

The organizational meeting of the Town of Peru, Town Board was held on January 13, 2025 at 5:00 PM, at the Peru Town Hall. Those present were Mr. Craig Randall, Supervisor; Mr. James Douglass, Councilman; Mr. Eric Duquette, Councilman(Arrival 5:18 PM) ; Mr. Melvin Irwin, Councilman; Mr. Kregg Bruno, Councilman; Mrs. Dianne Miller, Town Clerk. Ms. Pamela Barber, Confidential Secretary to the Board and Deputy Clerk; Mr. Matthew Favro, Town Attorney;(Excused), Mr. Mike Farrell, Highway Superintendent; Mr. Tyler Jarvis, Deputy Highway Superintendent ;Mr. Courtney Tetrault, Water and Sewer Superintendent; Mr. T’chaka Sikelianos, Dog Control Office; Mrs. Helen Nerska, Town Historian and Mrs. Kristin Marino, Recreation Director.

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

TOWN OF PERU

2025 ORGANIZATIONAL MEETING

Resolution- 25.01.13-1

RESOLUTION ESTABLISHING 2025 SALARY AND PAYMENT OF ELECTED OFFICIALS

MOTION BY: Mr. Douglass

SECOND BY: Mr. Irwin

BE IT RESOLVED that 2025 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 | \$24,294.00/Annually, Paid Monthly |
| Highway Superintendent | \$75,756.00/Annually, Paid Bi-weekly |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|-----------------------|-------------------|------------------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 4 Ayes 0 Noes

RESOLUTION ESTABLISHING 2025 APPOINTEES

Motion by: Mr. Douglass

Second by: Mr. Irwin

BE IT RESOLVED that the following appointments for 2025 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 | 1 st 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. James Francesconi | Zoning Board of Appeals Vice Chairperson |
| 15. TBD | Planning Board Chairperson |
| 16. TBD | Planning Board Vice Chairperson |
| 17. Judy Akey | 1 st 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 Parks/Water/Sewer Fund |
| 30. Tyler Jarvis | Deputy Hwy. Superintendent |
| 31. Chad Frechette | W/S Foreman |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|-----------------------|-------------------|------------------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried 4 Ayes 0 Noes

Resolution- 25.-1.13-3

RESOLUTION ESTABLISHING 2025 SALARIES AND PAYMENT FREQUENCY FOR OWN OF PERU APPOINTEES

Motion by: Mr. Bruno

Second by:Mr. Douglass

BE IT RESOLVED that the following 2025 salaries and payment frequencies be set as follows:

| | |
|--|--|
| Water/Sewer Superintendent | \$78,167.64/Annually, Paid Bi-Weekly |
| Code/Zoning/Planning Officer | \$61,199.51/Annually, Paid Bi-Weekly |
| Confidential Secretary to the Board | \$58,488.40/Annually, Paid Bi-Weekly |
| Registrar of Vital Statistics | (Under Town Clerk) |
| Deputy Registrar of Vital Statistics | (Under Deputy Town Clerk) |
| Account Clerk/Receptionist | \$25.86/Hourly, Paid Bi-Weekly |
| Clerk to Town Justices | \$51,865.65/Annually/Paid Bi-Weekly |
| Part Time Clerk to the Town Justices | \$23.47/Hourly, Paid Bi-Weekly |
| Deputy Supervisor | \$1,707.00/Annually/Paid Monthly |
| Budget Officer | \$1,707.00/Annually/Paid Monthly |
| Typist - Codes/Zoning/Planning | \$24.46/Hourly, Paid Bi-Weekly |
| Typist - Highway & Water/Sewer | \$24.96/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 | \$28.53/Hourly, Paid Bi-Weekly |
| Recreation Director | \$19,467.00/Annually, Paid Monthly |
| Assistant Recreation Director | \$3,090.00/Annually, Paid Seasonally |
| Dog Control Officer | \$13,433.00/Annually, Paid Monthly |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|--------------------|-------------------|------------------|
| | Kregg Bruno | x | |

| | | | |
|--|-----------------------|----------------|--|
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried:-4 Ayes 0 Noes

Resolution: 25.01.13-4

RESOLUTIONS ESTABLISHING 2025 TOWN DEPARTMENT LIAISONS

Motion by: Mr. Bruno

Second by: Mr. Irwin

BE IT RESOLVED that the following 2025 Town Board Liaison assignments are approved by the Town Board:

PLANNING/ZONING Mel Irwin & Eric Duquette

WATER/SEWER: Kregg Bruno & Eric Duquette

HIGHWAY: Jim Douglass & Eric Duquette

PARKS/RECREATION: Jim Douglass & Kregg Bruno

YOUTH COMMISSION: Kregg Bruno & Mel Irwin

LIBRARY: Mel Irwin & Eric Duquette

DOG CONTROL OFFICER: Jim Douglass & Kregg Bruno

JUSTICE SYSTEM Jim Douglass & Mel Irwin

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|-----------------------|-------------------|------------------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | xx | |
| | Craig Randall | | |

Carried: 4 Ayes 0 Noes

Resolution- 25.01.13-5

RESOLUTION ESTABLISHING 2025 REGULAR TOWN BOARD MEETING DATES AND STARTING TIMES.

Motion by: Mr. Irwin

Second by: Mr. Bruno

BE IT RESOLVED that the following dates/times make up the 2025 Regular Town Board Meeting Schedule:

2025 REGULAR TOWN BOARD MEETING SCHEDULE

| | | |
|----------|--------------------|----------|
| Monday | January 13, 2025 | 6:00 PM |
| Monday | January 27, 2025 | 6:00 PM |
| Monday | February 10, 2025 | 6:00 PM |
| Monday | February 24, 2025 | 6:00 PM |
| Monday | March 10, 2025 | 6:00 PM |
| Monday | March 24, 2025 | 6:00 PM |
| Monday | April 14, 2025 | 6:00 PM |
| Monday | April 28, 2025 | 6:00 PM |
| Monday | May 12, 2025 | 6:00 PM |
| Thursday | May 29, 2025 | 6:00 PM |
| Monday | June 9, 2025 | 6:00 PM |
| Monday | June 23, 2025 | 6:00 PM |
| Monday | July 14, 2025 | 6:00 PM |
| Monday | July 28, 2025 | 6:00 PM |
| Monday | August 11, 2025 | 6:00 PM |
| Monday | August 25, 2025 | 6:00 PM |
| Monday | September 8, 2025 | 6:00 PM |
| Monday | September 22, 2025 | 6:00 PM |
| Thursday | October 9, 2025 | 6:00 PM |
| Monday | October 27, 2025 | 6:00 PM |
| Monday | November 10, 2025 | 6:00 PM |
| Monday | November 24, 2025 | 6:00 PM |
| Monday | December 8, 2025 | 6:00 PM |
| Tuesday | December 30, 2025 | 10:00 AM |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|------------|-----------------------|----------------|-----------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 4 Ayes 0 Noes

Resolution: 25.01.13-6

RESOLUTION APPROVING 2025 CONTRACTS

Motion by: Mr. Bruno

Second by: Mr. Bruno

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:

2025 ANNUAL CONTRACTS

1. JCEO of Clinton & Essex Counties
2. Clinton County Assessor (previously signed; renews 1/1/27)
3. Web Site Manager, Don McBrayer
4. Cleaning Service, Robert Crawford
5. Grant/Project Consultant, Elizabeth Tedford
6. Attorney for the Town. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
7. Attorney for the Town Planning & Zoning Dept. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
8. Engineering/Consulting Services for Highway and Planning/Zoning Departments. Firm: Engineering Ventures Inc.
9. Accounting Firm: Boulrice & Wood CPS, P.C.
10. Peru Golden Apple Club
11. Animal Shelter, Elmore SPCA (previously signed)
12. Clinton County Health Dept., WIC Program (previously signed renews 10/1/25)
13. Clinton County Youth Bureau (Previously Signed)
14. Peru Free Library (will receive on Jan. 16th)
15. BHSN – EAS Services

Motion by Mr. Irwin second by Mr. Bruno to table JCEO and Peru Free Library contracts.

4 Ayes 0 Noes

Motion by Mr. Bruno second by Mr. Douglass to approve/accept all other contracts

4 Ayes 0 Noes

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|-----------------------|-------------------|------------------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 4 Ayes 0 Noes

Resolution: 25--01-13.-7

RESOLUTION ESTABLISHING 2025 TOWN OF PERU MILEAGE REIMBURSEMENT RATE

Motion by: Mr. Bruno

Second by: Mr. Douglass

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:

2025 Mileage Reimbursement Rate \$.585 per mile

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|-----------------------|-------------------|------------------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 4 Ayes 0 Noes

RESOLUTION DESIGNATING TOWN DEPOSITORIES

Motion by: Mr. Douglass

Second by: Mr. Bruno

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 2025,

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|------------|----------------|------------|-----------|
| | Kregg Bruno | x | |
| | James Douglass | x | |
| | Eric Duquette | Excused | |
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 4 Ayes 0 Noes

RESOLUTION NAMING THE OFFICIAL TOWN NEWSPAPER

BE IT RESOLVED that the Town of Peru names the Press Republican as its Newspaper of Record for 2025.

Motion by: Mr. Douglass

Second by: Mr. Irwin

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

| | | | |
|--|----------------------|----------|--|
| | Mel Irwin | x | |
| | Craig Randall | x | |

Carried: 5 Ayes 0 Noes

Resolution: 25.01.13-10

A RESOLUTION ADOPTING THE 2025 PROCUREMENT POLICY FOR GOODS AND SERVICES.

Motion by: Mr. Bruno

Second by: Mr. Irwin

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 | |
| | Craig Randall | x | |

Carried: 5 Ayes 0 Noes

Mr. Irwin stated he would like to schedule a workshop to discuss the procurement policy

Motion by Mr. Douglass second by Mr. Bruno to adjourn organizational meeting at 5: 26 PM

