

ORGANIZATIONAL MEETING - TOWN OF BRIGHTON - FRANKLIN COUNTY, NY
January 14, 2010

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The 2010 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 14, 2010 at 6:00 p.m. at the Brighton Town Hall, Paul Smiths, NY, with the following:

CALL TO ORDER:

Meeting was Called to Order by Supervisor John Quenell at 6:06 p.m.
The "Pledge of Allegiance" to the flag was recited.

ROLL CALL OF OFFICERS

PRESENT: Supervisor John Quenell

Council Members: Jeffrey Leavitt (entered meeting at 6:25 p.m.), Peter Shrope, Steve Tucker and Lydia Wright (Entered meeting at 6:10 p.m.)

ABSENT: None

OTHERS PRESENT: Elaine Sater - Town Clerk, Nik Santagate - Town Justice, Amber McKernan - Tax Collector, Andy Crary - Superintendent of Highways

RESIDENTS: There were three residents present

NOTICE OF MEETING: Notice of this meeting were published in the Adirondack Daily Enterprise on Thursday, January 7, 2010. Notice was also posted on the Town Clerk's Sign Board, in the three local post offices and businesses in the Town on January 5, 2010.

1. OATHS OF OFFICE:

- a. Supervisor John Quenell, Deputy Supervisor Steve Tucker, Council Members: Peter Shrope and Steve Tucker took their Oaths of Office in front of Town Clerk Elaine Sater at this meeting
- b. Superintendent of Highways Andy Crary and Code Enforcement Officer Paul Blaine took their Oaths of Office in front of Justice Nik Santagate at this meeting

2. APPOINTMENTS BY SUPERVISOR

- a. Deputy Supervisor - Steve Tucker
- b. Bookkeeper/Budget Officer (Contract) - Richard Meagher of Lake Clear

3. APPOINTMENTS BY TOWN BOARD

RESOLUTION #01

APPOINTMENTS TO OFFICE BY THE TOWN BOARD

Motion made by Supervisor John Quenell, **Second** by Lydia Wright, **To Wit:**

RESOLVED that the following appointments by the Town Board are hereby approved for 2010:

Code Enforcement Officer - Paul Blaine

Town Historian - Mary Ellen Salls

Registrar of Vital Statistics - Elaine Sater

Records Access Officer - Elaine Sater

Records Management Officer - Elaine Sater

Town Hall Custodian - Shelly Smith

Park Attendant - Dan Spencer

Attorney for the Town - Scott Goldie, Esq

ROLL CALL VOTE: Aye 4 (Quenell, Shrope, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #01 declared duly adopted

4. DESIGNATIONS OF DEPOSITORIES:

RESOLUTION #02

DESIGNATION OF DEPOSITORIES

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Motion made by Supervisor John Quenell, second by Steve Tucker, To Wit:

RESOLVED that the following depositories are authorized to be used by the Town Officials:

- a. Town Accounts – NBT and Community Bank, NA
- b. Tax Collector - NBT
- c. Town Clerk - Community Bank, NA
- d. Town Court – Community Bank, NA
- e. Investments – NYCLASS

ROLL CALL VOTE: Aye 4 (Quenell, Shrope, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #02 declared duly adopted

5. DESIGNATION OF COUNTER SIGNER FOR CHECKS OVER \$5,000

RESOLUTION #03

DESIGNATION OF COUNTER SIGNER FOR CHECKS OVER \$5,000

Motion made by Supervisor John Quenell, Second by Lydia Wright, To Wit:

RESOLVED that the Town Clerk Elaine Sater be designated as the counter signer on all checks over \$5,000 written by the Town of Brighton in 2010.

ROLL CALL VOTE: Aye 4 (Quenell, Shrope, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #03 declared duly adopted

6. DESIGNATION OF OFFICIAL NEWSPAPER

RESOLUTION #04

DESIGNATION OF OFFICIAL NEWSPAPER

Motion made by Supervisor John Quenell, Second by Peter Shrope, To Wit:

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices in 2010 will be the Adirondack Daily Enterprise in Saranac Lake

ROLL CALL VOTE: Aye 4 (Quenell, Shrope, Tucker, Wright), Nay 0, Absent 1 (Leavitt)

Resolution #04 declared duly adopted

7. APPOINTMENT TO COMMITTEES:

RESOLUTION #05

APPOINTMENT TO COMMITTEES

Motion made by Supervisor John Quenell, second by Lydia Wright, To Wit:

RESOLVED that the following board members be appointed to the following committees:

- a. Cemetery & Town Buildings - Steve Tucker and Jeffrey Leavitt
- b. Highway - Jeffrey Leavitt, Steve Tucker, and Lydia Wright
- c. Insurance & Investments - John Quenell and Lydia Wright
- d. Park & Recreation - Steve Tucker and Peter Shrope
- e. Employee Assistant Services (Point of Contact) - Steve Tucker
- f. Website - John Quenell
- g. Town Hall Project - John Quenell, Peter Shrope, and Lydia Wright
- h. Fire Advisory Board (FAB) - Steve Tucker
- i. Telecommunications - Jeffrey Leavitt and John Quenell

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #05 declared duly adopted

8. OPERATING PROCEDURES FOR TOWN BOARD

RESOLUTION #06

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OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS

Motion made by Supervisor John Quenell, second by Jeffrey Leavitt, To Wit:

RESOLVED that the following procedures shall apply to Town Board operations during 2010:

- a. Town mail address is PO Box 260, Paul Smiths, NY 12970
- b. Town Clerk or Supervisor will collect the mail
- c. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m., audit of vouchers starts at 6:30 p.m.
- d. Council members who are unable to attend a meeting or who will not be able to arrive by the designated meeting time should notify the Supervisor in advance
- e. Council members wishing to have items included on the meeting agenda should inform the supervisor
- f. Public requests to be included on the agenda should be made to the Supervisor.
- g. Meeting participation by the public will be only by invitation of the meeting chair and speakers should identify themselves. All remarks will be directed to the chair.
- h. The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc., prior to the monthly meeting. These should be provided either directly to board members' mailboxes or to the Supervisor within 3 days of the board meeting to allow for distribution to the Council Members. If there is to be no report, please so inform the Supervisor.

(1) Animal Control Officer - Tri-Lakes Humane Society

(2) Assessor - Doug Tichenor

(3) Code Enforcement Officer (CEO) - Paul Blaine

(4) Highway Superintendent - Andy Crary

(5) Tax Collector - Amber McKernan

(6) Town Justice - Nik Santagate

(7) Town Board Committees: Cemetery & Town Buildings, Insurance & Investments, Park & Recreation, Website, Fire Advisory Board (FAB), Telecommunications, and Town Hall Project

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #06 declared duly adopted

9. MISCELLANEOUS ITEMS

- a. Publish Public Notices:

RESOLUTION #07

AUTHORIZATION TO PUBLISH PUBLIC NOTICES

Motion made by Supervisor John Quenell, Second by Lydia Wright, To Wit:

RESOLVED that the Town Clerk, Elaine Sater, be authorized to publish Public Notices during 2010 as needed in the Adirondack Daily Enterprise and other local newspapers.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #07 declared duly adopted

- b. Pre-pay Certain Claims:

RESOLUTION #08

AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS

Motion made by Supervisor John Quenell, Second by Lydia Wright, To Wit:

RESOLVED, that the Supervisor be authorized to pre-pay certain claims incurred during 2010 prior to audit of the vouchers for payment, as follows: public utility services, postage, and freight and express charges. All such claims are to be presented for audit at the next regular board meeting.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #08 declared duly adopted

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c. Audit of Financial Records of Town Clerk, Town Justice, Tax Collector, and Town Supervisor

RESOLUTION #09

AUDIT OF TOWN OFFICIALS'S FINANCIAL RECORDS

Motion made by Supervisor John Quenell, **Second** by Lydia Wright, **to Wit:**

RESOLVED that an annual audit of the Town Clerk, Town Justice and Town Supervisor's financial records be conducted in accordance with Town Law Section 123 on Thursday, January 21, 2010 at 6 p.m.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #09 declared duly adopted

d. Annual Financial Report for 2009:

RESOLUTION #10

ANNUAL FINANCIAL REPORT FOR 2009 FILING

Motion made by Supervisor John Quenell, **second** by Peter Shrope, **To Wit:**

RESOLVED that a copy of the Supervisor's Annual Financial Report for 2009 to the State Comptroller be filed with the Town Clerk within the first 60 days of 2010, unless the Comptroller extends the filing date by 60 days, in which case the same extension shall apply to the filing with the Town Clerk.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #10 declared duly adopted

e. Mileage Reimbursement for Town Business

RESOLUTION #11

REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

Motion made by Supervisor John Quenell, **Second** by Jeffrey Leavitt, **To Wit:**

RESOLVED that Town Officials be reimbursed at a rate of 50 cents (\$0.50) per mile from the Town Hall for the use of their personal vehicles while on town business during 2010.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #11 declared duly adopted

f. Official Undertaking for Blanket Surety Bonding of Town Officials

RESOLUTION #12

AUTHORIZATION TO BOND TOWN OFFICIALS

Motion made by Supervisor John Quenell, **Second** by Peter Shrope, **To Wit:**

RESOLVED, that the Town Board authorizes a blanket surety bond permitted by Section 11 of the Public Officers Law in lieu of individual undertakings as required by Section 25 of the Town Law, which indemnifies the Town for losses caused by failure to faithfully perform duties or by fraudulent or dishonest acts on the part of the Tax Collector, the Supervisor, and all other elected officials and employees for the year 2010, and **BE IT FURTHER RESOLVED** that the amounts of bonding will be \$50,000 for all Town officials and employees and an additional amount of \$400,000 for the Tax Collector and Supervisor.

ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0

Resolution #12 declared duly adopted

10. SALARIES AND WAGES

RESOLUTION #13

AUTHORIZATION TO APPROVE SALARIES AND WAGES FOR 2010

Motion made by Supervisor John Quenell, **Second** by Steve Tucker, **To Wit:**

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2010:

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Council Member (A1010.1)	\$ 2,755/Year each
Justice (A1110.1)	\$ 9,312/Year
Court Clerk (A1130.1)	\$ 13.19/Hour
Supervisor (A1220.1)	\$ 11,380/Year
Deputy Supervisor (A1220.1A)	\$ 300/Year
Tax Collector (A1330.1)	\$ 6,318/Year
Assessor (A1355.1)	\$ 10,650/Year
Town Clerk (A1410.1)	\$ 9,582/Year
Deputy Town Clerk (A1415.1)	\$ 120/Year
Town Hall Custodian (A1620.1)	\$ 2,396/Year
Code Enforcement Officer (A3010.1)	\$ 13,030/Year
Registrar of Vital Statistics (A4020.1)	\$ 239/Year
Superintendent Of Highways (A5010.1)	\$ 39,528/Year
Deputy Superintendent of Highways (A5010.1)	\$ 682/Year
Town Park Manager (A7140.1)	\$ 9.61/Hour
Highway Hourly Wage - General (DA5110.1)	\$ 14.68/\$22.02/\$29.36 Hour/OT/Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 14.68/\$22.02/\$29.36 Hour/OT/Holiday

**ROLL CALL VOTE: Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright), Nay 0
Resolution #13 declared duly adopted**

ADJOURNMENT

Motion to Adjourn at 6:48 p.m. made by Jeffrey Leavitt, **Second** by Steve Tucker, **Aye 5 (Leavitt, Quenell, Shrope, Tucker, Wright, Nay 0.**

Respectfully Submitted,

Elaine Sater
Brighton Town Clerk