

ORGANIZATIONAL MEETING
@ The Russell Town Hall at 6:00 pm
And regular meeting to follow
01/17/2017

PRESENT:

Supervisor Best
Councilor White
Councilor Kerr
Councilor Burnham –arrived @ 5:55 PM
Councilor Whiteford
Superintendent White
Town Clerk Eells

GUESTS

Bobby Knox
Mike Solon
Jack White
Henry Leader
Larry Denesha
Rodney Bristol
Harvey Thomas

The meeting was called to order at 5:32 Pm by Supervisor Best
A motion was made by Councilor Whiteford and seconded by Councilor Kerr to enter into executive session at 5:33 pm to discuss the employment history of a particular employee.

Ayes -4 White, Best, Whiteford, Kerr

Nays -0 Motion carried

A motion was made by Councilor White and seconded by Councilor Whiteford to exit executive session at 6:35 Pm

Ayes – 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

Supervisor Best stated there was no action taken at this time.

Regular meeting was called to order by Supervisor Best.

Pledge

PUBLIC DISCUSSION: Nothing from galley

LEGISLATURE REPORT: Larry Denesha

- Good news; Don Chambers got the funding to replace the Russell bridge for 2019. Has not been engineered yet so will report when I know more.
- Bad news; sales tax revenue is less than budgeted. Not sure how much Russell will be impacted.
- Henry Leader was appointed as legislature for District 5.
- We interviewed a candidate for Risk Manager last night we will extend an offer; it will benefit the Towns and county.
- At our Organizational meeting Kevin Acres was elected to Vice Chair.
- We have a meeting in Albany on January 24th.
- The Governor is discussing more micro management of counties.

- I was able to share the work Russell did on the Ash Borer on ash trees with the environmental task force.

A motion was made by Councilor Whiteford and seconded by Councilor White to accept the legislature report as presented.

Ayes -5 White, Burnham, Best, Whiteford, Kerr
 Nays – 0 Motion carried

ACCEPTANCE OF THE MINUTES:

A motion was made by Councilor Whiteford and seconded by Councilor White to accept the minutes from 12/20/2016 and 12/28/2016 as presented by the Town Clerk.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr
 Nays – 0 Motion carried

TOWN CLERK REPORT: 01/17 /2017

December Report:

8 dog licenses	44.00
Hunting licenses commission	2.49
0 Marriage License Comm.	.00
0 Certified copies	.00
0 Building permits	.00
0 Impoundment fee	.00
Fax and copy money	.00
<u>Revenue to supervisor:</u>	<u>\$46.49</u>
<u>Disbursed amounts:</u>	
Ag & Market (spay, neuter program)	12.00
NYS Department of Health	.00
<u>Decals</u>	<u>42.51</u>
Total Disbursed	\$101.00

A motion was made by Councilor Whiteford

Seconded by Councilor White

To accept the clerk Report as presented

Ayes- 5 White, Burnham, Best, Whiteford, Kerr

Nays- 0 Motion carried

BALL FIELD REPORT:

- Supervisor Best stated that the highway men put the sand bags out for the ice rink Larry will pick up the plastic for the rink.

SUPERVISOR REPORT: Robert Best

1. Financial Reports

- The details of all income and expense transactions for December 2016 have been filed with the Town Clerk.

- The account balances as of 12/31/2016 for the General Fund, Highway Fund, Capital Improvement Fund, and St. Lighting Funds have been filed with the Town Clerk.

2. The NYS Judicial Court System has awarded the Town \$5,392 for repairs on the Court House. I congratulate Judge Friot for his work in obtaining the grant. top priority is for a new roof on the north roof of the court house. Other exterior work can be done depending on the amount of money left after the roof is finished.

3.

RESOLUTION # 1 Budget Modification

A motion was made by Councilor Burnham and seconded by Councilor Kerr to authorize the supervisor to do the following budget modifications:

- Increase A1110.4 (court, contractual) by \$5,392
- Increase A3021 (court facilities revenue from NYS) by \$5,392

Ayes - 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

Supervisor Best stated the board got a copy of a letter from the Association of Towns.

A motion was made by Councilor Burnham and seconded by Councilor White to accept the supervisors report as presented.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

FIRE DEPARTMENT REPORT: Harvey Thomas

- We had a Chicken BBQ and it went well we will try and have another one in March.
- We had a few calls
- The Christmas decorations are down and we got 4 new ones.

RESOLUTION # 2 Street lights at ball field

A motion was made by Councilor Kerr and seconded by Councilor Whiteford

Therefore, the Russell town board authorizes the installation of street lights at the entryway of the ball field and down in front of the play ground near the empty lot.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

HIGHWAY REPORT: Larry White

Most of our time has been spent on snow and ice removal. The only issue we had was 1 truck off on the Hatch road with no damage.

We have placed the sand bags at the ball field for the ice rink.

We have removed trees on the Forbes, Dutton and Tooley Pond roads.

We have picked up the 2009 Mack we purchased from Plattsburg and are working on a set of sand screens for it.

We picked up our loader from Syracuse and returned the County loader to them on 1/13/17. We thank the St. Lawrence County Highway Superintendent Don Chambers for the use of theirs.

We completed our first Aide & CPR cases on 01/09.

This has been a busy month with some long hours at times and I thank the men for a job well done.

A motion was made by Councilor White and seconded by Councilor Burnham to accept the HWY Superintendent report as presented

Ayes – 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

HIGHWAY COMMITTEE REPORT:

- We went over the new plow truck
- Went over the end of the year finances
- We went over the loader
- No bids came in for the pick up that was put out for bids so it will be scraped out.

HORSE TRAIL REPORT: David Whiteford

- I have a meeting on January 25th with the DEC in Potsdam; Bonnie Howard, Rhonda Thompson and I will attend.

BLUEWAY TRAIL REPORT:

- I was sent the map in a email it came in 12 pages I want to take it to Commercial Press and have it copied into one sheet and have it posted somewhere in the Town Hall.
- There is a meeting on January 30th.

A motion was made by Councilor White and second by Councilor Kerr to accept the report as presented.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr

Nays – 0 Motion carried

RESOLUTION # 3 Audit of Bills

A motion was made by Councilor Whiteford and seconded by Councilor White to authorize paying the following bills.

Year 2016 Vouchers

Fund	Vouchers	Total
General	1 – 4	\$485.54
Highway	1 – 6	\$5,257.25
Capital Improvements - Street Lights	1	<u>740.93</u>
	total:	\$6,483.72

Year 2017 Vouchers

Fund	Vouchers	Total
General	5 – 29	\$67,338.24
Highway	7 - 14	14,322.50
Capital Highway Improvements - 1		\$73,000.00

Fire Protection
Street Lights -

Grand Total \$161,144.46

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

OLD BUSINESS:

NEW BUSINESS:

RESOLUTION # 4 * Agreement to spend Town Highway Funds

A motion was made by Councilor White and seconded by Councilor Whiteford
THEREFORE, the Russell Town Board authorizes the Highway Superintendent
to sign the Agreement To Spend Town Highway Funds on 80.54 miles of roads
in the sum of \$218,488.00.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr
Nays – 0 Motion carried

RESOLUTION # 5 * Signing Letter of Engagement with Pinto, Mucenski, Hooper
Van House & Co.

A motion was made by Councilor Whiteford Seconded by Councilor Kerr
Therefore, The Russell Town Board authorizes the supervisor to sign the letter of
understanding with Pinto-Mucenski-Hooper Van House & Co. to do the Audit of
the 2016 books. Cost not to exceed \$8,600.00.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr
Nays - 0 Motion carried

ORGANIZATIONAL MEETING:

RESOLUTION # 6 RULES of PROCEEDURES:

A motion was made by Councilor Burnham seconded by Councilor Kerr
to adopt Parliamentary Law as defined by Robert’s Rules of Order, as the rules
of procedure, with the following adaptations:

A. New York State Law supercedes parliamentary law a conflict between
New York State Law will be resolved in favor of New York State Law.

B. Time limit per speaker shall be five minutes per speech unless previously
changed for a particular item or motion at the beginning of debating the item or
motion.

C. Any citizen of the Town of Russell may participate in the debate of an
agenda or item motion which has been introduced and seconded by elected
members of the Board, and accepted by the Supervisor/Chairperson. Citizens
participating in the debate are subject to these rules of procedures, except they
may not second or vote on an amendment or other Question put to vote.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 7 OFFICIAL NEWSPAPER:

A motion was made by Councilor White and seconded by Councilor Whiteford naming the St. Lawrence Plaindealer and the Watertown Times as the official newspapers for the Town of Russell for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 8 DOG CONTROL OFFICER:

A motion was made by Councilor Burnham and seconded by Councilor Kerr appointing Jack White as the Dog Control Officer for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 9 CODE ENFORCEMENT OFFICER CONTRACT:

A motion was made by Councilor Kerr and seconded by Councilor Whiteford to allow the supervisor to sign a contract with Alton (Ike) Guyette as the Code Enforcement Officer for the Town of Russell at the salary of \$ 9,266 for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 10 REGULAR MEETINGS:

A motion was made by Councilor Whiteford and seconded by Councilor White to hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 11 BANK DEPOSITORY:

A motion was made by Councilor Burnham and seconded by Councilor White naming the depository for the Supervisor the NBT Bank and the Community Bank in Hermon as the depository for the Town clerk/Tax Collector for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 12 INSURANCE CARRIER:

A motion was made by Councilor Burnham and seconded by Councilor White naming Rose & Keirnan Insurance Company as the Town's Insurance Company Agent for the year 2017

Ayes-5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 13 REGISTRAR OF VITAL STATISTICS:

A motion was made by Councilor Whiteford and seconded by Councilor White to appoint Tess Eells as the Registrar of Vital Statistics for the year 2017 with her salary being \$297.00.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion Carried

RESOLUTION # 14 SECOND NOTICES:

A motion was made by Councilor Kerr and seconded by Councilor Whiteford to make the following resolution:

WHEREAS, section 987 of the Real Property Law provides for the Tax Collector to mail a second notice to each owner of real property upon which taxes remain unpaid on the currant tax roll to which his or her warrant relates to, and

WHEREAS, the governing body of the Town of Russell may adopt by resolution providing for the expense of mailing out such notice with an additional penalty of not more than \$2.00 chargeable against such parcel,

THEREFORE, the Town of Russell approves the penalty of \$1.00 to be charged against each parcel requiring the second notice.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 15 ATTORNEY:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr appointing Henry Leader as the Town Attorney for the year 2017 with the salary of \$ 180.00 per hour.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 16 MILEAGE:

A motion was made by Councilor Kerr and seconded by Councilor White to set the mileage at .55 cents per mile for the year 2017.

Ayes-5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion Carried

RESOLUTION # 17 DEPUTY SUPERVISOR

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to establish the position of Deputy Supervisor. The town Supervisor has 5 days to appoint a person to this position at the amount of \$208.00 for 2017.

Ayes-5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 18 DEPUTY HIGHWAY SUPERINTENDENT

A motion was made by Councilor Kerr and seconded by Councilor White to authorize the Highway Superintendent to appoint a Deputy Highway Superintendent for 2017 at the pay of fifty cents (.50) per hour.

Ayes – 5 White, Burnham, Best, Whiteford, Kerr
Nays – 0 Motion carried

RESOLUTION # 19 SALARIES:

A motion was made by Councilor Whiteford and seconded by Councilor White to set the salaries of all elected and non-elected officials as follows for 2017:

SUPERVISOR: \$9,742 - Robert Best
DEPUTY SUPERVISOR -\$208.00 – Sandy Burnham
CLERK/TAX COLLECTOR: \$26,485– Tess Eells
HIGHWAY SUPERINTENDENT: \$47,381- Larry White
DEPUTY HIGHWAY SUPERINTENDENT: fifty cents (.50) per Hour Sid Bristol
MUNICIPAL JUDGE: \$ 10,477 – Terry Friot
BOARD MEMBERS (each) \$1,743 – Charlie Kerr, Timothy White, Sandy Burnham and David Whiteford
ASSESSOR: \$16,236 – Amy Hunt
BOOKKEEPER: \$5,553- Brenda Hale
DCO: \$4,320 – Jack White
HISTORIAN: \$1,093 – Stacie Hale
REGISTRAR of VITAL STATISTICS: \$297- Tess Eells
CEO: \$9,266 – Ike Guyette
BUDGET OFFICER: \$2,662 – Robert Best
DEPUTY TOWN CLERKS: \$ 11.25 per hour –Sandy Tyo & Shammie Robinson
CUSTODIAN WORKER: \$ 11.32 per hour - Sid Bristol Jr. & Darryn Dygert
COURT CLERK: \$ 11.65 per hour – Erin Whitmarsh
TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader
Ayes-5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 20 CEMETARY CONTRACTS:

A motion was made by Councilor Burnham and seconded by Councilor Kerr to allow the supervisor to sign the cemetery contracts with the North Russell and South Russell Cemeteries, in the amount of \$500.00 each for the purpose of the up keep on the veteran's graves for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 21 DOG FACILITY CONTRACT:

A motion was made by Councilor White and seconded by Councilor Whiteford to authorize the supervisor to enter in to a contract with Jack White for the care of

strays and abandoned dogs found by Jack White as part of the duties as dog control officer. The Town of Russell shall pay Jack White \$2,436 for the care of strays and abandoned dogs for the Town of Russell for the year 2017.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 22 IMPOUNDMENT FEE FOR 2017:

A motion was made by Councilor White and seconded by Councilor Whiteford to set the impoundment fees for 2017 as \$10.00 first offence and \$20.00 for the second offence and doubling with each occurring offense.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 23 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Whiteford and seconded by Councilor Burnham **Whereas**, North Country LIFE FLIGHT, Inc. is a not-for-profit, tax exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the medical portion utilizing the New York State Police helicopter based in Saranac Lake and private fixed-wing aviation resources, and

Whereas, the New York State Police aviation resources do not provide a medically trained team or medical equipment for patient transports, and

Whereas, the people of Clinton, Essex, Franklin, Hamilton and St. Lawrence counties receive a vital emergency medical service which is free of charge to critically ill and seriously injured patients, and therefore municipal governments are asked to pledge monies for this worthwhile program,

Now, Therefore, Be It Resolved, that the Town Board of the Town of Russell hereby authorizes the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc. for the purpose of operating the medical component of the medevac program, which will serve its residents and visitors, and paying the amount of \$200.00 which represents the Town's share for 2017, and be it

Further Resolved, that the sum of \$200.00 is hereby appropriated to account No: A3989.4 for payment to North Country LIFE FLIGHT, Inc.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 24 ADOPT A SENIOR CITIZEN EXEMPTION:

A motion was made by Councilor Burnham and seconded by Councilor White to leave the senior citizens exemption at \$10,000.00- 15,700.00 sliding scales of 20% for the year 2017 assessment rolls.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 25 COMPENSATION FOR BOARD OF ASSESSMENT

REVIEW:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to set the compensation rate for the assessment review board for the year 2017.

Chairman: \$150.00 (per year)

Reg. members: \$150.00(per year.)

Misc. reimbursed expenses of .55 @ mile for mileage

Ayes- 5 White, Burnham, Best, Whiteford, Kerr

Nays- 0 Motion carried

SUPERVISOR'S APPOINTMENTS (committees)

DEPUTY SUPERVISOR: Sandy Burnham

THEATRE COMMITTEE: Brenda Hale, Tess Eells, Doug Beachard, Bobby Knox, Ellie Beeler, Reggie Lapoint, Tom Daly, Allie Fox

AUDIT: Bob Best, Sandy Burnham

HIGHWAY COMMITTEE: Larry White, Tim White, Charlie Kerr

DEPUTY HIGHWAY SUPERINTENDENT: Sid Bristol

HORSE & TRAIL COMMITTEE: David Whiteford

BLUEWAY TRAIL COMMITTEE: David Whiteford

BALL FIELD COMMITTEE: Matt Scott, Tom O'Brien, Harvey Thomas, Shammie Robinson, Larry Rowe and Tammy Carlin

EMERGENCY PREPAREDNESS COMMITTEE: Harvey Thomas, Larry white

DEPUTY TOWN CLERK/COLLECTOR OF TAXES/REGISTRAR: Tess Eells the Town Clerk: appoints Sandy Tyo & Shammie Robinson as her Deputy Clerks and Sandy Tyo as sub registrar

RESOLUTION # 26 ADOPTING THE STANDARD WORKDAY AND REPORTING RESOLUTION FOR 2017

A motion was made by Councilor Whiteford

And seconded by Councilor Kerr

Be It Resolved, that the Town of Russell hereby establishes the following as (6) six hour standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body. The List is on display at the Town Clerk Office.

Ayes- 5 White, Burnham, Best, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 27 Official Undertaking of Municipal Officers

The Town Board of the Town of Russell approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution on January

17, 2017 a Motion was made by Councilor Whiteford and seconded by Councilor White.

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and **NOW, THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Russell approve the document entitled “Town of Russell Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance: and **BE IT FURTHER RESOLVED** that said Official Undertaking containing the notarized signatures of those named as municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties. I, Teresa L. Eells, Clerk of the Town of Russell, County of St. Lawrence, State of New York, Do hereby certify that the above is true and exact copy of resolution duly passed by the Russell Town Board held on January 17, 2017
Ayes – 5 White, Burnham, Best, Whiteford, Kerr
Nays – 0 Motion carried

RESOLUTION # 28 Contract with Edwards Knox School for sand

A motion was made by Councilor Whiteford
Seconded by Councilor Kerr
To authorize the Supervisor to sign a agreement between the Town of Russell and Edwards –Knox Central School through its Highway Department to provide sand for use in the parking lots for the 2017 winter season, for the sum of one dollar(\$1.00)as and for the compensation of this service.
Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 29 Review the Procurement Policy

A motion was made by Councilor Whiteford
And seconded by Councilor White
WHEREAS, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2017.
Ayes- 5 White, Burnham, Best, Whiteford, Kerr
Nays-0 Motion carried

Supervisor best stated the town lawyer suggests increasing the amounts some time.

ADJOURNMENT:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to adjourn the meeting at 7:40 PM

Ayes-5 White, Burnham, Best, Whiteford, Kerr

Nays-0 Motion carried

Respectfully submitted by Tess Eells/ Russell Town Clerk