

Special Meeting of the Town Board of the Town of Brighton was held on Monday, October 25, 2004, at 6:00 p.m. at the Brighton Town Hall, 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, Don Oliver – Superintendent of Highways, Amber McKernan – Tax Collector, and Tom Willis – Chair of Citizens Committee on Compensation and Benefits

GUESTS: None

RESIDENTS: There were two residents present

The meeting was **Called to Order** at 6:00 p.m. by Supervisor Robert Tebbutt. The purpose of the meeting was to discuss the 2005 Tentative Budget.

Notice of Meeting was posted on the Town Clerk's Sign Board as well as at three post offices and two businesses in the Town on October 22, 2004. A notice was faxed sent to the Adirondack Daily Enterprise on October 21, 2004.

1. 2005 TENTATIVE BUDGET – REVIEW OF QUESTIONS:

- a. **COMLINKS Request:** Supervisor Robert Tebbutt asked for a report from David Knapp on the ComLinks request for \$500 to support transportation of food to the Town of Brighton Food Pantry. David Knapp said he left a message for Barb Marshall and she responded that the gleaning is food from supermarket shelves as well as from farmers' fields. The message was cut off so he did not get a recommendation from her. The Town already provides storage and a meeting place for the Food Pantry. He will contact Barb Marshall to get a recommendation.
- b. **HUMANE SOCIETY:** Lydia Wright talked to the Humane Society and they do offer dog control services. Lydia Wright still has to talk to the President of the Corporation to see if they are willing to provide this service the Town.
- c. **SARA Grant:** Lydia Wright downloaded the information for SARA grants from the Internet. The deadline is December 1, 2004. There is no time to complete a grant for this year.

2. 2005 TENTATIVE BUDGET REVIEW – SALARIES: John Quenell said that he heard people say that salaries can't be raised after the public hearing. He would like to see where the law states this. Discussion was held on salaries and how they should be addressed. David Knapp said a fair and equitable increase should be given to all positions not just some positions. He created a list of possible salaries using a 2.7% cost-of-living (COL), the same used by Social Security for 2005. The difference is \$500 to \$800 difference from what was already proposed. John Quenell said some salaries were not within the target range (according to the compensation and benefits report from 2002). Lydia Wright said there were people that were above the range of the report and they would never get a COL raise. Some people would get a COL raise and others would not but everyone is affected by cost-of-living increases so the COL should be applied across the board and not just for some. John Quenell said only people who are not within the range should receive an increase. Discussion took place comparing the Tax Collector, Town Clerk, and the Superintendent of Highways position to the targets recommended in the report from 2002. John Quenell said the Superintendent of Highways position is full time and should be treated similarly as the full time employees. Lydia Wright said the position was an elected position and all elected officials should be treated the same. David Knapp said that a common item such as hours worked, caseload, etc. should be used to compare the positions. The Justice makes less per hour than the court clerk does. Supervisor Robert Tebbutt said the Board was trying to align base salaries for all the positions so then they can start to apply the COL to everyone. The salaries are not aligned yet. Tom Willis said that in 2003 there were several increases, 2004 only the Superintendent of Highways received an increase.

Lydia Wright said she had a problem with the 2002 report since only one person worked on the report. She said there should be a committee to look at the data, not just one person. More people should be looking at the data using measurable ways to determine salary equitability. The two other people on the committee did not participate in preparing the recommendations they only reviewed it

SPECIAL BOARD MEETING -TOWN OF BRIGHTON – OCTOBER 25, 2004

after the work was completed. There were questions then about some of the recommendations in the report. Tom Willis said he heard no complaints from the other people who reviewed the report. In his professional opinion he did the best job he could on the report. He said the report did not have to be used. John Quenell said the report needed to be done again next year. David Knapp said the report should be added to show the measurable items for the positions in question.

The Board agreed to use the 2.7% average from Social Security to determine a cost-of-living raise for salaries and hourly wages as follows:

1. GENERAL FUND

a. Salaries/Wages:

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY BUDGET 2005
Council	A1010.1	9200	9200	9448 (4 @ 2362 each)
Justice	A1110.1	6800	6800	6984
Court Clerk	A1130.1	2000 (\$11.00 hr)	2000	2057 (\$11.30 per Hour for 182 hrs)
Supervisor	A1220.1	9500	9500	9757
Deputy Supervisor	A1220.1A	250	250	257
Bookkeeper	A1310.1	2100	2100	0
Tax Collector	A1330.1	4500	6000	4622
Budget Officer	A1340.1	250	250	257
Assessor	A1355.1	10,000	10,000	10,270
Town Clerk	A1310.1	8000	8000	8216
Town Hall Custodian	A1620.1	2000	2000	2054
Dog Control Warden	A3510.1	2060	2060	2116
Registrar of Vitals	A4020.1	200	200	205
Highway Superintendent	A5010.1	33,000	34,000	33891
Deputy Superintendent of Highways	A5010.11	570	1000	585
Town Park Manager	A7140.1	11,650 (\$8.50 hr)	11,650	11,349 (\$8.73 per hour, 1300 hrs/yr)
Town Park Maint	A7140.1A	2000	2000	0
Cemetery Custodian	A8810.4	2000	2000	0
TOTALS		106,080	109,150	102,067

b. Revenues

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY BUDGET 2005
Interest on penalties and real property	A1090	2600	2490	2490 No change
Clerk Fees	A1255	200	200	100 Changed, submitted amount
Park Use Donations	A2400	50	50	50 No change
Interest and Earnings	A2401	1500	1500	\$2400 Changed, 1.5% of \$160,000
Town Hall Use Donations	A2410	50	50	\$0 Changed, can't determine
Dog Licenses	A2544	150	150	150 No Change
Building Permits	A2555	2500	2500	8000 Changed, per CEO
Fines and Forfeited Bail	A2610	11,500	11,500	5000 Changed, new law
Minor Sales	A2655	0	0	0 No Change

Refund of Prior Year's Expenditures	A2701	0	0	0 No Change
Unclassified	A2770	0	0	0 No Change
State Aid per Capita	A3001	9000	9000	9000 No Change
Mortgage Tax	A3005	15,000	15,000	15,000 No Change
STAR Administration	A3040	450	450	450 No Change
TOTAL		43,000	42,890	42,640

2. HIGHWAY FUND

a. Appropriations: Salaries/Wages

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY BUDGET 2005
General	DA5110.1	44,000	44,000	45,299 Changed, per contract
Snow Removal	DA5142.1	38,000	38,000	39,115 Changed, per contract
Services – Other Governments	DA5148.1	5700	5700	5867 Changed, per contract
TOTAL		87,700	87,700	90,274 (3 employees)

b. Personnel Insurance and other overheads

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY BUDGET 2005
State Retirement	DA9010.8	9060	9060	9250 Changed, salary increase
Social Security	DA9030.8	6709	6709	6906 Changed, salary increase
Hospital & Medial Insurance	DA9060.8	50,100	37,100	46,307 Changed, increased rates
TOTAL		65,869	52,869	62,307 (3 employees)

Discussion was held on changing the Medial Insurance to one plan for the whole town. The union contract allows for an equal insurance plan to be offered to the employees.

c. Machinery and Equipment Purchases

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY BUDGET 2005
Heavy Machinery	DA5130.2	20,000	20,000	31,000 Changed, replacing equipment
Light Machinery	DA5130.21	2000	2000	2000 No Change
Contribution to Reserve	DA5130.22	20,000	20,000	0 Changed, not needed this year
Debt Service – Principal for Plow	DA9730.6	20,000	20,000	20,000 No change
Debt Service – Interest for Plow	DA9730.7	1504	1504	\$1080 Changed, \$60,000 debt @ 1.8%
TOTALS		63,504	63,504	54,080

Discussion was held on heavy machinery replacement schedule. The Ford Pickup Truck will be replaced for \$23,000 off state contract, purchase broom (\$6000) and mower (\$2000) for new tractor. There are no vehicle replacements scheduled after this for a few years. Light machinery is tools, etc. The debt will be paid down \$20,000 from \$60,000 to \$40,000 on the new plow.

d. Supplies, Equip Maintenance/Fuel, Sand Screen & Salt

Supplies hardware,				7000
--------------------	--	--	--	------

uniforms crush run	DA5110.4	7000	10,000	Changed, leave as last year
Equipment Maintenance	DA5130.4	10,000	14,000	14,000 No Change
Equipment, fuel, salt, sand	DA5142.4	18,000	20,000	19,725 Changed,
TOTAL		35,000	44,000	40,725

Discussion was held on cost of steel for plowing. Diesel fuel was averaged at \$2.00 per gallon, gasoline at \$2.00 per gallon. Salt (\$5000) and sand screening (\$3500) and lubricants (\$500) averages \$9000.

- e. **Paving:** The roads still to be paved are Vosburg, Tebbutt, and Clark-Wardner. The roads toward McColloms will not be paved since they are low use roads. Will use highway fund appropriation to offset the difference between spent \$26,629 and budgeted \$35,000 for 2005.

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
Paving	DA5112.2	35,000	\$35,000	\$35,000 No Change

3. HIGHWAY FUND - REVENUES:

County Plow Contract	DA2300	25,202	25,202	\$25,706 Changed, 3 rd year of contract
Interest and Earnings	DA2401	1000	1000	1600 Changed, based on 1.5% of 107K
Sale of Equipment	DA2665	0	0	10,000 Changed, minimum bid on pickup
Refunds of prior year's expenditures	DA2701	0	0	0 No change
Consolidated Highway Aid (CHIPS)	DA3501	23,500	23,500	23,500 No change
TOTALS		49,702	49,702	60,806

Discussion was held on ways to change the County snowplow contract when it is renewed. Don Oliver said the towns Superintendent of Highways determine what they want and take it to the County for approval. The pick up truck will be sold by bid when it is replaced. CHIPS funding comes from the State for use on the roads, cannot use on buildings or vehicles, and is determined by miles of road in town.

4. **FIRE CONTRACT:** This fire protection district contract expires at the end of 2004. A public hearing has to be held before the contract can be accepted. There is an account balance of \$7,409 that can be used as a fund balance application, use \$3000 for 2005.

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
Fire Fund	SF3410.4	60,102	60,102	61,905 Changed, 3% projected increase

5. **STREET LIGHTING:** There is an account balance of \$1,760 that can be used as a fund balance application, use \$350 for 2005.

NAME	ACCT NO.	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
Easy Street Lighting District	SL5182.4	700	700	700 No Change, to be offset with funds already levied in the past

6. SUMMARY TAX LEVY

a. APPROPRIATIONS:

NAME	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
General Fund	362,111	374,803	349,079
Highway Fund	287,073	283,073	285,542
Fire Protection	60,102	60,102	61,905
Street Lighting	700	700	700
TOTAL	709,986	718,678	694,226

b. REVENUES

NAME	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
General Fund	43,000	42,890	42,640
Highway Fund	49,702	49,702	60,806
TOTALS	92,702	92,592	103,446

c. FUND APPLICATIONS:

NAME	CURRENT 2004	TENTATIVE 2005	PRELIMINARY 2005
GENERAL FUND			
Contingency	25,000	0	25,000
Health Insurance	20,000	0	0
Spill Testing	5000	0	0
Landfill Testing	9670	0	5000
Dry Hydrant	0	0	1000
TOTAL	59,670	0	31,000
HIGHWAY FUND			
Heavy Machinery	20,000	0	31,000
Light Machinery	2000	0	2000
Debt Payment - Plow	20,000	0	0
Interest Payment	1504	0	0
Paving	0	0	8,300
TOTAL	43,504	0	41,300
FIRE DISTRICT	0	0	3000
STREET LIGHTING	0	0	350
TOTALS	103,174	0	75,650

7. OTHER DISCUSSION:

- a. **FUND BALANCES:** John Quenell noted that the Assessment Base for the Town has changed from \$117,578,354 to \$118,005,837. The \$100,000 for the Highway Garage Project is already removed from the 2005 beginning balance. The fund balances at the beginning and end of year for General Fund and Highway Fund are estimated as follows:

FUND BALANCES	2004	2005
General Fund		
Beginning of year	204,000	187,800
End of year	187,800	156,800
Highway Fund	103,174	0
Beginning of year	143000	152200
End of year	152200	110900

b. Approval of 2005 Preliminary Budget

RESOLUTION #109

AUTHORIZATION TO APPROVE THE 2005 PRELIMINARY BUDGET

Motion made by John Quenell, second by David Knapp, To Wit:

RESOLVED that the 2005 Preliminary Budget be approved as written for the purpose of posting salaries in the Public Notice. The budget document in required format will be available to the public on Wednesday, November 3, 2004, at the Town Garage from 8 a.m. to 12 noon and on Thursday, November, 4, 2004, at the Town Hall from 12 noon to 5 p.m.

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

Resolution #109 declared duly adopted.

- c. **NEXT MEETING:** A Special Meeting will be held to review the 2005 approved Preliminary Budget on Thursday, October 28.
- d. **CODE ENFORCEMENT OFFICER:** Supervisor Robert Tebbutt asked if the Code Enforcement Officer had contacted Lydia Wright. He said he sent her an email to contact the Code Enforcement Officer and he would answer her questions. She said she hadn't checked all her emails since returning from vacation. Residents had asked her questions; the questions were not from her personally, so contacting the Code Enforcement Officer wasn't going to get the concerns addressed. There are questions on building code requirements for number of people living in a house as well as "litter law" questions. Lydia Wright will contact the Code Enforcement Officer to ask him to attend the next meeting. Supervisor Robert Tebbutt received two Notices of Appearance Tickets issued to residents for "Litter Law" violations from the Code Enforcement Officer.

Motion to Adjourn made at 7:45 p.m. by John Quenell, second by Steve Tucker,.

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

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk