

Village of Tupper Lake
Annual Organizational Meeting
December 4, 2023
6:00 pm

1. Appointments of Office:

- Appoint Eric Shaheen as **Deputy Mayor** for the Village of Tupper Lake for 2023-2024 official year
- Appoint David Maroun to **oversee the Municipal Park** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Mary Fontana to **oversee the Police Department** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Leon LeBlanc to **oversee the Office and Department of Public Works Departments** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Jason McClain to **oversee the Fire and Water/Wastewater Departments** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Eric Shaheen to **oversee the Electric Department** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Mary A. Casagrain as **Village Clerk/Treasurer** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Kyle Fuller as **Deputy Village Clerk** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Melissa Dominie as **Deputy Village Treasurer** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Nathan Race as **Village Attorney** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Leonard Young as **Acting Police Justice** for the Village of Tupper Lake for 2023-2024 official year
- Appoint April McClain as **Public Health Officer** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Jon Kopp as **Village Historian** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Laurie J. Fuller as **Registrar of Vital Statistics** until December 31, 2023 and effective January 1, 2024 Mary Kay Strack as **Registrar of Vital Statistics** for the Village of Tupper Lake for 2023-2024 official year
- Appoint Mary A. Casagrain as **Records Access Officer** for the Village of Tupper Lake for 2023-2024 official year

2. Official Undertakings:

- Designates the Community Bank and Greene County Bank as the **official depositories for all funds** for the Village of Tupper Lake for 2023-2024 official year
- Designates the Tupper Lake Free Press as the **official newspaper** and the Adirondack Daily Enterprise if a **timely need for publishing exists** for the Village of Tupper Lake for 2023-2024 official year
- Designates Jessica Eggsware as **Official for Assessment and Property Tax Roll items** for the Village of Tupper Lake for 2023-2024 official year

3. Meeting Dates:

- Designate the Third Wednesday of each month as the **Regular Meeting of the Board of Trustees** for the Village of Tupper Lake for 2023-2024 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 2023-2024 official year, which ever falls first on a weekday

4. 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 mileage reimbursement rate at .54 per mile

5. 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 three 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.

6. 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.

7. 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.