

**The Regular Meeting of the Town Board of the Town of Brighton was held Thursday, February 10, 2000 at 7:00 p.m. at the Brighton Town Hall, Paul Smiths, NY with the following:**

**PRESENT:** Supervisor Debra Meyer  
Council Members: Linda Dobson  
John Quenell  
Wilhelmina Sheridan  
Roger Smith

**ABSENT:** None

**OTHERS PRESENT:** Elaine Sater-Town Clerk, Arlene Hogan-Tax Collector, Nik Santagate-Town Justice, Tom Willis-Historian

**RESIDENTS:** There was one resident present.

**GUESTS:** Carol Mulligan - Ag and Farmland Planner, Cornell Cooperative Extension

**Meeting was Called to Order** by Supervisor Debra Meyer **at 7:00 p.m.**

**APPROVAL OF MINUTES:**

**Motion made by Roger Smith to accept the minutes of the Regular Town of Brighton Meeting on January 13, 2000;** second by Wilhelmina Sheridan, All Aye

**Motion made by Supervisor Debra Meyer to accept the minutes of the 2000 Organizational Meeting of the Town of Brighton on January 13, 2000,** second by John Quenell, All Aye

**PRESENTATION-Carol Mulligan - “The Future of Agriculture and Farmland Protection in Franklin County”:** Ms. Mulligan presented information about a program in Franklin County to help farmers. The project started in August 1999 and will conclude in February 2002. Farmland in the Town Of Brighton is “at risk” unless a plan for protection is implemented. A \$50,000 grant has been given to Franklin County to determine what the residents of the county want to happen to farmland. A public hearing is scheduled for Thursday, March 16, 2000 at 7:00 p.m. to get residents’ input.

**TOWN CLERK REPORT**

1. Total Revenue Collected as of January 31, 2000 was \$132.63  
3 Dog License Renewed  
4 Building Permits  
2 Certified Copies  
1 Genealogical Search
2. Received letter dated January 24, 2000 from Sodexho Marriott, Re: Renewal of Liquor License at the Student Union at Paul Smith College
3. Sent Fax on February 3, 2000 to Adirondack Daily Enterprise; Re: Public Notice, Town Board Meetings on 2<sup>nd</sup> Thursday of month and Availability of Records
4. Sent letter dated February 8, 2000 to Walsh & Walsh LLP, Re: Public Notice; sent copy of Notice of Affidavit of Publication for Public Notice on January 19, 2000 for Bond Resolution
5. Resolutions needed to pre-pay vouchers and adopt records retention schedule

**RESOLUTION #22**

**AUTHORIZATION TO PRE-PAY CERTAIN VOUCHERS**

**Motion made by Supervisor Debra Meyer to authorize pre-payment of vouchers for public utilities services (electric, gas, telephone) postage, freight, and express charges prior to audit. All such claims will be presented for audit at the next regular board meeting,** second by John Quenell, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #22 declared duly adopted.**

**RESOLUTION #23**

**AUTHORIZATION TO ADOPT RECORDS RETENTION & DISPOSITION SCHEDULE (MU-1)**

**Motion made by Wilhelmina Sheridan to adopt the use of the Records Retention and Disposition Schedule MU-1 (Revised 2000) issued pursuant to article 57A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for municipal government records;** second by Linda Dobson, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #23 declared duly adopted.**

**CITIZENS COMMENTS (Two Minute Sessions):**

**Tom Willis-Rainbow Lake:** Would like to have a copy of the annual report when the books are closed on 1999 to help with annual budget.

**HUD REPORT**

1. STATUS OF PROGRESS 1994 HUD GRANT: Thirteen applications are completed, thirteen are approved, ten are under construction and three are closed out.
2. No Audit is needed for 1999.
3. Homeowner sent a letter thanking the Town for the work done at their home by Friends of the North Country, copy sent to Friends.

**RESOLUTION #24**

**AUTHORIZATION TO EXPEND HUD HOME FUNDS OF \$15,946.50**

Motion made by Supervisor Meyer to approve payment of \$15,946.50 from HUD HOME Funds for Administrative Costs to Friends of the North Country as follows: April 30, 1999 \$682.14, July 1999 \$2399.70, August 1999 \$3517.16, September 1999 \$2074.37, October 1999 \$2221.67, November 1999 \$1907.24, December 1999 \$1944.12, and January 2000 \$1200.10, second by Linda Dobson, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #24 declared duly adopted.**

**LANDFILL**

1. Completed application sent to Joan Bleikamp of the Local Finance Law to the State Comptroller
2. Submitted materials for application for Clean Water State Revolving Fund (CWSRF) to Griffin International
3. Received fax dated February 9, 2000, from Griffin International, Alan Liptak; Re: Resolution authorizing CWSRF Application and Project Financing and Loan Agreement

**RESOLUTION # 25**

**AUTHORIZATION FOR CWSRF APPLICATION & PROJECT FINANCING AND LOAN AGREEMENT**

Motion made by Supervisor Meyer to authorize the execution and filing of an application and execution and delivery of a Project Financing and Loan Agreement and other documents necessary for Clean Water State Revolving Fund (CWSRF) assistance for the Landfill Closure Project CWSRF Project Number C5-5524-01-00. (Attached to this document); second by Roger Smith, all Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #25 declared duly adopted.**

4. Talked to attorney for Helms, agreement will be sent to Town.
5. Alan Liptak would like to start landfill cap construction in April
6. Letter sent dated February 10, 2000 to Department of Environmental Conservation (DEC) to request “No cost time extension “ to the Municipal Landfill Closure Program contract between the Town of Brighton and the New York State Department of Environmental Conservation for eighteen months. The new contract term will be from April 1, 1993 to December 31, 2002, conditional upon re-appropriation of funding for this project in future New York State Budget(s). This extension is necessary to enable reimbursement of eligible costs involved in completing this project.

**SUPERVISOR’S REPORT AND CORRESPONDANCE:**

1. **Balances of Accounts as of January 31, 2000 were read and are attached to these minutes.** John Quenell had questions about the interest shown for some accounts but not for NOW or CLASS accounts. He also had questions on the budget attached to the balances. He liked the format Pete Duquette is using for the monthly update on the Budget. He noted a problem with the headings of the columns; they were misleading as to the information in the columns. “Percent of Balance” on General Fund should read “Balance/Budget” (Percent of Budget). On the Highway Fund “Percent of Balance” uses the incorrect calculation if the figure is showing the “Balance/Budget” (Percent of Budget) as in the General Fund. On the Fire District (Special Fund) “SF1010 Property Taxes “ the column “Balance” should be a dollar figure not a percent and “ Percent of Balance” should be “Balance/Budget” (Percent of Budget)
2. Sent letter dated February 6, 2000 to Lisa Symonds, Re: Check for Budget Officer for 1999.
3. Received letter from Stanley Ingison, Re: APA Approval for the Adirondack Information Resource Center Project at Paul Smiths College for the Library
4. NYMIR policy has arrived, given to John Quenell for review
5. Met with Jim Burgess concerning a Campground for Alumni at Paul Smiths College. APA approval is needed, Town Board needs to discuss issues when notification is received by Town
6. Received letter from BAHC dated January 2000, Re: Brighton Year 2000 Project Update
7. Received letter from Pat and Tom Willis, dated January 31, 2000, Re: Adrien Girouard property; asking Town Board to send a letter of support for State purchase of the land to DEC. Board discussed how to respond to letter.

**RESOLUTION #26**

**AUTHORIZATION TO HOLD PUBLIC HEARING FOR LANDSALE ISSUE**

**Motion made** by Supervisor Debra Meyer **to hold a Public Hearing before the next Town Board Meeting on March 9, 2000 at 6:30 p.m. to get public input for the sale of the Adrien Girouard property in Gabriels (County Route 30) to the State of New York and post a Public Notice in the Adirondack Daily Enterprise;** second by Roger Smith, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #26 declared duly adopted.**

8. NYMIR Quarterly Loss Report – No Losses
9. Office of the County Treasurer, Re: Request for Extension of Collection of Taxes; Supervisor Meyer signed and sent it on its way.
10. NYS Insurance Department, Re: Brighton Town Fire Protection District; forwarded to Roger Smith for action.
11. Arts Council for Northern Adirondacks-2000 Developing Community Arts Grant Awards, Town of Brighton is listed as receiving a grant
12. Sent letter to Janet Bliss dated January 16, 2000, Re: Audit Reports for the fiscal Year 1994, 1995, and 1996 for HUD CDBG Program
13. Received letter dated January 14, 2000 from Adelpia, Re: Cable Franchise with the Town Of Brighton; the first step in the formal process to renew the contract is to notify the Town of Adelpia's intent to renew. John Quenell contacted the Public Service Commission and discussed it with them. A "Cable Franchise Negotiation" document was given to all the Board Members.
14. Received letter dated January 20, 2000 from the Assembly, Betty Little, Re: Possible Legislation requested by Town, no action by Board
15. Received letter from Assembly, Betty Little Re: Census Job Opportunity.
16. Received letter from Tri-Lake Federal Credit Union, Re: To become a Member
17. Received Annual Summary from EAS.
18. Highway request for County Highway Assistance.

**RESOLUTION# 27**

**AUTHORIZATION TO EXPEND HIGHWAY MONEYS**

**Motion made** by Supervisor Debra Meyer **to adopt the Agreement for the Expenditure of Highway Moneys for \$30,000.00 for putting asphalt on the Hull Road for .45 miles from Franklin County Road 30 to the dead-end,** second by Roger Smith, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #27 declared duly adopted.**

19. Sent copy of CHIPS Operator and Maintenance Certificate of Accomplishment to Don Oliver.
20. Office of the State Comptroller sent information from the FAST Program. Wilhelmina Sheridan was able to see what the Town Of Brighton has done in the past years and how it compares to other towns, gives her a benchmark to look at since she is new to the Town Board.

**21. POLICIES:**

- a. Town Wide Purchase Policy from April 11, 1996** - Will stay the same, \$250 limit without board approval, anything over \$200 needs three quotes. Wilhelmina Sheridan requested the format be updated to reflect a heading, sections, and dates.
  - b. Fixed Asset Inventory** – Needs format updated, needs a policy not just instructions to fill out form. Needs to address who is to send out form and what happens when people leave. State Comptroller's might have a template to use
22. **PARK AGREEMENT:** Harold LaVair, President of the Brighton Blues Parents Association signed the agreement and left a copy for Supervisor Meyer to sign.
  23. Received final bill from Franklin County Self-Insurance for \$18,177.85 and is due April 1, 2000. John Quenell will look into why it is so high.
  24. Received Paul Smith-Gabriels Volunteer Fire Department request for first payment per contract.
  25. Received Budget Amendments for 1999 Budget.

**RESOLUTION #28**

**AUTHORIZATION FOR BUDGET AMENDMENT #1-1999 GENERAL FUND**

**Motion made** by Supervisor Meyer **to accept Budget Amendment #1 for the 1999 General Fund relating to the Transfer of Funds of \$5,178.23 as per the attached amendment,** second by Roger Smith, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #28 declared duly adopted.**

**RESOLUTION #29**

**AUTHORIZATION FOR BUDGET AMENDMENT #1-1999 HIGHWAY FUND**

**Motion made** by Roger Smith to accept Budget Amendment #1 for the 1999 Highway Fund relating to the Transfer of Funds of \$15,331 as per the attached amendment, second by Wilhelmina Sheridan, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #29 declared duly adopted.**

26. Funding is available from the State, grants are available for Junk Yard Clean-up, Park Beautification, etc. Supervisor Meyer will send a letter requesting funds by project to Senator Stafford's Office to show interest.

**COMMITTEE REPORTS:**

**1. TAX COLLECTOR- Arlene Hogan:**

- a. Made twenty-five bank deposits totaling \$303,459.84
- b. Issued four payments to Supervisor Meyer totaling \$342,637, town budget is satisfied, plus one penalty collection of \$23.77
- c. Sent three refund checks totaling \$54.76
- d. Returned requested receipts to taxpayers
- e. Recorded payments in the tax warrant and cash book, made address changes in tax warrant, prepared and mailed fifteen address changes to Real Property Tax Office (RPTO)
- f. Received many tax payers in home for tax payments
- g. Received and made numerous telephone calls
- h. Contacted many Mortgage Investing Institutions in order to collect tax payments for property owners
- i. Ordered more supplies
- j. Receiving calls from people for Town business, phone number is wrong in the Phone Book.

**2. COURT- Nik Santagate:**

- a. Reviewed 16 cases and sent \$1,250 to the State Comptroller
- b. Court Program is now working properly with the new computer

**3. ASSESSOR-Doug Tichenor:**

- a. a. Received numerous calls from Brighton Property Owners about STAR program. Renewals for Senior Exemption were sent out December 1999, due back March 1, 2000. Seniors have to renew to re-establish their income level to continue to receive the enhanced STAR exemption only, not age or residency. Those who received the basic STAR exemption do not have to renew, the exemption automatically stays with the property. Basic exemption of School 2000 is \$20,000; next year will be \$30,000.
- b. Submitted requests to the Code Officer for copies of the building permits issued in 1999; ready to collect and value the new construction that occurred from March 1999 to present in the Town. Checking for demolition of buildings, also. March 1 is taxable status day statewide. Property is assessed according to its condition and ownership on that day.
- c. Attended a workshop with the Center for Technology in Government at the APA building in Ray Brook on January 24, 2000. State is proposing a Towns' re-assessment on a yearly basis. Will attend the March 9 meeting to discuss this with the Board.
- d. Receiving calls for the Town Justice and don't know why, forwarding them to Nik Santagate's home number.

**4. HIGHWAY – Don Oliver:**

- a. Roads are building up with ice due to severe cold and snow every day.
- b. Ran Road Grader and ice blades yesterday, roads are smoother.
- c. Tires are ordered for loader
- d. Need to purchase trailer load of firewood, three quotes are required for this purchase

**RESOLUTION #30**

**AUTHORIZATION TO PURCHASE FIREWOOD**

**Motion made** by Supervisor Meyer to authorize Superintendent of Highways, Don Oliver, to purchase one trailer load of firewood NOT TO EXCEED \$600.00, second by Wilhelmina Sheridan, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #30 declared duly adopted.**

**5. PARK – Debra Meyer:**

- a. Ice is out
- b. Dan Spencer is having a problem with an individual at the park. Need a policy to give Dan guidelines on how to handle this situation. Police have been called but will not do anything.

Supervisor Meyer will send a letter to the parents informing them of the incidents, needs written documentation of dates from Dan to back up letter.

6. **ANIMAL CONTROL OFFICER – Andy Crary:**
  - a. Has had a number of complaints
  - b. No response to letter written to Paul Smith College
7. **INSURANCE - John Quenell:** Nothing to Report
8. **COMPENSATION-John Quenell:** Nothing to Report
9. **CEMETERY – Roger Smith:** New maps are needed, will contact Chris Leifheit for a cost to survey plots
10. **COMPUTER – John Quenell:**
  - a. Internet is not connected yet due to problems with the server. John Bray is working on problem. .
  - b. Court problem is fixed

**OTHER COMMENTS:** Roger Smith will look into the cost of purchasing water for use by the General Public in the Town Hall.

**CITIZENS COMMENTS:** (None)

**RESOLUTION #31**

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

**Motion made by Supervisor Meyer to pay all the bills as listed on the abstracts attached to these minutes as follows:**

**ABSTRACT #2 - All Funds: Pre-Paid Voucher #2A through and including Voucher #2P as follows: \$18,800.18 General Fund, \$7,348.03 Highway Fund, and \$62.14 Street Lights for a Total of \$26,210.35**

**ABSTRACT #2 - General Fund: Voucher #28 through and including Voucher #47 as follows: \$561.42 for 1999 and \$2,977.62 for 2000**

**ABSTRACT #2 - Highway Fund: Voucher #16 through and including Voucher #30 as follows: \$2,747.81**

**ABSTRACT #1 – HUD HOME Fund: Voucher #1 for \$15,946.50**

Second by Wilhelmina Sheridan, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #31 declared duly adopted.**

**Motion made by Supervisor Debra Meyer to adjourn the Regular Town Board Meeting at 9:05 p.m., second by Linda Dobson, All Aye**

Respectfully submitted,

Elaine W. Sater  
Brighton Town Clerk