

The organizational meeting of the Town of Peru, Town Board was held on January 8, 2024 at 5:00 PM, at the Peru Town Hall. Those present were Mr. Brandy McDonald, Supervisor; Mr. James Douglass, Councilman; Mr. Eric Duquette, Councilman; Mr. Kregg Bruno, Councilman; Mr. Melvin Irwin, Councilman; Mrs. Dianne Miller, Town Clerk. Ms. Pamela Barber, Confidential Secretary to the Board; Mr. Matthew Favro, Town Attorney;(Excused) and Mr. Robert Guynup, Zoning Officer.

The meeting was called to order at 5:00 PM by Mr.McDonald with the Pledge of Allegiance.

Resolution #1-24.01.08

RESOLUTION ESTABLISHING 2024 SALARY AND PAYMENT OF ELECTED OFFICIALS

Motion by: Mr. Douglass

Second by: Mr. Irwin

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

Town Council Members	\$9,639.00 /Annually, Paid Monthly
Town Supervisor	\$34,020.00/Annually, Paid Monthly
Town Clerk/Tax Collector	\$32,609.19/Annually, Paid Monthly
Town Justices	\$23,584.93/Annually, Paid Monthly
Highway Superintendent	\$73,043.25/Annually, Paid Bi-weekly

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

RESOLUTION ESTABLISHING 2024 APPOINTEES

Motion by: Mr. Bruno

Second by: Mr. Duquette

BE IT RESOLVED that the following appointments for 2024 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. Pamela Barber | Budget Officer |
| 11. Christine Crawford | Typist (Codes & Zoning Dept.) |
| 12. Carlene Heipel | Typist (Highway & Water/Sewer Dept.) |
| 13. James Falvo | Zoning Board of Appeals Chairperson |
| 14. Sean Lukas | Zoning Board of Appeals Vice Chairperson |
| 15. Richard Williams | Planning Board Chairperson |
| 16. Ryan Davies | Planning Board Vice Chairperson |
| 17. Judy Akey | Deputy Town Clerk/Tax Collector |
| 18. Pamela Barber | 2 nd Deputy Town Clerk |
| 19. Christine Crawford | 3 rd Deputy Town Clerk |
| 20. Helen Nerska | Town Historians |
| 21. Kristen Marino | Recreation Director |
| 22. TBD | Assistant Youth Director |
| 23. TBD | Youth Commission Chairman |
| 24. T'Chaka Sikelianos | Dog Control Officer |
| 25. Department Heads | Purchasing Agents General Fund |
| 26. Mike Farrell, Hwy. Supt. | Purchasing Agent Highway Fund |

28. Tyler Jarvis

Highway Foreman, Deputy Hwy. Supt.

29. Courtney Tetrault

Parks, W/S Supt. Purchasing Agent Water/Sewer Fund

30. Chad Frechette

W/S & Parks Foreman

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #3-24.01.08

RESOLUTION ESTABLISHING 2024 SALARIES AND PAYMENT FREQUENCY FOR TOWN OF PERU APPOINTEES

Motion by: Mr. Bruno

Second by: Mr. Douglass

BE IT RESOLVED that the following 2024 salaries and payment frequencies be set as follows:

Water/Sewer Superintendent	\$75,936.75/Annually, Paid Bi-Weekly
Code/Zoning/Planning Officer	\$59,415.30/Annually, Paid Bi-Weekly
Confidential Secretary to the Board	\$56,800.00/Annually, Paid Bi-Weekly
Registrar of Vital Statistics	(Under Town Clerk)
Deputy Registrar of Vital Statistics	(Under Deputy Town Clerk)
Account Clerk/Receptionist	\$25.11/Hourly, Paid Bi-Weekly
Clerk to Town Justices	\$50,355.90/Annually/Paid Bi-Weekly
Part Time Clerk to the Town Justices	\$21.82/Hourly, Paid Bi-Weekly
Deputy Supervisor	\$1,657.00/Annually/Paid Monthly
Budget Officer	\$1,657.00/Annually/Paid Monthly
Typist - Codes/Zoning/Planning	\$22.74/Hourly, Paid Bi-Weekly
Typist - Highway & Water/Sewer	\$24.25/Hourly, Paid Bi-Weekly
Deputy Town Clerk/Tax Collector	\$1,200.00/Annually, Paid Bi-Weekly
2 nd & 3 rd Deputy Town Clerks	\$450.00 Each/Annually, Paid Bi-Weekly
Deputy Highway Superintendent	\$26.83/Hourly, Paid Bi-Weekly
Recreation Director	\$23,496.90/Annually, Paid Monthly
Assistant Recreation Director	\$3,090.00/Annually, Paid Seasonally
Dog Control Officer	\$13,041.00/Annually, Paid Monthly

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #5-24.01.08

RESOLUTION ESTABLISHING 2024 REGULAR TOWN BOARD MEETING DATES AND STARTING TIMES.

Motion by: Mr. Douglass

Second by: Mr. Bruno

BE IT RESOLVED that the following dates/times make up the 2024 Regular Town Board Meeting Schedule:

2024 REGULAR TOWN BOARD MEETING SCHEDULE

Monday	January 8, 2024	6:00 PM
Thursday	January 25, 2024	6:00 PM
Monday	February 5, 2024	6:00 PM
Tuesday	February 20, 2024	6:00 PM
Monday	March 11, 2024	6:00 PM
Monday	March 25, 2024	6:00 PM
Monday	April 8, 2024	6:00 PM
Monday	April 22, 2024	6:00 PM
Monday	May 13, 2024	6:00 PM
Wednesday	May 29, 2024	6:00 PM
Monday	June 10, 2024	6:00 PM
Monday	June 24, 2024	6:00 PM
Thursday	July 11, 2024	6:00 PM
Monday	July 29, 2024	6:00 PM
Monday	August 12, 2024	6:00 PM
Monday	August 26, 2024	6:00 PM
Monday	September 9, 2024	6:00 PM
Monday	September 23, 2024	6:00 PM
Thursday	October 10, 2024	6:00 PM
Monday	October 28, 2024	6:00 PM
Tuesday	November 12, 2024	6:00 PM
Monday	November 25, 2024	6:00 PM

Monday
Monday

December 9, 2024
December 30, 2024

6:00 PM
10:00 AM

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #6-24.01.08

RESOLUTION APPROVING 2024 CONTRACTS

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:

Motion by: Mr. Bruno

Second by: Mr. Duquette

2024 ANNUAL CONTRACTS

1. JCEO of Clinton & Essex Counties (not received)
2. North Country LIFE FLIGHT, Inc. (not received)
3. Clinton County Assessor (previously signed; renews 1/1/27)
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. Engineering/Consulting Services for Water/Sewer, Highway and Planning/Zoning Departments. Firm: Engineering Ventures Inc.
10. Accounting Firm: Boulrice & Wood CPS, P.C.
11. Peru Golden Apple Club (not received)
12. Animal Shelter, Elmore SPCA
13. Clinton County Health Dept., WIC Program (previously signed renews 10/1/24)
14. Clinton County Youth Bureau

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	

	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #7-24.01.08

RESOLUTION ESTABLISHING 2024 TOWN OF PERU MILEAGE REIMBURSEMENT RATE

BE IT RESOLVED that employees of the Town of Peru using their personal vehicle for pre-approved official Town business will be reimbursed for such mileage as follows:

2024 Mileage Reimbursement Rate \$.585 per mile

Motion by: Mr. Bruno

Second by: Mr. Irwin

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #8-24.01.08

RESOLUTION DESIGNATING TOWN DEPOSITORIES

BE IT RESOLVED that the TD Bank, Peru, New York, hereby is designated as the official depository for all Checking, Savings, and Town Reserve accounts of the Town Supervisor, Town Clerk, Town Justice Kirby, and Town Justice Thurber and the Town Clerk/Tax Collector's accounts for 2024,

Motion by: Mr. Douglass

Second by: Mr. Bruno

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #9-24.01.08

RESOLUTION NAMING THE OFFICIAL TOWN NEWSPAPER

BE IT RESOLVED that the Town of Peru names the Press Republican as its Newspaper of Record for 2024.

Motion by: Mr. Bruno

Second by: Mr. Duquette

Roll Call:		<u>YES</u>	<u>NO</u>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Resolution #10-24.01.08

A RESOLUTION ADOPTING THE 2024 PROCUREMENT POLICY FOR GOODS AND SERVICES.

Motion by: Mr. Bruno

Second by: Mr. Douglass

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>
	Kregg Bruno	x	
	James Douglass	x	
	Eric Duquette	x	
	Mel Irwin	x	
	Brandy McDonald	x	

Carried: 5 Ayes 0 Noes

Motion by Mr. Irwin second by Mr. Bruno to adjourn 2024 Organizational Meeting at 5:18 PM

5 Ayes 0 Noes

