

**Village of Tupper Lake
Board of Trustees
Minutes**

Date: Monday, December 6, 2021
Location: Board Room
Meeting: Organizational
6:00-6:05 PM

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

Also present were News Reporters Dan McClelland and Aaron Cerbone (via ZOOM).

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.

Trustee Vacancy Appointment Mayor Maroun appointed Ronald LaScala to a one year term to fill the remaining term of former Trustee Clint Hollingsworth.

Welcome Back Shared Trustee David Maroun expressed how happy he was to be back and to help promote the Municipal Park through the summer as well as the winter and the snowmobile industry. Each board member expressed a welcome back to Trustee Maroun.

Public Health Officer Appointment Motion by Trustee LeBlanc, seconded by Trustee Maroun to appoint April McLain as Public Health Officer for the Village of Tupper Lake for 2020-2021 official year. (Carried 4-1, Trustee McClain “Abstained”)

Appointments of Office: Mayor Paul Maroun read the appointments aloud and a motion was made by Trustee LeBlanc, seconded by Trustee LaScala 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 2021-2022 official year
- Appoint Ronald LaScala to oversee the Water/Sewer Department for the Village of Tupper Lake for 2021-2022 official year
- Appoint Paul Maroun to oversee the Police Department for the Village of Tupper Lake for 2021-2022 official year
- Appoint Leon LeBlanc to oversee the Office and Department of Public Works for the Village of Tupper Lake for 2021-2022 official year
- Appoint Jason McClain to oversee the Fire Department for the Village of Tupper Lake for 2021-2022 official year
- Appoint David Maroun to oversee the Electric Department and the Municipal Park for the Village of Tupper Lake for 2021-2022 official year
- Appoint Mary A. Casagrain as Village Clerk/Treasurer for the Village of Tupper Lake for 2021-2022 official year
- Appoint Kyle Fuller as Deputy Village Clerk for the Village of Tupper Lake for 2021-2022 official year
- Appoint Melissa Dominie as Deputy Village Treasurer for the Village of Tupper Lake for 2021-2022 official year
- Appoint Nathan Race as Village Attorney for the Village of Tupper Lake for 2021-2022 official year

- Appoint Leonard Young as Acting Police Justice for the Village of Tupper Lake for 2021-2022 official year
- Appoint Jon Kopp as Village Historian for the Village of Tupper Lake for 2021-2022 official year
- Appoint Laurie J. Fuller as Registrar of Vital Statistics for the Village of Tupper Lake for 2021-2022 official year
- Appoint Mary A. Casagrain as Records Access Officer for the Village of Tupper Lake for 2021-2022 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 2021-2022 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 2021-2022 official year
- Designates Paul O’Leary as Official for Assessment and Property Tax Roll items for the Village of Tupper Lake for 2021-2022 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 2021-2022 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 2021-2022 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

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.

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 authorize 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 5-0)

Adjournment

Motion by Trustee LaScala, seconded by Trustee LeBlanc to adjourn at 6:05 pm. (Carried 5-0)

Mary A. Casagrain, Village Clerk/Treasurer