

ORGANIZATIONAL MEETING
January 2, 2026

Minutes of the Organizational Meeting held on the above date beginning at 5:00 p.m. in the Meeting Room of the North Elba Town Hall, 2693 Main Street, Lake Placid, New York.

Members Present: Supervisor Preston, Councilman Cummings Councilman Leon, Councilman Moulton,

Excused: Councilwoman Kilburn-Politi

Others Present: Jackie Kelley, Polly Doty, Derek Doty, Art Devlin, Sue Devlin, Lauren Leon, Finn Leon, Rowan Leon, Emily Moulton

Via Zoom: No one online.

Supervisor Preston, Councilmen Leon and Moulton were sworn in as newly elected Town Board members.

Being the Supervisor for the Town of North Elba was never part of my aspirations or on my bucket list. I am truly humbled to be sworn in and to serve in a position held by so many dedicated and respected leaders over the years. Although I ran unopposed, I am deeply grateful to the residents of the Town for placing their confidence and trust in me. That trust means a great deal and is a powerful reminder of just how special this community is.

Former Supervisor Derek Doty, through his leadership, friendship, and steadfast dedication to the Town of North Elba, has set a very high bar. I hope to carry forward that same spirit of service in the work we do together.

Welcome to our newly elected councilman, Jack Moulton. Looking ahead, I am excited to work alongside this capable and committed Town Council. Together, we will remain focused on what matters most: fiscal responsibility, strengthening our infrastructure, addressing the housing challenges facing so many, and continuing our close collaboration with the Village, ORDA, ROOST, and—most importantly—the residents who make North Elba such a remarkable place to call home.

Our community has always demonstrated what’s possible when people come together with purpose and pride. I am honored to be part of that spirit and eager to get to work on the opportunities ahead.

Thank you. It is truly a privilege to serve the people of the Town of North Elba.

Supervisor Preston presented the following Resolution of Congratulations and Appreciation to the Honorable Derek Doty.

WHEREAS Derek Doty served with distinction as a member of the Town of North Elba Town Council from 2003 to 2022, and as Supervisor of the Town of North Elba from 2022 to 2025.
And

WHEREAS, Derek Doty, being a self-proclaimed “workaholic,” and possesses rare characteristics of leadership and commitment to the public good and has demonstrated an extraordinary devotion of time and energy to the conduct of responsible government.
and

WHEREAS Derek Doty has contributed greatly to the betterment of Essex County, Town of North Elba and all its residents through hi 22 years of public service as Councilman and Supervisor of the Town of North Elba.
and

WHEREAS Derek has earned the respect of his colleagues and peers and is known throughout the County and the Town as a man of honor, dedication, ability and honesty.
and

WHEREAS Derek Doty represented the best interests of the Town of North Elba, skillfully addressing issues and concerns at the County seat, leaving his mark on the area, and he leaves his office with the Town and the County in a position of strength and will be missed.
and

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WHEREAS the Town of North Elba Town Council wishes to extend our appreciation to Derek for all of his contributions and accomplishments while serving the Town of North Elba

BE IT RESOLVED, that the Town of North Elba, this Board all employees of the Town of North Elba, hereby extend their deepest appreciation to Derek Doty for his outstanding, dedicated and exemplary public service to the People of Essex County specifically the Town of North Elba, we wish Derek the best of luck in his future endeavors.

May I have a motion to accept this Resolution.

Motion by: Councilman Cummings Seconded by: Supervisor Preston
This resolution was unanimously approved.

Supervisor Preston opened the Organizational meeting of the Town Board by asking everyone to stand for the Pledge of Allegiance.

2026 RESOLUTION OF COMMITMENT

As we welcome the New Year, let us also be thankful for the accomplishments and progress made over the past several years. Let us continue with the same focus, discipline, and fiscal responsibility that have guided our decisions and strengthened our community. Please take a moment to recognize the dedication of this Town Board and the tremendous work they do on many important issues.

Looking to the future, we remain committed to advancing a Master Plan for the Showgrounds and Athletic Fields, fully operationalizing our agreement with ORDA, continuing the pursuit of an additional water supply for the State and Federal prisons, strengthening our partnership with the Food Pantry, supporting BETA and childcare initiatives, and implementing multiple upgrades to our Town's infrastructure. Equally vital is maintaining our position as a global destination for sports enthusiasts and travelers of all kinds. I would like to acknowledge and show my appreciation for our long-standing, productive relationships with local organizations such as ORDA and ROOST. I am optimistic that our partnership with the Village of Lake Placid will continue to strengthen as we work together through shared services and maintain close collaboration with the Mayor, Village Board, and Village administration. I would also be remiss not to acknowledge Mr. Brad Hathaway of the DPW, whose outstanding cooperation with the Town is sincerely appreciated.

I would also like to express my sincere appreciation to former Supervisor Derek Doty for his leadership, friendship, and unwavering dedication to the Town of North Elba. His commitment has set a high standard, and I hope to carry that same spirit of service forward. Additionally, my thanks go to Ken and Shannon Porter, who—through their work in the Highway Department and Transfer Station—tackle countless projects beyond the scope of their regular responsibilities.

And so, with the arrival of the New Year, I, Richard Preston, Supervisor for the Town of North Elba, do hereby declare 2026 a year of continued opportunity and challenge. Let us work together toward the common goal of making the Town of North Elba an affordable, safe, and enjoyable place to live. I am forever proud of our Town employees, and I look forward, with confidence, to the work ahead, knowing we will meet every challenge responsibly and together.

Respectfully,
Supervisor Rick Preston

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1. An **Agenda setting meeting** will be held on the first Tuesday of the month at 3:30 p.m.. The **regular meeting** of the Town Board of the Town of North Elba be held on the **second Tuesday of each month** at 5:30 p.m. in Lake Placid, except for the months of July and September at which time they will be held at the North Elba Town House in Saranac Lake, New York. A public **workshop meeting** with department heads will also be held in Lake Placid on the **last Wednesday of each month** at 3:30 p.m. The Town Board reserves the right to remotely hold all Town meetings. Meeting dates subject to change due to unforeseen circumstances.
2. Rules of order governing the Town of North Elba are cited pursuant to Section 63 of Town Law allowing any Board member (including the Supervisor) to bring a motion, and second a motion before said motion comes to a vote.
3. That **Councilwomen Emily Kiburn-Politi** be appointed at the pleasure of the Supervisor to the position of Deputy Supervisor with the power to sign all checks of the Town of North Elba and preside over all meetings and functions during the absence or inability to act of the Supervisor.
4. That the Supervisor of the Town of North Elba (or in the absence of the Supervisor's, the Deputy Supervisor, shall have the authority to perform the functions and duties necessary when the Town Board is not in session; and the Supervisor or the Deputy Supervisor, shall report such actions to the Town Board at the next regularly scheduled meeting *or may*. In the event a District related issue involves a matter that could require a policy determination by the Board as a whole or-require commitment or expenditure of funds not previously approved and authorized, a special meeting of the governing Board will be called.
5. That the Town Board approve the recommendation of **Laurie Curtis Dudley** Town Clerk/ Registrar.
6. That **Amy Schuler** be appointed as Budget Officer for the Town of North Elba, the North Elba Park District and all Special Districts and to perform electronic banking transactions for accounts payable and all payroll functions as well as having the authorization to sign checks if the Supervisor and Deputy Supervisor are unavailable.
7. That **Mark Schachner** and the law firm of Miller, Mannix, Schachner & Hafner are hereby appointed as the Attorney for the Town.
8. That **Todd Anthony** be appointed as the Sole Assessor for the Town of North Elba to maintain the Town and Village tax assessments.
9. That the Board appoints **Adrienne Relyea** as Clerk to the Supervisor.
10. **Karen Fountain** be named as Town Historian.
11. That **Adrienne Relyea** be appointed as Human Resource Administrator.
12. That **Darci Whitney** and **David Wright** serve as the Town's Building Code Inspectors with the function of overseeing building inspections, fire codes and enforcement actions in the Town of North Elba and Village of Lake Placid.
13. That **Timothy Smith, Esq.** be appointed as the attorney for the Joint Review Board and Planning Commission and shall also fill in for the attorney for the Zoning Board of Appeals in all instances where there is a conflict or if said attorney is unable to attend a particular meeting. The compensation for such services shall not exceed **\$13,375.80** per year plus appropriate health insurance benefits. In the event of a conflict, the law firm of Miller, Mannix, Schachner & Hafner shall fill in.

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14. That **Barry Sears** be appointed as the Clerk of the Review Board and the Zoning Board of Appeals.

15. That **Amberly Rounds** and **Chris Fadden** act on behalf of the Town of North Elba as Animal Control Officers pursuant to local law and be appointed as Town Constables.

16. That **Jeremy Freeman** appointed as the Park District Manager.

May I have a motion to accept items 1-16 as read. Councilman Cummings moved, and Councilman Moulton seconded the motion. There being no further discussion the motion was unanimously carried.

Supervisor Preston then continued to read the Organizational procedures:

17. That the following Town Board Committee appointments, as recommended by the Supervisor, be approved for 2026:

- a. **Lake Placid Village/SL Village Liaisons** - Councilman Leon/Councilwoman Kilburn-Politi
- b. **Highway/Landfill/Airport** - Councilman Cummings/Councilman Moulton
- c. **Fire Dept./Hospital/Ambulance** - Councilman Cummings/Councilman Moulton
- d. **North Country C.C./School District** - Councilman Leon /Councilwoman Kilburn-Politi
- e. **Park District** - Councilwoman Kilburn-Politi /Councilman Moulton
- f. **BTI Program** - Councilman Leon
- g. **Labor Relations/Employee Policies/Finance** - Councilman Cummings
- h. **Building/Codes Office/Zoning/ STR/Assessor** - Councilwoman Kilburn-Politi
- i. **ORDA** –Councilwoman Kilburn-Politi

18. That the Town of North Elba continues as a member of the New York State Association of Towns.

19. That **Supervisor Preston** be the delegate and that **Councilwoman Kilburn Politi** be the alternate to the Association of Towns and further authorizing the attendance of any Board members or appropriate others and the payment of their “actual or necessary” expenses for said meetings as authorized by State Law.

20. That **Councilwoman Kilburn Politi** and **Councilman Leon** be representatives of the North Elba Town Youth Commission.

21. That the National Bank & Trust, Adirondack Bank, Community Bank, and the Champlain National Bank be recognized as official depositories of the Town of North Elba funds.

22. That the Lake Placid News and the Adirondack Daily Enterprise be designated as the official newspapers of the Town of North Elba.

23. That salaries and wages of all Town employees be set forth in accordance with Section 27 of Town Law.

24. That the Town Clerk be empowered in the absence of the Supervisor and/or Town Board to open all competitive bids, record same and report to the Town Board.

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25. That the County Board of Ethics serves as the appropriate body for the determination and adjudication of all Town ethical issues.
26. That all travel expenses (including mileage) must be itemized and/or logged and/or documented before payment. That the mileage allowances for official Town business be set as to align with the IRS Standard Mileage rate.
27. A petty cash fund of \$200.00 be established for the Town Clerk Office.
28. A petty cash fund of \$200.00 be established for the collection of taxes by the Town Clerk's office.
29. The use of any town credit cards be done so subject to the provisions of the Town credit card policy.
30. That **Councilwoman Kilburn-Politi** be appointed to serve as North Elba's liaison to the Lake Placid/ North Elba Development Commission and its relevant sub-committees.
31. That **Jeremy Freeman** be appointed as North Elba's representative for Essex County Youth Board.

May I have a motion to accept items #18 through #32 as read. Councilman Cummings moved and Councilman Moulton seconded the motion. There being no further discussion the motion was unanimously carried.

Supervisor Preston then continued reading the Organizational procedures.

32. That the Town Superintendent of Highways be authorized to purchase materials and equipment not to exceed \$7,000 without prior approval of the Town Board.
33. Authorize the payment in advance of claims for utility services, postage, freight, fire protection, express charges and statutory debt.
34. That the hiring and firing of all Town, Park District and Highway employees in accordance with the Policy Manual and/or by statute.
35. The Town of North Elba shall provide for the defense and indemnification of Town employees who may be sued for acts or omissions in their official capacities as provided by Section 18 of the Public Officers law and the Town of North Elba Local Law of 1980.
36. That the Supervisor be empowered to execute and sign all contracts and agreements for services on behalf of the Town of North Elba.
37. That the Supervisor is authorized to file a copy of the Annual Report of the Town ninety (90) days after the close of the 2025 fiscal year and may cause the Clerk to publish a summary of the same.
38. That all appropriation accounts of the Town of North Elba, the North Elba Park District and all special districts be encumbered and such balances carried forward to the 2026 appropriations for the purpose of paying the 2025 amounts encumbered.
39. That the Board approve the investment policies and procedures of the Town Investment Policy suggested by the Office of the State Comptroller of New York.
40. That all monies received by the Town Clerk as Tax Collector shall be deposited within 72 hours of the receipt at an official depository of the Town of North Elba.

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41. That all monies be invested in interest bearing accounts at any and all times when possible.
42. That the bills for audit be either certified or notarized.
43. That there shall be a charge of \$20.00 on each check tendered as payment to the Town which is returned for insufficient funds pursuant to General Municipal Law, Section 85.
44. That the Supervisor, in consultation with the North Elba Town Board, shall utilize the services of the Essex County Resources Department for grant writing assistance, as needed.
45. That the approved minutes of any regular meeting or special meetings of the Town Board will be posted on the Town website.
46. That all Municipal Officers and Employees be held accountable for any actions pursuant to Article 18 of the General Municipal Law, Section 805-a, relative to conflicts of interest and/or the disclosure of confidential information.
47. That the Town of North Elba has approved a Sexual Harassment Policy that shall pertain to all Town employees, appointed officials, representatives and elected officials.

May I have a motion to accept items #33 through #47 of the Organizational procedure as read. Councilman Cummings moved, and Councilman Leon seconded the motion. There being no further discussion, the motion was unanimously carried.

48. Procurement Policy

Whereas: Section 104-b of the General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law; and WHEREAS, comments have been solicited from these officers of the Town involved with procurement; NOW, THEREFORE, be it RESOLVED, that the Town of North Elba does hereby adopt the following procurement policies and procedures.

Guideline 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every Town Officer, Board, Department Head or other personnel with the requisite purchasing shall estimate the cumulative amount of the items of supply of equipment needed in a fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely year 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 purchasing activity.

Guideline 2: All purchases of a) supplies or equipment which will exceed **\$20,000.00** in the fiscal year or b) public works contracts over **\$35,000.00** shall be formally bid, pursuant to GML 103.

Guideline 3: All estimated purchases of:

- **Over \$20,000 – formal bidding and legislative approval pursuant to GML § 103.**
- Less than **\$20,000.00**, but greater than **\$10,000.00** require a written request for a proposal (RFP) and written/fax/email quotes from three vendors.

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- Less than **\$10,000.00**, but greater than **\$1,000.00** requires an oral request for the goods and oral/fax/email quotes from two vendors.
- Less than **\$1,000.00** are left to the discretion of the purchaser.

All estimated public work contracts of:

- **Over \$35,000 – formal bidding and legislative approval pursuant to GML § 103.**
- Less than **\$35,000.00** but greater than **\$20,000.00** requires a written RFP and fax/email proposals from three contractors.
- Less than **\$20,000.00** but greater than **\$3,000.00** requires a written RFP and fax/email proposals from two contractors.
- Less than **\$3,000.00** but greater than **\$-0-** are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/email oral quotes have been requested, and the written/fax/email oral quotes offered.

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

Guideline 4: The lowest responsible bidder 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 the judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5: A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempts made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 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. Procurement of insurance requires two quotations, verbal or written.
- c. Sole source situation.
- d. Goods purchased from agencies for the blind or severely handicapped.
- e. Goods purchased from correctional facilities.
- f. Goods purchased from another governmental agency.
- g. Goods purchased at auction.
- h. In case of public emergency or the life, health or safety of Town inhabitants.
- i. Utility bills and postage.

Guideline 7: This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter is reasonably practicable.

May I have a motion to accept the Procurement Policy. Motion: moved by Councilman Cummings. Councilman Moulton seconded the motion as presented. There being no further discussion, the motion was unanimously carried.

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Supervisor Preston stated there is no further business to come before this Organizational meeting.

May I have a motion to adjourn the Organizational Meeting. Motion: moved by Councilman Cummings. Councilman Moulton seconded the motion. The Organizational Meeting adjourned at 5:30 pm.

Respectfully submitted,

Laurie Curtis Dudley
Town Clerk