

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

May 9, 2013

Page 1 of 5

The Regular Monthly Meeting of the Town Board of the Town of Brighton was held Thursday, May 9, 2013, at 7:00p.m. at the Brighton Town Hall, 12 County Road 31, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 7:15 p.m.

“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: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, and Elaine Sater -Town Clerk

RESIDENTS: There was one resident present

GUESTS: None

DEPARTMENT REPORTS

1. HIGHWAY – Andy Crary: Report submitted prior to meeting

a) Report:

- i) Plowed and sanded roads one more time
- ii) Pressure washed the trucks to remove the winter grim
- iii) Changed bristles on the broom
- iv) Swept the Town roads
- v) Raked the dirt roads
- vi) Chipped on the roads from the winter mess
- vii) Made a dump run
- viii) Took plows and sander off trucks
- ix) Installed new parts on the new truck for summer use (removed gate and shoot)
- x) Picked up cemetery
- xi) Cleaned up the Town Garage and Town Hall yards
- xii) Cleaned the wash bay floor drain
- xiii) Put signs back up on the Hull Road
- xiv) Working on the Clark-Wardner Road, using crusher run
- xv) Went to Malone for a Highway meeting
- xvi) Put cold patch on the Vosburgh and Garondah roads
- xvii) Will be on vacation next week, May 13 to 17
- xviii) Free rabies clinic will be held at the Garage on Monday June 10 from 5 to 6 pm

b) Old Truck: Discussion was held on the status of the old truck, there was \$15,000 put in the budget as revenue. A truck broke down during January and old truck was needed. The truck needs repairs to the box and it can be used for hauling tar, brush, and sand to keep the new truck clean. The Paystar needs some welding.

c) John Deere Tractor: There is a 1978 Tractor with broom and flail mower in the garage not being used, discussion was held on whether to sell it or use it at the park for mowing. Steve Tucker will talk to Dan Spencer about using it on the park fields.

d) Equipment Inventory: Needs to be updated

2. TOWN CLERK – Elaine Sater: Report submitted prior to meeting

a) Total Revenue to Supervisor as of April 30, 2013 is \$1,682.20 from 2 Sport Licenses, 10 dog licenses, 1 new (#117) and 9 renewed, 8 building permits (#13-003 to 011, no #004), and 2 park donations.

b) April 1 no one in the Town reported owning, issuing or harboring a wild animal under General Municipal Law Section 209cc.

c) Posted notice of Rabies Clinic to be held in Town Garage on June 10, 5 to 6 p.m.

d) TOWN HALL REQUEST: Rainbow Lake Water District, Wednesday, May 15 from 11 am to 2 pm

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

May 9, 2013

Page 2 of 5

- e) **TOWN PARK REQUESTS:** Starting May 15, 6 to 8 p.m., Tuesday thru Friday, Saranac Lake Women's Softball, after July 1, Mondays and Fridays; Friday, May 24, 5 to 8 p.m., Rathbun Family; Saturday, Jun 22, Noon to 8 p.m. Spencer Family.
 - f) **RECORDS MANAGEMENT:** Continuing to shred 2005 financial and Town records per MU-1.
- 3. TAX COLLECTOR – Holly Huber:** Report submitted prior to meeting
- a) **Report:**
 - i) Responded to requests for tax receipts from attorneys and mortgage brokers
 - ii) Referred caller wishing to pay their delinquent taxes to the county treasurer
 - iii) Returned remote capture device to NBT bank
 - iv) Received adjusted reconciliation from county treasurer along with check for \$284.54
 - v) Discussed adjustment with deputy treasurer after her return from vacation 5/6/13
 - vi) Deposited county's check on 5/7/13
 - vii) Issued check #885 in the amount of \$286.70 to Supervisor Shrope on 5/9/13. This figure is comprised of the \$132.00 in second notice fees that remained uncollected as of 4/9/13 when she settled with the county, refund of \$154.54 which equals the amount of the Rainbow Lake Water Protection District levies on 5 state parcels, and \$.16 in interest from NBT bank.
 - viii) Prepared for and attended the annual audit of tax collecting records
 - ix) Delivering documentation for storage in the town's safe
 - x) Once the last check provided to the Supervisor clears the NBT account the balance will be \$0.
 - b) **Audit of Financial Records:** Two board members audited the tax collector's books on Thursday, May 9, 2013. A letter with recommendations of findings will be drafted by the Board for review at the next meeting.

RESOLUTION #43

AUDIT OF TAX COLLECTOR'S FINANCIAL RECORDS FOR 2013

Motion made by Steve Tucker, **second** by Brian McDonnell,

WHEREAS two Town Board members audited the Financial Records of the Tax Collector for 2013 on May 9, 2013,

NOW THEREFORE BE IT RESOLVED that an audit of the Tax Collector's Financial Records for 2013 was completed with recommendations to the Tax Collector to be in compliance with the law.

ROLL CALL VOTE: Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

RESOLUTION #43 declared duly adopted.

- 4. TOWN JUSTICE – Nik Santagate:** Report submitted prior to meeting.
Supervisor Peter Shrope received \$5,921.00 for fees and fines from the Justice with a list of 75 disposed cases
- 5. CODE ENFORCEMENT OFFICER – Paul Blaine:** Report submitted prior to the meeting
 - a) **Building Permits (BPs):** 7 BPs issued (#13-003 thru 010, no #004)
 - b) **Certificate of Occupancy/Compliance:** None
 - c) **Complaints:** One still open
 - d) Issued another building permit since beginning of May
- 6. ASSESSOR – Douglas Tichenor:** No Report received
- 7. TOWN PARK – Dan Spencer:** No Report received
- 8. FOOD PANTRY – Barb Marshall:** Report submitted prior to meeting. Reported a total of 658 people served.
- 9. HISTORIAN - Mary Ellen Salls:** No report received
- 10. ANIMAL CONTROL OFFICER (Tri-Lakes Humane Society):** No report received
- 11. SUPERVISOR:**
 - a) **Adirondack Park Agency Excellence in Design Competition:** Town Hall received 1st Place for 2013.

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

May 9, 2013

Page 3 of 5

Attended a meeting to received the award; it is hanging on the Town Hall wall.

b) Financial Report:

- i) Budget as of April 30, 2013 was distributed to Town Board box for review.
- ii) Revenues for General Fund: \$272.87 Penalties from Tax Collector. Funds from Homeland Security in the amount of \$5,123.48, deposited on Jan 9, 2012 into the General fund were moved to the Highway Fund.
- iii) Collateral for Deposits over \$250,000: Contract was signed with BNY Mellon and reports of collateral coverage are being received

c) Time Warner Cable (TWC): Received information from TWC concerning changes in programming.

APPROVAL OF MINUTES

- Regular Board – April 11, 2013

Motion made by Amber McKernan, **second** Steve Tucker, **to accept the minutes of April 11, 2013, with the following correction: Page 4, Business, Para 4, Building Violations, seventh sentence: Change “two letters” to “one letter” and “each owner” to “the owners”.** Aye 3 (McKernan, Shrope, Tucker), Nay 0, Abstain 2 (McDonnell, Wright)

CITIZENS COMMENTS: None

BUSINESS

1. Building Violations-Supervisor Peter Shrope:

- a. 85 County Road 60:** Amber McKernan said there are two parcels (one family residence and one vacant) and one has delinquent taxes since 2010. The Franklin County Office of Real Property Tax Services (FCORPTS) will proceed with foreclosure if taxes are not paid. Supervisor Peter Shrope received a quote of \$4,000 to demolish and clean up the trailer. He will take pictures and draft a letter to the owners.
- b. 652 Keese Mills Road:** Supervisor Peter Shrope said town has done everything it needs to on this property. The letters were sent out; the public hearing was held in 2012. He contacted the FCOPRTS and asked how the Town would get its money back if it proceeds with demolition of the house. All the paperwork gets filed with the FCOPRTS to get reimbursed. He drafted a letter, sent it to the attorney for review and would like to send it to the owner with a quote of \$11,900 for the Town to have the building demolished and removed.

RESOLUTION#44

NOTIFICATION TO OWNER OF 652 KEESE MILLS ROAD

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

WHEREAS the property owner of 652 Keese Mills Road has not attempted to clean up the property and remove the building as directed in 2012,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes Supervisor Peter Shrope to issue a final letter to the property owner of 652 Keese Mills Road (Tax Map# 397.-1-3.300), with a start date of 30 days with 60 days to complete, stating the cost of demolition of \$11,900, and include all the previous information sent to the property owner.

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

RESOLUTION #44 declared duly adopted.

2. Board Table - Supervisor Peter Shrope: Spoke with Mark Miller about an estimate to make a new table for the Town Board; waiting for a reply.

3. Painting Roofs – Supervisor Peter Shrope: The price to paint the park roof would be \$1,075.00 not

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

May 9, 2013

Page 4 of 5

including materials. It would cost \$3,800 to repair/paint the Town Hall roof, not including materials.

RESOLUTION#45

PAINTING OF PARK AND TOWN HALL ROOFS

Motion made Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to contract for professional services with Chad Quinn to paint the park building roof for \$1,075 and tighten the screws and paint the roof on the Town Hall for \$3,800 not including materials.

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

RESOLUTION #45 declared duly adopted.

- 4. Town Hall Lightning – Supervisor Peter Shrope:** The compact lights are 60W and the lights are too dim for seeing at night in the building. LED bulbs are much brighter but cost \$33 each, they should last longer without dimming over time.

RESOLUTION#46

REPLACING LAMPS IN TOWN HALL

Motion made Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to re-lamp the nine (9) main lights in the Town Hall with 75Watt LED lamps at \$33.00 each, Not to Exceed \$350.00, to increase the light intensity in the Town Hall.

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

RESOLUTION #46 declared duly adopted.

- 5. Fence at Town Hall – Supervisor Peter Shrope:** Split rail fence outside Town Hall needs replacing, the Town Garage employees can do it for \$350.00.

RESOLUTION#47

REPLACING SPLIT RAIL FENCE AT TOWN HALL

Motion made Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the Town Board authorizes Superintendent of Highway Andy Crary to replace the split rail fence at the Town Hall for an amount Not to Exceed \$350.00.

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

RESOLUTION #47 declared duly adopted.

COMMITTEES

- 1. HIGHWAY- Brian McDonnell and Steve Tucker:** Nothing further to report
- 2. ADIRONDACK REGIONAL AIRPORT–Tom and Amber McKernan:** Nothing to report
- 3. PARKS AND RECREATION–Supervisor Peter Shrope and Steve Tucker:** Brian McDonnell said he will bring the Adirondack Leadership Expedition (ALE) people to take down the snow fence and rake needles. Steve Tucker said the port-a-potty was delivered for the summer.
- 4. INVESTMENTS AND INSURANCE–Lydia Wright:** NYCLASS accounts had interest of \$.04 for General Fund and \$.02 for Highway for April 2013; total of \$.06. She will look into transferring the funds during the next month for a better interest rate.
- 5. CEMETERIES AND BUILDINGS–Amber McKernan and Steve Tucker:** Steve Tucker said there will be a burial on May 15.
- 6. TOWN HALL PROJECT/OPEN HOUSE–Supervisor Peter Shrope and Lydia Wright:** Supervisor Peter Shrope put up the trophies, got the pictures from the Willis and will put them up on the walls. Will have a

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

May 9, 2013

Page 5 of 5

meeting after May 15 to discuss open house/100th Anniversary for next summer. Received the Association of Towns certificate and put it up in a frame.

7. **ASSESSMENT–Brian McDonnell and Lydia Wright:** GRIEVANCE DAY is Thursday, June 6, 2013, from 5 pm to 9 pm at the Brighton Town Hall.
8. **SALARIES/BENEFITS ADMINISTRATION–Supervisor Peter Shrope and Brian McDonnell:** Nothing to report

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #48

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

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

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

PREPAID FUNDS: Abstract #5 for Voucher #5A for 2013 General Funds in the amount of \$308.21

GENERAL FUND: Abstract #5 for Voucher 77 through and including #94 for 2013 funds in the amount of \$6,949.58 and **STREET LIGHTING FUNDS** in the amount of \$61.80.

HIGHWAY FUND: Abstract #5 for Voucher #38 through and including #47 for 2013 funds in the amount of \$5,857.55

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

Resolution#48 declared duly adopted.

ADJOURNMENT

Motion to Adjourn at 9:04 p.m. made by Lydia Wright, **Second** by Supervisor Peter Shrope, **Aye 5 (McDonnell, McKernan, Shrope, Tucker, and Wright), Nay 0**

Respectfully Submitted,

Elaine Sater, RMC
Brighton Town Clerk