

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

**January 13, 2011**

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The 2011 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 13, 2011 at 6:30 p.m. at the Brighton Highway Garage, Paul Smiths, NY, with the following:

**CALL TO ORDER:**

Meeting was Called to Order by Supervisor John Quenell at 6:30 p.m.  
The "Pledge of Allegiance" to the flag was recited.

**ROLL CALL OF OFFICERS**

**PRESENT:** Supervisor John Quenell

Council Members: Jeffrey Leavitt, Peter Shrope, Steve Tucker and Lydia Wright

**ABSENT:** None

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

**RESIDENTS:** There were several residents present

**NOTICE OF MEETING:** Notice of this meeting was published in the Adirondack Daily Enterprise on Thursday, January 6, 2011. Notice was also posted on the Town Clerk's Sign Board, in the three local post offices and businesses in the Town on January 6, 2011.

**1. APPOINTMENTS BY SUPERVISOR**

1. Deputy Supervisor - Steve Tucker
2. 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 Supervisor John Quenell, Second by Steve Tucker,

**RESOLVED that the following appointments by the Town Board are hereby approved for 2011:**

Code Enforcement Officer - Paul Blaine

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, Esq

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #01 declared duly adopted**

**3. DESIGNATIONS OF DEPOSITORIES:**

**RESOLUTION #02**

**DESIGNATION OF DEPOSITORIES**

Motion made by Supervisor John Quenell, second by Jeffrey Leavitt,

**RESOLVED that the following depositories are authorized to be used by the Town Officials in 2011:**

1. Town Accounts - NBT and Community Bank, NA
2. Tax Collector - NBT
3. Town Clerk - Community Bank, NA
4. Town Court - Community Bank, NA

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**5. Investments – NYCLASS**

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #02 declared duly adopted**

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

**RESOLUTION #03**

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

**Motion made by Supervisor John Quenell, 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 in 2011.**

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #03 declared duly adopted**

**5. DESIGNATION OF OFFICIAL NEWSPAPER**

**RESOLUTION #04**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**Motion made by Supervisor John Quenell, Second by Peter Shrope,**

**RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices during 2011 will be the Adirondack Daily Enterprise in Saranac Lake**

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #04 declared duly adopted**

**6. APPOINTMENT TO COMMITTEES:**

**RESOLUTION #05**

**APPOINTMENT TO COMMITTEES**

**Motion made by Supervisor John Quenell, second by Jeffery Leavitt,**

**RESOLVED that the Brighton Town Board approves the following 2011 committee appointments by the supervisor:**

- a. Highway - Jeffrey Leavitt, Steve Tucker, and Lydia Wright
- b. Park & Recreation - Peter Shrope and Steve Tucker
- c. Insurance & Investments - John Quenell and Lydia Wright
- d. Cemetery & Town Buildings - Steve Tucker
- e. Employee Assistant Services (EAS Point of Contact) - Steve Tucker
- f. Website - John Quenell
- g. Fire Advisory Board (FAB) - Steve Tucker
- h. Telecommunications - Jeffrey Leavitt, Peter Shrope, and John Quenell
- i. Town Hall Project - John Quenell, Peter Shrope, and Lydia Wright
- j. Town Redevelopment Committee – Susan Mayer

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #05 declared duly adopted**

**7. OPERATING PROCEDURES FOR TOWN BOARD**

**RESOLUTION #06**

**OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS**

**Motion made by Supervisor John Quenell, second by Steve Tucker,**

**RESOLVED that the following procedures shall apply to Town Board operations during 2011:**

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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.
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 supervisor in advance, 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 - Amber McKernan
  - f. Town Justice - Nik Santagate
  - g. Town Board Committees

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**  
**Resolution #06 declared duly adopted**

**8. OTHER ITEMS**

- a. Authorization for Supervisor to Pre-pay Certain Claims:

**RESOLUTION #07**

**AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS**

Motion made by Supervisor John Quenell, Second by Steve Tucker,

**RESOLVED** that the supervisor be authorized to pre-pay certain claims incurred during 2011 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 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**  
**Resolution #07 declared duly adopted**

- b. **Audit of Financial Records of Town Clerk, Town Justice, Tax Collector, and Town Supervisor:** Tax Collector's Audit was completed in June 2010. The audit will take place at 8 am on January 20, 2011 for the month of June 2010.

**RESOLUTION #08**

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

Motion made by Supervisor John Quenell, Second by Steve Tucker,

**RESOLVED** that an Annual Audit of Town Clerk, Town Justice and Town Supervisor's financial records be conducted in accordance with Town Law Section 123 on Thursday, January 20, 2011.

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**  
**Resolution #08 declared duly adopted**

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**c. Filing of Supervisor's Annual Financial Report:**

**RESOLUTION #09**

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

Motion made by Supervisor John Quenell, second by Steve Tucker,

**RESOLVED** that a copy of the supervisor's annual financial report for 2010 to the State Comptroller be filed with the town clerk within the first 60 days of 2011, unless the Comptroller extends the filing date by 60 days, in which case the same extension shall apply to the filing with the town clerk.

**ROLL CALL VOTE:** Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

**Resolution #09 declared duly adopted**

**d. Mileage Reimbursement for Town Business**

**RESOLUTION #10**

**REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS**

Motion made by Supervisor John Quenell, Second by Peter Shrope,

**RESOLVED** that Town Officials be reimbursed at a rate of 51 cents (\$0.51) per mile from the Town Hall for the use of their personal vehicles while on town business during 2011, except for the Tax Collector Amber McKernan who will clock mileage from her residence.

**ROLL CALL VOTE:** Aye 4 (Quenell, Shrope, Tucker, Wright), Nay 0, Abstain 1 (Leavitt)

**Resolution #10 declared duly adopted**

**e. Bonding of Town Officials**

**RESOLUTION #11**

**AUTHORIZATION TO BOND TOWN OFFICIALS**

Motion made by Supervisor John Quenell, Second by Jeffrey Leavitt

**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 2011, and

**BE IT 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 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

**Resolution #11 declared duly adopted**

**f. Employee Contribution for Health Insurance**

**RESOLUTION #12**

**EMPLOYEE CONTRIBUTION TO HEALTH INSURANCE PREMIUMS**

Motion made by Supervisor John Quenell, Second by Steve Tucker,

**RESOLVED** that General Fund employees, who take the health insurance provided by the Town, are required to pay, through salary deduction, a 10% share of the annual premium for the health insurance, except for the Town Superintendent of Highways who is not required to pay any share.

**ROLL CALL VOTE:** Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

**Resolution #12 declared duly adopted**

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**9. SALARIES AND WAGES**

**RESOLUTION #13**

**AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2011**

Motion made by Supervisor John Quenell, **Second** by Peter Shrope,

**RESOLVED**, that the following salaries and wages be approved and are to be paid biweekly during 2011:

Council Member (A1010.1)	\$ 2,755/Year each
Justice (A1110.1)	\$ 9,312/Year
Court Clerk (A1130.1)	\$ 13.19/Hour
Supervisor (A1220.1)	\$ 11,380/Year
Deputy Supervisor (A1220.1A)	\$ 300/Year
Tax Collector (A1330.1)	\$ 6,318/Year
Assessor (A1355.1)	\$ 10,650/Year
Town Clerk (A1410.1)	\$ 9,582/Year
Deputy Town Clerk (A1415.1)	\$ 300/Year
Town Hall Custodian (A1620.1)	\$ 2,396/Year
Code Enforcement Officer (A3010.1)	\$ 13,030/Year
Registrar of Vital Statistics (A4020.1)	\$ 239/Year
Superintendent of Highways (A5010.1)	\$ 40,319/Year
Deputy Superintendent of Highways (A5010.1)	\$ 696/Year
Town Park Manager (A7140.1)	\$ 9.61/Hour
Highway Hourly Wage - General (DA5110.1)	\$ 14.97/\$22.455/\$29.94 Hour/Over Time/Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 14.97/\$22.455/\$29.94 Hour/Over Time/Holiday

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0**

**Resolution #13 declared duly adopted**

**ADJOURNMENT**

Motion to Adjourn at 7:21 p.m. made by Peter Shrope, **Second** by Steve Tucker, **Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0.**

Respectfully Submitted,

Elaine Sater  
Brighton Town Clerk