

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 1 of 7

The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, February 8, 2018, at 7:00 pm at the Brighton Town Hall, Paul Smiths, NY, with the following:

**CALL TO ORDER:**

Meeting was Called to Order by Supervisor Peter Shrope at 7:00pm  
“Pledge 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: Andy Crary-Superintendent of Highways, Elaine Sater-Town Clerk, and one resident, a representative of the media.

**NOTICE OF MEETING:**

Notice of this meeting was posted on the Town Clerk’s Sign Board on February 6, 2018, and in three local post offices and businesses. A notice was also published on February 6 in the Adirondack Daily Enterprise.

**REPORTS**

1. Highway Department - Andy Crary
  - a. Plowing and sanding roads
  - b. Had loader out pushing back banks
  - c. Replaced air assist bag on 2013 plow truck
  - d. Cut back banks on roads
  - e. Opened up Mountain Pond Road Parking lot
  - f. Got new 2018 F-350 pickup truck, traded in old one
  - g. Had radio installed in F-350 truck
  - h. Greased loader
  - i. Put yellow flashing light on F-350 truck
  - j. Replaced the wing cable on the 2013 plow truck
  - k. Plowed the big storm
  - l. Request Franklin County Highway Assistance for summer paving (See Business Para 4)
  - m. Discussion held on replacing the loader and back hoe with one new loader.

The Town Board thanked the Highway Department for the great job they did keeping the roads cleared during the storm.

**RESOLUTION # 25-2018**

**JOHN DEERE LOADER PURCHASE**

Motion made by Brian McDonnell, second by Amber McKernan,

WHEREAS the loader is used a lot and is in need of expensive repairs and new tires and

WHEREAS, the back hoe has very low usage, and

WHEREAS, a new loader with a trade-in of both the loader and back hoe will reduce the price by a lot,

NOW THEREFORE BE IT RESOLVED that the Board authorizes the Highway Committee to work with the Superintendent of Highways Andy Crary to prepare a purchase package for a new loader from State Contract and determine how it will be funded.

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

**RESOLUTION #25 declared duly adopted.**

2. Town Clerk- Elaine Sater:
  - a. Total Revenue to Supervisor as of January 31, 2018 was \$90.00, from 8 Dog Licenses renewed
  - b. Jan 16: Clerk’s Financial Records were audited and found satisfactory
  - c. Jan 18: Provided Oaths of Office for Deputy Superintendent of Highways Forrest Pennington and Code

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 2 of 7

Enforcement Officer Paul Blaine

- d. Jan 21: Posted notice of Jan 22 Special Meeting on Town Clerk's Sign Board and notified the media
  - e. Jan 23: Posted notice of Jan 25 Special Meeting on Town Clerk's Sign Board and at local post offices and notified the media
  - f. Provided Oath of Office for Board of Assessment Review (BAR) Member Paul Pillis
  - g. TOWN HALL REQUEST: None
  - h. TOWN PARK REQUEST: None
  - i. RECORDS MANAGEMENT: Still working on indexing minutes from 1935-1950 and shredding 2010 Town Records. Will start on 2011 records.
3. Historian - Elaine Sater: No report
  4. Tax Collector - Holly Huber: Report received prior to meeting  
Payments for January 2018 totaled \$1,009,863.61. Interest on checking account for December 2017 was \$.03 and for January 2018 was \$2.73. Checks #979, 980, 981, 983, 984, and 987 were written for reimbursements to the Town Supervisor and the warrant for the Town was completed. Other checks (#982 and #985) [the check number sequence had two checks for 985 and no check for 986]) were written to tax payers for overpayments and check #988 and #989 were written to Franklin County Treasurer for the County tax warrant. The Board asked that tax payer names not be listed in the minutes.
  5. Town Justice - Nik Santagate: Report received prior to meeting  
Supervisor Peter Shrope said he received a check in the amount of \$4,971.00 and the Town Justice reported he disposed of 42 cases for the month of January. The Town Justice also gave the Supervisor notice that the "CourtRoom" computer program created and managed by SEI has been purchased by State employees and there will no longer be a licensing fee due from the Town.
  6. Code Enforcement Officer (CEO) - Paul Blaine: Report received prior to meeting
    - a. No Building Permits were issued in January
    - b. One Certificate of Compliance BPs #17-026 was completed.
  7. Assessor- Roseanne Gallagher: Report received prior to meeting
    - a. Still working on the paperwork from all the data collection that I did last year. But I am almost done. Will do a count of what has been completed and submit it for next month's meeting along with a summary of what that entailed. I'll also give you a count of how many parcels are left to collect. I believe I am about halfway done, but I won't know for sure until I actually count all the new cards.
    - b. As soon as the weather improves I will be collecting new construction and then starting in on data collecting again.
  8. Animal Control - Tri Lakes Humane Society: No report
  9. Supervisor - Peter Shrope:
    - a. Franklin County Supervisor's Meeting Jan 29: Discussion was held on potential for groups to do GIS mapping for cemeteries and culverts in the County. Also discussed the need for a solar panel local law; zoning laws are all that cover Towns and there is nothing about solar panels. A company wants to put in 950 acres of solar panels in the Town of Malone.
    - b. Health Insurance Change: Excellus BlueCross BlueShield has accepted the Town and the Empire Plan (NYSHIP) has acknowledged cancelling the Town as of March 1, 2018.
    - c. Revenues for 2018: \$150,606.03 from Tax Collector (completes Town's warrant), \$222.00 refund from crime policy change, \$4,971.00 from Town Justice, and \$90.00 from Town Clerk
    - d. NYCLASS interest received for the General Fund was \$110.01, total in account \$106,560.08 (\$20,000 for Town Hall Roof Project) and Highway Fund is \$41.92, total in account \$40,610.08
    - e. Budget as of January 31, 2018, was provided to Board members
    - f. Wage Changes: Changes were made in wages for Highway employees during contract negotiations and the Court Clerk and Deputy Town Clerk's wages were incorrect (2016 wage was used instead of 2017 wage), therefore the Resolution for Wages and Salaries for 2018 (#12-2018) needs to be amended to reflect these changes.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 3 of 7

g. Thanked Steve Tucker for covering Supervisor duties while he was away on personal business.

**RESOLUTION #12-2018 (Amended)**  
**WAGES AND SALARIES FOR 2018**

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

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2018 for the following employees and elected officials:

Council Member (A1010.1)	\$ 4,372.50 /Year each
Justice (A1110.1)	\$ 13,658 /Year
Court Clerk (A1130.1)	\$ 14.99 /Hour*
Supervisor (A1220.1)	\$ 14,210 /Year
Deputy Supervisor (A1220.1A)	\$ 437 /Year
Tax Collector (A1330.1)	\$ 7,184 /Year
Assessor (A1355.1)	\$ 13,500 /Year (data/records \$2,000 for 4 years)
Town Clerk (A1410.1)	\$ 11,000 /Year
Deputy Town Clerk (A1415.1)	\$ 14.99 /Hour
Town Hall Custodian (A1620.1)	\$ 2,894 /Year
Code Enforcement Officer (A3010.1)	\$ 14,930 /Year
Registrar of Vital Statistics (A4020.1)	\$ 275 /Year
Superintendent of Highways (A5010.1)	\$ 47,151 /Year
Deputy Superintendent of Highways (A5010.1)	\$ 816 /Year
Town Park Manager/Laborer (A7140.1)	\$ 11.00 /Hour*
Highway Hourly Wage - General (DA5110.1)	\$ 16.86/\$25.29/\$33.72 Hour/OverTime/ Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 16.86/\$25.29/\$33.72 Hour/Over Time/Holiday

(\*2% increase was not included in Budget, but it is included in this Resolution. Highway Wage which will be determined by CSEA Union Agreement when accepted by employees)

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #12 declared duly amended**

**ACCEPT/AMEND MINUTES**

**- Organizational Meeting – January 11, 2018**

Motion made by Amber McKernan, second by Brian McDonnell, to accept the minutes of the Organizational meeting of January 11, 2018, as written. Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

**-Regular Board – January 11, 2018**

Motion made by Supervisor Peter Shrope, second by Amber McKernan, to accept the minutes of the Regular Board meeting of January 11, 2018, as written. Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

**-Special Board - January 22, 2018**

Motion made by Supervisor Peter Shrope, second by Steve Tucker, to accept the minutes of a Special Board meeting of January 22, 2018, as written. Aye 3 (McKernan, Shrope, Tucker), Nay 0, Absent 2 (McDonnell, Wright)

**-Special Board - January 25, 2018**

Motion made by Supervisor Peter Shrope, second by Amber McKernan, to accept the minutes of a Special Board meeting of January 25, 2018, as written. Aye 4 (McDonnell, McKernan, Shrope, Wright), Nay 0, Absent 1 (Tucker)

**CITIZENS COMMENTS:** None

**BUSINESS**

1. **Health Reimbursement Account (HRA):** New account has been opened with LifeTime and needs to be

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 4 of 7

funded.

**RESOLUTION #26-2018**

**FUNDING OF HEALTH REIMBURSEMENT ACCOUNT (HRA) FOR 2018**

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

WHEREAS, the town has negotiated with CSEA (the highway employees union representation) to change employee health care providers from NYSHIP, which has a high monthly premium, to Excellus BCBS (BlueCross BlueShield), which has a low monthly premium, and

WHEREAS, in conjunction with this change the Health Reimbursement Account (HRA, co-pay/deductible) will change from Choice Card, which provided for a low yearly co-pay/deductible to Lifetime, which provides for a high yearly co-pay/deductible, and

WHEREAS, it is anticipated that the costs associated with these health benefit changes will benefit both the enrolled employees and the Town's yearly budget, and

WHEREAS, this change will take effect on March 1, 2018, and

WHEREAS, deposits need to be made to our HRA bank account to fund each employees' maximum reimbursements allowance,

THEREFORE BE IT RESOLVED that the Town Board authorizes Supervisor Peter Shrope to move \$13,100.00 from the General Checking Account and \$26,200.00 from the Highway Checking Account with Community Bank to be deposited in the Town's HRA account with NBT Bank, and

BE IT FURTHER RESOLVED that General Budget Account Hospital and Medical Ins. A9060.8 and Highway Budget Account Hospital and Medical Ins. DA9060.8 will be updated on a monthly basis as expenses occur from the HRA account.

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

**Resolution #26 declared duly adopted**

2. **Record of Activities (ROA) for Town Officials with New Terms:** Town Officials with new terms certified their Record of Activities. Superintendent of Highway Andy Crary needs a new Record of Activities as his is 8 years old.

**RESOLUTION #27-2018**

**RECORD OF ACTIVITIES FOR TOWN OFFICIALS**

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

RESOLVED that Town of Brighton, Franklin County/30520/ hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their Record of Activities (ROA):

Supervisor Peter Shrope, 6 Hours Standard Work Day,

Term 1/1/2018 to 12/31/2019, ROA 9.18

Council Member Amber McKernan, 6 Hours Standard Work Day

Term 1/1/2018 to 12/31/2021, ROA .65

Code Enforcement Officer Paul Blaine, 6 Hours Standard Work Day

Term 1/1/2018 to 12/31/2019, ROA 5.63

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

**Resolution #27 declared duly adopted**

3. **Saranac Lake Volunteer Rescue Squad, Inc. (SLVRS):** Received a contract for rescue services from the SLVRS for 2018.

**RESOLUTION #28-2018**

**SARANAC LAKE VOLUNTEER RESCUE SERVICES CONTRACT**

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to sign a contract with the Saranac Lake

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 5 of 7

Volunteer Rescue Squad, Inc. (SLVRS) to provide rescue services within the Town of Brighton during 2018 in the amount of \$ 27,849.00, and

BE IT FURTHER RESOLVED that the Supervisor be authorized to pay the amount of \$27,849.00 to the SLVRS in March 2018.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #28 declared duly adopted**

4. **Agreement to Spend Highway Monies:** Received notice in January from Highway Department for paving

**RESOLUTION #29-2018**

**AGREEMENT TO SPEND HIGHWAY MONIES FOR 2018**

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

RESOLVED that the Town Board of the Town of Brighton, Franklin County, NY, agrees to authorize the Superintendent of Highways to spend Highway Monies for General Repairs and Permanent Improvements for paving during 2018 as follows:

Commencing from New York State Route 30 and leading to Keese Mills Road for a distance of ½ mile there shall be expended not over the sum of \$37,000, Type: Binder, Width of Traveled Surface: 18', Thickness: 2 inches; and BE IT FURTHER RESOLVED that the Town Board requests that Franklin County Highway Department assists the Town of Brighton Highway Department with the following equipment: paver, roller, and manpower; and BE IT FURTHER RESOLVED that the Town of Brighton will hold the County of Franklin harmless from property damages, and any claims brought by any third party as a result of this work, and if the County is held responsible for damages the Town will indemnify the County.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #29 declared duly adopted**

5. **Discharge of HUD Mortgage:** Received request to Discharge a Mortgage for HUD project #94-02.

**RESOLUTION #30-2018**

**DISCHARGE OF MORTGAGE HUD PROJECT #94-02**

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

WHEREAS, the Town of Brighton secured by mortgage dated March 13, 1995, for a Town of Brighton Housing Rehabilitation Program loan (HUD#94-02) in the amount of Twelve thousand Five hundred dollars, \$12,500.00, and such mortgage was recorded on March 24, 1995, in Book 463 of Mortgages starting at page 243 in the Office of the Clerk of the County of Franklin, and

WHEREAS, the mortgage contains a provision that the mortgagor will abide by all terms of the Note, and WHEREAS, the terms of the Note have been met including the completion of five years after the date of the Mortgage of March 13, 1995 to end without repayment of the principal or accrued interest, and

NOW THEREFORE, BE IT RESOLVED, that the Supervisor of the Town is authorized to sign and issue a Discharge of Mortgage for HUD Project 94-02, a mortgage dated March 13, 1995, in the amount of \$12, 500.00 as recorded on March 24, 1995, in Book 463 of Mortgages starting at page 243 in the Office of the Clerk of the County of Franklin, NY.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #30 declared duly adopted**

6. **Think Differently Initiative:** Received a second notice from Dutchess County concerning a resolution to "Think Differently" about an issue to support all peoples in a community, specifically people with autism. Board chose not to act on resolution.

7. **Audit of Financial Records From 2017:** Audit was conducted on January 16 for Financial Records for Town Justice, Town Clerk and Supervisor. Brian McDonnell commented on the phenomenal job done by the people keeping track of the financial records.

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 6 of 7

**RESOLUTION #31-2018**

**AUDIT OF FINANCIAL RECORDS FOR 2017**

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

WHEREAS two of the Board members met on January 16, 2018, to audit the Financial Records of the Town Clerk, Town Justice and Supervisor, and

WHEREAS the records were found to be in good order,

NOW THEREFORE BE IT RESOLVED that the audit of the Financial Records from 2017 for the Town Clerk, Town Justice, and Supervisor, held on January 16, 2018, with no recommendations, be accepted by the Town Board.

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

**Resolution #31 declared duly adopted**

8. **Town Tax Collector Manual Update:** Amber McKernan said she saw in the last "Towns and Topics" magazine listed an updated Tax Collector's Manual; the Town should obtain 2 copies.
9. **Retirement Notice:** The Town Board would like anyone retiring or leaving a Town position to give notice to the Town Board so necessary paperwork can be properly addressed.

**RESOLUTION #32-2018**

**NOTICE FOR RETIRING/RESIGNING FROM A TOWN POSITION**

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

WHEREAS, there is paperwork that needs to be completed when an individual retires or leaves a Town position such as removal from benefits or advertising for the position, and

WHEREAS, the Town Board needs sufficient notice to complete any paperwork necessary,

NOW THEREFORE BE IT RESOLVED that all Town Officials or employees provide a written notice to the Town Board 90 days prior to their anticipated retirement or resignation date so the paperwork associated with the person and the position can be completed in a timely manner.

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

**Resolution #32 declared duly adopted**

***COMMITTEES***

1. **Saranac Lake Area Youth Program (SLAYP) - Peter Shrope:** Received the 2017 SLAYP report, dated January 31, 2018, from the Town of Harrietstown Supervisor Mike Kilroy; there were 11 residents from the Town of Brighton who attended the program. Steve Tucker said he has not been invited to any meetings since the Town of Harrietstown took it over.
2. **Highway - Steve Tucker, Brian McDonnell:** Will discuss purchase of loader for next meeting
3. **Park & Recreation - Amber McKernan, Peter Shrope:** There is no lease for the park; Supervisor Peter Shrope will get back in contact with Paul Smith's College. He renewed the liability insurance on the ball fields.

***CITIZENS COMMENTS:*** None

***EXECUTIVE SESSION***

Motion made by Supervisor Peter Shrope to **GO INTO EXECUTIVE SESSION** at 8:30pm for collective negotiations pursuant to Article 14 of the Civil Service Law, in accordance with Public Officers Law, Article 7, Section 105(e), second by Lydia Wright, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

TOWN OF BRIGHTON, FRANKLIN COUNTY, NEW YORK  
REGULAR TOWN BOARD MEETING MINUTES

February 8, 2018

Page 7 of 7

Motion made by Supervisor Peter Shrope to **GO OUT OF EXECUTIVE SESSION** at 8:44pm, second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

***AUDIT OF VOUCHERS:***

**RESOLUTION #33 -2018**

**PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS**

Motion made by Amber McKernan, second by Lydia Wright,

RESOLVED that the Supervisor be authorized to pay the audited vouchers as listed on the abstracts as follows:

PREPAID FUNDS: Abstract #2 for Voucher #2A through and including #2C for 2018 General Funds in the amount of \$592.56 and STREET LIGHTING FUNDS in the amount of \$88.81.

GENERAL FUND: Abstract #3 for Voucher #33A through and including #44 for 2018 funds in the amount of \$14,244.44

HIGHWAY FUND: Abstract #4 for Voucher #14 through and including #25 for 2018 funds in the amount of \$20,580.51

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #33 declared duly adopted**

***ADJOURNMENT***

Motion to Adjourn the meeting at 8:45pm made by Amber McKernan, second by Lydia Wright, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC  
Brighton Town Clerk