

REGULAR MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

December 12, 2013

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The Regular Monthly Meeting of the Town Board of the Town of Brighton was held Thursday, December 12, 2013, at 7:00 p.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 7:04 p.m.

“Pledge to the Flag” was recited.

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

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

ABSENT: Lydia Wright

OTHERS PRESENT: Douglas Tichenor - Assessor, Andy Crary-Superintendent of Highways, and Elaine Sater - Town Clerk

RESIDENTS: There were no residents present

GUESTS: None

DEPARTMENT REPORTS

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

Report:

- a) Plowed and sanded roads
- b) Put up salt and sand for roads
- c) Had new truck towed to Plattsburgh for broken high pressure hose
- d) Fixed sanding chains in both trucks
- e) Replaced batteries in loader
- f) One employee is out on sick leave for foot surgery, will return on December 31
- g) Need a Resolution for the snow removal and sanding of County roads.

Supervisor Peter Shrope said he commends the Highway Department of two people doing a three person job

RESOLUTION #99

SNOW REMOVAL FROM AND SANDING OF COUNTY ROADS BY HIGHWAY DEPARTMENT

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

WHEREAS the Town Highway Department agrees to remove snow from and sand the County roads within the Town of Brighton during the years 2014 and 2015,

NOW THEREFORE BE IT RESOLVED that the Superintendent of Highways Andy Crary be authorized to sign an agreement with the Franklin County Highway Department to remove snow from and sand County Roads 31, 55, and 60 for a total of 7.96 miles at \$5,217 per mile for the years 2014 and 2015. Total per year is \$41,527.32, one-half to be paid by February 15 and one-half to be paid by July 15.

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

RESOLUTION #99 declared duly adopted.

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

- a) Total Revenue to Supervisor as of November 30, 2013, is \$2,399.84 from 1 DEC Sport License, 2 Dog Licenses: 1 renewed, 1 new (Tag #127) and 3 Building Permits (#13-38 to 40)
- b) Received notification from the Franklin County Board of Elections dated November 25, 2013, certifying the election results as follows:
 - i) Andy Crary, Superintendent of Highways (2 years)
 - ii) Amber McKernan, Council (4 years)
 - iii) Peter Shrope, Supervisor (2 years)
 - iv) Steve Tucker Council (4 years)
- c) Received notice from the Department of Labor, Notice of Issuance of Magazine Certificate to Peter Henry for one year, expires November 2014
- d) Received Certificate of Liability Insurance from the Paul Smith’s College for Town Park use by Rugby Team, dated 7/1/13 to 7/1/14

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- e) Peter McConville took his oath of office for Board of Assessment Review
- f) TOWN HALL REQUEST: None
- g) TOWN PARK REQUEST: None
- h) RECORDS MANAGEMENT: Continuing to shred the 2006 Court records

3) TAX COLLECTOR – Holly Huber: Report submitted prior to meeting:

- a) Responded to requests for tax bills or receipts from property owners, real estate agents, attorneys, mortgage lenders, and other interested parties
- b) Collecting lists of property owners from their escrow companies
- c) Setting office hours and notifying county Real Property Office
- d) Arranging for rental of Remote Capture Device for depositing payments
- e) Ordering and preparing supplies for tax mailing

Amber McKernan asked what the hours were going to be for the tax office, they need to be posted and included in the tax bills. The Tax Collector has to sit three business days for the public during January.

Supervisor Peter Shrope said he will email Holly Huber for the information. Discussion was held on the Tax Collector using a Remote Deposit Capture Device to deposit funds; there is a 60-day requirement after deposit to retain checks in a secure location before shredding. Supervisor Peter Shrope will check with the Tax Collector to see how this is being handled.

RESOLUTION #100

RENTAL OF REMOTE DEPOSIT CAPTURE DEVICE FOR TAX COLLECTION DEPOSITS

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

WHERE AS the Tax Collector would like to continue using a Remote Deposit Capture Device for making deposits during the tax collection season to reduce payments for mileage to the Bank, and

WHEREAS a rental fee is charged for this service

NOW THEREFORE BE IT RESOLVED that the Tax Collector Holly Huber be authorized to sign the Customer Enrollment Form to use and rent (\$50.00 per month) a Remote Deposit Capture Device for the purposes of collecting taxes and depositing funds with NBT Bank.

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

RESOLUTION #100 declared duly adopted.

4) TOWN JUSTICE – Nik Santagate: Report submitted prior to meeting.

Supervisor Peter Shrope received \$4,394.00 for fees and fines from the Justice with a list of 56 disposed cases.

The Court has received two new computers to replace the old ones. There has been no word on the Court Administration Grant request.

5) CODE ENFORCEMENT OFFICER – Paul Blaine: Report submitted prior to meeting

- a) **Building Permits (BPs):** 3 BPs issued (#13-038 thru 040)
- b) **Complaints:** One still open

6) ASSESSOR – Douglas Tichenor: Gave report at meeting

- a) Provided a Sale Analyses Report to the Board, there were 47 sales in the past 4 years (2010 to 2013); most sales are in line with the assessed values.
- b) Would like the Board to start a data collection and verification project, he will contact Briggs Appraisal Service for a contract so the data collectors can start in January 2014. He would like to finish the project by December 2014. An overview of the project was presented to the Board.
- c) **Board of Assessment Review:** one member still needs training, can only get to evening training and there is none available locally anymore, nothing available on-line

7) TOWN PARK – Dan Spencer: No Report received

- a) **Park Committee** met with Park attendant to discuss reduced hours for 2014. The building will be shut down until spring, the water will be drained and the toilet room locked. The park attendant position will be restructured.
- b) One of the dead trees was taken down by National Grid
- c) The Port-a-potty did not get removed yet, Steve Tucker will call the company to remove it.

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- 8) **FOOD PANTRY – Barb Marshall:** No Report received prior to meeting
Supervisor Peter Shrope was at the park and noticed the Food Pantry has “consumed” the park building, their food and tables are still set up from the previous week’s food distribution day. The door connecting the building to the Food Pantry was left open. There is food stored in the garage also. The food pantry workers told the Park Attendant that “someone” from the Board told them they could use the whole building. However the Park Attendant could not come up with a name of the “someone”. Supervisor Peter Shrope will draft a letter for the Board to sign and send to Barb Marshall concerning the use of the space.
- 9) **HISTORIAN-Mary Ellen Salls:** No report received
- 10) **ANIMAL CONTROL OFFICER (Tri-Lakes Humane Society):** No report received
- 11) **SUPERVISOR- Peter Shrope:**
- a) **85 County Road 60, Violations of Local Law #1 for the Year 1981:** On November 26, CJ Scrappy’s Metal Clean-up showed up to look at the property to remove the trailer. A neighbor told them to leave. They left and contacted Andy Crary and Peter Shrope. Peter Shrope told them if they had permission to go on the property they should do what they were hired to do. It appears they did nothing. Supervisor Peter Shrope received a telephone message from John Guest and it sounded like he had dealings with the neighbor in the past. Peter Shrope did not respond because he did not want to get in the middle of two neighbors. The deadline to remove the structure has passed and Trudeau was hired by the Town to remove the structure.
 - b) **St. Regis Fire Tower Support:** Received a thank you note from the Willis for supporting the reopening of the St. Regis fire tower.
 - c) **Games of Chance Local Law:** Researching a local law, it was brought up in 1983-1984 and defeated
 - d) **Northbrook Lodge for Historic Register:** Sent letter of support to the State Historic Preservation Office (SHPO)
 - e) **Flood Lights for Park Building:** Spoke with Rick Stevenson about getting flood lights at the park to replace the street lights; he will look at the building to see what can be done
 - f) **December 26 Paychecks:** Steve Tucker will be signing the checks for December 27; will be out of town for the week
 - g) **Financial Report:**
 - i) **Budget** as of November 30, 2013, was distributed to Town Board’s box for review
 - ii) **Deposits:** November 26, \$1,592.00 from Franklin County (FC) Highway Department for mowing and \$14,566.69 from FC Treasurer for Mortgage Tax; Dec 13 \$4,394 from Justice and \$2,399.84 from Town Clerk
 - iii) **NYCLASS** Interest from November 2013: \$2.45 for General Fund, Total Fund is \$85,259.07; \$1.20 for Highway, Total Fund is \$40,105.71

APPROVAL OF MINUTES

- Regular Board – November 14, 2013

Motion made by Brian McDonnell, second by Steve Tucker, to accept the minutes of the Regular Board meeting of November 14, 2013, with the following changes: Page 1, Contract For 2014 Fire Protection Services, Paragraph beginning with “Chief Roger Smith” second sentence, change “low” to “law”; Page 4, Citizens Comments, Resident’s name is John “Minutelli”; Page 5, Business, Para 2a General Fund, change “The are” to “there are”. Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)

CITIZENS COMMENTS: None

BUSINESS

- 1) **Saranac Lake Civic Center Contract 2014:** Received a contract for 2014

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RESOLUTION #101

CONTRACT WITH SL CIVIC CENTER 2014

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

RESOLVED that the Supervisor be authorized to sign a contract with the Saranac Lake Civic Center to provide recreational services to the Town of Brighton during 2014 in the amount of \$1,500.00

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

RESOLUTION #101 declared duly adopted.

2) Town Hall:

- a) **Roof Repair:** Chad Quinn has completed the repair and painting of the roof, it cost more than expected due to the deterioration of the roof under the sheet metal. An amendment to the resolution is needed to increase the price to not exceed \$5,000.

RESOLUTION #45-2013 Amended (Amended) (Amended)

REPAIR AND PAINTING ROOFS OF TOWN PARK BUILDINGS AND TOWN HALL

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to contract for professional services with Chad Quinn to repair and paint the park building and garage roofs not to exceed \$2,500 and repair and paint the roof on the Town Hall not to exceed \$5,000.00, not including materials.

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

RESOLUTION #45-2013 Amended (Amended) declared duly amended.

- b) **Fire Proofing Wall:** The boiler inspector determined that the wall behind the boiler needs to be fire proofed; it was not included in the contract when the new boiler was initially installed.

RESOLUTION #102

CONTRACT WITH CHAD QUINN FOR FIRE PROOFING WALL BEHIND BOILER

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

RESOLVED that the Supervisor be authorized to sign a contract with Chad Quinn to install a fire proof barrier behind the boiler in the Town Hall not to exceed \$300.00.

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

RESOLUTION #102 declared duly adopted.

- 3) **CSEA 2014 Contract:** Discussion was held on new pay rates for a two-year contract for current highway employees and changing medical benefits for new full-time highway employees

RESOLUTION #103

COST SHARE OF MEDICAL BENEFITS FOR NEW HIGHWAY EMPLOYEES

Motion made by Brian McDonnell, second by Steve Tucker,

WHEREAS the highway employees have a contract with CSEA Local #1000, L817, U6870, and

WHEREAS the Town can no longer afford to pay the high cost of Health Insurance,

NOW THEREFORE BE IT RESOLVED that the Town of Brighton Board adopts a new policy that any full time highway employee hired after 1 January 2014 will pay a 25% share of their medical insurance premium.

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

RESOLUTION #103 declared duly adopted.

RESOLUTION #104

CSEA CONTRACT PAY RATES FOR 2014 AND 2015

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

WHEREAS the highway employees contract with CSEA Local #1000, L817, U6870 expires on December 31, 2013, and

WHEREAS the employees are asking for a two year contract with a 2% raise each year,

NOW THEREFORE BE IT RESOLVED that the Town of Brighton Board agrees to change Article 6 Wages to pay Motor Equipment Operators \$15.58 regular hourly wages for 2014 and \$15.89 regular hourly wages

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for 2015 for current employees.

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

RESOLUTION #104 declared duly adopted.

- 4) **Organizational Meeting for 2014:** The Organizational Meeting for 2014 will be held on Thursday, January 9 at 6 p.m. and the Regular Board meeting will start directly afterwards.
- 5) **Hull Road Personal Property Issue:** The property owner cleaned up the personal property and trash left in the highway right-of-way at the end of Hull Road

RESOLUTION #105

HULL ROAD PERSONAL PROPERTY AND TRASH ISSUE

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

WHEREAS the personal property and trash left at the end of Hull Road has been removed to the satisfaction of the Town Board and Code Enforcement Officer Paul Blaine,

BE IT RESOLVED that the Town Board would like to recognize the actions the Code Enforcement Officer Paul Blaine to resolve the issue of the personnel property and trash left at the end of Hull Road, and

BE IT FURTHER RESOLVED that the Town Board considers the issue close.

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

RESOLUTION #105 declared duly adopted.

- 6) **FUEL SMELL ON STATE ROUTE 86 IN GABRIELS – Amber McKernan:** No further information at this time

COMMITTEES:

- 1) **Highway- Steve Tucker and Brian McDonnell:** Nothing to report
- 2) **Adirondack Regional Airport – Tom and Amber McKernan:** Capital Project Phase 1 is going to start on the terminal building in the spring. They are trying to get a certified flight instruction at the airport
- 3) **Parks & Recreations-Peter Shrope and Steve Tucker:**
 - a. One dead tree has been removed, Highway Department will remove the stump in the spring
 - b. Snow Fence was put up
 - c. A skating rink will not be put in this winter, the pavement needs to be repaired
 - d. Steve Tucker attended a Saranac Lake Area Youth Program meeting in November. There were 181 kids signed up for the program, more staff had to be hired. The cost was \$8,000 more for the summer, it costs \$2 per day per child to run the program for 5 weeks; tuition was \$60 per child. Free breakfast and lunch is provided by Essex County. The School provides the bus and transportation. There were 12 children from the Town of Brighton. Swimming and field trips to “Wet and Wild” and the “Wild Center” were provided.

CITIZENS COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #106

PAYMENT OF AUDITED VOUCHERS AS LISTED ON THE ABSTRACTS

Motion made by Amber McKernan, **second** by Brian McDonnell,

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

PREPAID FUNDS: Abstract #12 for Voucher #12A through and including #12B for 2013 General Funds in the amount of \$343.11 and **STREET LIGHTING FUNDS** in the amount of \$65.71

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GENERAL FUND: Abstract #12 for Voucher #217 through and including #240 for 2013 funds in the amount of \$19,722.10 and

HIGHWAY FUND: Abstract #12 for Voucher #114 through and including #120 for 2013 funds in the amount of \$1,776.73

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

RESOLUTION #106 declared duly adopted.

ADJOURNMENT

Motion to Adjourn at 10:55 p.m. made by Amber McKernan, **second** by Brian McDonnell, Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Absent 1 (Wright)

Respectfully Submitted

Elaine W. Sater, RMC
Brighton Town Clerk