

A Special Meeting of the Town Board of the Town of Brighton was held on Tuesday, October 11, 2005 at 6:00 p.m. at the Brighton Town Hall, 12 County Route 31, Paul Smiths, NY, with the following:

PRESENT: Supervisor Robert Tebutt

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

ABSENT: None

OTHERS PRESENT: Nik Santagate - Justice, Elaine Sater - Town Clerk

GUESTS: None

RESIDENTS: There were 4 residents present

Meeting was Called to Order by Supervisor Robert Tebutt at 6:00 p.m. He stated the purpose of the meeting was to discuss the Tentative Budget for 2006. The meeting will be limited to one and a half hours.

Public Notice was posted on the Town Clerk's signboard on Tuesday, October 4 and faxed to the Adirondack Daily Enterprise. Notices were posted at the three post offices and at local businesses on Wednesday, October 5.

I. REVIEW OF PREVIOUSLY DISCUSSED GENERAL FUND APPROPRIATIONS :

- a. **A1330.4 Tax Collector Contractual \$1900: David Knapp** said he was unable to get in contact with the Tax Collector to discuss her increase. He asked if she would be purchasing stamps for mailing tax bills to this year. Discussion was held as to what year the cost would be charged .
- b. **A6772.41 Saranac Lake Adult Center \$500: Lydia Wright** said due to the holiday weekend she was unable to contact anyone at the Adult Center in Saranac Lake for this account.
- c. **A1010.4 Town Board Contractual \$1000:** Lydia Wright was unable to contact anyone for costs of schools due to the holiday weekend.
- d. **A1110.1 Justice Salary \$6,984: Lydia Wright** used the raw data from the Compensation Report from 2002 collected by Tom Willis to calculate the average of all Justices' salary in the eleven towns used in the survey. She determined that \$8,760 would be a reasonable average salary in 2002 for a Town Justice. If a cost of living increase from 2003, 2004 and 2005 is applies to the 2002 salary this would give a figure for a reasonable 2006 salary. Currently the Justice works an average of 18 to 20 hours per week. This equates to about \$5.00 per hour based on the current salary of \$6,984. The Court Clerk makes more than double the Justice's hourly rate. The position of Justice's salary should be increased. Lydia Wright said she would like to chair a committee to look at the compensation package again during 2006. **John Quenell** requested a copy of Lydia Wright's calculations be distributed to the Board.
- e. **John Quenell** said that the "August YTD Spent/Rec" column was incorrect for Contractual A7150.4 Historian through A8810.4 Cemeteries on the 2006 Tentative Budget, the correct figures should be:
A7150.4 Historian \$280
A8160.4 Trash Removal \$1283
A8161.4 Landfill Post Closure Testing \$0 (this has changed to A8189.4 on 2006 Budget)
A8810.4 Cemeteries \$629
- f. **A8161.4 Landfill Testing \$5000: John Quenell** spoke with FX Browne, Inc. about the landfill testing and the cost for this year will be about \$3,200. They have found a less expensive lab to do their testing. This account is changing to A8189.4 and he recommended \$3,500.
- g. **A8160.4 Trash Removal \$2000: John Quenell** looked at the prior expenses which are about \$2200. He recommended increasing this account by \$200 to \$2200.
- h. **A8810.4 Cemeteries \$2400: Steve Tucker** said he would like to do a survey on the 4th Section of the Mt. View Cemetery. The 2005 Budget reflects funding for contracting someone to mow the grass and it was not used. Discussion was held on using this extra money to do the survey this year. **Steve Tucker** will contact Stacey Allot for a quote and

determine if she can do it this year. **John Quenell** said a Fund Balance Application could be used for this account.

- i. **A3620.4 Code Enforcement Contractual \$14,980:** **John Quenell** contacted Mike Adams in Santa Clara and he said to expect a 3% increase for 2006. **John Quenell** recommended \$15,600 for this account.
 - j. **A1420.4 Attorney Contractual \$2000:** **Supervisor Robert Tebbutt** asked for input on this account. According to the September 30 Budget Report \$936 has been spent. **Lydia Wright** suggested reducing this account by \$1000 to \$1000. The contingency fund can be used if there are unexpected expenses. Discussion was held concerning possible legal work on the Town Garage, these expenses would be charged to the Capital Project Fund.
 - k. **A8810.2 Cemetery Equipment \$200:** **Steve Tucker** asked if the trailer for the riding lawn mowers was going to come from this account. **John Quenell** said the trailer was already budgeted in the Highway Fund. Flags and plaques funds come from the Contractual account. This account can be reduced to \$0.
2. **GENERAL FUND APPROPRIATIONS:**
- a. **A1620.4 Town Hall \$6,405:** **John Quenell** provided the following information for the Town Hall expenses: Heating fuel budget in 2005 was \$1575. In 2004 785 gallons of kerosene were used; at current contract prices of \$2.88 a gallon this would be \$2261 plus \$150 for the furnace contract. Total recommended is \$2411. Electricity budget in 2005 was \$1300. The electric bill is about \$50 a month or \$600 for the year. The food pantry has moved to the Town Garage and removed its freezers from the Town Hall. Telephone and fax lines budget in 2005 was \$800, the expenses for 2005 have remained the same. Copier Lease is fixed at \$96 per month for \$1152. Drinking Water expenses for the past 12 months is \$150. Computer Maintenance was budgeted at \$100 and should stay the same. Paper Supplies was budgeted at \$300 and should stay the same. Maintenance, other was budgeted at \$1000 and has not been spent. A whole lot of money is not needed in this account since there is a major project in the works for the Town Hall. **David Knapp** asked if \$25,000 had been transferred yet for the project. **John Quenell** said there would be more talk of taking money from the general fund. If the \$25,000 had not been transferred it is certainly obligated. Discussion was held on whether funds should be put into this account or spent from the Capital Project Fund for maintenance of the building. The funding for repair of the front steps will have to come from the Capital Project Fund. The current balance of the Capital Project Town Hall Fund was not know at this time. **David Knapp** said he would like to see more funding put against maintenance. He has a plan started and needs more input from building users. Town Hall septic has been pumped out. There is a plan from Crawford and Stearns addressing what needs to be done to the Town Hall. **John Quenell** said a new leach field is needed and should cost about \$500, the Highway Department can do the work. **Steve Tucker** said a boiler inspection should be done and would cost \$85.00. **Lydia Wright** said the regular maintenance items should not be confused with the restoration and addition on the Town Hall. She read a letter from Kevan Moss addressing the items that are considered maintenance:

“11 October 2005
 Brighton Town Board
 Paul Smiths, NY 12970
 ATT: David Knapp
 Dear Dave,

As you and the Town Board meet this evening to work on next year’s budget, I hope you will encourage the Board to add a significant amount of money for maintenance on the Town Hall. Even though money has been promised for the Town Hall restoration, it is not *in hand*. In the meantime, the condition of the front steps and railings continue to deteriorate and need maintenance work as soon as possible.

Using the 2005 Crawford & Stearns’ estimates for Phase One - Most Critical Repairs as a guide, \$10,270 will allow important work to be done. Please see the itemized list below:

Raise grade at foundation and/or create a swale for drainage	\$1,000
Add compact fill around the building	\$ 450

Repair porch railings, stairs and stone piers	\$3,600
Remove scraps of wood from under porch	\$ 20
Construct a raised sidewalk and curb along side of building	\$3,000
Flagstone pavers to replace broken concrete slab	\$1,200
Repair tops of stone piers under porch	<u>\$1,000</u>
Total	\$10,270

Thank you for your attention to this important matter.

Sincerely,

Kevan N. Moss

cc: R. Tebbutt, L. Wright, S. Tucker, J. Quenell”

Attached to the letter from Kevan Moss was a list of estimated costs of items for restoration provided by Crawford and Stearns.

Lydia Wright said the \$1,000 budgeted was very minuscule compared to the maintenance that needs to be done. Discussion was held to determine where the funding will come from for the repair of the steps. This would be determined at the regular board meeting. **John Quenell** suggested that \$1500 be budgeted for the Maintenance, other line. Total for A1620.4 is recommended at \$7,013.

- b. A1532.4 Town Garage \$13,575:** **John Quenell** said the 2005 budget for heating fuel was \$10,083, electricity \$1650, telephone \$540, drinking water \$267, and maintenance, other \$1000. The heating fuel was based on 5500 gallons in the old garage plus \$600 for wood. **John Quenell** consulted Don Oliver on this and theoretically the cost of the new garage should be less. **John Quenell** estimated 5000 gallons for next year at \$2.27 per gallon; total is \$11,350. Electricity in the new garage is about \$200 a month with the food pany freezers and refrigerators, recommended \$2400; the telephone averages \$35 a month or \$420; drinking water is estimated at \$275; maintenance, other is recommended at \$1000. This includes a pollutant elimination discharge fee of \$525 for the new oil separator. **Lydia Wright** asked where cable and internet was charged. **John Quenell** said due to the influence of Supervisor Robert Tebbutt with Adelpia that service is free. **David Knapp** asked about office supplies for the Town Garage computer. **John Quenell** said he thought office supplies came from A1410.4 Town Clerk account. Paper and supplies for toilet paper and paper towels would come from the \$300 in A1620.4. Total for A5132.4 is recommended at \$15,445
- c. A7140.4 Town Park \$6,000:** **John Quenell** said the 2005 budget for heating fuel was \$2,360, electricity \$1,200, telephone \$420, and maintenance, other \$1,500. Heating fuel is propane and the use was 1348 gallons in 2004. At a price of \$1.41 per gallon this equals \$1901; due to the expected increase of propane to \$2.00 a gallon the budget of heating fuel is recommended to be \$2,700. Electricity, telephone and maintenance are recommended to stay the same. Discussion was held on maintenance items that needed to be done such as replacing the heating system, upgrading the electric, and winterizing the building. Total for account is recommended to be \$5,820. **John Quenell** recommended using Fund Balance Appropriations to cover the accounts that do not spend all the amount budgeted for 2005. **Lydia Wright** said that the park maintenance is being funded for \$1,500 without an argument but it was quite a struggle to fund \$1,500 for maintenance on the Town Hall.
- d. Property and Liability Insurance: A1910.4 Insurance \$14,595:** **John Quenell** recommended reducing this to \$13,900 based on information from NYMIR. **Lydia Wright** asked if this included the increased bonding that the Board has been considering. **John Quenell** said it will not be a big amount of money if this changes.
- e. Emergency Services A3410.X \$22,111:** **John Quenell** recommended A3410.42 (Life Flight) and A3410.41 (FREMAS) remain the same at \$1000 and \$1250. He recommended A3410.4 (Dry Hydrants) stay the same at \$1000 and use a Fund Balance Appropriation since this was not spent. Rescue Service contact with Saranac Lake Fire

Department is already set at \$18,861 for A3410.5. This contact expires in December 2006.

f. Other:

- i. A3310.2 Traffic Signs \$500 - John Quenell** said Don Oliver submitted this amount .
- ii. A6460.4 HUD Mortgage Discharges \$100 - John Quenell** recommends leaving this the same.
- iii. A9730.6 Principal on \$470,000 on Garage BAN \$25,000 - John Quenell** recommends \$25,000 to pay down the Bond on the Highway Garage
- iv. A9730.7 Interest on the \$470,000 on the Garage BAN \$8,578 - John Quenell** recommends this based on the new BAN for the 3.65% for 6 months.

Lydia Wright asked why the interest was being charged to the General Fund versus the Capital Project Fund Project.

John Quenell said this was based on how the State Comptroller's Office said it should be done. The Capital Project exists to fund the building, once the project is done the fund comes to an end.

Lydia Wright said the project was not done yet and she did not agree that the interest had to come from the General Fund. The 2005 interest on the BAN of \$11,045 could have come from the Capital Project Fund since it was still in the construction phase. She asked who made the decision that the funds would come from the General Fund instead of the Capital Project Fund. She does not remember that being a decision made by the Board.

John Quenell said they did not budget for the interest to come from the Capital Project Fund. He said he did not know the answer to Lydia Wright's question.

Supervisor Robert Tebbutt said he did not know when that decision was made.

Lydia Wright asked the Supervisor to provide her with the information at the next board meeting because she would like to address the issue.

Supervisor Robert Tebbutt said he did not know if he would have the information by then.

- g. Contingency A1990 \$25,000: John Quenell** suggested that this remain the same and be offset with a Fund Balance Appropriation.

3. GENERAL FUND REVENUES:

- a. A1090 Interest on penalties \$2250 - John Quenell** said this is what the Tax Collector submitted.
- b. A1255 Clerk Fees \$100 - Supervisor Robert Tebbutt** said this was submitted
- c. A2400 Park Use \$50 - Supervisor Robert Tebbutt** recommended to keep the same as last year
- d. A2401 Interest and Earnings \$2400 - Supervisor Robert Tebbutt** recommended to keep the same as last year. **John Quenell** said the interest rates are increasing so more was earned this year, but the fund balance will be reduced next year.
- e. A2410 Town Hall Use Donations \$0 - Supervisor Robert Tebbutt** recommended leaving at \$0
- f. A2544 Dog Licenses \$150 - Supervisor Robert Tebbutt** said this was submitted
- g. A2555 Building Permits \$8000 - Supervisor Robert Tebbutt** recommended leaving this the same. Discussion was held on how to determine this amount.
- h. A2610 Fines and Forfeited Bail \$5,000 - John Quenell** said the average was \$2,000 a month and he recommended \$24,000 for this account. Discussion was held with the Justice on this account. For the past three years there were revenues of \$17,500 for 2003, \$16,487 for 2004, and \$19,000 as of August 31, 2005. **John Quenell** said the projected for 2005 is \$28,500; **Lydia Wright** recommended \$19,000 or 20,000. Supervisor Robert Tebbutt said it would be \$20,000.
- i. A2655 Minor Sales \$0 - Supervisor Robert Tebbutt** said \$0 was submitted. He asked what the account was for. The Town Clerk said this account was for copier usage and FOIL requests.

- j. **A2701 Refund of prior year's expenditures \$0 - Supervisor Robert Tebbutt** recommended it remain the same.
 - k. **A2770 Unclassified \$0 - Supervisor Robert Tebbutt** recommended it remain the same.
 - l. **A3001 State Aid Per Capita \$9,000 -To remain the same**
 - m. **A3005 Mortgage Tax \$15,000 - Supervisor Robert Tebbutt** recommended this remain the same
 - n. **A3040 STAR Administration funding \$450 - Supervisor Robert Tebbutt** recommended to stay the same
 - o. **A3041 Reassessment Funding \$5000 - John Quenell** recommended adding this account; for \$5 per parcel for the reassessment by the assessor
4. **COMMENT ON A1220.4 SUPERVISOR CONTRACTUAL - Lydia Wright** said she would like to address a comment made by the Supervisor in a previous budget meeting. She did not authorize a voucher to take money from this account as was mentioned. The voucher she submitted for expenses on schooling came from the account A1010.4 Board Members contractual. The expense against A1220.4 may have been the registration for both the Town Clerk and Council Member for the school.

Motion to Adjourn at 7:35 p.m. made by John Quenell, second by Steve Tucker, Aye 5

Respectfully submitted,

Elaine W. Sater
Brighton Town Clerk