

**Minutes of the Organizational Meeting of the Town Board of the Town of Mooers held
January 10, 2022 at the Mooers Office Complex commencing at 6:00 PM**

Present: Jeff Menard, Supervisor
Donald Perras, Councilperson
Randy LaCount, Councilperson
Irving Breyette, Councilperson
Councilperson Dragoon (present at 7pm)

Recording Secretary: Kelly L. McDonald, Town Clerk

Others Present: None

Absent: Kris Gilmore, Highway Superintendent

Meeting: Supervisor Jeff Menard called the Meeting to Order at 6:00PM. Supervisor Menard asked Mrs. Kelly McDonald to lead them in the "Pledge of Allegiance," which she did. Supervisor Menard explained the purpose of tonight's meeting is to do the 2022 organizational part of the year.

**RESOLUTION FOR 2022 APPOINTMENTS OF PEOPLE AND/OR BUSINESSES TO
REPRESENT THE TOWN OF MOOERS IN DAILY BUSINESS**

Whereas; at the beginning of every year people and/or businesses are appointed to aid the Town of Mooers in its daily operations, and

BE IT HEREBY RESOLVED THAT THE FOLLOWING PEOPLE AND/OR BUSINESSES BE APPOINTED TO AIDE THE TOWN OF MOOERS IN ITS DAILY OPERATION IN 2022,

Designated Newspapers	Plattsburgh Press Republican
Designated Bank	Community Bank, Champlain
Delegate to Association of Towns NYC	Jeff Menard
Alternate Delegate to AOT NYC	Donald Perras
Town Officials Expenses Paid for Attending AOT NYC	Yes
Budget Officer	Jeff Menard/Rena Bosley
Justices' expenses paid for attending school	Yes
Supt. of Highway expenses paid for attending school	Yes
Deputy Supervisor	Donald Perras
Dog Control Officer	Stacey Guerin
Town Historian appointment	Larry Marnes
Registrar Appointment	Kelly McDonald
Deputy Registrar Appointment	Jessica Bulriss
Secretary to the Supervisor	Rena Bosley
Code Enforcement Officer Appointed	Jason Poulin
Code Enforcement Officer's schooling paid	yes
Deputy Superintendent of Highway	Derrick McDonald
Chairman Mooers Youth Commission	Tyson Dumas
Attorney hire as needed	Matthew Favro
Court Clerk	Jessica Bulriss
Court Clerk schooling paid	yes
Deputy Court Clerk #1	Crystal Bulriss
Assessor	Larry Wolff

Motion: Councilperson LaCount

Seconded by: Councilperson Perras

Discussion: no

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)

Therefore; Supervisor Menard declared Resolution #1-2022 adopted.

DATED: January 10, 2022

RESOLUTION FOR 2022 BEAUTIFICATION COMMITTEE

Whereas; at the first meeting of the Town Board each year a Beautification Committee is appointed, and
BE IT HEREBY RESOLVED THAT THE FOLLOWING PEOPLE BE APPOINTED TO THE 2022 BEAUTIFICATION COMMITTEE

Bulriss, Crystal	236-7428/236-2511	Hawksby, Myrtle	236-7246
Lamberton, Beverly	236-5300/298-2411	McDonald, Kelly	332-7419
Sample, Scarlett	236-7759	Lloyd, Brandi	569-4792
Bulriss, Bruce	236-7428/236-2511	JoAnne, Troutman	N/A
Gilmore, Kris		Cardin, Coreena	President

Motion: Councilperson LaCount

Seconded by: Supervisor Menard

Discussion: none

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)

Therefore; Supervisor Menard declared Resolution #2-2022 adopted.

DATED: January 10, 2022

RESOLUTION FOR 2022 ZONING BOARD OF APPEALS ASSIGNMENTS

Whereas; each year at the January meeting the Town Board appoints a Zoning Board Committee, and BE IT HEREBY RESOLVED THAT THE FOLLOWING PEOPLE BE APPOINTED FOR THE 2022 ZONING BOARD COMMITTEE

John Gordon (Chairperson)	2023
Tony Roberts	2025
Jane Hitchcock	2026
Tim Neverett	2024
Mike Deneault	2025
Gary Cardin (Alt #1)	2024
Jerika Manning (Alt #2)	2024

Motion: Councilperson LaCount

Seconded by: Supervisor Menard

Discussion: no

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)

Therefore; Supervisor Menard declared Resolution #3-2022 is adopted.

DATED: January 10, 2022

RESOLUTION TO MAKE 2022 APPOINTMENTS TO EMS BOARD

Whereas; The Town of Mooers Board appoints three (3) persons to represent the Town of Mooers on the E.M.S Board, and

BE IT HEREBY RESOLVED THAT THE TOWN OF MOOERS APPOINT THE FOLLOWING PERSONS TO SERVE ON THE E.M.S BOARD FOR THE FOLLOWING TERMS

Bill Loudon	Expires 2026
Roger Favreau	Expires 2022
Steve Menard	Expires 2023

Motion: Councilperson LaCount

Seconded by: Supervisor Menard

Discussion: No

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon).

Therefore; Supervisor Menard declared Resolution #4-2022 adopted.

DATED January 10, 2022

RESOLUTION TO APPOINT 2022 BOARD OF ASSESSMENT REVIEW

Whereas; On Grievance Day the Town needs someone to listen to complaints property owners have regarding their assessments, and

Whereas; If the Town doesn't appoint a Board then the County has to come to listen to the complaints, and

BE IT HEREBY RESOLVED THE FOLLOWING PEOPLE BE APPOINTED TO SERVE ON THE BOARD OF ASSESSMENT REVIEW

David Kokes	October 2020 to September 2025
Michael Deneault	January 2019 to September 2024
Steve Bulriss	April 2019 to September 2024
Gary Cardin-Alternate	January 2021 to September 2026
Jerika Manning- Alternate	January 2021 to September 2026

Motion: Councilperson LaCount

Seconded by: Councilperson Breyette

Discussion: yes

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)
Therefore; Supervisor Menard declared Resolution #5-2022 adopted.
DATED: January 10, 2022

RESOLUTION TO SCHEDULE TOWN BOARD AND ZONING BOARD MEETINGS

Whereas; the Town is required to schedule meetings for the year 2022, and
BE IT HEREBY RESOLVED THAT THE TOWN BOARD WILL HOLD ITS REGULAR MEETINGS ON THE SECOND TUESDAY OF EACH MONTH COMMENCING AT 7PM. IF A SPECIAL BOARD MEETING IS NEEDED OR A REGULAR MEETING HAS TO BE CHANGED, A NOTICE WILL BE POSTED. A NOTICE OF SUCH WILL BE PUBLISHED IN THE LEGAL SECTION OF THE NEWSPAPER WHEN TIME ALLOWS.
ALL REGULAR MEETINGS OF THE 2022 ZONING BOARD COMMITTEE WILL BE HELD AS NEEDED ON THE THIRD TUESDAYS OF THE MONTH AT 7PM. NOTICE OF THESE MEETINGS WILL BE PUBLISHED IN THE LEGAL SECTION OF THE NEWSPAPER.
ALL MEETINGS ARE OPEN TO THE PUBLIC.

Motion: Councilperson Breyette

Seconded by: Councilperson Perras

Discussion: No

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)
Therefore; Supervisor Menard declared Resolution #6-2022 adopted.
DATED: January 10, 2022

RESOLUTION BY THE TOWN BOARD OF THE TOWN OF MOOERS TO AMEND DUTIES OF SUPERVISOR AS COVERED BY SECTION 5-18 OF TOWN LAW #125 WHICH READS AS FOLLOWS:

Whereas; the supervisor shall payout money only upon warrant, order or draft of the Town Clerk after allowance of the Town Board, and
THE SUPERVISOR SHALL WITHOUT PRIOR AUDIT MAKE PAYMENTS IN ADVANCE OF AUDIT OF CLAIMS FOR PUBLIC UTILITY SERVICES SUCH AS GAS, ELECTRIC, WATER, SEWER, FUEL OIL AND TELEPHONE SERVICES, AS WELL AS FOR POSTAGE, FREIGHT AND EXPRESS CHARGES [TOWN LAW 118 (2)]. CLAIMS FOR THESE PAYMENTS SHALL BE PRESENTED AT THE NEXT REGULAR MEETING FOR AUDIT. THE SUPERVISOR MAY ALSO OFFICIALLY BECOME SIGNATURE ON CHECKS. THE SUPERVISOR MAY ALSO MAKE DECISIONS WHERE NEEDED TO KEEP THE TOWN RUNNING UNTIL THE BOARD IS ABLE TO RECONVEYN.

Motion: Councilperson LaCount

Seconded by: Councilperson Breyette

Discussion: no

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)
Therefore; Supervisor Menard declared Resolution #7-2022 is adopted.
DATED: January 10, 2022

RESOLUTION FOR CHAMPLAIN-MOOERS JOINT SWIMMING PROGRAM AGREEMENT

Whereas; pursuant to section 422 of Executive Law, municipalities may establish youth bureaus, youth services, and other youth programs, and

Whereas; pursuant to General Municipal Law Articles 5G municipal corporations are authorized to enter into cooperative agreements, and

Whereas; The Champlain Joint Youth Program (Town of Champlain, Village of Champlain, and Village of Rouses Point) and the Town of Mooers wish to enter into such a cooperative agreement for the purpose of benefiting the youth swimming program of their respective municipalities, and also for the purpose of qualifying for state aid.

Therefore, Be It Resolved; The Town of Mooers agrees to enter into a joint swimming program agreement with The Champlain Joint Youth Program.

Motion: Councilperson Breyette

Seconded by: Councilperson Perras

Discussion: Yes

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)
Therefore; Supervisor Menard declared Resolution #9-2022 is adopted.
Dated: January 10, 2022

RESOLUTION FOR 2021 TOWN BOARD ASSIGNMENTS

Whereas; All Town Board Members are nominated each year for Committee Assignments, and
Whereas; The 2021 Committee Assignments have expired, and
BE IT HEREBY RESOLVED THAT THE FOLLOWING TOWN BOARD MEMBERS BE APPOINTED TOWN BOARD COMMITTEES FOR THE YEAR 2022

Highway	Randy LaCount 236-5742 & Donald Perras 236-6609
Fire Dept. Station #1	Irving Breyette & Jeff Menard 236-7552
Fire Dept. Station #2	Irving Breyette & Jeff Menard 236-7552
Zoning & Planning	Donald Perras 236-6609 & Randy LaCount 236-5742
Library	Irving Breyette & Donald Perras 236-6609
Dog Control	Randy LaCount 236-5742 & Irving Breyette
Youth Program	Ryan Dragoon & Jeff Menard 236-7552
Sidewalks	Ryan Dragoon & Randy LaCount 236-5742
Cemeteries	Ryan Dragoon & Jeff Menard 236-7552
Windmills	Randy LaCount 236-5742 & Jeff Menard 236-7552
Solar	Donald Perras 236-6609 & Jeff Menard 236-7552
Beautification	Irving Breyette & Ryan Dragoon
EMS	Donald Perras 236-6609 & Irving Breyette

Motion: Councilperson LaCount

Seconded by: Councilperson Breyette

Discussion: No

Whereas; the result of a Roll Call was 4 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Breyette), 0 NOES and 1 ABSENT (Councilperson Dragoon)

Therefore; Supervisor Menard declared Resolution #11-2022 adopted.

DATED January 10, 2022

Supervisor Menard made a motion to enter Executive Session at 6:17PM to discuss an employee issue. Councilperson Perras seconded the motion. All in favor (Councilperson Dragoon not present), the Board entered Executive Session.

At 7:22PM the Board returned. Councilperson Perras made a motion to exit Executive Session. Councilperson LaCount seconded the motion. All in favor.

**RESOLUTION GRANTING HIGHWAY SUPERINTENDANT PERMISSION
TO MAKE NECESSARY PURCHASES WITHOUT BOARD APPROVAL**

Whereas; The Highway Department needs to purchase items necessary for daily operations and are unable to wait for board approval

BE IT HEREBY RESOLVED PERMISSION BE GRANTED TO THE HIGHWAY SUPERINTENDENT THAT HE IS ALLOWED TO MAKE NECESSARY PURCHASES FOR DAILY OPERATIONS OF THE MOOERS HIGHWAY DEPARTMENT IN THE MAXIMUM AMOUNT OF \$2,000.00 WITHIN A 30 DAY PERIOD WITHOUT PRIOR BOARD APPROVAL WITH THE STIPULATION HE OR SHE PROVIDES RECIEPTS FOR AUDIT AT THE NEXT SCHEDULED BOARD MEETING, AND PROVIDES THE NECESSARY QUOTES PER THE TOWN'S 2022 PROCUREMENT POLICY.

Motion: Councilperson Breyette

Seconded by: Councilperson Perras

Discussion: yes

Whereas; the result of a Roll Call was 5 AYES (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Dragoon and Councilperson Breyette), and 0 NOES.

Therefore; Supervisor Menard declared Resolution #8-2022 is adopted.

DATED: January 10, 2022

RESOLUTION TO UPDATE PROCUREMENT POLICY FOR 2022

Whereas; As per General Municipal Law (GML) every Town must adopt internal policies and procedures as per GMC Section 103, and

Whereas; THIS POLICY SHALL BE REVIEWED ANNUALLY BY THE TOWN BOARD AT THE ORGANIZATIONAL MEETING,

BE IT HEREBY RESOLVED THE TOWN OF MOOERS UPDATE THE PROCUREMENT POLICY WITH THE FOLLOWING GUIDELINES:

#1 EVERY PROSPECTIVE PURCHASE OF GOODS AND/OR SERVICES SHALL BE EVALUATED TO DETERMINE THE APPLICABILITY OF GML

#2 ALL PURCHASES OF EQUIPMENT OR SUPPLIES TOTALING OVER \$20,000.00 OR PUBLIC WORKS CONTRACTS OVER \$35,000.00 IN THE FISCAL YEAR MUST BE FORMALLY BID PURSUANT TO GML, SECTION 103

#3A PURCHASES LESS THAN \$1,000.00 ARE LEFT TO THE DISCRETION OF THE PURCHASER; PURCHASES MORE THAN \$0 and LESS THAN \$1,000 NEED A REQUEST FORM; PURCHASES MORE THAN \$1,000.00 BUT LESS THAN \$2,000.00 REQUIRE 2 VERBAL QUOTES; PURCHASES MORE THAN \$2,000 AND LESS THAN \$10,000 NEED 2 WRITTEN QUOTES; ALL PURCHASES MORE THAN \$10,000.00 BUT LESS THAN \$20,000.00 REQUIRE A REQUEST FOR PROPOSAL AND WRITTEN QUOTES FROM MINIMUM OF 3 VENDORS

#3B ALL ESTIMATED PUBLIC WORKS CONTRACTS GREATER THAN \$20,000.00 BUT LESS THAN \$35,000.00 REQUIRES A REQUEST FOR WRITTEN QUOTES FROM A MINIMUM OF 2 VENDORS AND IF MORE THAN \$10,000.00 BUT LESS THAN \$20,000.00 REQUIRES WRITTEN PROPOSALS FROM MINIMUM OF 2 CONTRACTORS AND \$10,000.00 OR LESS REQUIRES AN WRITTEN PROPOSAL FROM AT LEAST 2 CONTRACTORS (ALL PROPOSALS SHALL DESCRIBE THE GOODS, QUALITY AND THE PARTICULARS OF DELIVERY) {ALL INFORMATION GATHERED WITH THE PROCEDURES SHALL BE PRESERVED AND FILED WITH THE DOCUMENTATION}

#4 THE LOWEST BID OR PROPOSAL SHALL BE AWARDED THE PURCHASE OR PUBLIC WORKS CONTRACT UNLESS A WRITTEN JUSTIFICATION IS PROVIDED AS TO WHY THE LOWEST WASN'T SELECTED AND THE FACTS SHALL BE FILED WITH THE PROPOSAL OR QUOTATIONS RECEIVED

#5 A GOOD FAITH EFFORT SHALL BE MADE TO OBTAIN THE REQUIRED NUMBER OF PROPOSALS OR QUOTATIONS (IF THE REQUIRED NUMBER CAN'T BE OBTAINED THE REASON SHALL BE ATTACHED TO THE FILE AS TO WHOM YOU APPLIED

#6 EXCEPT WHEN DIRECTED BY THE TOWN BOARD, NO SOLICITATION OF WRITTEN PROPOSALS OR QUOTATIONS SHALL BE REQUIRED UNDER THE FOLLOWING CIRCUMSTANCES:

- A) ACQUISITION OF PROFESSIONAL SERVICES
- B) EMERGENCIES
- C) SOLE SOURCE SITUATIONS
- D) GOODS PURCHASED FROM AGENCIES FOR THE BLIND OR SEVERLY HANDICAPPED
- E) GOODS PURCHASED FROM CORRECTIONAL FACILITIES
- F) GOODS PURCHASED FROM ANOTHER GOVERNMENTAL AGENCY
- G) GOODS PURCHASED AT AUCTIONS; OR
- H) GOODS PURCHASED ON STATE/COUNTY CONTRACTS

#7 THIS POLICY SHALL BE REVIEWED ANNUALLY BY THE TOWN BOARD AT THE ORGANIZATIONAL MEETING

Motion: Councilperson Perras

Seconded by: Supervisor Menard

Discussion: Yes

Whereas; the result of a Roll Call was 5 Ayes (Councilperson Perras, Councilperson LaCount, Supervisor Menard, Councilperson Dragoon and Councilperson Breyette) and 0 NOES.

Therefore; Supervisor Menard declared Resolution #10-2022 adopted.

DATED: January 10, 2022

The Board discussed the Committee to work on updating the Zoning Laws, this will be discussed at the January Regular Meeting.

Councilperson LaCount asked about the Cemetery Committee. There are 2 Board Members appointed to the cemeteries and Mrs. Vicki Brassard will also be on this to help with Cemeteries. The new Historic sign for Riverside Cemetery was delivered.

Adjourn: Councilperson Perras made a motion for the meeting be adjourned; Councilperson LaCount seconded the motion. All in favor. Thus, Supervisor Menard declared the motion carried. Meeting adjourned at 7:30 PM.

Respectfully Submitted,

Kelly L. McDonald, TOWN CLERK