

ORGANIZATIONAL MEETING
@ The Russell Town Hall at 5:30 pm
Regular Meeting to follow

01/21 /2020

PRESENT:

Timothy White-Supervisor
Councilor Averill
Councilor Kerr
Councilor Whiteford
Councilor Burnham
Larry White – HWY Superintendent
Tess Eells-Town Clerk

GUESTS

John Stransky
Dennis Griffin
Shannon Clary
Jack White
Ken Hadfield
Bobby Knox
Greg Given
Larry Denesha

The meeting was called to order at 5:40 PM by Supervisor White

PLEDGE:

ORGANIZATIONAL MEETING:

RESOLUTION # 1 **RULES of PROCEEDURES:**

A motion was made by Councilor Whiteford 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 Averill, Burnham, White, Whiteford, Kerr

Nays- 0 Motion carried

RESOLUTION # 2 **OFFICIAL NEWSPAPERS:**

A motion was made by Councilor Whiteford and seconded by Councilor Averill **THEREFORE**, naming the Watertown Times as the official newspapers and possibly the North Country This Week if all goes well for the Town of Russell for the year 2020.

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

Nays- 0 Motion carried

RESOLUTION # 3 **DOG CONTROL OFFICER:**

A motion was made by Councilor Kerr and seconded by Councilor Whiteford **THEREFORE**, the Town Board will appoint Jack White as the Dog Control Officer for the year 2020 and Kenneth Hadfield as Deputy Dog Control Officer for 2020.

Ayes- 5 Averill, 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 Kerr **THEREFORE**, the Town Board will authorize the supervisor to sign a contract with Alton (Ike) Guyette as the Code Enforcement Officer for the Town of Russell at the salary of \$9,688 for the year 2020.

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

RESOLUTION # 5 **REGULAR MEETINGS:**

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

THEREFORE, the Town Board will hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2020.

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

RESOLUTION # 6 **BANK DEPOSITORIES:**

A motion was made by Councilor Burnham and seconded by Councilor Averill **THEREFORE**, 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 2020.

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

RESOLUTION # 7 **INSURANCE CARRIER:**

A motion was made by Councilor Burnham and seconded by Councilor Averill **THEREFORE**, the Town Board is naming Rose & Kiernan Insurance Company as the Town's Insurance Company Agent for the year 2020

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

RESOLUTION # 8 REGISTRAR OF VITAL STATISTICS:

A motion was made by Councilor Whiteford and seconded by Councilor Burnham **THEREFORE**, the Town Board will appoint Tess Eells as the Registrar of Vital Statistics for the year 2020 with her salary being \$325.00.

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

RESOLUTION # 9 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 Averill, Burnham, White, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 10 TOWN ATTORNEY:

A motion was made by Councilor Averill and seconded by Councilor Kerr **THEREFORE**, the Town Board will appoint Henry Leader as the Town Attorney for the year 2020 with the salary of \$ 180.00 per hour.

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

RESOLUTION # 11 MILEAGE:

A motion was made by Councilor Burnham and seconded by Councilor Averill **THEREFORE**, the Town Board will set the mileage at .55 cents per mile for the year 2020.

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

RESOLUTION # 12 DEPUTY SUPERVISOR

A motion was made by Councilor Kerr and seconded by Councilor Burnham **THEREFORE**, the Town Board authorizes the town Supervisor to appoint in 5 days a person to this position at the amount of \$213.00 for 2020.

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

RESOLUTION # 13 DEPUTY HIGHWAY SUPERINTENDENT

A motion was made by Councilor Averill and seconded by Councilor Burnham **THEREFORE**, the Town Board authorizes the Highway Superintendent to appoint a Deputy Highway Superintendent for 2020 at the pay of \$1050.00 per year.

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

RESOLUTION #14 SALARIES:

A motion was made by Councilor Whiteford and seconded by Councilor Averill to set the salaries of all elected and non-elected officials as follows for 2020:

SUPERVISOR: \$10,185.00 - Timothy White
DEPUTY SUPERVISOR -\$213.00 – Brenda Hale
CLERK/TAX COLLECTOR: \$28,040.00– Tess Eells
HIGHWAY SUPERINTENDENT: \$50,528.00- Larry White
DEPUTY HIGHWAY SUPERINTENDENT: \$1,050 –Robert Kirkpatrick
MUNICIPAL JUDGE: \$10,954.00 – Terry Friot
BOARD MEMBERS (each) \$1,823.00 – Charlie Kerr, Sandy Burnham and David Whiteford, Tomorra Averill
ASSESSOR: \$16,975.00 – Amy Hunt
BOOKKEEPER: \$6,966.00- Brenda Hale
DCO: \$4,516.00 – Jack White
HISTORIAN: \$1,150.00 – Colleen Friot and June Jenne
REGISTRAR of VITAL STATISTICS: \$325.00- Tess Eells
CEO: \$9,688.00 – Ike Guyette
BUDGET OFFICER: \$2,784.00 – Timothy White
DEPUTY TOWN CLERKS: \$ 11.75 per hour
CUSTODIAN WORKER: \$ 12.00 per hour - Darryn Dygert & Linda Walrath
COURT CLERK: \$ 12.50 per hour – Tess Eells
TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader
Ayes-5 Averill, Burnham, White, Whiteford, Kerr
Nays- 0 Motion carried

RESOLUTION # 15 CEMETARY CONTRACTS:

A motion was made by Councilor Burnham and seconded by Councilor Kerr **THEREFORE**, 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 2020.

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

RESOLUTION # 16 DOG FACILITY CONTRACT:

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

THEREFORE, the Town Board will authorize the supervisor to enter into 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 \$2,497.00 for the care of strays and abandoned dogs for the Town of Russell for the year 2020.

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

RESOLUTION # 17 IMPOUNDMENT FEE FOR 2020:

A motion was made by Councilor Burnham and seconded by Councilor Kerr **THEREFORE**, to set the impoundment fees for 2020 as \$10.00 first offence and \$20.00 for the second offence and doubling with each occurring offense.

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

RESOLUTION #18 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Burnham 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 2020, 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 Averill, Burnham, White, Whiteford, Kerr
Nays-0 Motion carried

RESOLUTION # 19 ADOPT A SENIOR CITIZEN EXEMPTION:

A motion was made by Councilor Burnham and seconded by Councilor Kerr **THEREFORE**, the Town Board will leave the senior citizens exemption at \$10,000.00- 15,700.00 sliding scales of 20% for the year 2020 assessment rolls.

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

RESOLUTION # 20 COMPENSATION FOR BOARD OF ASSESSMENT REVIEW:

A motion was made by Councilor Burnham and seconded by Councilor Whiteford **THEREFORE**, the Town Board will set the compensation rate for the assessment review board for the year 2020.

Chairman: \$150.00 (per year)
Reg. members: \$150.00(per year.)
Misc. reimbursed expenses of .55 @ mile for mileage

Ayes-5 Averill, 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, Trudy Hendrickson and Barbara Hadlock
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/SUB-REGISTRAR:
Appointing Laura Lamere for 2 year term.

Ayes – 5 Averill, Burnham, White, Whiteford, Kerr
Nays – 0 Carried

RESOLUTION # 21 ADOPTING THE STANDARD WORKDAY AND REPORTING RESOLUTION FOR 2020

A motion was made by Councilor Burnham
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 Averill, Burnham, White, Whiteford, Kerr
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 21, 2020 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 21, 2020

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

RESOLUTION #23 Contract with Edwards Knox School for sand

A motion was made by Councilor Whiteford

Seconded by Councilor Kerr

THEREFORE, the Town Board will 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 2020 winter season, for the sum of one dollar(\$1.00) and for the compensation of this service.

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

Nays- 0 Motion carried

RESOLUTION # 24 Review the Procurement Policy

A motion was made by Councilor Burnham

And seconded by Councilor Whiteford

WHEREAS, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2020.

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

Nays-0 Motion carried

A Motion by Councilor White seconded by Councilor Whiteford to enter the regular meeting @ 6:03PM

PUBLIC DISCUSSION: None

ACCEPTANCE OF THE MINUTES FROM 12/17/19:

A motion was made by Councilor Kerr and seconded by Councilor Averill to accept the minutes from 12/17/19 as presented by the Town Clerk.

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

Nays-0 Motion carried

TOWN CLERK REPORT:

December Report:

3 dog licenses	30.00
Hunting licenses commission	1.38
0 Marriage License Comm.	.00
3 Certified copies	30.00
0 Building permits	.00
0 Impoundment fees	.00
0 donation for Pavilion use	.00
Fax and copy money	50.00
<u>Revenue to supervisor:</u>	\$111.38
<u>Disbursed amounts:</u>	
Ag & Market (spay, neuter program)	9.00
NYS Department of Health	.00

Decals	<u>23.62</u>
Total Disbursed	\$144.00

As of 01/15/2020 I have collected 17.73% of taxes, we had a week delay in getting started.

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

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

BALLFIELD REPORT: none

SUPERVISOR REPORT: Timothy White

1. Financial Report:
 - Details of all income and expense transactions have been filed with the Town Clerk.
 - Account balances as of January 21, 2020 for the general fund, highway fund, capital improvement fund, and streetlight fund have been filed with the Town Clerk.
2. I have received \$350,000.00 in property tax and will be making payments to the Fire Departments next week.

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

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

LEGISLATURE REPORT: Larry Denesha

- We had our organizational meeting on 01/02/2020 and I was reelected to all the committees I was previously on in 2019.
- With this Bail Reform Law, we had 1140 inmates and now we have 78 being held. We asked if we could cut staff and was told no changes can occur for a year.
- There was a 6.1 billion shortfall in the state budget so some areas will be affected like Medicare reimbursements. We are required to stay in the 2% cap, it is good we have a good fund balance.
- Sales tax was up in the 4th quarter by 3.5 million over what we anticipated, some due to the internet sales tax.

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

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

FIRE DEPARTMENT REPORTS:

Hermon FD – John Stransky

- We have a contracted emergency person on call everyday from 7:00 am to 3:00 pm.
- We have E5 Services with 4 people on and off and we may go to 12-hour days during the summer

RESOLUTION # 25 Hermon Fire Department Contract

A motion was made by Councilor Whiteford and seconded by Councilor Averill to **THEREFORE**, authorize the Town Supervisor to sign a contract with Hermon Rescue for the 2020 year for \$25,000.00.

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

Nays – 0 Motion carried

Russell FD – Greg Given

- We had 9 calls
- We are having a chicken BBQ this weekend
- We finished painting the inside the fire Hall
- We have the LED sign and would like the HWY department to help mount it because it weighs about 600 pounds.

A motion was made by Councilor Kerr and seconded by Councilor Averill to accept both FD reports.

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

Nays – 0 Motion carried

HIGHWAY SUPERINTENDENT REPORT: Larry White

We have closed out the year with all accounts in the black.

Most of our time has been on plowing and sanding.

We have repaired the stone chute on the screener plant, and it is ready for next season.

We have replaced 2 sander chains and the rear tires on one truck.

We have done some rock drilling for Edwards and will assist them in blasting and more drilling.

Our used oil burner is in and we will be putting it together as time allows.

We have replaced several road signs and will be picking up more.

We are re-building one of our plows and have the materials for another that will be done as time allows.

This winter is taking a great deal of material. To date we are approximately 2/3 the salt use of all last winter and we have plenty of sand ready.

I thank the men for a job well done.

HIGHWAY COMMITTEE REPORT:

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

Ayes –5 Averill, Burnham, White, Whiteford, Kerr
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 Tomorra Averill

	Vouchers	Total
General:	2-29	\$15,502.01
Highway:	1-15	28,956.70
Capital Improvement:	-	.00
Fire Protection:	-	.00
Street Lights:	1	774.66

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

OLD BUSINESS: none

NEW BUSINESS:

RESOLUTION # 27 **Christmas Decorations**

A motion was made by Councilor Averill and seconded by Councilor Kerr **THEREFORE**, the board authorizes the purchase of 4 Christmas Decorations from Display sales at the cost of \$1302.00 and shipping of \$240.00 for a total of \$1542.00. The FD will pay half of the cost to be reimbursed to the town.

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

RESOLUTION # 28 **North Woods Rd Agreement**

A motion was made by Councilor Burnham and seconded by Councilor Averill to **THEREFORE**, authorize the Town Supervisor to sign the agreement with the Town of Canton for maintenance on the North Woods Rd for the sum of \$4500.00.

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

ADJOURNMENT:

A motion was made by Councilor Whiteford and seconded by Councilor Kerr to adjourn the meeting at 6:41 Pm All were in favor.

Respectfully submitted by