOWN BOARD:

Motion made by Supervisor Robert Tebbutt, **second** by David Knapp, **To Wit:**

RESOLVED, that the following appointments by the Town Board are hereby approved for 2005:

Official Banks for Town and Tax Collector – NBT, Charter One, and Tupper Lake National Bank

Official Bank for Town Clerk - Charter One

Official Bank for Town Court – Tupper Lake National Bank

Investments – Class MBIA

Liability and Property Damage Insurance - New York Municipal Insurance Reciprocal

Workers' Compensation Insurance - Franklin County Self-Insurance Plan

Official Newspaper – Adirondack Daily Enterprise in Saranac Lake

Registrar of Vital Statistics – Elaine Sater

Records Access Officer – Elaine Sater

Records Management Officer – Elaine Sater

Voting Machine Custodians– Donald Tucker and Tom Tucker

Animal Control Officer – Andy Crary

Deputy Superintendent of Highways – Andy Crary

Court Clerk – Sonya Franciamone, alternate Elaine Sater

Board of Assessment Review - E. Philip Delarm, Jerome Samburgh, and Robert Byno, Sr.

Assessor – Douglas Tichenor

Town Hall Custodian - Shelly Smith

Park Attendant – Dan Spencer

Attorney for the Town – Scott Goldie, Conboy, McKay, Bachman & Kendall, LLP

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

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

Landfill Testing – F.X. Browne, Inc.

Emergency Services – Life Flight, First Responder Emergency Medical Services Association (FREMSA), the Village of Saranac Lake Fire Department, and Paul Smiths-Gabriels Volunteer Fire Department, Inc.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #2 declared duly adopted.

3. APPOINTMENTS OF COMMITTEE PERSONNEL:

RESOLUTION #3

APPOINTMENT OF COMMITTEE PERSONNEL

Motion made by Supervisor Robert Tebbutt, **second** by John Quenell, **To Wit:**

RESOLVED that the following committee appointments are hereby approved for 2005:

Highway Department - John Quenell and Steve Tucker

Park & Recreation - Steve Tucker and Lydia Wright

Insurance & Investments - John Quenell

Cemetery & Town Buildings - Steve Tucker and David Knapp

Public Information (Brighton Bulletin, Website) - John Quenell

Citizens' Committee for Town Hall – Lydia Wright

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #3 declared duly adopted.

4. MEETINGS AND REPORTS

RESOLUTION #4

OPERATING PROCEDURES FOR MEETINGS AND REPORTS

Motion made by Supervisor Robert Tebbutt, **second** by John Quenell, **To Wit:**

RESOLVE that the following operation procedures are hereby approved:

- Town mail address is PO Box 260, Paul Smiths, NY 12970
- Town Clerk or Supervisor will collect the mail.
- 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.
- Council members wishing to have items included on the printed meeting agenda should try to inform the supervisor no later than 24 hours in advance of a board meeting.
- Public attendees will be required to sign an attendance sheet. Meeting participation by the public will be only by invitation of the meeting chair. Speakers will be required to 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. These should be provided either directly to board members' mailboxes or to the Supervisor with sufficient time to allow for distribution to the Council Members. If there is to be no report, please so inform the Supervisor.
 - Animal Control
 - Assessor
 - Code Enforcement Officer

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #4 declared duly adopted.

5. AUTHORIZATION TO PUBLISH PUBLIC NOTICES

RESOLUTION #5

AUTHORIZATION TO PUBLISH PUBLIC NOTICES

Motion made by Supervisor Robert Tebbutt, second by David Knapp, To Wit:

RESOLVED, that Elaine Sater, Town Clerk, is authorized to publish Public Notices as needed in the Adirondack Daily Enterprise during 2005.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #5 declared duly adopted.

6. AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

RESOLUTION #6

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor Robert Tebbutt, Second by Lydia Wright, To Wit:

RESOLVED, that the Supervisor is authorized to prepay certain claims incurred during 2005 prior to audit, 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 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #6 declared duly adopted.

7. FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT

RESOLUTION #7

FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT

Motion made by Supervisor Robert Tebbutt, second by Steve Tucker, To Wit:

RESOLVED that the Supervisor will submit to the Town Clerk within 60 days after the close of the 2004 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 notice that such report is available for public inspection and copying

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #7 declared duly adopted.

8. **SPECIAL MEETING FOR ANNUAL ACCOUNTING:** In accordance with Town Law 62-123 a Special Board Meeting has been called on Monday, January 17, 2005, at 6 p.m. to receive an annual accounting by each officer or employee who has received or disbursed any money during 2004. The Town Clerk, Town Tax Collector, and Town Justice have been notified.

9. NOTIFICATION OF ASSOCIATION OF TOWNS

RESOLUTION #8

NOTIFICATION OF NAMES AND MAILING ADDRESSES TO ASSOCIATION OF TOWNS

Motion made by Supervisor Robert Tebbutt, second by John Quenell, To Wit:

RESOLVED, that the Town Clerk provide the Executive Secretary, Association of Towns of New York State, a list of the correct names and mailing addresses of all current town officers

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #8 declared duly adopted.

10. MILEAGE RATE

RESOLUTION #9

AUTHORIZATION TO PAY MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor Robert Tebbutt, second by John Quenell, To Wit:

RESOLVED, that town officers reimbursed for use of their automobiles on town business will be reimbursed at the rate of 36 cent per mile during 2005.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #9 declared duly adopted.

Lydia Wright requested a copy of the same agenda that Supervisor Robert Tebbutt and Council Member John Quenell were using. **Supervisor Robert Tebbutt** said they were his own notes and he did not need to share them with her. **John Quenell** said that he had the same notes because he was the Deputy Supervisor and he and the Supervisor collaborated on the agenda. He said they did not need to share their notes with anyone else.

11. OFFICIAL UNDERTAKING FOR BONDING TOWN OFFICIALS

RESOLUTION #10

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor Robert Tebbutt, **second by** John Quenell, **To Wit:**

RESOLVED, 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 \$400,000, the Supervisor with a limit of \$400,000, 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 \$800 for calendar year 2005, be hereby approved.

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #10 declared duly adopted.

12. WAGES AND SALARIES FOR 2005

RESOLUTION #11

ACCEPTANCE OF WAGES AND SALARIES FOR 2005

Motion made by Supervisor Robert Tebbutt, **second by** John Quenell, **To Wit:**

RESOLVED, that the following wages and salaries will be paid biweekly in 2005:

POSITION	ACCOUNT	Per Year/Hour
Council Member	A1010.1	\$ 2,362/Year
Justice	A1110.1	\$ 6,984/Year
Court Clerk (Hourly Wage)	A1130.1	\$ 11.30/Hour
Supervisor	A1220.1	\$ 9,757/Year
Deputy Supervisor	A1220.1A	\$ 257/Year
Tax Collector	A1330.1	\$ 4,622/Year
Budget Officer	A1340.1	\$ 257/Year
Assessor	A1355.1	\$ 10,270/Year
Town Clerk	A1410.1	\$ 8,216/Year
Town Hall Custodian	A1620.1	\$ 2,054/Year
Animal Control	A3510.1	\$ 2,116/Year
Registrar of Vital Statistics	A4020.1	\$ 205/Year
Superintendent Of Highways	A5010.1	\$ 33,891/Year
Deputy Superintendent Of Highways	A5010.1	\$ 585/Year
Town Park Manager (Hourly Wage)	A7140.1	\$ 8.22/Hour
Highway Hourly Wage - General	DA5110.1	\$ 12.58/\$18.87 OT/Hour
Highway Hourly Wage – Snow Removal	DA5142.1	\$ 12.58/\$18.87 OT/Hour
Highway Hourly Wage – Other Govt	DA5148.1	\$ 12.58/\$18.87 OT/Hour

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Resolution #11 declared duly adopted.

Motion made by John Quenell to **Adjourn at 7:20 p.m.**, **second by** Supervisor Robert Tebbutt, **Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0**

Respectfully submitted,
 Elaine W. Sater
 Brighton Town Clerk