

TOWN OF PERU
2025 ORGANIZATIONAL MEETING

Resolution #1

RESOLUTION ESTABLISHING 2025 SALARY AND PAYMENT OF ELECTED OFFICIALS

MOTION BY: _____ **SECOND BY:** _____

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		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

Carried:

Resolution #2

RESOLUTION ESTABLISHING 2025 APPOINTEES

Motion by: _____ **Second by:** _____

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 | 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 | 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		
James Douglass		
Eric Duquette		
Mel Irwin		
Craig Randall		

Carried

Resolution #3

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

Motion by: _____

Second by: _____

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:	YES	NO
Kregg Bruno		
James Douglass		
Eric Duquette		
Mel Irwin		
Craig Randall		

Carried:

Resolution #4

RESOLUTIONS ESTABLISHING 2025 TOWN DEPARTMENT LIAISONS

Motion by: _____ **Second by:** _____

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		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

Carried:

Resolution #5

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

Motion by: _____ **Second by:** _____

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		
James Douglass		
Eric Duquette		
Mel Irwin		
Craig Randall		

Carried

Resolution #6

RESOLUTION APPROVING 2025 CONTRACTS

Motion by: _____ Second by: _____

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 *Tabled*
- 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) *Tabled.*
- 15. BHSN – EAS Services

Roll Call:		YES	NO
	Kregg Bruno		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

Carried:

Resolution #7

RESOLUTION ESTABLISHING 2025 TOWN OF PERU MILEAGE REIMBURSEMENT RATE

Motion by: _____ **Second by:** _____

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		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

Carried:

RESOLUTION DESIGNATING TOWN DEPOSITORIES

Motion by: _____ Second by: _____

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		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

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 2025.

Motion by: _____ **Second by:** _____

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

Carried:

Resolution #10

A RESOLUTION ADOPTING THE 2025 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>
	Kregg Bruno		
	James Douglass		
	Eric Duquette		
	Mel Irwin		
	Craig Randall		

Carried: