

ORGANIZATIONAL MEETING -TOWN OF BRIGHTON – JANUARY 13, 2000

Page 1

**The 2000 Organizational Meeting of the Town Board of the Town of Brighton was held Thursday, January 13, 2000 at 6:30 p.m. at the Brighton Town Hall, Paul Smiths, NY with the following:**

**PRESENT:** Supervisor Debra Meyer  
Council Members: Linda Dobson  
John Quenell  
Wilhelmina Sheridan  
Roger Smith

**ABSENT:** None

**OTHERS PRESENT:** Elaine Sater-Town Clerk, Donald Oliver-Superintendent of Highways, Arlene Hogan-Tax Collector, Nik Santagate-Town Justice, Pete Duquette-Bookkeeper, Tom Willis-Historian

**RESIDENTS:** There was one resident present.

**Meeting was called to order** by Supervisor Debra Meyer **at 6:30 p.m.**  
**All officers of the Town have been sworn in and Oaths filed with the Town Clerk.**  
**All Town Board meetings will be taped by the Town Clerk to assist in Minute taking**

Supervisor Meyer introduced the new Bookkeeper and Budget Officer, Pete Duquette.

**APPOINTMENTS ARE AS FOLLOWS:**

Official Bank for Town and Tax Collector - NBT in Saranac Lake  
Official Bank for Town Clerk and Court - Charter One Commercial Bank in Saranac Lake  
For General and Highway Funds - One (1) of two (2) signatures is required: Supervisor Debra Meyer or Council Member Roger Smith  
For HUD & HOME Funds – Two (2) signatures are required: Supervisor Debra Meyer and Council Member Roger Smith  
Investments – Class MBI Investment  
Official Newspaper – Adirondack Daily Enterprise (Saranac Lake) and if needed Press Republican (Plattsburgh)  
Historian – Pat and Tom Willis  
Registrar of Vital Statistics – Elaine Sater  
Custodian Voting Machine – Donald Tucker & Tom Tucker  
Animal Control Officer – Andy Crary  
Deputy Superintendent of Highways – Andy Crary  
Court Clerk – Sonya Franciamone  
Town Health Officer – Dr. Charles Gibbs  
Board of Assessment Review: Phil Delarm, Jerome (Buster) Samburgh, and Robert Byno, Sr.  
Assessor – Douglas Tichenor  
Code Enforcement Officer – Edwin Randig  
Deputy Code Enforcement Officer – Dean Montroy  
Custodian: Shelly Smith  
Park Attendant – Dan Spencer  
Maintenance – Robert Byno

**SUPERVISOR'S APPOINTMENTS:**

Deputy Supervisor – Roger Smith  
Bookkeeper – Pete Duquette  
Budget Officer – Pete Duquette  
Confidential Secretary – Patty Martin

**CONTRACT/HIRED PERSONNEL:**

Town Attorney – Janet Bliss/Smith, Dwyer, & Bliss, PC (Lake Placid)  
Bond Council (Re: Landfill) – Joan Bieikamp/Walsh & Walsh, LLP (Saratoga Springs)  
Landfill Engineering Firm – Griffin International – Alan Liptak  
Housing & Urban Development (HUD Administrator) – Friends of the North Country  
Highway Department Employees: Andy Crary, Glenn Perrino, and Forrest Pennington

**COMMITTEES:**

**Supervisor will serve on all Committees**

Highway Department: Roger Smith  
Park & Recreation: Roger Smith  
Insurance & Investments: John Quenell and Wilhelmina Sheridan  
Cemetery & Town Buildings: Roger Smith and Linda Dobson  
Compensation: John Quenell and Linda Dobson  
Planning: Wilhelmina Sheridan and Linda Dobson  
**The Supervisor will oversee all Landfill & HUD issues**

**OTHER:**

Food Pantry – Barbara Marshall  
Use of Town Hall Scheduling – Elaine Sater

Mail Address: PO Box 260, Paul Smiths, NY 12970  
Town Clerk or Supervisor will collect and distribute the mail. **UNDER NO CIRCUMSTANCES IS ANY MAIL OPENED BY ANYONE BUT THE ADDRESSEE.**

Each Town Board Meeting will be held on the 2<sup>nd</sup> Thursday of each month at 7:00 p.m. starting January 13, 2000

Request each department head to submit a written monthly report to the Town Board for each monthly meeting for review by the Board (Department Heads do not need be present), as follows: Code Enforcement Officer, Housing & Urban Development (HUD), Highway Department, Town Justice, Tax Collector, Assessor, Town Clerk, Animal Control Officer, Supervisor, and Committees.

**OBJECTIVES FOR THE COMING YEAR:**

Establish Policies

1. Procurement Policy - Available
2. Personnel Policy
3. Conflict of Interest
4. Code of Ethics - Available
5. Cash Management Policy
6. Insurance Coverage Policy
7. FAST Management – Fiscal Awareness
8. SMART System – Financial Information

Town Wide Purchase Policy to continue to be in effect (Attached to these minutes)

Fixed Asset Inventory Policy to continue to be in effect (Attached to these minutes)

Investment Policy with Class Investment to continue to be in effect.

Code of Ethics to be reviewed at February board meeting

Regular Board Meeting will be held within a realistic time frame. Therefore, a five (5) minute time limit will be allocated per each citizen wishing to comment. Citizens will be allowed to make a 2 minute statement at the beginning of each meeting, then citizens will have more time at the end of the meeting if they need it. The Town Board will continue use the procedures established in the past for conducting its meetings.

All Special meetings will be advertised in the local newspaper and posted on the Town Clerk's Bulletin Board. Each Board Member will be notified as soon as possible if a special meeting is to be held.

**RESOLUTION #1**

**Motion made** by Roger Smith **to accept the appointments and committees as noted above**, second by Supervisor Meyer, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #1 declared duly adopted.**

**RESOLUTION #2**

**Motion made** by John Quenell **to accept the Salary Schedule as listed in the Town of Brighton 2000 Budget (attached to these minutes)**, second by Wilhelmina Sheridan, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #2 declared duly adopted.**

**RESOLUTION #3**

**Motion made** by Supervisor Debra Meyer **to approve the allowance of 25 cents per mile to be paid to whoever incurs expenses during business for the Town of Brighton from the Town Hall to whatever job it site may be, the Town Hall will be classified as the starting point. Mileage will not be paid from home to the office or office to home and a fully completed mileage log must be used and submitted for payment. IT WILL BE REJECTED IF IT IS NOT SUFFICIENTLY COMPLETED**, second by Roger Smith, All Aye.

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #3 declared duly adopted.**

**RESOLUTION #4**

**Motion made** by Roger Smith **to authorize the Town Clerk, Elaine Sater, to publish Public Notices as needed in the Adirondack Daily Enterprise during 2000**, second by Linda Dobson, All Aye

**Roll Call Vote:**

Supervisor Debra Meyer	Aye
Council Members: Linda Dobson	Aye
John Quenell	Aye
Wilhelmina Sheridan	Aye
Roger Smith	Aye

**Resolution #4 declared duly adopted.**

**Motion made** by Supervisor Meyer **to adjourn the Organizational Meeting at 6:50 p.m.**, second by Roger Smith, All Aye

Respectfully submitted,

Elaine W. Sater  
Brighton Town Clerk