Village of Tupper Lake
Board of Trustees
Minutes

Date:	Monday, December 2, 2013	
Location:	Board Room	
Meeting:	Organizational Meeting	4:00-4:09 PM

At the Organizational Meeting of the Board of Trustees held this date, the following were present: Mayor Paul Maroun, Trustees Thomas Snyder, Leon LeBlanc, Richard Donah, David Maroun and Village Clerk/Treasurer Mary A. Casagrain.

Also present were News Reporters Mary Peryea and Shaun Kittle.

Call to Order and Agenda Established

Mayor Paul Maroun called the Organizational Meeting to order and established the agenda.

Pledge

Pledge of allegiance to the flag and a moment of silence and prayer for the safe return of missing teen Collin Gillis.

Oaths of Office

Oaths of Office were taken for Mayor Paul Maroun, Trustee Leon LeBlanc and Trustee Richard Donah.

Appointments of Office:

Mayor Paul Maroun read the appointments aloud and a motion was made by Trustee Maroun, seconded by Trustee Snyder to make the following appointments, resolutions, meeting dates, policy review and official undertakings:

- Appoint Leon LeBlanc **as Deputy Mayor** for the Village of Tupper Lake for 2013-2014 official year
- Appoint David Maroun **to oversee the Water/Sewer** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Paul Maroun to **oversee the Police Department** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Leon LeBlanc to **oversee the Office and Department of Public Works** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Richard Donah **to oversee the Fire and Park Departments and to serve as Economic Growth Facilitator** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Thomas Snyder **to oversee the Electric Department** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Mary A. Casagrain **as Village Clerk/Treasurer** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Kyle Fuller **as Deputy Village Clerk** for the Village of Tupper Lake for 2013-2014 official year at a stipend of $1,000.00 per year
- Appoint Jacqueline M. St. Louis **as Deputy Treasurer** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Nathan Race **as Village Attorney** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Leonard Young **as Acting Police Justice** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Ronald Simmons **as Public Health Officer** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Jon Kopp **as Village Historian** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Laurie J. Fuller **as Registrar of Vital Statistics** for the Village of Tupper Lake for 2013-2014 official year
- Appoint Mary A. Casagrain **as Records Access Officer** for the Village of Tupper Lake for 2013-2014 official year

(Carried 5-0)

Motion by Trustee LeBlanc, seconded by Trustee Snyder to make the following Official Undertakings:

Official Undertakings:

- Designates the Community Bank, N.A. and J.P. Morgan Chase Bank **as official depositories of and for all funds** for the Village of Tupper Lake for 2011-2012 official year
- Designate the Tupper Lake Free Press **as the official newspaper** and the Adirondack Daily Enterprise **if a timely need for publishing exist** for the Village of Tupper Lake for 2012-2013 official year
- Designates Paul O'Leary **as Official for Assessment and Property Tax Roll items** for the Village of Tupper Lake for 2013-2014 official year

(Carried 5-0)

Motion by Trustee LeBlanc, seconded by Trustee Snyder to make the following Official Meeting Dates:

Meeting Dates:

- Designate the Third Monday **of each month at 6:00 pm as the Regular Meeting of the Board of Trustees** for the Village of Tupper Lake for 2013-2014 official year
- Designate December 1st or the First Monday **in December as the Organizational Meeting of the Board of Trustees** for the Village of Tupper Lake for 2013-2014 official year.

(Carried 5-0)

Motion by Trustee LeBlanc, seconded by Trustee Snyder to make the following Policy Review resolution:

Policy Review:

Designate attached **Procurement Procedures / Price Quotes** as the current policy in effect.
Designate current **Board Policies** as the current policies in effect.
Establish reimbursement rate for mileage, it currently is .45 per mile.

(Carried 5-0)

Motion by Trustee Snyder, seconded by Trustee Donah to make the following Special Meetings resolution:

Resolutions to Adopt at Organizational Meeting:

- **WHEREAS** the Board of Trustees has determined **special meetings** can be called and held, and

  WHEREAS the Mayor alone or at least two Trustees acting together can call the meeting, and

  WHEREAS the news media and public will be given notice as soon as practicable after the calling of the special meeting

  NOW THEREFORE BE IT RESOLVED the Board of Trustees of the Village of Tupper Lake authorize special meetings, and

  THIS RESOLUTION shall take effect immediately.

  (Carried 5-0)

Motion by Trustee Snyder, seconded by Trustee Maroun to make the following Municipal Attendance resolution:

Municipal Attendance:

- ***WHEREAS*** there is to be during the coming year official meetings, conferences, workshops, and training sessions, and

  WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences, workshops, or training sessions benefits the municipality, and

  NOW THEREFORE BE IT RESOLVED the Board of Trustees of the Village of Tupper Lake shall hereby authorizes officers and employees to attend official meetings, conferences, workshops, and training sessions.

  THIS RESOLUTION shall take effect immediately.

(Carried 5-0)

Motion by Trustee Snyder, seconded by Trustee LeBlanc to make the following Advance Payments resolution:

Advance Payments:

- ***WHEREAS*** the Board of Trustees has determined to authorize payment(s) in advance of audit of claims for public utility services; postage; freight and express charges; and claims with discounts which would be lost, and

  WHEREAS all such claims shall be presented at the next regular Board of Trustees Meeting for audit, and

  WHEREAS the Village Clerk and Mayor who oversees the Village Office will review and sign all such claims at time of payment, and

  WHEREAS the claimant and officer(s) incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and

  NOW THEREFORE BE IT RESOLVED the Board of Trustees of the Village of Tupper Lake authorizes payment(s) in advance of audit of claims for public utility services; postage; freight and express charges; and claims with discounts which would be lost; and all such claims shall be presented at the next regular Board of Trustees Meeting for audit; and the Village Clerk and Mayor who oversees the Village Office will review and sign all such claims at time of payment; and the Claimant and officer(s) incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

  THIS RESOLUTION shall take effect immediately.

  (Carried 5-0)

Adjournment Motion by Trustee Snyder, seconded by Trustee LeBlanc to adjourn at 4:09 pm. (Carried 5-0)

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Mary A. Casagrain, Village Clerk/Treasurer