

**ORGANIZATIONAL MEETING
@ The Russell Town Hall at 6:00 pm**

01/09/2018

PRESENT:

Supervisor White
Councilor Kerr
Councilor Burnham
Councilor Whiteford
Highway Superintendent White
Tess Eells/ Town Clerk

GUESTS

Jack White
Tom Robinson
Brenda Hale

The meeting was called to order at 6:00 PM by Supervisor White

Pledge

ORGANIZATIONAL MEETING:

RESOLUTION # 1 RULES of PROCEEDURES:

A motion was made by Councilor Whiteford seconded by Councilor Burnham 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- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 2 OFFICIAL NEWSPAPERS:

A motion was made by Councilor Burnham and seconded by Councilor Kerr naming the St. Lawrence Plaindealer and the Watertown Times as the official newspapers for the Town of Russell for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 3 DOG CONTROL OFFICER:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr appointing Jack White as the Dog Control Officer for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 4 CODE ENFORCEMENT OFFICER CONTRACT:

A motion was made by Councilor Whiteford and seconded by Councilor Burnham 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 \$9,498 for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 5 REGULAR MEETINGS:

A motion was made by Councilor Kerr and seconded by Councilor Whiteford to hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2018.

Ayes- 4 Burnham, Best, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 6 BANK DEPOSITORIES:

A motion was made by Councilor Burnham and seconded by Councilor Kerr 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 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 7 INSURANCE CARRIER:

A motion was made by Councilor Burnham and seconded by Councilor Kerr naming Rose & Keirnan Insurance Company as the Town's Insurance Company Agent for the year 2018

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 8 REGISTRAR OF VITAL STATISTICS:

A motion was made by Councilor Kerr and seconded by Councilor Whiteford to appoint Tess Eells as the Registrar of Vital Statistics for the year 2018 with her salary being \$305.00.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 9 SECOND NOTICES:

A motion was made by Councilor Whiteford and seconded by Councilor Burnham 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- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 10 TOWN ATTORNEY:

A motion was made by Councilor Burnham and seconded by Councilor Whiteford appointing Henry Leader as the Town Attorney for the year 2018 with the salary of \$ 180.00 per hour.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 11 MILEAGE:

A motion was made by Councilor Burnham and seconded by Councilor Whiteford to set the mileage at .55 cents per mile for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 12 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 \$213.00 for 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays-0 Motion carried

RESOLUTION # DEPUTY HIGHWAY SUPERINTENDENT

A motion was made by Councilor and seconded by Councilor to authorize the Highway Superintendent to appoint a Deputy Highway Superintendent for 2018 at the pay of fifty cents (.50) per hour.

Ayes –

Nays –

- Highway superintendent stated that Bob budgeted for it to be \$1.00 an hour. The Board does not remember it being discussed at budget time.

TABLED UNTIL NEXT MEETING

RESOLUTION # SALARIES:

A motion was made by Councilor _____ and seconded by Councilor _____ to set the salaries of all elected and non-elected officials as follows for 2018:

- SUPERVISOR: \$9,986 - Timothy White
- DEPUTY SUPERVISOR -\$213.00 –
- CLERK/TAX COLLECTOR: \$27,147– Tess Eells
- HIGHWAY SUPERINTENDENT: \$48,566- Larry White
- DEPUTY HIGHWAY SUPERINTENDENT: fifty cents (.50) per Hour Sid Bristol
- MUNICIPAL JUDGE: \$ 10,739 – Terry Friot
- BOARD MEMBERS (each) \$1,787 – Charlie Kerr, Sandy Burnham and David Whiteford, (_____)
- ASSESSOR: \$16,642 – Amy Hunt
- BOOKKEEPER: \$6,830- Brenda Hale
- DCO: \$4,428 – Jack White
- HISTORIAN: \$1,120 –
- REGISTRAR of VITAL STATISTICS: \$305- Tess Eells
- CEO: \$9,498 – Ike Guyette
- BUDGET OFFICER: \$2,729 – Timothy White
- DEPUTY TOWN CLERKS: \$ 11.53 per hour –Sandy Tyo & Shammie Robinson
- CUSTODIAN WORKER: \$ 11.60 per hour - Sid Bristol Jr. & Darryn Dygert
- COURT CLERK: \$ 11.94 per hour – Erin Whitmarsh
- TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader

Ayes-
Nays-

TABLED UNTIL NEXT MEETING

RESOLUTION # 13 CEMETARY CONTRACTS:

A motion was made by Councilor Whiteford 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 2018.

Ayes-
Nays-

RESOLUTION # 14 DOG FACILITY CONTRACT:

A motion was made by Councilor Burnham and seconded by Councilor Kerr 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 \$2,497 for the care of strays and abandoned dogs for the Town of Russell for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

- Jack presented the board with a letter from the Ogdensburg SPCA

RESOLUTION # 15 IMPOUNDMENT FEE FOR 2018:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to set the impoundment fees for 2018 as \$10.00 first offence and \$20.00 for the second offence and doubling with each occurring offense.

Ayes- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 16 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr **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 2018, 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- 4 Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 17 ADOPT A SENIOR CITIZEN EXEMPTION:

A motion was made by Councilor Burnham and seconded by Councilor Kerr to leave the senior citizens exemption at \$10,000.00- 15,700.00 sliding scales of 20% for the year 2018 assessment rolls.

Ayes- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 18 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 2018.

Chairman: \$150.00 (per year)

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

Misc. reimbursed expenses of .55 @ mile for mileage

Ayes- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion Carried

SUPERVISOR'S APPOINTMENTS (committees)

DEPUTY SUPERVISOR: Brenda Hale

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

AUDIT: Tim White & Sandra Burnham

HIGHWAY COMMITTEE: 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: Larry White, Greg Given

DEPUTY TOWN CLERK/COLLECTOR OF TAXES/REGISTRAR: Tess Eells the

Town Clerk: appoints (Sandy Tyo & Shammie Robinson as her Deputy Clerks)

RESOLUTION # 19 ADOPTING THE STANDARD WORKDAY AND REPORTING RESOLUTION FOR 2018

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- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 20 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 9, 2018 a Motion was made by Councilor Whiteford and seconded by Councilor Kerr.

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 09, 2018

Ayes – 4 Burnham, White, Whiteford, Kerr
Nays – 0 Motion carried

RESOLUTION # 21 Contract with Edwards Knox School for sand

A motion was made by Councilor Burnham
Seconded by Councilor Whiteford

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 2018 winter season, for the sum of one dollar(\$1.00)as and for the compensation of this service.

Ayes- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 22 Review the Procurement Policy

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

WHEREAS, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2018.

Ayes- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

BAN RESOLUTION: # 23

A motion was made by Councilor Whiteford and seconded by Councilor Kerr **Therefore**, The Russell Town Board authorizes the supervisor to pay \$22,913.56 to NBT Banking for the Elevator/ Lift BAN; \$21,500.00 BAN and \$1,413.56 interest.

Ayes – 4 Burnham, White, Whiteford, Kerr
Nays - 0 Motion carried

RESOLUTION # 24 Ogdensburg SPCA

A motion was made by Councilor Whiteford and seconded by Councilor Kerr **Therefore**, the Russell Town Board authorizes the use of the Ogdensburg SPCA as a last resort to take stray dogs from the Town of Russell that we are unable to get placed in one of our rescue groups at a cost of \$25.00 per dog.

Ayes – 4 Burnham, White, Whiteford, Kerr
Nays – 0 Motion carried

RESOLUTION # 25 Appointment for councilor seat

A motion was made by Councilor Whiteford and seconded by Supervisor White to appoint Tom Robinson to the unfilled term of Tim White for Councilor

Ayes – 2 Whiteford, White
Nays – 2 Burnham, Kerr not carried

A motion was made by Councilor Kerr and seconded by Councilor Burnham to appoint Tomarah Averill to fill the unfilled term of Tim White for Councilor seat until the November 2018 election.

Ayes – 2 Burnham, Kerr
Nays – 1 Whiteford
Motion Carried

- Brenda asked what she is to do for next payroll for deputy highway superintendent; she is to keep it at .50 for now.

ADJOURNMENT:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to adjourn the meeting at 6:35 PM

Ayes- 4 Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

Respectfully submitted by Tess Eells/ Russell Town Clerk

