

REGULAR BOARD MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY

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The Regular Monthly Meeting of the Town Board of the Town of Brighton was held Thursday, November 13, 2014, at 7:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor Peter Shrope at 7:01 p.m.

The "Pledge of Allegiance" to the flag was recited

ROLL CALL OF OFFICERS

PRESENT: Supervisor Peter Shrope

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

ABSENT: None

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

RESIDENTS: There were three residents present

GUESTS: Kathy Snow, Adirondack United Way

NOTICE OF MEETING:

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

GUEST SPEAKER: Kathy Snow from Adirondack United Way provided information on her agency and what they have to offer to people of the area. There are 41 agencies that are partners with United Way from Franklin, Clinton, and Essex Counties. People can call "211" for help from Health and Human Services. There is a volunteer center available to help people out. There is training available to volunteers for disaster preparedness. These people can respond to disasters and volunteer to help. April 18 is a "Day of Caring". Volunteers look for projects to help the community. Paul Smith's College participated in 2014 by helping clean up the Town Park. They have food drives that could help the Food Pantry. Homeward Bound in Saranac Lake is an agency for veterans. There are field offices in Malone and Elizabethtown; the main office is in Plattsburgh. Donations can be made to the United Way and they redistribute to the 41 agencies.

DEPARTMENT REPORTS

1. HIGHWAY – Superintendent of Highways Andy Crary: Report submitted prior to meeting
 - a. Went to Plattsburgh for steel for sander
 - b. Working on sander making grates
 - c. Covered septic tank at park after it was pumped out
 - d. Helped with election set up and take down
 - e. Put the plows and wings on the trucks
 - f. Put sander screens on the 2013 International
 - g. Went to Harrisville to check on the progress of the new truck
 - h. Put two loads of gravel on the North Brook Road and one load on the Clarke-Wardner Road
 - i. Did road checks
 - j. Employee returned from vacation
2. TOWN CLERK-Elaine Sater: Report submitted prior to meeting.
 - a. Total Revenue to Supervisor as of October 31, 2014 was \$455.26, from 2 Sport Licenses, 5 Certified Copies, 2 Dog Licenses: 1 new (Tag#147) and 1 renewed, and 3 Building Permits (#14-19 thru 021)
 - b. Attended Local Government Day October 14, in Potsdam. New electronic system for filing Death Certificates (EDRS) will be implemented in January 2015, Registrar will have to start using the Health Commerce System (HCS) that the Department of Health has set up to file death certificates and burial permits, notification of a death certificate being filed will have to be sent by email.
 - c. Received from Department of Labor Explosives Magazine Certificate for Peter Henry, expires on November 30, 2015.
 - d. TOWN HALL REQUEST: None
 - e. TOWN PARK REQUEST: None
 - f. RECORDS MANAGEMENT: Any records from previous years should be turned over to this

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office for archiving. If you have copies of records please shred them when no longer needed. Received request from Harriestown Cemetery Committee for copies of regulations and receipt book for examples so they can update their cemetery regulations. Sent two pages at no charge since they are a government agency.

3. TAX COLLECTOR – Holly Huber: Report submitted prior to meeting
Responded to, or redirected, any request for, or inquiries about: payoff amounts or payment plans, receipts for the most recent or past years' payments, information contained on property tax records, mailing address changes, school taxes, STAR Exemptions, tax collection policies, office location, phone, etc., "Self help" accessing of tax information on taxpayers' own or other properties
Amber McKernan said there was information sent out to the Board that contained more information than the Tax Collector should have had access to from the bank in response to the collateral question. Supervisor Peter Shrope said the information is available to the public so there is not problem according the Lori Mithen from the State Comptroller's Officer. The bank account numbers were only partial and the document showed that the Tax Collector is covered by the Town's collateral with NY Mellon. He gets statements every week. The Tax Collector only had over \$250,000 for a day or two during the month of January.
4. JUSTICE – Nik Santagate: Report submitted prior to meeting
Supervisor Peter Shrope received a September report showing 35 cases disposed and a check in the amount of \$3,785.00
5. CODE ENFORCEMENT OFFICER-Paul Blaine: Report submitted prior to meeting
 - a. Issued three (3) Building Permits (BP #14-019 thru 021)
 - b. Issued two (2) Certificate of Occupancy (BP#14-008 and #13-003) and two (2) Certificates of Compliance (BP #14-015 and 016),
 - c. Two apartments in the old "St. Regis Inn" on State Route 86 are ready for renters; another house was completed in Deer Meadows and issuing more permits for Deer Meadows and Alcore subdivisionsCamp Hamachane: Brian McDonnell asked if there was any more information on the sale of Camp Gabriels. Supervisor Peter Shrope said he spoke to the attorney for the buyer and they are still working on it, it was not on the APA's November agenda to change the land classification.
6. ASSESSOR- Doug Tichenor: No Report submitted
Brain McDonnell and Lydia Wright will be meting with John Stack from the Office of Real Property Tax Services in Saranac Lake to discuss a new assessor.
7. TOWN PARK-Supervisor Peter Shrope: Port-a-potty needs to be removed unless the water inside the building is going to be turned off for the winter. The septic was pumped out by TDI after some complaints of a bad smell were received. Soccer nets are being removed for the winter.
8. FOOD PANTRY- Barbara Marshall: No report received
9. HISTORIAN- Mary Ellen Salls: No report received
There are inquires being made to see if anyone is interested in the position, it is required by law, so far not one has shown an interest, suggestions are needed.
10. ANIMAL CONTROL- Tri Lake Humane Society: No report received
11. SUPERVISOR – Peter Shrope:
 - a. **Games of Chance:** The Board of Elections must certify the election before the Local Law can be filed; it was approved by the voters.
 - b. **Choice Card:** Steve Tucker had nothing to report
 - c. **Boilers at Town Hall and Garage:** Hyde-Stone of Potsdam serviced both boilers, at the Town Hall and Garage, on October 28, 2014
 - d. **Humes vs Town of Brighton:** Town Attorney has sent several letters, he is still waiting for the information he requested, will ask the judge overseeing the case for an extension and request an order to get the information from Humes.

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- e. **Paul Smiths Gabriels Volunteer Fire Department (PSGVFD):** Received a letter signed by several of the PSGVFD members expressing their appreciation and gratitude for putting the gaming law on the November 4, 2014 (General Election) Ballot.

Steve Tucker said the PSGVFD was working on a budget and would get it to the Town Board when it was completed. The Fire house is 15 years old and needs maintenance, especially the boiler and septic system. There will be a fund raiser Breakfast on December 7. A training class for basic fire fighters will be offered in January. The PSGVFD has several new members and they have 41 volunteers now.

Amber McKernan said she received a request for a donation and thought it was a well-crafted letter; it explained a lot of what is going on with the PSGVFD.

- f. **Budget:** Distributed Monthly Budget report as of October 31, 2014
- i. Revenues received: \$1,592 from County for Highway mowing, \$3,785 from Town Justice, \$455.26 from Town Clerk, and \$261 from NYMIR for cancelling insurance on old truck, \$400 from 2 burial plots, and \$3,029.06 in Mortgage tax from County
 - ii. NYCLASS interest: \$2.52 from General, total \$85,285.13 and \$1.23 from Highway, total \$40,118.50

APPROVAL/AMENDMENT OF MINUTES

- Special Board – October 9, 2014 (Budget 2015 Discussion)

Motion made by Supervisor Peter Shrope, second by Brian McDonnell, to accept the minutes of the Special Board meeting held on October 9, 2014, as written. Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

- Regular Board – October 9, 2014

Motion made by Amber McKernan, second by Steve Tucker, to accept the minutes of the Regular Board meeting held on October 9, 2014, with the following changes: Page 1 Department Reports, Para 1n, Highway, change “is about to expire” to “has expired” and Page 4, Business, Para 2, Kansas State Bank Down Payment, change the sentence to read “Truck down payment is needed by the Bank to expedite the loan and purchase process.” Aye 4 (McDonnell, McKernan, Shrope, Tucker), Nay 0, Abstain 1 (Wright)

- Special Board – October 16, 2014 (Budget 2015 Discussion)

Motion made by Amber McKernan, second by Lydia Wright, to accept the minutes of the Special Board meeting held on October 16, 2014, as written. Aye 4 (McDonnell, McKernan, Shrope, Wright), Nay 0, Abstain 1 (Tucker)

-Public Hearing - October 28, 2014 (Budget 2015)

Motion made by Supervisor Peter Shrope, second by Amber McKernan, to accept the minutes of the Public Hearing for the Preliminary Town Budget for 2015 held on October 28, 2014, as written, Aye 3 (McKernan, Shrope, Wright), Nay 0, Abstain 2 (McDonnell, Tucker)

CITIZEN COMMENTS:

Frank Appleton - Asked how many citizens showed up for the public hearing.

Supervisor Peter Shrope said one citizen was present and the Board waited 15 minutes to see if anyone was going to appear, no one did.

Rich Harrison - Asked about the status of the search for a new assessor and how the data collection was going.

Brian McDonnell said he was meeting with the Office of Real Property Tax Services to discuss the wording of the advertisement for the newspaper.

Supervisor Peter Shrope said the two data collectors are about half done and will complete the data collection next summer, the information is to update the data information, a reassessment is not planned at this time.

BUSINESS

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- Hyde-Stone Preventative Maintenance Agreement - Supervisor Peter Shrope:** Received a new maintenance agreement that covers both the Town Hall and Garage boilers, there are multiple years available, cost is \$674.39 for 1 year if paid in one installment payment, did not budget for multiple years, but will for 2016

RESOLUTION #76-2014

PREVENTATIVE MAINTENANCE FOR BOILER IN TOWN HALL AND GARAGE

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

RESOLVED that the Town Board authorizes Supervisor Peter Shrope to sign an agreement for one year with Hyde-Stone Mechanical Contractors, Inc of Watertown for preventative maintenance on the Town Hall and Garage boilers in the amount of \$674.39 to be made in one installment payment for a 3% discount and

BE IT FURTHER RESOLVED the payment for this agreement be made in January 2015.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

RESOLUTION #76 declared duly adopted.

- Retirement Hours - Supervisor Peter Shrope:** The Office of the State Comptroller Donald Levy sent an email dated September 23, 2014, to Richard Meagher, the bookkeeper, stating that he is recording the Superintendent of Highways retirement days incorrectly due to number of pay periods per month. The Town Board has to change the retirement hours for a full time Superintendent of Highway position to reflect 20 days per month for two pay periods in a month and 30 days per month for three pay periods in a month for a total of 260 days per year toward retirement.

RESOLUTION #77-2014

REPORTABLE DAYS FOR SUPERINTENDENT OF HIGHWAYS

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

WHEREAS the Superintendent of Highways is an elected full time, eight hour a day, working highway employee, and

BE IT RESOLVED that the reportable work days for the Highway Superintendent Andy Crary will be reported to the NYS Office of the State Comptroller as 20 days per month for a two pay period month and 30 days per month for a three pay period month.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

RESOLUTION #77 declared duly adopted.

- Website Upgrade - Supervisor Peter Shrope:** Rainbow Graphics can upgrade the website in the amount of \$300 to be “responsive” to allow people with mobile access the ability to read the documents better. Discussion was held on how this would benefit the residents, it was determined that there is not enough usage of the website to justify spending the funds at this time.
- Town Park Use Policy Review - Supervisor Peter Shrope:** Still needs to get with the Park Committee to review the use policy
- 2015 Annual Budget - Supervisor Peter Shrope:** The 2015 Preliminary Budget was approved (see Resolution #75-2014) at a Special Board meeting on October 16, 2014 and a public hearing was held on October 28, 2014. The Town Board thanks Richard Meagher for the excellent work he did on the Town Budget.

RESOLUTION #78-2014

TOWN BUDGET 2015

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

WHEREAS a public hearing was held on Tuesday, October 28, 2014 at 6:00 p.m. for public input on the

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2015 Preliminary Town Budget approved at a Special Board meeting on October 16, 2014, and WHEREAS no changes were proposed,

THEREFORE BE IT RESOLVED that the Town Board adopts the 2015 Preliminary Budget as proposed by Resolution #75-2014 on October 16, 2014 as the Annual Town Budget for 2015.

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
RESOLUTION #78 declared duly adopted.

COMMITTEES:

1. **Adirondack Regional Airport – Amber and Tom McKernan:** The Terminal expansion is almost complete, carpets are being laid and furniture brought in. Hertz Car Rental is interested in putting in a washing station for their cars, but there is an issue with changing the use of the property regarding covenants with the deed. The apron ramp did get paved. A Notice to Airman (NOTA) was sent out concerning the runways, night landings cannot be done on runway 5 due to the trees being too tall and unable to be removed immediately. Capital improvements planned through 2017 will cost \$7.685 M.
2. **Park & Recreation – Steve Tucker, Supervisor Peter Shrope:** Swing still needs to be repaired.
3. **Cemeteries and Town Buildings - Amber McKernan, Steve Tucker:**
 - a. The old voting machine has to be disabled before it can be sold
 - b. Folding machine is being stored in the garage

CITIZEN COMMENTS: None

AUDIT OF VOUCHERS

RESOLUTION #79 -2014

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 listed on the abstracts as follows:
PREPAID VOUCHERS: Abstract #10 for Voucher #11A through and including #11C for GENERAL FUNDS in the amount of \$614.93 and STREET LIGHTING FUNDS from Voucher #10C in the amount of \$61.24

GENERAL FUND: Abstract #11 for Voucher #214 through and including #233 for 2014 funds in the amount of \$7,355.88, and

HIGHWAY FUND: Abstract #11 for Voucher #102 through and including #111 for 2014 funds in the amount of \$7,947.30

ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0
Resolution #79 declared duly adopted.

ADJOURNMENT

Motion to Adjourn at 8:30 p.m. made by Lydia Wright, Second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully submitted,

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Elaine W. Sater, RMC
Brighton Town Clerk