

AGENDA
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 11, 2021
5:30 PM

1. Call Meeting To Order
2. Pledge of Allegiance
3. Roll Call
4. **DISCUSSION/RESOLUTION:** Establishment of 2021 Salaries for Elected Positions:
5. **DISCUSSION/RESOLUTION:** Approval of 2021 Appointees.
6. **DISCUSSION/RESOLUTION:** Establishment of 2021 Appointee Salaries and Frequency of Payments
7. **DISCUSSION/RESOLUTION:** Establishment of Town Department Liaisons.
8. **DISCUSSION/RESOLUTION:** Establishment of 2021 Regular Town Board Meeting Dates and Times.
9. **DISCUSSION/RESOLUTION:** Approval of 2021 Contracts.
10. **DISCUSSION/RESOLUTION:** Establishment of 2021 Town Mileage Reimbursement
11. **DISCUSSION/RESOLUTION:** Designation of Town Depositories.
12. **DISCUSSION/RESOLUTION:** Designation of Town Newspaper.
13. **DISCUSSION/RESOLUTION:** Town Procurement Policy.

MOTION: Adjourn

TOWN OF PERU
2021 ORGANIZATIONAL MEETING

Resolution #1

RESOLUTION ESTABLISHING 2021 SALARY AND PAYMENT OF ELECTED OFFICIALS

Motion by: _____ Second by: _____

BE IT RESOLVED that 2021 salaries for Town of Peru Elected Officials be set as follows:

Town Council Members	\$7,706.50 /Annually, Paid Monthly
Town Supervisor	\$25,338.00/Annually, Paid Monthly
Town Clerk/Tax Collector	\$27,918.00/Annually, Paid Monthly
Town Justices	\$20,191.50/Annually, Paid Monthly
Highway Superintendent	\$63,500.00/Annually, Paid Bi-weekly

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

Carried:

Resolution #2

RESOLUTION ESTABLISHING 2021 APPOINTEES

Motion by: _____ Second by: _____

BE IT RESOLVED that the following appointments for 2021 be made:

APPOINTMENTS

POSITIONS

- | | |
|---|--|
| 1. Courtney Tetrault | Water & Waste Water 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. Christine Crawford | Part Time Clerk to the Town Justices |
| 9. James Douglass | Deputy Supervisor |
| 10. Brandy McDonald | Budget Officer |
| 11. Darlene Grigware | 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. Ron and Carol Allen | Town Historians |
| 19. John Flynn | Recreation Director |
| 20. Kristen Marino | Assistant Youth Director |
| 21. Greg Mills | Youth Commission Chairman |
| 22. David Drollette | Dog Control Officer |
| 24. Department Heads | Purchasing Agents General Fund |
| 25. Mike Farrell, Hwy. Supt. | Purchasing Agent Highway Fund |
| 26. Lloyd Provost | Deputy Hwy. Supt., Foreman |
| 27. Courtney Tetrault, Parks, W/S Supt. | Purchasing Agent Water/Sewer Fund |
| 28. Chad Frechette | W/S & Parks Foreman |

Roll Call:	YES	NO
Richard Barber, Jr.		
Kregg Bruno		
James Douglass		
Mel Irwin		
Brandy McDonald		

Carrie

Resolution #3

**RESOLUTION ESTABLISHING 2021 SALARIES AND PAYMENT FREQUENCY FOR
TOWN OF PERU APPOINTEES**

Motion by: _____ Second by: _____

BE IT RESOLVED that the following 2021 salaries and payment frequencies be set as follows:

Water/Sewer Superintendent	\$63,500.00/Annually, Paid Bi-Weekly
Code/Zoning/Planning Officer	\$50,897.00/Annually, Paid Bi-Weekly
Confidential Secretary to the Board	\$48,000.00/Annually, Paid Bi-Weekly
Registrar of Vital Statistics	(Under Town Clerk)
Deputy Registrar of Vital Statistics	(Under Deputy Town Clerk)
Account Clerk/Receptionist	\$21.30/Hourly, Paid Bi-Weekly
Clerk to Town Justices	\$42,521.76.00/Annually/Paid Bi-Weekly
Part Time Clerk to the Town Justices	\$17.36/Hourly, Paid Bi-Weekly
Deputy Supervisor	\$1,418.00/Annually/Paid Monthly
Budget Officer	\$1,418.00/Annually/Paid Monthly
Typist - Codes/Zoning/Planning	\$16.54/Hourly, Paid Bi-Weekly
Typist - Highway & Water/Sewer	\$20.47/Hourly, Paid Bi-Weekly
Deputy Town Clerk/Tax Collector	\$1,859.00/Annually, Paid Bi-Weekly
Recreation Director	\$21,726.00/Annually, Paid Monthly
Groundskeeper	\$2,500.00/Annually/Paid 3 Times/Summer
Assistant Youth Director	\$3,000.00/Annually, Paid Seasonally
Dog Control Officer	\$14,481.00/Annually, Paid Monthly

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

Carried:

Resolution #4

RESOLUTIONS ESTABLISHING 2021 TOWN DEPARTMENT LIAISONS

Motion by: _____ Second by: _____

BE IT RESOLVED that the following 2021 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: Kregg Bruno & Mel Irwin
LIBRARY: Mel Irwin & Jim Douglass
DOG CONTROL OFFICER: Jim Douglass & Kregg Bruno
JUSTICE SYSTEM Kregg Bruno & Richard Barber

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

Carried:

Resolution #5

RESOLUTION ESTABLISHING 2021 REGULAR TOWN BOARD MEETING DATES AND STARTING TIMES.

Motion by: _____ Second by: _____

BE IT RESOLVED that the following dates/times make up the 2021 Regular Town Board Meeting Schedule:

2021 REGULAR TOWN BOARD MEETING SCHEDULE

Monday	January 11, 2021	6:00 PM
Monday	January 25, 2021	6:00 PM
Monday	February 8, 2021	6:00 PM
Monday	February 22, 2021	6:00 PM
Monday	March 8, 2021	6:00 PM
Monday	March 22, 2021	6:00 PM
Monday	April 12, 2021	6:00 PM
Monday	April 26, 2021	6:00 PM
Monday	May 10, 2021	6:00 PM
Monday	May 24, 2021	6:00 PM
Monday	June 14, 2021	6:00 PM
Monday	June 28, 2021	6:00 PM
Monday	July 12, 2021	6:00 PM
Monday	July 26, 2021	6:00 PM
Monday	August 9, 2021	6:00 PM
Monday	August 23, 2021	6:00 PM
Monday	September 13, 2021	6:00 PM
Monday	September 27, 2021	6:00 PM
Thursday	October 14, 2021	6:00 PM
Monday	October 25, 2021	6:00 PM
Monday	November 8, 2021	6:00 PM
Monday	November 22, 2021	6:00 PM
Monday	December 13, 2021	6:00 PM
Wednesday	December 29, 2021	6:00 PM

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

Carried

Resolution #6

RESOLUTION APPROVING 2021 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:

2021 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. 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
12. Animal Shelter, Elmore SPCA
13. North Country Animal Shelter (previously signed; renews 5/1/21)

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

Carried:

Resolution #7

RESOLUTION ESTABLISHING 2021 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:

2021 Mileage Reimbursement Rate \$.545 per mile

Motion by: _____ Second by: _____

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

Carried:

Resolution #8

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 Cabana and the Town Clerk/Tax Collector's accounts for 2021,

Motion by: _____ Second by: _____

Roll Call:		YES	NO
	Richard Barber, Jr.		
	Kregg Bruno		
	James Douglass		
	Mel Irwin		
	Brandy McDonald		

Carried:

Resolution #9

RESOLUTION NAMING THE OFFICIAL TOWN NEWSPAPER

BE IT RESOLVED that the Town of Peru names the Press Republican as its Newspaper of Record for 2021.

Motion by: _____ Second by: _____

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

Carried:

Resolution #10

A RESOLUTION ADOPTING THE 2021 PROCUREMENT POLICY FOR GOODS AND SERVICES.

Motion by: _____ Second by: _____

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,		
	Kregg Bruno		
	James Douglass		
	Mel Irwin		
	Brandy McDonald		

Carried:

TOWN OF PERU
2021 PROCUREMENT POLICY

ADOPTED: 1.11.21

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 the Town of Peru does hereby adopt the following procurement policies and procedures:

Section 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law. Every town officer, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Section 2. All purchases of (a) supplies or equipment which exceed \$20,000.00, in the fiscal year, or (b) public works contracts over \$35,000.00 shall be formally bid pursuant to General Municipal Law Section 103.

Section 3. All estimated purchases of:

- Greater than \$10,000.00 but no more than \$20,000.00 requires a written or faxed quote from three (3) vendors.
- Greater than \$1,000.00 but no more than 10,000.00 requires a written or faxed quote from two (2) vendors.
- Any amount up to \$1,000.00 is left to the discretion of the Purchaser.

Initial _____

All Estimated Public Works Contracts of:

- Greater than \$10,000.00 but no more than \$35,000.00 requires a written or faxed quote from three (3) contractors.
- Greater than \$5,000.00 but no more than \$10,000.00 requires a written or faxed quote from two (2) contractors.
- Any amount up to \$5,000.00 is to be left to the discretion of the Purchaser.

Any written request shall describe the desired goods, quantity and the particulars of deliver. The Purchaser shall compile a list of all vendors from whom written, or faxed quotes have been requested and the written, or faxed quotes.

All information gathered in complying with the procedures of this resolution shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Section 4. Notwithstanding the provisions of Section 2 herein, any purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) may be awarded on the basis of best value, as defined in section one hundred and sixty three of the state finance law, to a responsive and responsible bidder or offeror. Goods and services procured and awarded on the basis of best value are those that the Town Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; longer product life; product performance criteria and quality of craftsmanship.¹

Section 5. The Lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Section 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt(s) made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Section 7. Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies (See Section 7);

¹ This "Best Value" section was added to the Procurement Policy after the Town Board enacted Local Law Number 2 of 2014 pursuant to section 103(1) of the General Municipal Law.

- (c) Sole Source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from other governmental agency;
- (g) Goods purchased at auctions;
- (h) Goods purchased for less than \$1,000.00; and
- (i) Public Works Contract for less than \$5,000.00

Initial _____

Section 8. Items Not Subject to Competitive Bidding – For those items not subject to competitive bidding such as professional services, emergencies, purchases under State or County contracts or procurement from sole sources, documentation should include a memo to the files which details why the procurement is not subject to a competitive bidding and include

- A description of the facts giving rise to the emergency and that they meet the statutory criteria;
- A description of the professional services;
- Copies of state or county contracts;
- Opinions of municipal attorney;
- A description of sole source items and how such determinations were made.

Section 9. The definition of Town officer, department head or other personnel in this document is as follows.

- Supervisor;
- Highway Superintendent;
- Water/Sewer Superintendent;
- Code Officer;
- Town Clerk;
- Youth Director;
- Historian;
- Justices;

Department heads will use service contract agreements

Section 10. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon thereafter as is reasonably practicable.

Town of Peru by: _____
Brandy McDonald, Supervisor

Dated this 11th day of January, 2021.

Initial _____