

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

June 11, 2020

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The Regular Meeting for the Town Board of the Town of Brighton, Franklin County, NY, was held Thursday, June 11, 2020, 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 7:01pm

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

Council Members: Amber McKernan, Steve Tucker, and Matthew Szeliga

ABSENT: Councilmember Lydia Wright

OTHERS PRESENT: Elaine Sater-Town Clerk, Andy Crary-Superintendent of Highways, and one resident

GUESTS: None

NOTICE OF MEETING:

Notice of this meeting was posted on the Town Clerk's Sign Board

The North Country including Franklin County entered Phase 2 of the Reopening of New York State due to the corona virus called COVID-19 on May 15, 2020. People are still asked to wear masks to cover their nose and mouth when within 6 feet of other people. A limited number of people will be allowed inside buildings when Phase 3 starts on June 12, 2020.

REPORTS

1. Highway - Superintendent of Highways Andy Crary

- a. Started road raking dirt roads
- b. Patched potholes on Keese Mills Road
- c. Cleaned up downed trees from winter storms on Tebbutt and Keese Mills roads with loader
- d. Mowed and weed wacked cemeteries.
- e. Mowed Garage and Town Hall lawns
- f. Put flags out for Memorial Day
- g. Cut and removed limbs from 7 trees in the Park
- h. Chipped winter mess on Town roads
- i. Changed oil and filters in big trucks
- j. Made a dump run
- k. Cleaned trucks and shop
- l. Need a Resolution for mowing contract with Franklin County Highway Department

RESOLUTION # 26-2020

MOWING CONTRACT WITH FRANKLIN COUNTY HIGHWAY DEPARTMENT

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

RESOLVED that the Town Board authorizes the Supervisor and Superintendent of Highways to sign a contract with the Franklin County Superintendent of Highways for mowing the County Roads 31, 60, and 55 during 2020, and be reimbursed by Franklin County the amount of \$1,592 (\$100 per mile, 7.96 miles) for mowing the County Roads twice.

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

RESOLUTION #26-2020 declared duly adopted.

2. Town Clerk - Elaine Sater:

- a. Total Revenue to Supervisor as of May 31, 2020 was \$2,567.44 from 1 Marriage License (#1-2020), 4 dog licenses, 2 renewed and 2 new (Tags #235 and 236) and 9 Building Permit (BP#20-010, 011, and 013 thru 019)
- b. May 19 - Received a letter (no date) from New York State Department of Environmental Conservation, RE: Termination of Appointment as a Licensing Agent, due to the low annual sales level effective June 2020. The Department is moving to a new license sales system in June 2020.

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- c. Received notification that Mike DeDivitis completed his Board of Assessment Review (BAR) Training in May 2020.
 - d. Received a Resolution (#11-2020) from the Town of Tupper Lake authorizing a contract for Shared Highway Services for 5 years.
 - e. Town Clerk's Office will be closed on Tuesday, June 23, during the State Primary Election. The new hours for voting are 6am to 9pm.
 - f. TOWN PARK REQUEST: June 27, Fobare Family, 1-3pm
 - g. RECORDS MANAGEMENT: Completed indexing Vol 9 of minutes from 1975-1976, started indexing Vol 10 (1977-1978). Received authorization from the Court Administration Office to shred Court Records that have reached their maximum storage date, shredding is complete.
- 3. Historian - Elaine Sater:**
New York State has requested Towns document how the COVID-19 has affected them for historical purposes; keeping a folder of information.
- 4. Tax Collector - Holly Huber: Nothing to report**
Discussion held concerning audit of Tax Collector's Financial Records. Audit will be conducted at 6:15pm before the next Board Meeting on July 9.
- 5. Town Justice - Nik Santagate:**
Disposed of 12 cases and gave Supervisor a check in the amount of \$1,362.00 for May.
- 6. Code Enforcement Officer - Paul Blaine:**
- a. Issued nine (9) building permits (BPs) for May (BP#s 20-010, 011 and 013 through 019)
 - b. Issued three (3) Certificates of Compliance BP#19-011 and 013 and 20-011
 - c. Issued one (1) Certificate of Occupancy BP#19-015
- 7. Assessor - Roseanne Gallagher:**
Held the Board of Assessment Review (BAR) meeting on Thursday, June 4, by phone with four BAR members, had one change to the Tentative Assessment Roll. Minutes were completed and filed with Town Clerk.
- 8. Supervisor Peter Shrope:**
- a. Franklin County COVID-19 Briefings: Asked if people were still interested in getting the email containing the briefings from the Franklin County Emergency Management Department. Board members said they would like to continue getting the information.
 - b. CSEA Dental/Optical Benefits: Received notice from CSEA they will not be increasing the premium for dental or optical coverage on July 1.
 - c. Franklin County Assessor's Association: Received notice that the FCA will not be collecting dues for 2020
 - d. White Pine Camp Fire: Received a call from St. Regis Suites that they will help anyone displaced by the fire with lodging. Referred them to White Pine Camp staff.
 - e. Park Port-a-Potty: Requested a port-a-potty for the park since people are using it for picnics
 - f. Furnace at Town Hall: Furnace was inspected by Hyde-Stone, they recommend the glycol be changed and gaskets be replaced.
 - g. The Financial Report as of May 31, 2020 was provided to the Board. Revenue for May was as follows: \$7,957.43 from Franklin County for Mortgage Tax, \$1,362 from the Town Justice, \$2,567.44 from the Town Clerk and \$183.60 from scrap metal.
 - h. NYCLASS interest was as follows: General \$45.69 for a total of \$111,063.19 and Highway \$17.43 for a total of \$42,326.26.

ACCEPTANCE/AMENDMENT OF MINUTES

- Regular Meeting May 14, 2020

Motion made by Supervisor Peter Shrope, second by Steve Tucker, to accept the Minutes of May 14, 2020,

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with the following corrections: Page 3, Para 8b, Supervisor Peter Shrope, meeting was from April not March; and Acceptance/Approval of Minutes: April 9 meeting was allowed but did not have a quorum. Aye 3 (Shrope, Szeliga, Tucker), Nay 0, Abstain 1 (McKernan), Absent 1 (Wright)

BUSINESS

Advance Documents for Board Business - Supervisor Peter Shrope: Discussion was held on obtaining documents in advance of Board meetings. In the past copying of documents was reduced to save paper, so a Town Board box was set up for Board members to review documents prior to meetings. Documents that are received by email can be emailed to board members and posted to the new website when it is operational.

COMMITTEE REPORTS

1. Parks & Recreation - Supervisor Peter Shrope, Amber McKernan:

- a. Park laborer will not be returning for the summer, Highway Department will take over mowing the area of the park owned by the Town
- b. Amber McKernan thanked the Highway Department for taking down the trees
- c. The NYMIR inspector recommended changing the Park hours from a set time to “dawn to dusk” as this time changes during the year. A sign has been ordered for this purpose.

RESOLUTION # 27-2020

CHANGE OF PARK HOURS

Motion made by Supervisor Peter Shrope, second by Matthew Szeliga,

RESOLVED that the Town Board approves changing the operating hours of the Park from “closed at 8pm” to “open from dawn to dusk” based on a recommendation from the safety inspector from the liability insurance company NYMIR.

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

RESOLUTION #27-2020 declared duly adopted.

2. **Website - Supervisor Peter Shrope, Amber McKernan:** On May 21 Supervisor Peter Shrope met with Hilary Steidl from Graphic Connections, Inc., that hosts the Town’s website. Discussed setting up a new website that is mobile device friendly and American Disability Act (ADA) compliant. The content Management System (CMS) uses Word Press. This system will allow documents to be posted by Town. There is no start date yet.

CITIZENS COMMENTS

Amber McKernan said the Saranac Lake Area Youth Program was not collecting funds this year. She wondered if the Town could provide funds to the “Y” program instead. There is YMCA in Malone that is providing a program in Saranac Lake for the children.

She also commented that the Tucker Farm is hosting the graduation slide show for the 2020 Saranac Lake Central School Senior Class on June 26 at 9:30pm. When in Kindergarten children in this school system visit Tucker Farms so she thought it was fitting that as 2020 Seniors they will be completing their school years there also.

Steve Tucker said that Eric Wilson came up with the idea as well as having an Outdoor Theater at Tucker Farms. There have been two movies there already and there will be one more in July. There is a 500 car limit so there is plenty of room.

AUDIT OF VOUCHERS:

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RESOLUTION #28-2020

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made by Amber McKernan, 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 #6 for Voucher #s 6A and 6B for 2020 General Funds in the amount of \$289.84 and STREET LIGHTING 2020 FUND Voucher #6B in the amount of \$53.71

GENERAL FUND: Abstract #6 for Voucher #93 through #109 for 2020 funds in the amount of 4,300.36

HIGHWAY FUND: Abstract #6 for Voucher #62 through #70 for 2020 funds in the amount of \$4,315.89

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

RESOLUTION #28-2020 declared duly adopted.

ADJOURNMENT Motion to Adjourn at 7:50pm made by Amber McKernan, second by Matthew Szeliga, Aye 4 (McKernan, Shrope, Szeliga, Tucker), Nay 0, Absent 1 (Wright)

Respectfully Submitted,

Elaine W. Sater, RMC
Brighton Town Clerk