

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

May 9, 2019

Page 1 of 5

The Regular Meeting for the Town Board of the Town of Brighton, Franklin County, NY, was held Thursday, May 9, 2019, at 7:00pm 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 7:04pm

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Steve Tucker and Lydia Wright

ABSENT: Council Member Amber McKernan

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

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. Received Letter of Retirement dated April 22 from Glenn Perrino; retiring on July 22
 - b. Need to post job opening for Motor Equipment Operator (MEO) to start in August
 - c. New riding mower purchased for cemeteries and lawns
 - d. Removed plow and wing from trucks
 - e. Took sander out of trucks
 - f. Pressure washed trucks
 - g. Started sweeping roads
 - h. Hydraulic motor had to be replaced on sweeper, ordered and installed, sweeping resumed
 - i. Took cemetery signs to be refinished; Mt View sign does not need replacing. Need to determine "established date".
 - j. Cleaned up cemeteries
 - k. Chipped winter downfall on Town roads
 - l. 2015 truck had another bad leaf spring, took to Bob's Auto for repair
 - m. Greased trucks
 - n. Patched pot holes
 - o. Cleaned floor drain in garage
 - p. Took scrap metal to junk yard, check for \$93.60 given to Supervisor
 - q. Cleaned up garage yard
 - r. Took trucks to Clark's in Plattsburgh for inspections
 - s. Wheel bearings and a clutch adjusted are needed on the trucks

RESOLUTION #27-2019

DATE OF ESTABLISHMENT OF MT VIEW AND MCCOLLOMS CEMETERIES

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

WHEREAS the sign in the Mountain View Cemetery can be refinished instead of replaced (per Resolution #22-2019), and

WHEREAS the Town Board authorized an established date to be added to the cemetery signs,

NOW THEREFORE BE IT RESOLVED that the established dates on the Mt View and the McColloms cemetery signs be the date of death on the oldest stone in each cemetery: 1846 in Mt View and 1852 in McColloms.

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

Resolution #27 declared duly adopted.

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

May 9, 2019

Page 2 of 5

2. **Town Clerk - Elaine Sater:** Report provided prior to meeting
 - a. Total Revenue to Supervisor as of April 30, 2019 was \$ 834.88 from 3 dog licenses renewed and 5 Building Permits (#19-005 through 009)
 - b. Received 3 Agreements for Shared Highway Services from Towns of Franklin, Santa Clara, and St. Armand.
 - c. April 16 - Received and distributed the Franklin County Directory for 2019, a second time.
 - d. April 22 - received two emails concerning the bottle recycle bins across from the Park on County Road 60. They are on private property and have since been cleaned up.
 - e. TOWN HALL REQUESTS: None
 - f. TOWN PARK REQUEST: None
 - g. RECORDS MANAGEMENT: Completed indexing Vol 6 of Minutes covering 1968 thru 1970, started on Vol 7
3. **Historian - Elaine Sater:** Nothing to Report
4. **Tax Collector - Holly Huber:** No report received
5. **Justice - Nik Santagate:** Report provided prior to meeting
Supervisor received a check in the amount of \$1,978.00 for 18 disposed cases from April
6. **Code Enforcement Officer - Paul Blaine:** Report provided prior to meeting
 - a. Five (5) building permits (BP #19-005 through 009) were issued during April
 - b. One (1) Certificate of Occupancy issued for BP#13-026
 - c. One (1) Certificate of Compliance issued for BP#17-013
 - d. Adirondack Market and Deli plans to open May 12 or 14 (was Brighton Market)
7. **Assessor - Roseanne Gallagher:** Report provided at meeting
 - a. Filed the Tentative Assessment Roll with Town Clerk on May 2, sent out 87 assessment changes from data collection over the past year. Sitting with the Tentative Roll at the Town Hall. Section 1 of the Roll has increased by \$2,705,300 due to data collection changes not previously recorded or valued.
 - b. Equalization rate is low for 2019, provided data from 1988 on the change in equalization rates. The Town had reevaluations in 1990, 1998, 2002 and the last one in 2006 which brought the Town up to 100%.
 - c. Changes in the Assessment Roll values from 2012 to 2019 were also presented.
 - d. The Town Clerk said her Deputy is willing to be the Board of Assessment Review (BAR) Secretary for the June 6 meeting.

RESOLUTION #28

APPOINTMENT OF BAR SECRETARY

Motion made by Supervisor Peter Shrope, second by Steve Tucker

RESOLVED that the Town Board appoints Kathy Snyder, Deputy Town Clerk, to be Secretary for the Board of Assessment Review (BAR) to be held on Thursday, June 6, 2019.

Roll Call Vote: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)
Resolution #28 declared duly adopted.

8. **Animal Control - Tri-Lakes Humane Society:** Nothing to report
9. **Supervisor - Peter Shrope:**
 - a. Budget Report: Report as of April 30, 2019, was provided to Board members
 - b. Revenues: \$841.10 from Franklin County for stumpage fees, 1,978.00 from Town Justice, \$834.88 from Town Clerk, and \$93.60 from scrap metal sale by Highway Superintendent
 - c. NYCLASS Investments: Interest for April was \$205.88 for General, Total Amount \$109,119.53 (\$20,000

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

May 9, 2019

Page 3 of 5

- for Town Hall), and \$78.45 for Highway, Total Amount \$41,585.44.
- d. Phones in Town: Frontier phones have been out in the whole Town since Wednesday, May 1. Contacted Frontier to get a service person to look into problem. They did not show up on Friday, May 3 at the Town Hall or on Monday, May 6 at the Supervisor's house. Council member Steve Tucker said the Fire Department contacted Franklin County Emergency Services to let them know as well as the FCC. He said a line bundle with 100 lines was cut by someone. There was no "Life Line" or "911" service for a week. Cell phones and Time Warner Cable phones still worked.
 - e. Attended the Sexual Harassment Training on May 1 in Altona, will provide training for Town Officials and employees in July. Deadline is October 2019.
 - f. Will be out of Town for three weeks in June, Deputy Supervisor Steve Tucker will chair the June meeting and sign checks.

MINUTES AMENDMENT/ACCEPTANCE

- Minutes of Regular Board Meeting April 11, 2019

Motion made by Supervisor Peter Shrope, second by Brian McDonnell, to accept the minutes of the April 11, 2019, Regular Board meeting as written.

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

CITIZEN COMMENTS: None

BUSINESS

1. **Payment for John Deere Loader - Supervisor Peter Shrope:** Received notice for the first of two payments due on the John Deere Loader purchased in 2018.

RESOLUTION #29-2019

PAYMENT FOR JOHN DEERE LOADER 544H

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

WHEREAS the Town Board approved the purchase of a John Deere Loader 544H from State Contract in March 2018 (Resolution #34-2018) for \$121,103.90, and

WHEREAS the trade-in of a 2003 Loader (\$38,000) and a 1993 Backhoe (\$21,500) reduced the amount due to \$61,603.90 plus interest of 3.75%, and

WHEREAS the Town issued a check in the amount of \$20,000 (Resolution # 45-2018) as the first payment on the Loader in May 2018 to Deere Credit, Inc. with the remainder of \$41,603.90 to be financed through Deere Credit, Inc, and

WHEREAS the Town entered into a Lease Purchase Agreement for the remainder of the payments at \$22,020.46 for two years,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to pay the second payment of \$22,020.46 to Deere Credit, Inc for the Lease Purchase Agreement, and

BE IT FURTHER RESOLVED that the third and final payment of \$22,020.46 be made in May of 2020.

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

Resolution #29 declared duly adopted.

2. **Landfill Post Closure Monitoring Contract - Supervisor Peter Shrope:** Received notice from Michael Martin that the business he works for has changed it name to "Cedarwood Engineering Services, PLLC" and he would like to continue the landfill post closure monitoring contract under the new name.

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

May 9, 2019

Page 4 of 5

RESOLUTION #30-2019

CONTRACT FOR LANDFILL POST CLOSURE MONITORING FOR 2019

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

WHEREAS Michael Martin, CLM, has changed the name of the business he works for to Cedarwood Engineering Services, PLLC, and

WHEREAS Michael Martin, CLM, has been performing the testing for the post closure monitoring of the Town's landfill and is interested in continuing to perform this task with Cedarwood Engineering Services, PLLC,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to sign an agreement with Cedarwood Engineering Services, PLLC, of Warrensburg, NY, to continue providing the professional service of post closure monitoring of the Town's landfill for an amount Not To Exceed \$4,991 for 2019.

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

Resolution #30 declared duly adopted.

3. **Aquatic Invasive Species Policy - Supervisor Peter Shrope:** Provided the Town Board with a draft policy at the meeting in April, needs approval after review
4. **Adirondack Watershed Institute (AWI) - Supervisor Peter Shrope:** Paul Smith's College has to review the contract with AWI and approve it.
5. **Data Collector/Assessor Assistant - Supervisor Peter Shrope:** The Town has to provide a job description to Franklin County Civil Service, who will in turn notify the State of the new position and a Civil Service test will be scheduled for people to take who apply for the position.

RESOLUTION #31-2019

CREATION OF NEW POSITION FOR DATA COLLECTOR/ASSESSOR ASSISTANT

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

WHEREAS the Assessor is in need of an Assistant to help with Data Collection of real properties for 2019/2020 to complete data collection for the remainder to the Town,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the creation of the position of Data Collector/Assessor Assistant for the Town of Brighton, and

BE IT FURTHER RESOLVED that the Supervisor, along with the Assessor, create a job description for this position, and submit it to Franklin County Civil Service, and

BE IT FURTHER RESOLVED that the Supervisor hire a person with the skills necessary for data collection to start on June 1, 2019, and to add the person to the bi-weekly payroll and pay the person \$45 per parcel collected Not To Exceed \$5,500 with regular payroll deductions.

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

Resolution #31 declared duly adopted.

COMMITTEES: Nothing to report

CITIZEN COMMENTS: None

EXECUTIVE SESSION

Motion to GO INTO EXECUTIVE SESSION for two (2) matters made by Supervisor Peter Shrope at 8:05pm, second by Brian McDonnell, in accordance with Public Officers Law, Article 7, 1) Para f, employment history of a

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

May 9, 2019

Page 5 of 5

particular person, and 2) Para h, acquisition of real property when publicity would substantially affect the value.
ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

Motion to GO OUT FO EXECUTIVE SESSION at 8:29pm made by Brian McDonnell, second by Lydia Wright.
ROLL CALL VOTE: Aye 4 (McDonnell, Shrope, Tucker, Wright), Nay 0, Absent 1 (McKernan)

AUDIT OF VOUCHERS:

RESOLUTION #32-2019

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made by Lydia Wright, second by Steve Tucker,

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 thru 5C for 2019 General Funds in the amount of \$466.02 and
Voucher #5C for STREET LIGHTING 2019 FUND in the amount of \$60.68

GENERAL FUND: Abstract #5 for Voucher #78 through and including #95 for 2019 funds in the amount of
\$5,690.12

HIGHWAY FUND: Abstract #5 for Voucher #47 through and including #58 for 2019 funds in the amount of
\$27,568.63

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

Resolution #32 declared duly adopted.

ADJOURNMENT

Motion to Adjourn at 8:30pm made by Lydia Wright, second by Brian McDonnell, Aye 4 (McDonnell, Shrope,
Tucker, Wright), Nay 0, Absent 1 (McKernan)

Respectfully Submitted,

Elaine W. Sater, RMC
Brighton Town Clerk