Village of Tupper Lake
Board of Trustees
Minutes

Date:	Tuesday, December 3, 2019	
Location:	Board Room	
Meeting:	Organizational & Special Meeting	6:00-6:10 PM

At the Organizational Meeting of the Board of Trustees held this date, the following were present: Mayor Paul Maroun, Trustees Leon LeBlanc, Clint Hollingsworth, Ronald LaScala and Village Clerk/Treasurer Mary A. Casagrain.

Absent from the Organizational Meeting was Trustee David Maroun.

Also present were Electric Superintendent Michael Dominie and Electric Inventory Clerk Matthew Harris and News Reporter Dan McClelland.

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 Colin Gillis.

Oaths of Office

Oaths of Office were taken for Trustee Leon LeBlanc, Trustee Ronald LaScala and Mayor Paul A. Maroun.

Appointments of Office:

Mayor Paul Maroun read the appointments aloud and a motion was made by Trustee LaScala, seconded by Trustee Hollingsworth 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 2019-2020 official year
- Appoint Ronald LaScala **to oversee the Water/Sewer** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Paul Maroun **to oversee the Police Department** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Leon LeBlanc **to oversee the Office and Department of Public Works** for the Village of Tupper Lake for 2019-2020 official year
- Appoint David Maroun **to oversee the Fire and Park Departments** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Clint Hollingsworth **to oversee the Electric Department** for the Village of Tupper Lake for 2019 2020 official year
- Appoint Mary A. Casagrain **as Village Clerk/Treasurer** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Kyle Fuller **as Deputy Village Clerk** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Jacqueline M. St. Louis **as Deputy Village Treasurer** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Nathan Race **as Village Attorney** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Leonard Young **as Acting Police Justice** for the Village of Tupper Lake for 2019-2020 official year
- Appoint April McLain **as Public Health Officer** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Jon Kopp **as Village Historian** for the Village of Tupper Lake for 2019-2020 official year
- Appoint Laurie J. Fuller **as Registrar of Vital Statistics** for the Village of Tupper Lake for 2019-2020 official year

- Appoint Mary A. Casagrain **as Records Access Officer** for the Village of Tupper Lake for 2019-2020 official year

Official Undertakings:

- Designates the Community Bank, N.A. and Greene County Bank **as official depositories of and for all funds** for the Village of Tupper Lake for 2019-2020 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 2019-2020 official year
- Designates Paul O'Leary **as Official for Assessment and Property Tax Roll items** for the Village of Tupper Lake for 2019-2020 official year

Meeting Dates:

- Designate the Third Wednesday **of each month at 6:00 pm as the Regular Meeting of the Board of Trustees** for the Village of Tupper Lake for 2019-2020 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 2019-2020 official year, which ever falls first on a week day

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 .54 per mile

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.

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.

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 4-0)

Open Special Meeting	Mayor Paul A. Maroun called the Special Meeting to order and established the agenda.
USA Software Issues	Electric Superintendent Michael Dominie expressed the need for in-house programming for our Electric Inventory software. The current vendor USA Software isn't meeting all of our needs and we would like Electric Inventory Clerk Mr. Matthew Harris to work with out auditors with BST to create a program that would meet those needs. Motion by Trustee Hollingsworth, seconded by Trustee LaScala giving the Electric Department permission to explore another alternative to our existing vendor. (Carried 4-0)
Police Officer Civil Service Scores – Physical 2	Motion by Trustee LeBlanc, seconded by Trustee Hollingsworth giving Police Chief Eric Proulx permission to start the background and medical clearance of the candidates that are on our Civil Service listing for Police Officer immediately. (Carried 4-0)
Into Executive Session 11:00 am	Motion by Trustee LeBlanc, seconded by Trustee LaScala to enter Executive Session at 11:00 pm for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (Carried 4-0)
Exit Executive Session 11:19 am	Motion by Trustee Hollingsworth, seconded by Trustee LaScala to exit Executive Session at 11:19 am. (Carried 4-0)

Electric Superintendent

Salary Adjustment	Motion by Trustee Hollingsworth, seconded by Trustee LaScala to authorize a salary increase per hour for Mr. Michael Dominie equal to that given to his Electric Supervisor on October 16, 2019 retroactive to November 4, 2019. (Carried 4-0)
Adjournment	Motion by Trustee Hollingsworth, seconded by Trustee LaScala to adjourn at 11:20 am. (Carried 4-0)

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Mary A. Casagrain, Village Clerk/Treasurer