

Special Meeting of the Town Board of the Town of Brighton was held on Monday, July 12, 2004, at 7:00 p.m. at the Brighton Highway Garage, Paul Smiths, NY, with the following:

PRESENT: Supervisor Robert Tebbutt

Council Members: David Knapp, John Quenell, Steve Tucker, and Lydia Wright

ABSENT: None

OTHERS PRESENT: Elaine Sater – Town Clerk and Don Oliver – Superintendent of Highways

GUESTS: None

RESIDENTS: There was one resident present

The meeting was **Called to Order** at 7:00 p.m. by Supervisor Robert Tebbutt. The purpose of the meeting was to discuss the Highway Garage Project and the lawn-mowing contract. The meeting was moved to the Highway Garage due to a meeting already taking place in the Town Hall.

OLD BUSINESS:

- 1. EASY STREET (NYS ROUTE 86) NO-PASSING ZONE:** Received a letter dated July 10, 2004, from New York State Senator Elizabeth O’C. Little, Re: Change to “passing zone”, NYS State Route 86 (Easy Street Hill) will be changed to a no-passing zone. It will be re-stripped next week.
- 2. LAWN-MOWING CONTRACT:** Bob Byno contacted Supervisor Robert Tebbutt and said he was feeling better and would be interested in contracting with the Town to mow lawns. Dan Spencer has mowed Mt. View Cemetery. The insurance company will be notified to determine what liability insurance will be needed for a lawn-mowing contract. Supervisor Robert Tebbutt said he would contact the Attorney for the Town to determine what type of insurance is needed for a lawn-mowing contract if NYMIR cannot answer the question.
- 3. VOUCHER FROM JULY REGULAR MEETING:** At the July 8, 2004, meeting Supervisor Robert Tebbutt removed Voucher #4A, CSEA April invoice and payment (Check #5035, dated June 21, 2004) from the prepaid voucher folder before the Board audited it. He questioned whether a voucher already existed for this payment. John Quenell said the payment was for the June CSEA Voucher #64 shown on Abstract #9. The Town Clerk said there was already a payment recorded for Voucher #64 and that is why this payment was presented as a prepaid voucher. Lydia Knapp asked why the voucher was removed without an explanation. Supervisor Robert Tebbutt said the voucher was not consistent with what he knew so he pulled the voucher out, as the Chief Fiscal Officer he can remove vouchers if he wants. The Clerk said the vouchers are numbered when presented to the Board and it should be recorded in the minutes if a voucher is not approved at a meeting. David Knapp asked what the voucher payment process was. John Quenell explained the voucher process as follows: The bill comes to the Town; an official looks at it and prepares a voucher. The invoice is stapled to the voucher and put in the Town Clerk’s mailbox. The Clerk puts the vouchers into folders based on the fund they are from or if they are prepaid, numbers them, and brings them to the regular monthly meeting for the Town Board to review. The Board audits the vouchers and the Clerk prepares an abstract for each fund, certifies them, and gives them to the Supervisor. The Supervisor gives them to the bookkeeper to cut the checks for payment.

RESOLUTION #85 (AMENDED)

AUTHORIZATION TO PAY VOUCHERS

Motion made by John Quenell, **second** by Supervisor Robert Tebbutt, **to Wit:**

WHEREAS, Voucher #4A in the amount of \$320.60 paid by check #5035 dated June 21, 2004, Highway Fund Account #DA9080.8, listed on the Prepaid Abstract #4 was removed from the July 2004 Pre-Paid Voucher folder by Supervisor Robert Tebbutt and not audited by the Town of Brighton Board at the July 8, 2004, regular board meeting,

THEREFORE, BE IT HEREBY RESOLVED that Resolution #85-2004, Authorization to Pay Vouchers, be amended to remove Voucher #4A from Pre-Paid Abstract #4 dated July 8, 2004.

ROLL CALL VOTE: Aye 3 (Tebbutt, Quenell, Tucker), Abstain 2 (Knapp and Wright), Nay 0

Resolution #85-2004 is hereby duly amended.

4. HIGHWAY GARAGE PROJECT: Supervisor Robert Tebbutt received the bid package on Friday, July 9. Board members and members of the Citizens Committee for the Town Garage Project reviewed the plans and the bid specifications. Discussion was held concerning what other costs were involved with the project such as demolition of the old building, purchasing the land, grading the site, planting vegetation, relocation of electric service entrance, legal fees, mine re-claimantion, and engineer fees. These fees will affect the price of the building. Supervisor Robert Tebbutt and John Quenell will provide these costs at the next meeting. Rouse Fountain will talk to people about the landfill and try to get a reduced dumping fee. There is a three-hour minimum fire rating on the records room walls and ceiling. The compressor will stay in the bay area. The salt shed is a bid option. David Knapp will ask Joe Garso about the bid option for the salt shed, the floor over the administrative area, and the septic system of pipes and stone instead of infiltrators. The pre-bid meeting will be on Friday, July 16, 2004, at 10 a.m.; bid opening will be Friday, July 30, 2004, at 3 p.m. Notices will be posted in the Press Republican and Adirondack Daily Enterprise. **Supervisor Robert Tebbutt said he wanted the record to show that the Town Board and the Citizens Committee for the Town Highway Garage Project reviewed the plans and no one objected to the plans that went out to bid on Friday, July 9, 2004.**

NEW BUSINESS:

HIGHWAY INSURANCE CLAIM: A notice of a claim against the Highway Department for a truck throwing a stone and breaking a windshield has been received by the Highway Department.

Motion to Adjourn made at 7:50 p.m. by John Quenell, **second** by Supervisor Robert Tebbutt

Roll Call Vote: Aye 5 (Knapp, Quenell, Tebbutt, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk