

**ORGANIZATIONAL MEETING**  
**@ The Russell Town Hall at 6:00 pm**  
**Regular Meeting to follow**

**01/15 /2019**

**PRESENT:**

Supervisor White  
Councilor Kerr – absent  
Councilor Burnham  
Councilor Whiteford-absent  
Highway Superintendent White  
Tess Eells/ Town Clerk  
Councilor Averill

**GUESTS**

Bobby Knox  
Larry Denesha  
Morris Jeffries  
Alice Hance  
Jack White

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

**PLEDGE:**

Supervisor White handed Sandy Burnham a 2% check from the state for the Russell Fire department in the amount of \$1520.33.

**ORGANIZATIONAL MEETING:**

**RESOLUTION # 1      RULES of PROCEEDURES:**

A motion was made by Councilor Averill 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- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 2      OFFICIAL NEWSPAPERS:**

A motion was made by Councilor Burnham and seconded by Councilor Averill naming the St. Lawrence Plaindealer and the Watertown Times as the official newspapers for the Town of Russell for the year 2019.

Ayes- 3      Averill, Burnham, White

Nays-0      Motion carried

**RESOLUTION # 3      DOG CONTROL OFFICER:**

A motion was made by Councilor Burnham and seconded by Councilor Averill appointing Jack White as the Dog Control Officer for the year 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 4      CODE ENFORCEMENT OFFICER CONTRACT:**

A motion was made by Councilor Averill 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 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 5      REGULAR MEETINGS:**

A motion was made by Councilor Burnham and seconded by Councilor Averill to hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 6      BANK DEPOSITORIES:**

A motion was made by Councilor Burnham and seconded by Councilor Averill 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 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 7      INSURANCE CARRIER:**

A motion was made by Councilor Averill and seconded by Councilor Burnham naming Rose & Keirnan Insurance Company as the Town's Insurance Company Agent for the year 2019

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 8      REGISTRAR OF VITAL STATISTICS:**

A motion was made by Councilor Averill and seconded by Councilor Burnham to appoint Tess Eells as the Registrar of Vital Statistics for the year 2019 with her salary being \$305.00.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 9      SECOND NOTICES:**

A motion was made by Councilor Burnham and seconded by Councilor Averill 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 current 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- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 10      TOWN ATTORNEY:**

A motion was made by Councilor Burnham and seconded by Councilor Averill appointing Henry Leader as the Town Attorney for the year 2019 with the salary of \$ 180.00 per hour.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 11      \* MILEAGE:**

A motion was made by Councilor Burnham and seconded by Councilor Averill to set the mileage at .55 cents per mile for the year 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 12      DEPUTY SUPERVISOR**

A motion was made by Councilor Burnham and seconded by Councilor Averill 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 2019.

Ayes- 3      Averill, Burnham, White

Nays- 0      Motion carried

**RESOLUTION # 13      DEPUTY HIGHWAY SUPERINTENDENT**

A motion was made by Councilor Averill and seconded by Councilor Burnham to authorize the Highway Superintendent to appoint a Deputy Highway Superintendent for 2019 at the pay of \$1050.00 per year.

Ayes – 3      Averill, Burnham, White

Nays – 0      Motion carried

**RESOLUTION # 14      SALARIES:**

A motion was made by Councilor Averill and seconded by Councilor Burnham to set the salaries of all elected and non-elected officials as follows for 2019:

SUPERVISOR: \$9,986 - Timothy White  
DEPUTY SUPERVISOR -\$213.00 – Brenda Hale  
CLERK/TAX COLLECTOR: \$27,490– Tess Eells  
HIGHWAY SUPERINTENDENT: \$49,538- Larry White  
DEPUTY HIGHWAY SUPERINTENDENT: \$1,050 –Robert Kirkpatrick  
MUNICIPAL JUDGE: \$ 10,739 – Terry Friot  
BOARD MEMBERS (each) \$1,787 – Charlie Kerr, Sandy Burnham and David Whiteford, Tomorrah Averill  
ASSESSOR: \$16,642 – Amy Hunt  
BOOKKEEPER: \$6,830- Brenda Hale  
DCO: \$4,428 – Jack White  
HISTORIAN: \$1,120 – Richard Knox  
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 –  
CUSTODIAN WORKER: \$ 11.60 per hour - Darryn Dygert & Nancy Bessette  
COURT CLERK: \$ 11.94 per hour – Erin Whitmarsh  
TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader  
Ayes- 3 Averill, Burnham, White  
Nays- 0 Motion carried

**RESOLUTION # 15      CEMETARY CONTRACTS:**

A motion was made by Councilor Burnham and seconded by Councilor Averill 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 2019.

Ayes- 3 Averill, Burnham, White  
Nays- 0 Motion carried

**RESOLUTION # 16      DOG FACILITY CONTRACT:**

A motion was made by Councilor Averill and seconded by Councilor Burnham 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 2019.

Ayes- 3 Averill, Burnham, White  
Nays- 0 Motion carried

**RESOLUTION # 17            IMPOUNDMENT FEE FOR 2019:**

A motion was made by Councilor Burnham and seconded by Councilor Averill to set the impoundment fees for 2019 as \$10.00 first offence and \$20.00 for the second offence and doubling with each occurring offense.

Ayes- 3    Averill, Burnham, White

Nays- 0    Motion carried

**RESOLUTION # 18            LIFE FLIGHT CONTRACT:**

A motion was made by Councilor Averill 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 2019, 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- 3    Averill, Burnham, White

Nays- 0    Motion carried

**RESOLUTION # 19            ADOPT A SENIOR CITIZEN EXEMPTION:**

A motion was made by Councilor Burnham and seconded by Councilor Averill to leave the senior citizens exemption at \$10,000.00- 15,700.00 sliding scales of 20% for the year 2019 assessment rolls.

Ayes- 3    Averill, Burnham, White

Nays- 0    Motion carried

**RESOLUTION # 20     COMPENSATION FOR BOARD OF ASSESSMENT  
REVIEW:**

A motion was made by Councilor Averill and seconded by Councilor Burnham to set the compensation rate for the assessment review board for the year 2019.

Chairman: \$150.00 (per year)

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

Misc. reimbursed expenses of .55 @ mile for mileage

Ayes- 3     Averill, Burnham, White

Nays- 0     Motion carried

**SUPERVISOR'S APPOINTMENTS (committees)**

DEPUTY SUPERVISOR: Brenda Hale

THEATRE COMMITTEE: Brenda Hale, Tess Eells, Doug Beachard, Bobby Knox, Ellie Beeler, Allie Fox, Tracy Robertson

AUDIT: Tim White & Tomorrah Averill

HIGHWAY COMMITTEE: Charlie Kerr, Sandra Burnham

DEPUTY HIGHWAY SUPERINTENDENT: Robert Kirkpatrick

HORSE & TRAIL COMMITTEE: David Whiteford

BLUEWAY TRAIL COMMITTEE: David Whiteford

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

EMERGENCY PREPAREDNESS COMMITTEE: Larry White, Greg Given

DEPUTY TOWN CLERK/COLLECTOR OF TAXES/REGISTRAR:

**RESOLUTION # 21     ADOPTING THE STANDARD WORKDAY AND  
REPORTING RESOLUTION FOR 2019**

A motion was made by Councilor Averill

And seconded by Councilor Burnham

**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- 3     Averill, Burnham, White

Nays- 0     Motion carried

**RESOLUTION # 22      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 15, 2019 a Motion was made by Councilor Burnham and seconded by Councilor Averill

**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 15, 2019

Ayes – 3      Averill, Burnham, White  
Nays – 0      Motion carried

**RESOLUTION # 23      Contract with Edwards Knox School for sand**

A motion was made by Councilor Averill  
Seconded by Councilor Burnham

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 2019 winter season, for the sum of one dollar(\$1.00)as and for the compensation of this service.

Ayes- 3      Averill, Burnham, White  
Nays- 0      Motion carried

**RESOLUTION # 24      Review the Procurement Policy**

A motion was made by Councilor Burnham  
And seconded by Councilor Averill

**WHEREAS**, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2019.

Ayes- 3      Averill, Burnham, White  
Nays- 0      Motion carried

A Motion by Councilor White seconded by Councilor Burnham to enter into the regular meeting @ 6:22 PM

**PUBLIC DISCUSSION:**

- Jack White asked why the apartment heads did not get a estimate sheet at the start of budget time like previous years. Supervisor White stated he will get them out this next budget time.

**ACCEPTANCE OF THE MINUTES FROM 12/18/18:**

A motion was made by Councilor Averill and seconded by Councilor Burnham to accept the minutes from 12/18/18 as presented by the Town Clerk.

Ayes- 3 Averill, Burnham, White

Nays- 0 Motion carried

**TOWN CLERK REPORT:**

December Report:

5 dog licenses	20.00
Hunting licenses commission	8.39
2 Marriage License Comm.	15.00
16 Certified copies	160 .00
1 Building permits	25.00
0 Impoundment fees	.00
0 donation for community use	.00
Fax and copy money	.00
<u>Revenue to supervisor:</u>	<b>\$228.39</b>
<u>Disbursed amounts:</u>	
Ag & Market (spay, neuter program)	5.00
NYS Department of Health	45.00
<u>Decals</u>	<u>51.61</u>
Total Disbursed	<b>\$330.00</b>

A motion was made by Councilor Averill and seconded by Councilor Burnham to accept the Town Clerk report as presented.

Ayes – 3 Averill, Burnham, White

Nays – 0 Motion carried

**BALLFIELD REPORT:** nothing to report

**SUPERVISOR REPORT:**

Financial Report

-Details of all income and expense transactions have been filed with the town clerk.

-Account balances as of January 15, 2019 for the general fund, highway fund, and capital Improvement fund and street light fund have been filed with the town clerk.

**RESOLUTION # 25** Budget Modifications

A motion was made by Councilor Burnham and seconded by Councilor Averill to authorize the Supervisor to do the following Budget Modifications:



- Decrease A3310.4 traffic control acct. by \$63.94 and increase A5132.4 garage and pit by \$63.94
- Decrease A1990.4 contingent acct by \$1221.98 and increase A9010.8 state retirement by \$1221.98
- Decrease DA9060.8 health/hosp acct by \$4024.02 and increase DA9010.8 state retirement by \$4024.02
- Decrease DA5110.4 general repairs contractual by \$20.36 and increase DA5142.4 snow removal Contractual by \$20.36
- Decrease DA5110.1 general repairs personal services by \$477.20 and increase DA5120.1 Bridges personal services by \$477.20
- Decrease DA5110.1 general repair personal services by \$1340.70 and increase DA5130.1 Machinery personal services by \$1340.70
- Decrease DA5110.1 general repair personal services by \$4067.55 and increase DA5142.1 Snow removal personal services by \$4067.55

Ayes – 3     Averill, Burnham, White

Nays – 0     Motion carried

Timothy White

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

Ayes – 3     Averill, Burnham, White

Nays – 0     Motion carried

#### **LEGISLATURE REPORT: Larry Denesha**

- I want to apologize for not making it to last month's meeting.
- We had our organizational meeting on 1/2/19
- I have been appointed to a few committees: Chairman to the Operation committee, Ag & Farmland committee, Fire Advisory committee, Office of the aged committee, and Chairman on the Highway committee.
- Sales tax receipts for 2018 were 3 million 545 thousand 395 dollars.
- Sales tax on residential energy goes by population and in 2018 Russell received \$18,972 of this.
- If the towns didn't receive this sales tax it would hurt their budget.
- Total revenue on sales tax for St. Lawrence County was 1 million 152 thousand dollars.
- We did a resolution authorizing SHR Solutions to do a security upgrade at the cost of \$880 thousand. We will spread it out over 5 years at \$177 thousand a year.
- Steve Button was appointed for another 3 year term. He has done a great job for the county.
- Larry White gave Larry Denesha a folder on the emerald ash and ash trees. He said the ones logging his property said his ash trees were dying of disease not the ash borer.

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

Ayes – 3     Averill, Burnham, White

Nays – 0     Motion carried

**FIRE DEPARTMENT REPORTS:**

- Russell – Bobby Knox
- We are having a chicken BBQ on February 16<sup>th</sup> from noon till gone
- DeGrasse- nothing to report

**HIGHWAY SUPERINTENDENT REPORT:**

Most of our time has been on snow removal with only minor issues for repair.

In colder weather the men have been working in the shop on building new storage locker for small items, new tire rack, mounted air hose reels in center of the bays, replaced exhaust fan in rest room, preventive maintenance on trucks and cleaning the shop.

The men have also built brackets to mount a wood splitter to the backhoe to deal with big blocks of wood.

All the men have worked well and I thank them.

**HIGHWAY COMMITTEE REPORT:**

- Went over the end of the year monies and bills.

A motion was made by Councilor Averill and seconded by Councilor Burnham to accept the Highway and Highway Committee reports as presented.

Ayes – 3     Averill, Burnham, White

Nays – 0     Motion carried

**HORSE AND BLUEWAY TRAILS REPORTS:** Nothing to report

**RESOLUTION # 26 AUDIT OF BILLS:**

A motion was made by Councilor Burnham and seconded by Councilor Averill to authorize paying the following bills:

Audit committee: Timothy White and Sandra Burnham

General	Vouchers # 2-30	\$71,294.56
Highway	Vouchers #1-24	73,250.72
Capital improvement	-	.00
Fire Protection	-	.00
Street Lights	# 1	783.79

Ayes – 3     Averill, Burnham, White

Nays – 0     Motion carried

**OLD BUSINESS:**

**NEW BUSINESS:**

**RESOLUTION # 27   \* Agreement to Spend Town Highway Funds**

A motion was made by Councilor Averill and seconded by Councilor Burnham to authorize \$233,121.00 to be spent out of General Repairs upon 77 miles of town highways, including sluices, culverts and bridges having a span of less than 5 feet and boardwalks or the renewal thereof.

Ayes – 3    Averill, Burnham, White

Nays – 0    Motion carried

The Supervisor signed the Engagement Letter for Pinto Mucenski Hooper Van House to do the 2018 audit.

**ADJOURNMENT:**

A motion was made by Councilor Averill and seconded by Councilor Burnham to adjourn the meeting at 6:55 Pm   All were in favor.

Respectfully submitted by Tess Eells, Russell Town Clerk