

**The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, January 10, 2002 at 7:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:**

**PRESENT:** Supervisor Christopher Leifheit  
Council Members: Alicia Bodmer  
John Quenell  
Steve Tucker

**ABSENT:** Linda Dobson

**OTHERS PRESENT:** Elaine Sater-Town Clerk, Donald Oliver-Superintendent of Highways, Amber McKernan-Tax Collector, Nik Santagate-Town Justice, and Tom Willis-Historians

**RESIDENTS:** There were no other residents present.

**Meeting was Called to Order** by Supervisor Christopher Leifheit at 7:08 p.m.

**APPROVAL OF MINUTES:**

**Motion made** by Supervisor Christopher Leifheit to accept the minutes of the regular monthly meeting of the Town of Brighton Board dated December 13, 2001 with the following change: Page 3, Supervisor's Report and Correspondence, Para 12, Council Members, John Quenell, Para 1, last line: Delete end of sentence "to the Attorney of the Town, Janet Bliss." Place period after the word "appeal"; second by Alicia Bodmer, Aye 3, Abstain 1 (Tucker), Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Abstain

**TOWN CLERK REPORT**

Total Revenue to Supervisor as of December 31, 2001 was \$465.08

1 Marriage License

1 Dog License

4 Building Permits (BRI2001-46, 47, 49 and 50)

- a. Sent fax December 21, 2001 to Adirondack Daily Enterprise, Re: Surplus Typewriters Bid, published in January 3 & 4 editions of the paper. No bids received as of today.
- b. Sent fax December 28, 2001 to Adirondack Daily Enterprise, Re: Organizational Meeting on January 10, published on January 4, 2002
- c. Received information from Association of Towns to be read at Board Meeting, Re: Training Sessions available for Town Officials from February 17 to 20, 2002 in New York City at Annual Meeting, copies sent to board members. Delegate has to be appointed if someone is attending the meeting.
- d. Annual Town Clerk Cash Report for 2001 is presented for Audit by Board
- e. RECORDS MANAGEMENT: Files up until 1994 were disposed of during the year by shredding, burning, or burying depending on nature of information and in accordance with the State Archives Schedule MU-1. Non-permanent Court files from 1994 were also disposed of by shredding and burning. Permanent and archived files are stored in the Town Garage and the Vault. Records of Destruction are presented for signature to the Supervisor for authorization and Superintendent of Highways who witnessed the burning.
- e. TOWN HALL SCHEDULE: Food Pantry: Thursdays, January 3 and 17; Saturday, January 19, 2002, 3 to 6 pm- Oliver/Moody

***FINANCIAL BUSINESS AT HAND***

**1. Budget Amendments for Highway and General Funds**

**RESOLUTION #2**

**AUTHORIZATION FOR GENERAL FUND AMENDMENT #11 AND HIGHWAY FUND AMENDMENTS #4 & 5**

**Motion made** by Supervisor Christopher Leifheit to approve the following:

**1. General Fund Amendment #11-2001: Transfer \$258.92 from Account No. A1010.4 (Town Board CE) and \$525.98 from Account No. A5132.4 (Town Garage CE) as follows:**

\$32.79 to Account No. A1355.4 (Assessor CE)

\$57.76 to Account No. A1670.4 (Central Mail)

\$29.85 to Account No. A3620.4 (Safety Inspector CE)

\$118.52 to Account No. A5010.4 (Hwy and Street Admin CE)

\$20.00 to Account No. A1310.4 (Bookkeeper CE)

\$525.98 to Account No. A1420.4 (Attorney CE)

**2. Highway Fund Amendment #4-2001: Transfer \$1,639.00 from Account No. DA9030.8 Social Security and \$320.00 from DA885 (Equipment Reserve) as follows:**

\$106.00 to Account No. DA5110.4 (General Repairs CE)

\$460.00 to Account No. DA9010.8 (State Retirement)

\$1393.00 to Account No. DA5142.1 (Snow Removal Town PS)

**3. Highway Fund Amendment #5-2001: Transfer \$1,527.74 from Account No. DA855 (Equipment Reserve) as follows:**

\$961.38 to Account No. DA5110.4 (General Repairs CE)

**\$148.85 to Account No. DA5130.4 (Machinery CE)**

**\$417.51 to Account No. DA5142.1 (Snow Removal Town PS)**

Second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #2 declared duly adopted.**

**2. HUD Request for Payment December 2001:**

**Motion made by John Quenell to authorize Supervisor Christopher Leifheit to send a letter requesting further documentation on details of billing for December 2001 work from Friends of the North Country before payment is made, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)**

**NEW BUSINESS**

**1. Standard Work Day for Town Employees, except Highway Department**

**RESOLUTION #3**

**STANDARD WORK DAY SET AT 6 HOURS FOR TOWN EMPLOYEES OTHER THAN HIGHWAY DEPARTMENT**

**Motion made by Supervisor Christopher Leifheit to set the Standard Work Day for Town of Brighton employees, other than the Highway Department employees, at six (6) hours for retirement purposes, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)**

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #3 declared duly adopted.**

**2. Annual Contracts:**

**RESOLUTION #4**

**FREMSA CONTRACT FOR SERVICES**

**Motion made by Supervisor Christopher Leifheit to approve a two-year contract (January 1, 2002 to December 31, 2003) with First Responder Emergency Medical Services Association (FREMSA) to provide Emergency Advanced Life Support First Responder services to sick and/or injured persons within the Town of Brighton for a cost of \$1,250 per year, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)**

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #4 declared duly adopted.**

**RESOLUTION # 5**

**NORTH COUNTRY LIFE FLIGHT CONTRACT**

**Motion made by Supervisor Christopher Leifheit to approve a one-year contract with North Country LIFE FLIGHT Inc. for services during 2002 for a cost of \$1,000 (General Fund Account No. A3410.5) to include disposable medical supplies, community outreach, education and training; general and professional liability insurance, staff and volunteer continuing medical education; industry association dues; and general office expenses to include personnel, supplies, postage, rent and telephone; second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)**

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #5 declared duly adopted.**

**RESOLUTION #6**

**SARANAC LAKE CIVIC CENTER**

**Motion made by Supervisor Christopher Leifheit to approve a one-year contract with the Saranac Lake Civic Center to use the Civic Center ice on Ampersand Avenue for activities for the Town of Brighton residents for a cost of \$1,500.00 (General Funds Account No A7310.4), second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)**

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
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Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #6 declared duly adopted.**

**RESOLUTION# 7**

**ASSOCIATION OF TOWNS CONTRACT**

**Motion made** by Supervisor Christopher Leifheit **to approve membership in New York State Association of Towns and the expenditure of \$500 (A1920.4) for services provided for 1 year**, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #7 declared duly adopted.**

**RESOLUTION #8**

**BRIGHTON 2000 PROJECT**

**Motion made** by Supervisor Christopher Leifheit **to approve the expenditure of \$500.00 (A7510.4) to Thomas Willis, Historian for the Brighton 2000 Project final payment**, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #8 declared duly adopted.**

**3. Policies**

**RESOLUTION #9**

**PROCUREMENT POLICY**

**Motion made** by Supervisor Christopher Leifheit **to adopt a Procurement Policy as follows:**

**Purchases up to \$4,999 require oral quotes**

**Purchases from \$5,000 to \$9,999 require written quotes from three (3) different sources**

**Purchases of \$10,000 plus require the competitive bidding process**

Second by John Quenell, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #9 declared duly adopted.**

**4. Attorney Contact**

**Motion made** by Supervisor Christopher Leifheit **to adopt the policy that communications with the Town's designated attorney are channeled through the Supervisor's Office unless prearranged by majority consent of the Board**, second by John Quenell

Discussion: Janet Bliss has asked for only one point of contact when dealing with Town business. What if other attorneys will talk to others from Town with no problem?

**Motion made** by Alicia Bodmer **to table the above motion until Attorney for the Town is designated**, John Quenell second, Aye 4, Absent 1 (Dobson)

**Motion made** by John Quenell **to allow the Highway Committee to contact attorney Scott Goldie concerning the purchase of the 2002 Snow Plow**, second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**5. Council Members:**

**Alicia Bodmer:** Snowmobile Ordinance for the Town of Brighton is from 1972 and was amended in 1977. It needs to be updated and should be changed to a Town Law. County Roads are designated in it and this may not be legal.

**Motion made** by Alicia Bodmer **to allow the Park Committee to contact Attorney Scott Goldie to determine the validity of the 1977 Snowmobile Ordinance**, second by Supervisor Christopher Leifheit, Aye 4, Absent1 (Dobson)

The ATV/Snowmobile sign on the Rainbow Lake Road is still up and needs to be changed to a Snowmobile sign only.

**COMMITTEE REPORTS:**

1. **COURT- Nik Santagate:** Disposed 42 cases and sent \$ 2,246.00 to the State Comptroller
2. **HIGHWAY – Don Oliver:**
  - a. Plowing and sanding
  - b. A movement is underway looking into alternatives for salt use on the State Roads
3. **INSURANCE - John Quenell:**
  - a. Roger Smith has opted to continue medical and dental insurance benefits under COBRA for up to 18 months. Blue Cross Blue Shield will not deal with individual so Town must handle payment of invoice. Roger Smith will pay the Town to cover his portion of the bill. The money goes into the Trust and Agency Account not the General Fund. An agreement will be drawn up between the Town and Roger Smith to spell out the details.
  - b. Employee Dishonesty Insurance Policy: Asked for quotes from carrier for additional insurance of \$750,000 on Supervisor and an additional \$300,000 on Tax Collector, pursuant to recommendations made by the State Comptroller's Office in the recent audit. Present coverage is \$50,000 for all employees and \$650,000 for the tax collector.
  - c. A recent invoice for Medical Insurance shows a discrepancy so a review of the billings from Blue Cross Shield for the year 2001 will be done. This should be completed in about a week.
4. **ASSESSOR-Doug Tichenor**
  - a. Evaluation for 2002 will be completed in February, letters will be ready to mail on March 1
  - b. Would like a meeting with board and hold a resident information meeting on Thursday Feb 28, 2002 at 7:00 p.m. The Board would like to meet with the Assessor before the Regular Meeting on Feb 14 instead of on Feb 28.

**TAX COLLECTOR- Amber McKernan**

- a. Warrant for collection of taxes was signed on December 27, 2001 and released. Amount of the warrant for Tax Year 2002 is \$1,091,138.06.  
Amount to be paid to Supervisor: \$462,994  
Amount to be paid to County: \$628,144.06 (\$69,116.84 is returned School Taxes)
- b. Tax bills were folded and ready for mailing on December 31, 2001. The folding machine made this a much easier task.
- c. To date 124 bills have been paid of the 865 sent out. \$88,929.45 has been collected
- d. Check to Supervisor Christopher Leifheit on 10 January 2002 for \$67,000.00

**4. CODE ENFORCEMENT-Ed Lagree: No Report**

**5. CEMETERY – Linda Dobson: No Report**

- 6. PARKS & RECREATION-Alicia Bodmer:**
- a. Fire Department has flooded the rink twice
  - b. Water samples from the Field House can be taken to Hulbert's for testing
  - c. Snowmobiles were on the ice tearing it up
  - d. Dan Spencer's hours need to be monitored by one of the Park Committee-Steve Tucker will handle his time sheet
  - e. Fence has been an effective deterrent to keeping snowmobiles off the ball field

**7. HISTORIAN-Tom Willis:**

- a. Brighton History Day will be July 21, 2002, the theme will be TB curing
- b. A request is being submitted to place the Town Hall on the NY State Historical Building Register

**CITIZENS COMMENTS:**

**Tom Willis-Garondah Road:**

- a. Is the Audit Report final? Report is not final but Town Board was briefed. Poor bookkeeping is evident, no improprieties or major problems, mostly issues were due to not knowing what to do
- b. Has the new Building Permit fee schedule had an effect? No comments have been heard on the subject
- c. Anything new on Evergreen Trailer Park? Water system was replaced and chlorination is being monitored and maintained but no other violations have been addressed. Charles have appealed the fines. There are some potential buyers interested in the property
- d. Have the rules and regulations for the cemetery been updated? Cemetery Committee is not available to discuss this

**Amber McKernan-Rainbow Lake Road:** Has the Junkyard on Easy Street been addressed? The resident was granted an adjournment until January 23, 2002

**OTHER:**

**RESOLUTION #10**

**AUTHORIZATION TO EXPEND FUNDS OF \$378.95 FOR PAYROLL SOFTWARE**

**Motion made** by Supervisor Christopher Leifheit **to approve the expenditure of General Funds of \$378.95 (A1310.4 Bookkeeper CE) to the Bookkeeper, Joan-Marie Sturick, for Payroll Software,** second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #10 declared duly adopted.**

**RESOLUTION #11**

**AUTHORIZATION TO PAY ALL VOUCHERS LISTED ON ABSTRACTS**

**Motion made** by Supervisor Christopher Leifheit **to pay all the vouchers audited by the Town Board and listed on the abstracts attached to these minutes as follows:**

**ABSTRACT #1-General Fund: Voucher #1 through and including Voucher #24: 2001-\$1,815.77 and 2002-\$23,816.31**

**ABSTRACT #1-Highway Fund: Voucher #1 through and including Voucher #10: 2001-\$1,567.40 and 2002-\$267.19**

**ABSTRACT #1-Street Lighting: Voucher #1: 2001- \$59.54**

Second by Alicia Bodmer, Aye 4, Absent 1 (Dobson)

**Roll Call Vote:**

Supervisor Christopher Leifheit	Aye
Council Members: Alicia Bodmer	Aye
Linda Dobson	Absent
John Quenell	Aye
Steve Tucker	Aye

**Resolution #11 declared duly adopted.**

**Motion made** by Supervisor Christopher Leifheit **to adjourn the Regular Town Board Meeting at 8:40 p.m.**, second by Alicia Bodmer, All Aye

Respectfully submitted,

Elaine W. Sater  
Brighton Town Clerk