

The organizational meeting of the Town of Peru, Town Board was held on January 9, 2023 at 6:00 PM, at the Peru Town Hall. Those present were Mr. Brandy McDonald, Supervisor;(Excused) Mr. James Douglass, Deputy Supervisor; Mr. Melvin Irwin, Councilman; (Excused) Mr. Richard Barber, Councilman; Mr. Kregg Bruno, Councilman; Mrs. Dianne Miller, Town Clerk. Ms. Pamela Barber, Confidential Secretary to the Board; Mr. Matthew Favro, Town Attorney; Mr. Mike Farrell, Highway Superintendent; Mr. Courtney Tetrault, Water and Sewer Superintendent; Mr. Scott Thurber, Town Justice; Mr. T’Chaka Sikelianos, Dog Control Office; Mrs. Helen Nerska, Town Historian and Mrs. Kristin Marino, Interim Recreation Director (Absent).

The meeting was called to order at 6:02 PM by Mr.Douglass, with the Pledge of Allegiance.

Resolution #1- 23.01.09-1

RESOLUTION ESTABLISHING 2023 SALARY AND PAYMENT OF ELECTED OFFICIALS

Motion by: Mr. Bruno Second by: Mr. Barber

BE IT RESOLVED that 2023 salaries for Town of Peru Elected Officials be set as follows:

Town Council Members	\$9,180.00 /Annually, Paid Monthly
Town Supervisor	\$32,400.00/Annually, Paid Monthly
Town Clerk/Tax Collector	\$31,056.38/Annually, Paid Monthly
Town Justices	\$22,461.84/Annually, Paid Monthly
Highway Superintendent	\$69,565.00/Annually, Paid Bi-weekly

Roll Call:	<u>YES</u>	<u>NO</u>
Richard Barber, Jr.	x	
Kregg Bruno	x	
James Douglass	x	
Mel Irwin	Excused	
Brandy McDonald	Excused	

Carried: 3 Ayes 0 Noes

Resolution #2-23.01.09-2

Mr. Favro asked if the board minutes had read Resolution #2 and therefore will be incorporated in the minutes than reading the detail.

RESOLUTION ESTABLISHING 2023 APPOINTEES

Motion by: Mr. Bruno Second by: Mr. Barber

BE IT RESOLVED that the following appointments for 2023 be made:

APPOINTMENTS

POSITIONS

- | | |
|----------------------|---|
| 1. Courtney Tetrault | Water & Wastewater Treatment Plant Operator |
| 2. Robert Guynup | Codes & Zoning Enforcement Officer |
| 3. Pamela Barber | Confidential Secretary to the Town Board |
| 4. Dianne Miller | Registrar of Vital Statistics |
| 5. Judy Akey | Deputy Registrar of Vital Statistics |
| 6. Judy Akey | Account Clerk/Receptionist |
| 7. Holly Stone | Clerk to the Town Justices |

- 8. Andrew Bizga Part Time Clerk to the Town Justices
- 9. James Douglass Deputy Supervisor
- 10. Brandy McDonald Budget Officer
- 11. Christine Crawford Typist (Codes & Zoning Dept.)
- 12. Carlene Heipel Typist (Highway & Water/Sewer Dept.)
- 13. Richard Williams Planning Board Chairperson
- 14. Ryan Davies Planning Board Vice Chairperson
- 15. James Falvo Zoning Board of Appeals Chairperson
- 16. Sean Lukas Zoning Board of Appeals Vice Chairperson
- 17. Judy Akey Deputy Town Clerk/Tax Collector
- 18. Helen Nerska Town Historians
- 19. TBD Recreation Director
- 20. TBD Assistant Youth Director
- 21. TBD Youth Commission Chairman
- 22. T'Chaka Sikelianos Dog Control Officer
- 24. Department Heads Purchasing Agents General Fund
- 25. Mike Farrell, Hwy. Supt. Purchasing Agent Highway Fund
- 26. Tyler Jarvis Highway Foreman, Deputy Hwy. Supt.
- 27. Courtney Tetrault, Parks, W/S Supt. Purchasing Agent Water/Sewer Fund
- 28. Chad Frechette W/S & Parks Foreman

Roll Call:		<u>YES</u>	<u>NO</u>
	Richard Barber, Jr.	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried

Resolution #3 -23.01.09-3

Motion by: Mr. Barber

Second by: Mr. Bruno

RESOLUTION ESTABLISHING 2023 SALARIES AND PAYMENT FREQUENCY FOR TOWN OF PERU APPOINTEES

BE IT RESOLVED that the following 2023 salaries and payment frequencies be set as follows:

- Water/Sewer Superintendent \$72,395.00/Annually, Paid Bi-Weekly
- Code/Zoning/Planning Officer \$56,586.00.00/Annually, Paid Bi-Weekly
- Confidential Secretary to the Board \$53,600.00/Annually, Paid Bi-Weekly
- Registrar of Vital Statistics (Under Town Clerk)
- Deputy Registrar of Vital Statistics (Under Deputy Town Clerk)
- Account Clerk/Receptionist \$23.93/Hourly, Paid Bi-Weekly

Clerk to Town Justices

\$47,958.00/Annually/Paid Bi-Weekly

Part Time Clerk to the Town Justices

\$19.88/Hourly, Paid Bi-Weekly

Deputy Supervisor

\$1,578.00/Annually/Paid Monthly

Budget Officer

\$1,578.00/Annually/Paid Monthly

Typist - Codes/Zoning/Planning

\$20.77/Hourly, Paid Bi-Weekly

Typist - Highway & Water/Sewer

\$23.07/Hourly, Paid Bi-Weekly

Deputy Town Clerk/Tax Collector

\$2,008.80/Annually, Paid Bi-Weekly

Recreation Director

TBD/Annually, Paid Monthly

Assistant Youth Director

TBD/Annually, Paid Seasonally

Dog Control Officer

\$12,420.00/Annually, Paid Monthly

	Richard Barber, Jr.	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried: 3 Ayes 0 Noes

Resolution #4-23.01.09-4

RESOLUTIONS ESTABLISHING 2023 TOWN DEPARTMENT LIAISONS

Motion by: Mr. Bruno

Second by:

Mr. Barber

BE IT RESOLVED that the following 2023 Town Board Liaison assignments are approved by the Town Board:

PLANNING/ZONING Richard Barber & Mel Irwin

WATER/SEWER: Richard Barber & Jim Douglass

HIGHWAY: Mel Irwin & Richard Barber

PARKS/RECREATION: Jim Douglass & Kregg Bruno

YOUTH COMMISSION: Jim Douglass & Mel Irwin

LIBRARY: Kregg Bruno & Mel Irwin

DOG CONTROL OFFICER: Jim Douglass & Kregg Bruno

JUSTICE SYSTEM Kregg Bruno & Richard Barber

Roll Call:		<u>YES</u>	<u>NO</u>
	Richard Barber, Jr.	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried: 3 Ayes 0 Noes

Resolution #5-23.01.09-5

RESOLUTION ESTABLISHING 2023 REGULAR TOWN BOARD MEETING DATES AND STARTING TIMES.

Motion by: Mr. Bruno

Second by: Mr. Barber

BE IT RESOLVED that the following dates/times make up the 2023 Regular Town Board Meeting Schedule:

2023 REGULAR TOWN BOARD MEETING SCHEDULE

Monday	January 9, 2023	6:00 PM
Monday	January 23, 2023	6:00 PM
Monday	February 13, 2023	6:00 PM
Monday	February 27, 2023	6:00 PM
Monday	March 13, 2023	6:00 PM
Monday	March 27, 2023	6:00 PM
Monday	April 10, 2023	6:00 PM
Monday	April 24, 2023	6:00 PM
Monday	May 8, 2023	6:00 PM
Monday	May 22, 2023	6:00 PM
Monday	June 12, 2023	6:00 PM
Monday	June 26, 2023	6:00 PM
Monday	July 10, 2023	6:00 PM
Monday	July 24, 2023	6:00 PM
Monday	August 14, 2023	6:00 PM
Monday	August 28, 2023	6:00 PM
Monday	September 11, 2023	6:00 PM
Monday	September 25, 2023	6:00 PM
Thursday	October 12, 2023	6:00 PM
Monday	October 23, 2023	6:00 PM
Monday	November 6, 2023	6:00 PM
Monday	November 20, 2023	6:00 PM
Monday	December 11, 2023	6:00 PM
Thursday	December 28, 2023	10:00 AM

Roll Call:		<u>YES</u>	<u>NO</u>
	Richard Barber, Jr.	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried- 3 Ayes 0 Noes

Resolution #6 – 23.01.09-6

RESOLUTION APPROVING 2023 CONTRACTS

Motion by: Mr. Bruno

Second by: Mr. Barber

BE IT RESOLVED that the Town Board gives approval for the Town Supervisor to sign the following contracts on behalf of the Town of Peru:

2023 ANNUAL CONTRACTS

1. JCEO of Clinton & Essex Counties
2. North Country LIFE FLIGHT, Inc.
3. Clinton County Assessor (previously signed; renews 1/1/24)
4. Web Site Manager, Don McBrayer
5. Cleaning Service, Robert Crawford
6. Grant/Project Consultant, Elizabeth Tedford
7. Attorney for the Town. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
8. Attorney for the Town Planning & Zoning Dept. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
9. Misc. Water & Sewer Projects/Consulting: AES, Northeast, PLLC
10. Peru Golden Apple Club
11. Animal Shelter, Elmore SPCA
12. Integrated Employee Assistance Work/Life Services: BHSN (Behavioral Health Services North, Inc.)
13. Adirondack Park Local Gov't Review Board
14. Shared Services Agreement: NYSDOT (New York State Dept. of Transportation)
15. North Country Animal Shelter (renews 5/24/23)
16. Engineering/Consulting Services for Highway and Planning/Zoning Departments. Firm: Engineering Ventures Inc.
17. Accounting Firm: Boulrice & Wood CPS, P.C. – Not received

Roll Call:		<u>YES</u>	<u>NO</u>
	Richard Barber, Jr.	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried: 3 Ayes 0 Noes

Resolution #7- 23.01.09-7

Motion by: Mr. Barber

Second by: Mr. Bruno

Carried: 3 Ayes 0 Noes

Resolution #10- 23.01.09-10

Motion by: Mr. Barber

Second by: Mr. Bruno

Mr. Favro stated Section #10 has been added and states no personal funds may be used to purchase items for a town expense without prior authorization from the Supervisor.

A RESOLUTION ADOPTING THE 2023 PROCUREMENT POLICY FOR GOODS AND SERVICES.

WHEREAS, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement.

NOW, THEREFORE BE IT RESOLVED that the Town of Peru does hereby adopt the following procurement policies and procedures and that this Resolution shall take effect immediately.

Roll Call:		<u>YES</u>	<u>NO</u>
	Richard Barber Jr,	x	
	Kregg Bruno	x	
	James Douglass	x	
	Mel Irwin	Excused	
	Brandy McDonald	Excused	

Carried: 3 Ayes 0 Noes

Motion by Mr.Barber second by Mr. Bruno to adjourn 2023 Organizational Meeting at 6:18 PM

3 Ayes 0 Noes

_____ *Supervisor* _____ *Councilman*

_____ *Councilman* _____ *Councilman*

_____ *Councilman*

