

**Village of Tupper Lake
Board of Trustees**

Minutes

Date: Monday, December 5, 2022
Location: Board Room
Meeting: Organizational
5:00-5:14 PM

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

Also present were Electric Superintendent Michael Dominic, Code Enforcement Officer Peter Edwards, Retired Meter Serviceman James Moody, Resident Stephen Weber, News Reporters Dan McClelland and Aaron Marbone (Via Zoom).

Call to Order and
Agenda Established Mayor Paul Maroun called the Organizational Meeting to order and established the agenda.

**Public Health Officer
Appointment**

Motion by Trustee Maroun, seconded by Trustee Shaheen to appoint April McLain as Public Health Officer for the Village of Tupper Lake for 2022-2023 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 Maroun, seconded by Trustee Shaheen 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 2022-2023 official year
- Appoint David Maroun to oversee the Water/Sewer Department and Municipal Park for the Village of Tupper Lake for 2022-2023 official year
- Appoint Paul Maroun to oversee the Police Department for the Village of Tupper Lake for 2022-2023 official year
- Appoint Leon LeBlanc to oversee the Office and Department of Public Works for the Village of Tupper Lake for 2022-2023 official year
- Appoint Jason McClain to oversee the Fire Department for the Village of Tupper Lake for 2022-2023 official year
- Appoint Eric Shaheen to oversee the Electric Department and the Municipal Park for the Village of Tupper Lake for 2022-2023 official year
- Appoint Mary A. Casagrain as Village Clerk/Treasurer for the Village of Tupper Lake for 2022-2023 official year
- Appoint Kyle Fuller as Deputy Village Clerk for the Village of Tupper Lake for 2022-2023 official year
- Appoint Melissa Dominic as Deputy Village Treasurer for the Village of Tupper Lake for 2022-2023 official year
- Appoint Nathan Race as Village Attorney for the Village of Tupper Lake for 2022-2023 official year
- Appoint Leonard Young as Acting Police Justice for the Village of Tupper Lake for 2022-2023 official year
- Appoint Jon Kopp as Village Historian for the Village of Tupper Lake for 2022-2023 official year
- Appoint Laurie J. Fuller as Registrar of Vital Statistics for the Village of Tupper Lake for 2022-2023 official year
- Appoint Mary A. Casagrain as Records Access Officer for the Village of Tupper Lake for 2022-2023 official year

- Permanently appoint Jane St. Louis as Clerk from the Franklin County Civil Service listing for the Village of Tupper Lake

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 2022-2023 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 2022-2023 official year
- Designates Paul O’Leary as **Official for Assessment and Property Tax Roll items** for the Village of Tupper Lake for 2022-2023 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 2022-2023 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 2022-2023 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 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 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 5-0)

Adjournment

Motion by Trustee LaScala, seconded by Trustee LeBlanc to adjourn at 5:14 pm. (Carried 5-0)

Mary A. Casagrain, Village Clerk/Treasurer