

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

Date: Monday, December 3, 2018
Location: Board Room
Meeting: Organizational & Special Meeting 9:00-9:20 AM

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

Also present was News Reporter Ian Roantree.

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 David Maroun and Trustee Clint Hollingsworth.

Appointments of
Office: Mayor Paul Maroun read the appointments aloud and a motion was made by Trustee Maroun, 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 2018-2019 official year
- Appoint Ronald LaScala to oversee the Water/Sewer for the Village of Tupper Lake for 2018-2019 official year
- Appoint Paul Maroun to oversee the Police Department for the Village of Tupper Lake for 2018-2019 official year
- Appoint Leon LeBlanc to oversee the Office and Department of Public Works for the Village of Tupper Lake for 2018-2019 official year
- Appoint David Maroun to oversee the Fire and Park Departments and to serve as Economic Growth Facilitator for the Village of Tupper Lake for 2018-2019 official year
- Appoint Clint Hollingsworth to oversee the Electric Department for the Village of Tupper Lake for 2018-2019 official year
- Appoint Mary A. Casagrain as Village Clerk/Treasurer for the Village of Tupper Lake for 2018-2019 official year
- Appoint Kyle Fuller as Deputy Village Clerk for the Village of Tupper Lake for 2018-2019 official year
- Appoint Jacqueline M. St. Louis as Deputy Village Treasurer for the Village of Tupper Lake for 2018-2019 official year
- Appoint Leonard Young as Acting Police Justice for the Village of Tupper Lake for 2018-2019 official year
- Appoint April McClain as Public Health Officer for the Village of Tupper Lake for 2018-2019 official year
- Appoint Jon Kopp as Village Historian for the Village of Tupper Lake for 2018-2019 official year
- Appoint Laurie J. Fuller as Registrar of Vital Statistics for the Village of Tupper Lake for 2018-2019 official year
- Appoint Mary A. Casagrain as Records Access Officer for the Village of Tupper Lake for 2018-2019 official year

Official Undertakings:

- Designate the Community Bank, N.A. And NY CLASS as official depositories of and for all funds for the Village of Tupper Lake for 2018-2019 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 2018-2019 official year
- Designates Paul O’Leary as Official for Assessment and Property Tax Roll items for the Village of Tupper Lake for 2018-2019 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 2018-2019 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 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)

Village Attorney
Appointment

Held

It was noted that we were going to hold the Village Attorney Appointment till a later date.

LGRMIF NYS
Archives 2018-19

Grant Motion by Trustee LeBlanc, seconded by Trustee Maroun to approve the following resolution to sponsor a Shared Services NYS Archives LGRMIF Application as follows:

Resolution No. 120318 B

**APPROVING SPONSORSHIP OF SHARED SERVICES
NYS ARCHIVES LGRMIF APPLICATION**

Whereas, the Village of Tupper Lake (Village) is desirous of submitting a grant application to the NYS Archives Local Government Records Management Improvement Fund (LGRMIF) for a comprehensive records inventory of municipal records, and

Whereas, the Town of Tupper Lake (Town) will partner with the Village for a shared services application for municipal records inventory, and

Whereas, the Village has the necessary resources to assist the partnering community by sponsoring a shared services LGRMIF application and act a lead applicant and fiscal agent for project implementation if grant funding is awarded, and

Whereas, the Town will reimburse the Village for fifty percent of the costs for consultant services to complete the LGRMIF application, and

Whereas, pursuant to LGRMIF guidelines, it is necessary that the lead agency: formally appoint a Records Management Officer (RMO), and formally adopt the appropriate records retention and disposition schedule.

Now, Therefore, Be it Resolved, that the Village of Tupper Lake does hereby authorize and direct its Mayor to appoint Mary A. Casagrain, Village Clerk/Treasurer as its RMO, adopt the MU-1 Records Retention and Disposition schedule for municipal government, and execute all LGRMIF paperwork required of a lead agency applicant. (Carried 5-0)

Technical Services

Agreement W/DANC

LGRMIF

Motion by Trustee LeBlanc, seconded by Trustee Maroun to authorize Mayor Maroun to execute a technical services agreement with Development Authority of the North Country for assistance in preparing and submitting a Shared Services Records Management Improvement Project with NYS LGRMIF as presented. (Carried 5-0)

RFP Archives

Consultant

Motion by Trustee LeBlanc, seconded by Trustee Maroun to authorize an advertisement to seek RFP's for Archive Consultant Services to help with defining the cost that would be needed to complete an archives inventory on our NYS LGRMIF application. (Carried 5-0)

AED Replacement

Needed PD

Trustee Maroun advised that one of our AED devices for the Police Department has failed and will be replaced in the coming week.

Multi-Use Trail

Reflective Tape

Needed

Trustee LaScala asked if the DPW would install some reflectors or reflective tape on the hand railings along the Multi-Use Recreation Trail in the coming days before the snowmobile season begins.

EMS Plaque

Authorization

Motion by Trustee Maroun, seconded by Trustee LaScala authorizing the PD to order the plaque naming the EMS Building after Mayor Paul A. Maroun. It was noted that Mark Picerno will place the order. (Carried 5-0)

Adjournment

Motion by Trustee LeBlanc, seconded by Trustee Maroun to adjourn the Special Meeting at 9:20 am. (Carried 5-0)

Mary A. Casagrain, Village Clerk/Treasurer