

AGENDA
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 12, 2026
5:00 PM

1. Call Meeting To Order
2. Pledge of Allegiance
3. Roll Call
4. **DISCUSSION/RESOLUTION:** Establishment of 2026 Salaries for Elected Positions.
5. **DISCUSSION/RESOLUTION:** Approval of 2026 Appointees.
6. **DISCUSSION/RESOLUTION:** Establishment of 2026 Appointee Salaries and Frequency of Payments
7. **DISCUSSION/RESOLUTION:** Establishment of Town Department Liaisons.
8. **DISCUSSION/RESOLUTION:** Establishment of 2026 Regular Town Board Meeting Dates and Times.
9. **DISCUSSION/RESOLUTION:** Approval of 2026 Contracts.
10. **DISCUSSION/RESOLUTION:** Establishment of 2026 Town Mileage Reimbursement.
11. **DISCUSSION/RESOLUTION:** Designation of Town Depositories.
12. **DISCUSSION/RESOLUTION:** Designation of Town Newspaper.
13. **DISCUSSION/RESOLUTION:** Town Procurement Policy.
14. **MOTION:** Adjourn Meeting

TOWN OF PERU
2026 ORGANIZATIONAL MEETING

Resolution #1

**RESOLUTION ESTABLISHING 2026 SALARY AND PAYMENT OF ELECTED
OFFICIALS**

MOTION BY: _____ **SECOND BY:** _____

BE IT RESOLVED that 2026 salaries for Town of Peru Elected Officials be set as follows:

| | |
|--------------------------|--------------------------------------|
| Town Council Members | \$9,639.00 /Annually, Paid Monthly |
| Town Supervisor | \$34,020.00/Annually, Paid Monthly |
| Town Clerk/Tax Collector | \$33,589.00/Annually, Paid Monthly |
| Town Justices | \$25,023.00/Annually, Paid Monthly |
| Highway Superintendent | \$78,029.00/Annually, Paid Bi-weekly |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|----------------------|-------------------|------------------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

Resolution #2

RESOLUTION ESTABLISHING 2026 APPOINTEES

MOTION BY: _____ SECOND BY: _____

BE IT RESOLVED that the following appointments for 2026 be made:

APPOINTMENTS

1. Courtney Tetrault
2. TBD
3. Pamela Barber
4. Christine Crawford
5. TBD
6. Judy Akey
7. Holly Stone
8. Andrew Bizga
9. Melvin Irwin
10. Pamela Barber
11. TBD
12. Carlene Heipel
13. James Falvo
14. James Francesconi
15. Garrett Mastic
16. Peter Stone
17. TBD
20. Helen Nerska
21. Kristen Marino
22. TBD
23. TBD
24. T'Chaka Sikelianos
25. Department Heads
26. Mike Farrell, Hwy. Supt.
28. Tyler Jarvis
29. Courtney Tetrault, Parks/W/S Supt.
30. Tyler Jarvis
31. Chad Frechette

POSITIONS

Water & Wastewater Treatment Plant Operator
Codes & Zoning Enforcement Officer
Confidential Secretary to the Town Board
Registrar of Vital Statistics
Deputy Registrar of Vital Statistics
Account Clerk/Receptionist
Clerk to the Town Justices
Part Time Clerk to the Town Justices
Deputy Supervisor
Budget Officer
Typist (Codes & Zoning Dept.)
Typist (Highway & Water/Sewer Dept.)
Zoning Board of Appeals Chairperson
Zoning Board of Appeals Vice Chairperson
Planning Board Chairperson
Planning Board Vice Chairperson
Deputy Town Clerk/Tax Collector
Town Historian
Recreation Director
Assistant Youth Director
Youth Commission Chairman
Dog Control Officer
Purchasing Agents General Fund
Purchasing Agent Highway Fund
Highway Foreman, Deputy Hwy. Supt.
Purchasing Agent Parks/Water/Sewer Funds
Deputy Hwy. Superintendent
W/S Foreman

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|------------|----------------------|------------|-----------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried

Resolution #3

**RESOLUTION ESTABLISHING 2026 SALARIES AND PAYMENT FREQUENCY FOR
TOWN OF PERU APPOINTEES**

MOTION BY: _____

SECOND BY: _____

BE IT RESOLVED that the following 2026 salaries and payment frequencies be set as follows:

| | |
|--------------------------------------|--------------------------------------|
| Water/Sewer Superintendent | \$80,465.77/Annually, Paid Bi-Weekly |
| Code/Zoning/Planning Officer | \$56,000.00/Annually, Paid Bi-Weekly |
| Confidential Secretary to the Board | \$60,227.45/Annually, Paid Bi-Weekly |
| Registrar of Vital Statistics | (Under Town Clerk) |
| Deputy Registrar of Vital Statistics | (Under Deputy Town Clerk) |
| Account Clerk/Receptionist | \$26.63/Hourly, Paid Bi-Weekly |
| Clerk to Town Justices | \$53,421.62/Annually/Paid Bi-Weekly |
| Part Time Clerk to the Town Justices | \$25.25/Hourly, Paid Bi-Weekly |
| Deputy Supervisor | \$1,759.00/Annually/Paid Monthly |
| Budget Officer | \$1,759.00/Annually/Paid Monthly |
| Typist - Codes/Zoning/Planning | \$19.15/Hourly, Paid Bi-Weekly |
| Typist - Highway & Water/Sewer | \$25.69/Hourly, Paid Bi-Weekly |
| Deputy Town Clerk/Tax Collector | \$2,100.00/Annually, Paid Bi-Weekly |
| Deputy Highway Superintendent | \$29.89/Hourly, Paid Bi-Weekly |
| Recreation Director | \$20,052.00/Annually, Paid Monthly |
| Assistant Recreation Director | \$3,183.00/Annually, Paid Seasonally |
| Dog Control Officer | \$13,836.00/Annually, Paid Monthly |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|----------------------|--|-------------------|------------------|
| Kregg Bruno | | | |
| Eric Duquette | | | |
| Mel Irwin | | | |
| Nick Weaver | | | |
| Craig Randall | | | |

Carried:

Resolution #4

RESOLUTIONS ESTABLISHING 2026 TOWN DEPARTMENT LIAISONS

MOTION BY: _____ **SECOND BY:** _____

BE IT RESOLVED that the following 2026 Town Board Liaison assignments are approved by the Town Board:

| | |
|------------------------------|-----------------------------|
| PLANNING/ZONING: | Mel Irwin & Nick Weaver |
| WATER/SEWER/PARKS: | Kregg Bruno & Eric Duquette |
| HIGHWAY: | Eric Duquette & Mel Irwin |
| YOUTH COMMISSION/RECREATION: | Nick Weaver & Kregg Bruno |
| LIBRARY: | Eric Duquette |
| DOG CONTROL OFFICER: | Mel Irwin |
| JUSTICE SYSTEM: | Craig Randall & Mel Irwin |
| AUDIT COMMITTEE: | Town Board |
| PERSONNEL COMMITTEE: | Craig Randall & Kregg Bruno |

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|--|-------------------|------------------|
| Kregg Bruno | | | |
| Eric Duquette | | | |
| Mel Irwin | | | |
| Nick Weaver | | | |
| Craig Randall | | | |

Carried:

Resolution #5

RESOLUTION ESTABLISHING 2026 REGULAR TOWN BOARD MEETING DATES AND STARTING TIMES.

MOTION BY: _____ **SECOND BY:** _____

BE IT RESOLVED that the following dates/times make up the 2026 Regular Town Board Meeting Schedule:

2026 REGULAR TOWN BOARD MEETING SCHEDULE

| | | |
|-----------|--------------------|----------|
| Monday | January 12, 2026 | 6:00 PM |
| Monday | January 26, 2026 | 6:00 PM |
| Monday | February 9, 2026 | 6:00 PM |
| Monday | February 23, 2026 | 6:00 PM |
| Monday | March 9, 2026 | 6:00 PM |
| Monday | March 23, 2026 | 6:00 PM |
| Monday | April 13, 2026 | 6:00 PM |
| Monday | April 27, 2026 | 6:00 PM |
| Monday | May 11, 2026 | 6:00 PM |
| Thursday | May 28, 2026 | 6:00 PM |
| Monday | June 8, 2026 | 6:00 PM |
| Monday | June 22, 2026 | 6:00 PM |
| Monday | July 13, 2026 | 6:00 PM |
| Monday | July 27, 2026 | 6:00 PM |
| Monday | August 10, 2026 | 6:00 PM |
| Monday | August 24, 2026 | 6:00 PM |
| Monday | September 14, 2026 | 6:00 PM |
| Monday | September 28, 2026 | 6:00 PM |
| Thursday | October 15, 2026 | 6:00 PM |
| Monday | October 26, 2026 | 6:00 PM |
| Monday | November 9, 2026 | 6:00 PM |
| Monday | November 23, 2026 | 6:00 PM |
| Monday | December 14, 2026 | 6:00 PM |
| Wednesday | December 30, 2026 | 10:00 AM |

| Roll Call: | YES | NO |
|----------------------|------------|-----------|
| Kregg Bruno | | |
| Eric Duquette | | |
| Mel Irwin | | |
| Nick Weaver | | |
| Craig Randall | | |

Carried

Resolution #6

RESOLUTION APPROVING 2026 CONTRACTS

MOTION BY: _____ **SECOND BY:** _____

BE IT RESOLVED that the Town Board gives approval for the Town Supervisor to sign the following contracts on behalf of the Town of Peru:

2026 ANNUAL CONTRACTS

1. JCEO of Clinton & Essex Counties
2. Clinton County Assessor (previously signed; renews 1/1/27)
3. Web Site Manager, Don McBrayer
4. Cleaning Service, Robert Crawford
5. Grant/Project Consultant, Elizabeth Tedford
6. Attorney for the Town. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
7. Attorney for the Town Planning & Zoning Dept. Firm: Favro Law, Atty. Matthew Favro (previously signed; auto-renewal)
8. Engineering/Consulting Services for Highway and Planning/Zoning Departments. Firm: Engineering Ventures Inc.
9. Accounting Firm: Boulrice & Wood CPS, P.C.
10. Peru Golden Apple Club
11. Animal Shelter, Elmore SPCA
12. Clinton County Health Dept., WIC Program (previously signed renews 10/1/26)
13. Clinton County Youth Bureau (Previously Signed)
14. Peru Free Library (not received yet)
15. BHSN – EAS Services (Previously Signed)

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|----------------------|-------------------|------------------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

Resolution #7

RESOLUTION ESTABLISHING 2026 TOWN OF PERU MILEAGE REIMBURSEMENT RATE

MOTION BY: _____ **SECOND BY:** _____

BE IT RESOLVED that employees of the Town of Peru using their personal vehicle for pre-approved official Town business will be reimbursed for such mileage as follows:

2026 Mileage Reimbursement Rate \$.585 per mile

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|----------------------|------------|-----------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

Resolution #8

RESOLUTION DESIGNATING TOWN DEPOSITORIES

MOTION BY: _____ SECOND BY: _____

BE IT RESOLVED that the TD Bank, Peru, New York, hereby is designated as the official depository for all Checking, Savings, and Town Reserve accounts of the Town Supervisor, Town Clerk/Tax Collector, Town Justice Thurber and Town Justice Mitchell's accounts for 2026,

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|------------|---------------|------------|-----------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

Resolution #9

RESOLUTION NAMING THE OFFICIAL TOWN NEWSPAPER

BE IT RESOLVED THAT THE TOWN OF PERU NAMES THE PRESS REPUBLICAN AS ITS NEWSPAPER OF RECORD FOR 2026.

MOTION BY: _____ **SECOND BY:** _____

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|----------------------|------------|-----------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

Resolution #10

A RESOLUTION ADOPTING THE 2026 PROCUREMENT POLICY FOR GOODS AND SERVICES.

MOTION BY: _____ **SECOND BY:** _____

WHEREAS, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement.

NOW, THEREFORE BE IT RESOLVED that the Town of Peru does hereby adopt the following procurement policies and procedures and that this Resolution shall take effect immediately.

| Roll Call: | | <u>YES</u> | <u>NO</u> |
|-------------------|----------------------|-------------------|------------------|
| | Kregg Bruno | | |
| | Eric Duquette | | |
| | Mel Irwin | | |
| | Nick Weaver | | |
| | Craig Randall | | |

Carried:

**TOWN OF PERU
2026 PROCUREMENT POLICY**

ADOPTED: 1.12.26

WHEREAS, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law or any other law; and the Town of Peru does hereby adopt the following procurement policies and procedures:

Section 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law. Every town officer, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Section 2. All purchases of (a) supplies or equipment which exceed \$20,000.00, in the fiscal year, or (b) public works contracts over \$35,000.00 shall be formally bid pursuant to General Municipal Law Section 103.

Section 3. All estimated purchases of:

- Greater than \$10,000.00 but no more than \$20,000.00 requires a **written or faxed quote from three (3) vendors**.
- Greater than \$1,000.00 but no more than 10,000.00 requires a **written or faxed quote from two (2) vendors**.
- Any amount up to \$1,000.00 is left to the discretion of the Purchaser.

Initial _____

All Estimated Public Works Contracts of:

- Greater than \$10,000.00 but no more than \$35,000.00 requires a written or faxed quote from three (3) contractors.
- Greater than \$5,000.00 but no more than \$10,000.00 requires a written or faxed quote from two (2) contractors.
- Any amount up to \$5,000.00 is to be left to the discretion of the Purchaser.

Any written request shall describe the desired goods, quantity and the particulars of deliver. The Purchaser shall compile a list of all vendors from whom written, or faxed quotes have been requested and the written, or faxed quotes.

All information gathered in complying with the procedures of this resolution shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Section 4. Notwithstanding the provisions of Section 2 herein, any purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) may be awarded on the basis of best value, as defined in section one hundred and sixty three of the state finance law, to a responsive and responsible bidder or offeror. Goods and services procured and awarded on the basis of best value are those that the Town Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; longer product life; product performance criteria and quality of craftsmanship.¹

Section 5. The Lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Section 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt(s) made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Section 7. Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;

¹ This "Best Value" section was added to the Procurement Policy after the Town Board enacted Local Law Number 2 of 2014 pursuant to section 103(1) of the General Municipal Law.

- (b) Emergencies (See Section 7);
- (c) Sole Source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from other governmental agency;
- (g) Goods purchased at auctions;
- (h) Goods purchased for less than \$1,000.00; and
- (i) Public Works Contract for less than \$5,000.00

Initial _____

Section 8. Items Not Subject to Competitive Bidding – For those items not subject to competitive bidding such as professional services, emergencies, purchases under State or County contracts or procurement from sole sources, documentation should include a memo to the files which details why the procurement is not subject to a competitive bidding and include

- A description of the facts giving rise to the emergency and that they meet the statutory criteria;
- A description of the professional services;
- Copies of state or county contracts;
- Opinions of municipal attorney;
- A description of sole source items and how such determinations were made.

Section 9. The definition of Town officer, department head or other personnel in this document is as follows.

- Supervisor.
- Highway Superintendent.
- Water/Sewer Superintendent.
- Code Officer.
- Town Clerk.
- Recreation Director.
- Historian.
- Justices.

Department heads will use service contract agreements

Section 10. Purchases made pursuant to and under this policy shall not be made through the use of personal funds, including, but not limited to personal credit cards, personal checks, or cash unless said purchase is authorized in advance by the Town Supervisor in writing. A purchase made pursuant to this article in a manner not authorized by this article, specifically by the use of personal funds, may not be reimbursed by the Town to the purchaser.

Section 11. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon thereafter as is reasonably practicable.

Town of Peru by: _____
Craig Randall, Supervisor

Dated this 12th day of January 2026.

Initial _____