

**TOWN OF SARANAC  
ORGANIZANIONAL BOARD MEETING  
January 5, 2026**

The meeting was called to order at 6:00 PM by the presiding officer at the  
Town of Saranac Town Hall

<u>MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
Timothy R. Napper, Supervisor	X	
Tracy Eggleston, Councilor	X	
Conner Perry, Councilor	X	
James Bassett, Councilor	X	
Josh Eggleston, Councilor	X	

Also in attendance: Ray Leduc, Louis Plante, Maitland Root, Julie Cane, Lisa Racette, Taylor Perry and Judge Lawton.

**Swearing in of Town Officials** – Judge Lawton attended the meeting to swear in Town Officials.

- 1. Pledge of Allegiance**
- 2. This meeting is being recorded.**
- 3. General Questions, Comments, Petitions from the Floor**

**Resolution 1-2026**

**Approval of Town Appointments – All in favor**

Motion by: Tracy Eggleston

Second by: Conner Perry

**Resolution 2-2026**

**Authorization for Supervisor to sign Standish Ambulance Contracts for Saranac Fire District- Morrisonville EMS Contract. – All in favor.**

Motion by: Tracy Eggleston

Second by: Conner Perry

**Resolution 3-2026**

**Approval of Supervisor to sign the contracts with BHSN, Cyber Security Insurance, JCEO, Adirondack Park Local Government Review Board. – All in favor.**

Motion by: Conner Perry

Second by: Tracy Eggleston

**Resolution 4-2026**

**Approval of Town Meeting Dates for 2026 – All in favor.**

Motion by: Tracy Eggleston

Second by: Conner Perry

**Resolution 5-2026**

**Approval of Mileage Rates for 2026- IRS mileage rate 72.5 cents/mile – All in favor.**

Motion by: James Bassett

Second by: Josh Eggleston

**Resolution 6-2026**

**Approval of Official Newspaper--- Press Republican and the SUN – All in favor.**

Motion by: Tracy Eggleston

Second by: Conner Perry

**Resolution 7-2026**

**Approval to pay postage/utility bills, credit cards, etc. on arrival (if necessary to avoid late fees) - All in favor.**

Motion by: James Bassett

Second by: Tracy Eggleston

**Resolution 8-2026**

**Approval of Official Bank--- Community Bank, NA and the use of NYCLASS for Town funds – All in favor.**

Motion by: Tim Napper

Second by: Josh Eggleston

**Resolution 9-2026**

**Resolution Authorization for Tracy Eggleston to sign & to process paperwork.**

**Motion by Tim, second by James.**

**ROLL CALL**

Tim Napper - aye

Tracy Eggleston -abstain

Conner Perry – aye

James Bassett – aye

Josh Eggleston – aye

**Resolution 10-2026**

**Approval of Procurement Policy as amended: - All in favor**

**Section 7 – Eliminate “purchases under state or county contracts”**

**Add Section 8 – Use of state or county contracts does not negate the responsibility of ensuring that the best practical price is obtained.**

**Add Section 10 – Failure to follow these guidelines may result in personal liability to the person authorizing the purchase.**

**Add Section 12 – Authorizing the Supervisor to eliminate purchases from suppliers as deemed necessary. – All in favor**

Motion by: James Bassett

Second by: Tracy Eggleston

**Resolution 11-2026**

**Approval of Employee Handbook--- All in favor**

Motion by: James Bassett

Second by: Tracy Eggleston

**Resolution 12-2026**

**Resolution for Delegate to Association of Towns –Authorization for James Bassett to attend the Association of Towns conference with Tracy Eggleston and Conner Perry as alternates. – All in favor.**

Motion by: Tracy Eggleston

Second by: Tim Napper

**4. Correspondence**

A.

B.

C.

**5. Supervisor's Report**

A. Website – Travis Ducatte has been working diligently on updating our website, at this point it is just about complete.

B. Review of Cash Balances - The Supervisor indicated our cash balance was down slightly, less than \$100,000 for the year. However, we did have two paid for trucks sitting in Harrisville waiting for equipment.

C. Inventory of assets – Discussion concerning if and how to proceed with an inventory. Ray LeDuc and Conner Perry will get together and check out what is at the garage and hopefully come up with a plan. This sparked a discussion of the use of the lower-level floor including the girl scout's storage area. Taylor Perry was in attendance to speak on behalf of the girl scouts; she indicated that although they do not use the building, they do use the supplies that are stored in the downstairs closet. She indicated they may be able to downsize a bit.

D. Pellet Furnace - It was noted on January 2<sup>nd</sup> that the temperature in the Town Hall was down to 46 degrees. We had previously talked about having a back-up heat source. As a short-term resolution it was decided we should get some sort of freeze alert for the Town Hall.

E. Conference Room – The plan is trying to get the rear corner room cleaned out to use as a conference room. We would be looking at moving files, pictures, tables etc. to the lower floor.

F.

- G.
- H.
- I.
- J.
- K.
- L.

**6. Highway**

A. Sand/ Salt building, inventory – Concern was expressed about the inventory of the sand/salt mixture in the building. Suggestions were made to make it a real priority for getting additional material in the building.

B. Equipment – Currently 5 of the 8 trucks are inoperable. There has been some discussion about acquiring a smaller truck that would not require a CDL driver.

C. Personnel – At this time, we are still shorthanded.

D. Communications – Our radio system is inadequate and an initial estimate of \$30,000 for a partial fix was deemed too high. A subsequent quote indicated that the system might be greatly improved for approx. \$10,000. A bazaar incident this morning resulted in a truck going through the mechanic's bay garage door under power. The preliminary estimate is \$9,200 to fix the door.

**7. Reports**

A. Town Clerk – **Resolution 13-2026 – Accept the Town Clerk's monthly report for the month of December 2025. Motion by Tracy, second by Tim. – All in favor.**

B. Water districts – Expect to have report at one of the next two meetings.

a. Redford- Issues with Generator Maintenance – Windover's will take a look.

b. Standish –

c. Saranac –

C. Town Crier –. Is out

D. Tax Collector –

E. Assessor –

F. Code Officer – Ray submitted an updated version as to what the procedure is when applying for a building permit.

G. Dog Control Officer –

H. Community Outreach program –

I. Building –

J. Historian –

K. Recreation -

a.

b.

c.

L. Capital projects –

**8. Resolution 14 -2026 -Authorization to Pay Audited Warrant dated January 5, 2026. Motion by Tracy, second by Conner – All in favor.**

9. Resolution 15 -2026 - Accept the minutes of the previous meeting dated December 15, 2025. Motion by Tracy, second by James – All in favor.
  
10. Resolution 16-2026 – Motion was made authorizing the Supervisor to order door parts from Overhead Doors not to exceed \$9,300. Motion by Tim, second by Tracy – All in favor.
  
11. Executive Session:
12. Other
  
13. Unfinished Business
  
14. New Business
  
15. Questions, Comments, Petitions from the Floor
  
16. Adjournment – @ 7:40 pm – Motion by Tracy, second by Conner – all in favor

Board Meeting January 27, at 6:00 PM at Town Hall  
Board Meeting February 24, at 6:00 PM at Town Hall

Respectfully submitted,

  
Debbie Pellerin  
Town Clerk