

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

February 14, 2019

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The Regular Meeting for the Town Board of the Town of Brighton, Franklin County, NY, was held Thursday, February 14, 2019, at 7:00pm at the Brighton Town Hall, 12 County Road 30, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 7:05pm

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Amber McKernan, Steve Tucker and Lydia Wright

ABSENT: None

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, Elaine Sater-Town Clerk, and one resident

GUESTS: None

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board and in three local post offices.

REPORTS

1. **Highway - Andy Crary, Superintendent of Highways:** Report provided prior to meeting
 - a. Plowing and sanding of roads
 - b. Replaced Hydraulic hoses on 2015 International and the F350 pickup Plow
 - c. Borrowed Town of Harriestown plow truck when trucks not working
 - d. Adjusted chain on 2013 truck
 - e. Gearbox on 2015 sander went bad, purchase new one and put it on
 - f. Ordered and received 30 more tons of salt
 - g. Scraped ice from roads with County grader
 - h. Pushed back snow banks
 - i. Put a new mirror on 2013 International truck, shortened wing cable to prevent mirror breaking again
 - j. 2013 International truck broke down again, in Plattsburgh getting fixed
 - k. Waiting for Spring!
 - l. Supervisor Peter Shrope reported:
 - 1) He declared the salt and gearbox purchases emergencies due to the weather conditions
 - 2) He received a request to support an initiative from ADKAction for the Town to pledge to reduce the use of road salt. Discussion was held on how little salt the Town uses on the roads compared to other Towns. The salt is mixed about 2% with the sand to keep it loose in the trucks; it is not used directly on the roads.

The Town Board thanked the Highway Department for their work during the winter storms.

RESOLUTION #09-2019

EMERGENCY PURCHASE OF GEARBOX FOR SANDER ON 2015 TRUCK

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

WHEREAS, the 2015 International Truck sander gearbox would not function correctly, and

WHEREAS the weather conditions required the sander to be functional, and

WHEREAS Supervisor Peter Shrope declared the purchase of the gearbox to be an emergency in accordance with the Town's Procurement Policy Guideline 6(b) (Resolution #81-2018)

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Town Supervisor to pay the Highway Voucher #16-2019 for the emergency purchase of a new gearbox for the 2015 International truck sander in the amount of \$2,054.87 to Fort Miller FAB3 Corp of Schuylerville, NY.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #09-2019 declared duly adopted.

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RESOLUTION #10-2019

PLEDGE TO REDUCE ROAD SALT

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

RESOLVED that the Town Board authorizes the Supervisor to sign a Memorandum of Understanding of Municipal Governments in the Adirondacks Regarding the Application of Road Salt for Winter Maintenance and De-icing from ADKAction.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #10-2019 declared duly adopted.

2. Town Clerk - Elaine Sater: Report provided prior to meeting

- a. Total Revenue to Supervisor as of January 31, 2019 was \$59.00, from 7 Dog Licenses 4 renewed, 3 new (Tag#s 208 thru 210) and 2 notary signatures
- b. Jan 9 - Oath of Office was taken by C. Tracy Santagate as Court Clerk
- c. Jan 10-
 - 1) Received request from Franklin County for a Dog Control Survey, provided information that we contract with Tri-Lakes Humane Society of Saranac Lake to the Franklin County Personnel Office
 - 2) Received notice from Franklin County Treasurer of payments made to Town during 2018 for Mortgage Tax, Snow & Ice, and Mowing. All were recorded as revenue received on the Town's Budget for 2018.
- d. Jan 15 - Received a letter from the Tri-Lakes Humane Society, Inc. of Saranac Lake concerning the Seizure and Disposition of Dogs in the Town during 2018. They reported seizing and impounding 3 dogs: 1 was returned to owner, 1 was adopted out, and 1 died at a veterinary's office from heat distress.
- e. Jan 17-
 - 1) Received a request from the NYS Department of Motor Vehicles to complete the "Annual Issuing Agent Report" for issuing parking permits for the disabled in the Town during 2018. Faxed information to NYSDMV as follows: Issued 5 Permanent Blue Hangtags and 2 Temporary Red Hangtags.
 - 2) Notified the Franklin County Board of Elections of the seven positions to be voted for in the General Election in November 2019. The following positions are up for election: Supervisor and Superintendent of Highways, both 2 year terms; two council members, justice, tax collector, and town clerk, all 4 year terms.
 - 3) Audit of Town Clerk's Financial Records was performed by Council member Lydia Wright.
- f. Jan 22 - Received a contract for shared highway services from the Town of Tupper Lake.
- g. TOWN HALL REQUESTS: None
- h. TOWN PARK REQUEST: None
- i. RECORDS MANAGEMENT: Indexing Vol 6 of Minutes covering 1968 thru 1970

3. Historian - Elaine Sater: Report provided prior to meeting

Fifty years ago 1969

- Board meetings started at 7:30pm, Board Members were: Clem Collins, Supervisor, George LaMay, Justice of the Peace, Matthew Knudson, Justice of the Peace, Raldolph Martin Councilman, and Henry Perrino, Councilman. James Titus was Superintendent of Highways and Margaret Monteau was Town Clerk
- January- Town Board abolished office of Town Attorney; it was established in January 1964
 - o Annual Summary of Financial Records from 1968 was published in Adirondack Daily Enterprise
 - Total General Fund Receipts: \$38, 335, Total Payments: \$34,368
 - Total Highway Fund Receipts: \$44,867, Total Payments: \$46,697
 - Highway Bonds and Debts: \$17,800
 - Fire Contract: \$1,453
- February: Highway Superintendent allowed to purchase up to \$500 without prior Board approval; signed contract with Airport District for \$494.91
- March:
 - o Highway - Burning of brush from roadsides is not allowed according to DOH; Superintendent wants to replace a 210 International Truck

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- Court (Justice LaMay) was authorized to purchase a tape recorder for trials
 - Dump - During 1968 Department of Health made the Town create a dump policy, they had to put up a gate, set days and hours of operation and make a person be at the dump during those times. The Board wants the Dump Custodian to track out-of-town users.
 - Fiscal - State Aid to Town to be cut 5% , \$500 to \$700 for Town
 - April:
 - Town Clerk given permission to disposed of certain Town Records
 - Discussion on new location for dump, current one to be compacted and improvements made once snow is gone
 - Superintendent of Highways wants to replace a truck, Board will do an inspection
 - Discussion of new addition to Garage, do it or drop it
 - Cemetery Caretaker appointed: Charles Martin
 - May:
 - Paul Smith's College President Mr. Buxton agreed to consider a site for a new dump
 - Agreed to build an addition on the garage to house the plow truck
 - Agreed to purchase a new 210 International plow truck using fund balance and debt
 - Bids were advertised, one was received and new truck was purchased using serial bonds
- 4. Tax Collector - Holly Huber:** Report received prior to meeting
- a. Payments made in person or mailed on or before 1/31/19 totaled \$950,741.24
 - b. Issued check #1001 thru 1006 to Peter Shrope in the amount of \$657,896.00 (Town's portion of the Warrant satisfied on 1/29/19) and ck# 1007 to a tax payer for overpayment of \$3.17.
 - c. Bank Interest for January was \$2.67 and will be paid with February's penalty income by 3/15/19.
- 5. Justice - Nik Santagate:** Report provided prior to meeting
Supervisor received a check in the amount of \$2,917.00 for 31 disposed cases from January.
- 6. Code Enforcement Officer - Paul Blaine:** Report provided prior to meeting
One building permit (#19-001) was issued during January.
- 7. Assessor - Roseanne Gallagher:** Report provided prior to meeting
- a. Working on Senior Star renewals, provided a list of names of people who still have not provided information to her, deadline is March 1
 - b. The ARC property on Jones Pond Road (County Road 31) was recently purchased and is now privately owned
- 8. Animal Control - Tri-Lakes Humane Society:** Nothing to report
- 9. Supervisor - Peter Shrope:**
- a. Budget Report: Report as of January 31 was provided to Board members
 - b. Revenues: \$2,917.00 from Town Justice, \$59.00 from Town Clerk, and \$567,896.00 from Tax Collector to satisfy the warrant.
 - c. NYCLASS Investments: Interest for January was \$206.93 for General, Total Amount \$108,512.97 (\$20,000 for Town Hall), and \$78.86 for Highway, Total Amount \$41,354.29.
 - d. Franklin County Self-Insurance reported no experience for the Town for 2018. Payment due for Worker's Compensation.
 - e. The Annual Financial Report for 2018 is ready for filing; one item on page 43 was changed.
 - f. Franklin County Supervisors met on January 31. Information on changing street lightening to LED bulbs was provided; the Town only has three area lights (Town Hall, Garage and Park) and 6 in Easy Street Lighting District.
 - g. Tax Cap to be permanent Bill has passed by the State Assembly. Aid to Municipalities (AIM) has been proposed to be cut in the State Budget.
 - h. The revised policies have been posted on the Website (Sexual Harassment and Procurement).

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MINUTES AMENDMENT/ACCEPTANCE

- Minutes of Organizational Meeting January 10, 2019

Motion made by Supervisor Peter Shrope, second by Lydia Wright, to accept the minutes of the January 10, 2019 Organizational meeting as written.

ROLL CALL VOTE: Aye 3 (Shrope, Tucker, Wright), Nay 0, Abstain 2 (McDonnell, McKernan)

- Minutes of Regular Board Meeting January 10, 2019

Motion made by Supervisor Peter Shrope, second by Lydia Wright, to amend the minutes of the January 10, 2019 Regular Board meeting with the following correction: Page 10, Business (Part 2), Para 5 Paul Smith's College, change "met" to "planning to meet on January 15" and delete last sentence.

ROLL CALL VOTE: Aye 3 (Shrope, Tucker, Wright), Nay 0, Abstain 2 (McDonnell, McKernan)

- Minutes of Special Board Meeting January 24, 2019

Motion made by Supervisor Peter Shrope, second by Amber McKernan to accept the minutes of the January 24, 2019 Special Board meeting as written.

ROLL CALL VOTE: Aye 3 (Shrope, McKernan, Wright), Nay 0, Abstain 2 (McDonnell, Tucker)

CITIZEN COMMENTS: None

BUSINESS

- 1. Polling Site Agreement for 2019- Supervisor Peter Shrope:** Received Agreement from Franklin County Board of Elections for 2019 Polling Site, there will only be one Primary for Federal, State and Local elections on June 25 and the General Election will be held on November 5.

RESOLUTION #11-2019

POLLING SITE AGREEMENT FOR 2019 ELECTIONS

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the Town Board authorizes the Supervisor to sign a Polling Site Agreement for 2019 with Franklin County Board of Elections to allow the use of the Town Hall as the designated polling site for the Town of Brighton Election District 1 during 2019.

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

Resolution #11-2019 declared duly adopted.

- 2. Amendment to Resolution #12-2018 (Amended) - Supervisor Peter Shrope:** An incorrect salary amount from 2018 Resolution #12-2018 (Amended) for the Deputy Superintendent of Highways position was discovered while calculating the increase in salary for 2019. The 2018 Budget had the correct amount and the Deputy Superintendent of Highways was paid that amount. It is only the resolution that has the incorrect amount.

RESOLUTION #12-2018 (Amended)

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

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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)	\$ 792 /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)
(** Deputy Superintendent salary corrected in this amendment)

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #12-2018 (Amended) declared duly amended.**

- 3. Audit of Financial Records for Town Officials 2018 - Supervisor Peter Shrope:** Lydia Wright audited the Financial Records of the Town Clerk, Justice and Supervisor. The Board thanked Lydia Wright for performing the audit.

RESOLUTION #12-2019

AUDIT OF FINANCIAL RECORDS OF TOWN OFFICIALS FROM 2018

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

RESOLVED that the Town Board accepts the audit of the Financial Records of the Town Clerk, Town Justice, and Town Supervisor conducted by Council Member Lydia Wright on January 17, 2019; excellent record keeping was noted.

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

- 4. Adirondack Regional Airport Contract - Supervisor Peter Shrope:** Received contract from town of Harrietstown for support of Adirondack regional Airport Services for 2019.

RESOLUTION #13-2019

ADIRONDACK REGIONAL AIRPORT CONTRACT FOR 2019

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

RESOLVED that the Town Board authorizes the Town Supervisor to sign a Contract for Services with the Town of Harrietstown to support the Adirondack Regional Airport during 2019 in the amount of \$1,500 and BE IT FURTHER RESOLVED that the Town Supervisor is authorized to pay the voucher to the Town of Harrietstown in the amount of \$1,500 for 2019 services.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #13 declared duly adopted**

- 5. Shared Highway Services Agreement - Supervisor Peter Shrope:** Agreement has expired and needs to be renewed with Towns and Villages in the area.

RESOLUTION #14-2019

SHARED HIGHWAY SERVICES AGREEMENT (2019 to 2024)

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

RESOLVED, that the Town Board authorizes the renewal of the Shared Highway Services Agreement for a period of 5 years (March 2019 thru March 2024) with the following Highway Departments:

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- a. Town of Duane
- b. Town of Franklin
- c. Town of Harrietstown
- d. Town of Santa Clara
- e. Town of St. Armand
- f. Town of Tupper Lake
- g. County of Franklin
- h. Village of Saranac Lake
- i. Village of Tupper Lake

And

BE IT FURTHER RESOLVED that the Town Supervisor be authorized to sign the Shared Highway Services Agreement.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #14 declared duly adopted**

6. **Emergency Operations Plan Update- Supervisor Peter Shrope:** Names have changed for some of the lists in the Emergency Operation Plan and they need to be updated for 2019.

RESOLUTION #15-2019

EMERGENCY OPERATIONS PLAN UPDATE FOR 2019

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

RESOLVED that the Town Board has reviewed and accepts the changes on pages 9, 1-3, 5-2, and 7-2 of the Emergency Operations Plan for 2019.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #15 declared duly adopted.**

7. **Insurance - Supervisor Peter Shrope:** Pat McGuire of Sid G. Spear Insurance discussed changes to the Town's excess liability coverage and cyber security insurance with the Town Board in January. The Board discussed changing the excess liability coverage but did not see the need for cyber security as each computer is independent of the others and each has its own protection.

RESOLUTION #16-2019

EXCESS LIABILITY INSURANCE COVERAGE INCREASE

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the Town Board authorizes the Supervisor to increase the Excess Liability Insurance coverage from 1M/2M to 2M/4M and change the premium amount to \$1,249.60 to provide more sufficient coverage in case of a serious claim during 2019.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #16 declared duly adopted.**

8. **Sexual Harassment Training - Supervisor Peter Shrope:** Training is required in New York State, Burnham Health Insurance agent sent a training program, Supervisor Peter Shrope will review and discuss at the next meeting.

9. **AIM Funding - Supervisor Peter Shrope:** The Town's budget will be affected if the State reduces the AIM funding of \$11,184 in the State budget as proposed by the Governor.

RESOLUTION #17-2019

AIM FUNDING REDUCTION

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

RESOLVED that the Town Board of the Town of Brighton, Franklin County, goes on record in opposition to

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the proposal to remove AIM funding from the New York State Budget and to gut the Town's budget that relies on the AIM funds to balance the Town Budget. It is in the best interest of the Town to receive the funding from the State Budget, and

BE IT FURTHER RESOLVED that this resolution be forwarded to the NYS Association of Towns, the State Governor, and the Adirondack Association of Town and Villages, as well as state representatives in Albany.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #17 declared duly adopted.

10. Adirondack Water Institute (AWI) Meeting - Supervisor Peter Shrope: Brian McDonnell said he would reach out to AWI for a meeting concerning the lake steward situation.

11. Camp Gabriels - Brian McDonnell: Met with Assemblyman Billy Jones to discuss status of Camp Gabriels, he needs to get other people on board to get a bill passed in the State Assembly to get the property reclassified. The prison in Chateaugay has already been sold.

COMMITTEES: Nothing to report

CITIZEN COMMENTS: None

EXECUTIVE SESSION

Motion made to **GO INTO EXECUTIVE SESSION** by Supervisor Peter Shrope at 9pm, second by Steve Tucker, for the purpose of discussing a public safety issue in accordance with Public Officer Law, Section 105, Para(a). **ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

Motion made to **GO OUT OF EXECUTIVE SESSION** by Supervisor Peter Shrope at 9:31pm, second by Amber McKernan. **ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

AUDIT OF VOUCHERS:

RESOLUTION #18-2019

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made 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 thru 2C for 2019 General Funds in the amount of \$494.81 and Voucher #2C for STREET LIGHTING 2019 FUND in the amount of \$77.24

GENERAL FUND: Abstract #2 for Voucher #23 through and including #44 for 2019 funds in the amount of \$28,346.09

HIGHWAY FUND: Abstract #2 for Voucher #11 through and including #21 for 2019 funds in the amount of \$17,193.23

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #18 declared duly adopted.

ADJOURNMENT

Motion to Adjourn at 9:34pm 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