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:** |  | **YES** | **NO** |
|  | **Kregg Bruno** | **x** |  |
|  | **James Douglass** | **x** |  |
|  | **Eric Duquette** | **Excused** |  |
|  | **Mel Irwin** | **x** |  |
|  | **Craig Randall** | **x** |  |

**Carried: 4 Ayes 0 Noes**

**Resolution- 25.01.13-2**

 **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 1st 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 1st Deputy Town Clerk/Tax Collector

18. Pamela Barber 2nd Deputy Town Clerk

19. Christine Crawford 3rd 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:** |  | **YES** | **NO** |
|  | **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

2nd & 3rd 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:** |  | **YES** | **NO** |
|  | **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:** |  | **YES** | **NO** |
|  | **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:** |  | **YES** | **NO** |
|  | **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:** |  | **YES** | **NO** |
|  | **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:** |  | **YES** | **NO** |
|  | **Kregg Bruno** | **x** |  |
|  | **James Douglass**  | **x** |  |
|  | **Eric Duquette** | **Excused** |  |
|  | **Mel Irwin** | **x** |  |
|  | **Craig Randall** | **x** |  |

**Carried: 4 Ayes 0 Noes**

**Resolution- 25.01.13-8**

**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:** |  | **YES** | **NO** |
|  | **Kregg Bruno** | **x** |  |
|  | **James Douglass** | **x** |  |
|  | **Eric Duquette** | **Excused** |  |
|  | **Mel Irwin** | **x** |  |
|  | **Craig Randall** | **x** |  |

**Carried: 4 Ayes 0 Noes**

**Resolution- 25.01.25-9**

 **RESOLUTION NAMING THE OFFICIAL TOWN NEWSPAPER**

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

**Motion by: Mr. Douglass Second by: Mr.Irwin**

|  |  |  |  |
| --- | --- | --- | --- |
| **Roll Call:** |  | **YES** | **NO** |
|  | **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:** |  | **YES** | **NO** |
|  | **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**