

**TOWN OF BRIGHTON - FRANKLIN COUNTY, NY**  
**ORGANIZATIONAL MEETING**  
**January 11, 2018**

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The 2018 Organizational Meeting for the Town Board of the Town of Brighton, Franklin County, NY, was held Thursday, January 11, 2018, at 7:00 pm at the Brighton Town Hall, Paul Smiths, NY, with the following:

**Town Justice Nik Santagate sworn in four Town Officials: Supervisor Peter Shrope, Council Members Amber McKernan and Steve Tucker, and Superintendent of Highways Andy Crary Steve Tucker was also sworn in as Deputy Supervisor.**

**CALL TO ORDER:**

Meeting was Called to Order by Supervisor Peter Shrope at 7:10 p.m.  
The "Pledge of Allegiance" to the flag was recited

**ROLL CALL OF OFFICERS**

PRESENT: Supervisor Peter Shrope

Council Members: Brian McDonnell, Amber McKernan, Steve Tucker, and Lydia Wright

ABSENT: None

OTHERS PRESENT: Paul Blaine-Code Enforcement Officer, Andy Crary-Superintendent of Highways, Elaine Sater-Town Clerk, three residents, and a representative of the media.

**NOTICE OF MEETING:**

Notice of this meeting was posted on the Town Clerk's Sign Board on January 4, 2018, and in three local post offices and businesses in the Town. A notice was also published on January 4 in the Adirondack Daily Enterprise.

**APPOINTMENTS BY SUPERVISOR PETER SHROPE FOR 2018/2019**

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

**RESOLUTION #1-2018**

**APPOINTMENTS BY THE TOWN BOARD**

Motion made by Supervisor Peter Shrope, Second by Council Member Brian McDonnell,

RESOLVED that the following appointments by the Town Board are hereby approved for 2018/2019:

Code Enforcement Officer - Paul Blain

Records Access Officer – Elaine Sater

Records Management Officer – Elaine Sater

Attorney for the Town – Scott Goldie, Esq. of Conboy, McKay, Bachman & Kendall, LLP, Canton

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**RESOLUTION #1 declared duly adopted**

**RESOLUTION #2-2018**

**DESIGNATION OF DEPOSITORIES**

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the following depositories are authorized to be used by the Town Officials in 2018/2019:

Town Accounts – NBT Bank and Community Bank NA

Tax Collector – NBT Bank

Town Clerk - Community Bank NA

Town Court – Community Bank NA

Investments – NYCLASS

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**RESOLUTION #2 declared duly adopted**

**RESOLUTION #3-2018**

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

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that the Town Clerk Elaine Sater be designated as the counter signer on all checks over \$5,000, except for deposits into the Trust & Agency Payroll account, written by the Town of Brighton in 2018/2019

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**RESOLUTION #3 declared duly adopted**

**RESOLUTION #4-2018**

**DESIGNATION OF OFFICIAL NEWSPAPER**

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that the Official Newspaper of the Town of Brighton for posting public notices during 2018/2019 will be the Adirondack Daily Enterprise in Saranac Lake

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**RESOLUTION #4 declared duly adopted**

**RESOLUTION #5-2018**

**APPOINTMENT TO COMMITTEES**

Motion made by Supervisor Peter Shrope, second by Steve Tucker,

RESOLVED that the Brighton Town Board approves the following 2018/2019 committee appointments:

Adirondack Association of Towns and Villages New York: Brian McDonnell

Saranac Lake Area Youth Program: Steve Tucker

Highway: Steve Tucker, Brian McDonnell

Adirondack Regional Airport: Amber McKernan, Tom McKernan

Parks & Recreation: Peter Shrope, Amber McKernan

Insurance & Investments: Lydia Wright, Amber McKernan

Cemeteries & Town Buildings: Amber McKernan, Steve Tucker

Assessment: Brian McDonnell, Lydia Wright

Salaries/Benefits: Brian McDonnell, Peter Shrope

Website: Amber McKernan, Peter Shrope

Policies and Procedures: Amber McKernan, Peter Shrope

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**RESOLUTION #5 declared duly adopted**

**RESOLUTION #6-2018**

**OPERATING PROCEDURES FOR TOWN BUSINESS AND MEETINGS**

Motion made by Supervisor Peter Shrope, second by Lydia Wright,

RESOLVED that the following procedures shall apply to Town Board operations during 2018/2019

Town mail address is PO Box 260, Paul Smiths, NY 12970

1. Town Clerk will collect the mail
2. Regular Town Board Meetings will be held on the second Thursday of each month starting at 7:00 p.m. unless otherwise posted.
3. 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, as a matter of courtesy.
4. Council Members or other elected officials wishing to have business items included on the meeting agenda should inform the Supervisor one week in advance of the board meeting, as a matter of courtesy.
5. Public requests to be included on the agenda should be made to the Supervisor. Meeting participation by the public will be only by invitation of the meeting chair and speakers will identify themselves. All remarks will be directed to the Board.
6. The following departments are requested to provide written monthly reports on activity, expenses, concerns, suggestions, etc., prior to the monthly meeting. These reports 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, as a matter

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of courtesy.

- a. Animal Control Officer - Tri-Lakes Humane Society
- b. Assessor – Roseanne Gallagher
- c. Code Enforcement Officer (CEO) - Paul Blaine
- d. Highway Superintendent - Andy Crary
- e. Tax Collector – Holly Huber
- f. Town Clerk - Elaine Sater
- g. Town Historian-Elaine Sater
- h. Town Justice - Nik Santagate

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**RESOLUTION #6 declared duly adopted**

**RESOLUTION #7-2018**

**AUTHORIZATION TO PRE-PAY CERTAIN CLAIMS**

Motion made by Supervisor Peter Shrope, Second by Steve Tucker,

RESOLVED that the Supervisor be authorized to pre-pay certain claims 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 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #7 declared duly adopted**

**RESOLUTION # 8-2018**

**AUDIT OF FINANCIAL RECORDS OF TOWN CLERK, JUSTICE, AND SUPERVISOR**

Motion made by Supervisor Peter Shrope, Second by Brian McDonnell,

RESOLVED that the Annual Audit of Town Clerk, Town Justice and Town Supervisor's financial records be conducted in accordance with Town Law Section 123 on Tuesday, January 16, 2018, at 4:15pm at the Town Hall.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #8 declared duly adopted**

**RESOLUTION #9-2018**

**REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS:**

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that Town Officials be reimbursed at the rate allowed by the United States Internal Revenue Service per mile (54.5 cents), from the Town Hall for the use of their personal vehicles while on town business during 2018, except for the Tax Collector Holly Huber who will log mileage from her residence, as well as the Assessor Roseanne Gallagher, who will log mileage from her residence.

[Reference: "Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be; 545 cents per mile for business miles driven, <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>]

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #9 declared duly adopted**

**RESOLUTION #10-2018**

**FILING OF SUPERVISOR'S ANNUAL FINANCIAL REPORT 2017**

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

RESOLVED that a copy of the Supervisor's annual financial report (AUD) for 2017 to the State Comptroller be filed with the Town Clerk within the first 60 days of 2018, 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 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**  
**Resolution #10 declared duly adopted**

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**RESOLUTION #11-2018**

**AUTHORIZATION TO BOND TOWN OFFICIALS**

Motion made by Supervisor Peter Shrope, second by Amber McKernan,

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 years 2018/2019, and BE IT FURTHER RESOLVED that the amounts of blanket municipal bonding will be \$500,000 for all Town officials and employees, individually.

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**Resolution #11 declared duly adopted**

**RESOLUTION #12-2018**

**AUTHORIZATION FOR SALARIES AND WAGES FOR 2018**

Motion made by Supervisor Peter Shrope, Second by Brian McDonnell

RESOLVED, that the following salaries and wages be approved and are to be paid biweekly during 2018 for the following employees and elected officials:

Council Member (A1010.1)	\$ 4,372.50 /Year each
Justice (A1110.1)	\$ 13,658 /Year
Court Clerk (A1130.1)	\$ 14.56 /Hour*
Supervisor (A1220.1)	\$ 14,210 /Year
Deputy Supervisor (A1220.1A)	\$ 437 /Year
Tax Collector (A1330.1)	\$ 7,184 /Year
Assessor (A1355.1)	\$ 13,500 /Year (data/records \$2,000 for 4 years)
Town Clerk (A1410.1)	\$ 11,000 /Year
Deputy Town Clerk (A1415.1)	\$ 14.56 /Hour
Town Hall Custodian (A1620.1)	\$ 2,894 /Year
Code Enforcement Officer (A3010.1)	\$ 14,930 /Year
Registrar of Vital Statistics (A4020.1)	\$ 275 /Year
Superintendent of Highways (A5010.1)	\$ 47,151 /Year
Deputy Superintendent of Highways (A5010.1)	\$ 816 /Year
Town Park Manager/Laborer (A7140.1)	\$ 11.00 /Hour*
Highway Hourly Wage - General (DA5110.1)	\$ 16.53/ \$24.80/ \$33.06 Hour/Over Time/Holiday
Highway Hourly Wage – Snow Removal (DA5142.1)	\$ 16.53/ \$24.80/ \$33.06 Hour/Over Time/Holiday

(\*2% increase was not included in Budget, but it is included in this Resolution, Highway Wage which will be determined by CSEA Union Agreement when accepted by employees)

**ROLL CALL VOTE: Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0**

**Resolution #12 declared duly adopted**

Town Business will not be conducted by email, email will be used for informational purposes only.

**ADJOURNMENT**

Motion to Adjourn at 7:40 p.m. made by Supervisor Peter Shrope, second by Amber McKernan, Aye 5 (McDonnell, McKernan, Shrope, Tucker, Wright), Nay 0

Respectfully Submitted,

Elaine W. Sater, RMC, Brighton Town Clerk