

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

01/04 /2022

PRESENT:

Supervisor White
Councilman Kerr
Councilman Beachard
Councilman Whiteford- came at 6:20PM
Superintendent Meilleur
Councilman Burnham- absent

GUESTS

Bobby Knox
Russell Lawrence

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 Beachard 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- 3 Beachard, White, Kerr

Nays- 0 Carried

RESOLUTION # 2 OFFICIAL NEWSPAPERS:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, naming the Watertown Times as the official newspapers and the North Country This Week if all goes well for the Town of Russell for the year 2022.

Ayes- 3 Beachard, White, Kerr

Nays-0 Carried

RESOLUTION # 3 DOG CONTROL OFFICER:

A motion was made by Councilor Beachard and seconded by Councilor Kerr **THEREFORE**, the Town Board will appoint Daniel Moyer as the Dog Control Officer for the year 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 4 CODE ENFORCEMENT OFFICER CONTRACT:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, the Town Board will authorize the supervisor to sign a contract with Russell B. Lawrence as the Code Enforcement Officer for the Town of Russell at the salary of \$10,050 for the year 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 5 REGULAR MEETINGS:

A motion was made by Councilor Beachard and seconded by Councilor Kerr **THEREFORE**, the Town Board will hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 6 BANK DEPOSITORIES:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, naming the depository for the Supervisor the NBT Bank and the Community Bank in Canton as the depository for the Town clerk/Tax Collector for the year 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 7 INSURANCE CARRIER:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, the Town Board is naming Rose & Kiernan Insurance Company as the Town's Insurance Company Agent for the year 2022

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion Carried

RESOLUTION # 8 REGISTRAR OF VITAL STATISTICS:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, the Town Board will appoint Tess Eells as the Registrar of Vital Statistics for the year 2022 with her salary being \$350.00. To go along with her 2 year term.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 9 SECOND NOTICES:

A motion was made by Councilor Beachard and seconded by Councilor Kerr 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- 3 Beachard, White, Kerr

Nays- 0 Maotion carried

RESOLUTION # 10 TOWN ATTORNEY:

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

THEREFORE, the Town Board will appoint Henry Leader as the Town Attorney for the year 2022 with the salary of \$ 180.00 per hour.

Ayes- 3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 11 MILEAGE:

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

THEREFORE, the Town Board will set the mileage at .55 cents per mile for the year 2022.

Ayes- 3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 12 DEPUTY SUPERVISOR

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

THEREFORE, the Town Board authorizes the Deputy Town Supervisor to appoint in 5 days a person to this position at the amount of \$213.00 for 2022.

Ayes- 3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 13 DEPUTY HIGHWAY SUPERINTENDENT

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, the Town Board authorizes the Highway Superintendent to appoint a Deputy Highway Superintendent for 2022 at the pay of \$1050.00 per year.

Ayes – 3 Beachard, White, Kerr

Nays – 0 Motion carried

RESOLUTION # 14 SALARIES:

A motion was made by Councilor Beachard and seconded by Councilor Kerr to set the salaries of all elected and non-elected officials as follows for 2022:

- SUPERVISOR: \$10,638.00 - Timothy White
- DEPUTY SUPERVISOR -\$213.00 – Douglas Beachard
- CLERK/TAX COLLECTOR: \$29,390.00– Tess Eells
- HIGHWAY SUPERINTENDENT: \$52,050.00- Richard Meilleur
- DEPUTY HIGHWAY SUPERINTENDENT: \$1,050 –Jesse Fenlong
- MUNICIPAL JUDGE: \$11,378.00 – Martin Dumoulin
- BOARD MEMBERS (each) \$1,890.00 – Charlie Kerr, Sandy Burnham and David Whiteford, Douglas Beachard
- ASSESSOR: \$17,660.00 – Amy Hunt
- BOOKKEEPER: \$7,216.00- Brenda Hale
- DCO: \$5,200.00 – Dan Moyer
- HISTORIAN: \$1,200.00 – Colleen Friot and June Jenne
- REGISTRAR of VITAL STATISTICS: \$350.00- Tess Eells
- CEO: \$10,050.00 – Russell B. Lawrence
- BUDGET OFFICER: \$2,890.00 – Timothy White
- DEPUTY TOWN CLERKS: \$ 12.75 per hour- Sandy Tyo & Danielle Larue
- CUSTODIAN WORKER: \$ 12.75 per hour – Peter Burnham & Linda Walrath
- COURT CLERK: \$ 12.75 per hour – Brenda Hale
- TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader

Ayes-3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 15 CEMETARY CONTRACTS:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **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 upkeep on the veteran’s graves for the year 2022.

Ayes- 3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 16 DOG FACILITY CONTRACT:

A motion was made by Councilor Beachard and seconded by Councilor Kerr **THEREFORE**, the Town Board will authorize the supervisor to enter into a contract with Daniel Moyer for the care of strays and abandoned dogs found by Daniel Moyer as part of the duties as dog control officer. The Town of Russell shall pay Daniel Moyer \$500.00 for the care of strays and abandoned dogs for the Town of Russell for the year 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 17 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Beachard 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 2022, 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 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 18 ADOPT A SENIOR CITIZEN EXEMPTION:

A motion was made by Councilor Beachard 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 2022 assessment rolls.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

RESOLUTION # 19 COMPENSATION FOR BOARD OF ASSESSMENT REVIEW:

A motion was made by Councilor Kerr and seconded by Councilor Beachard **THEREFORE**, the Town Board will set the compensation rate for the assessment review board for the year 2022.

Chairman: \$150.00 (per year)

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

Misc. reimbursed expenses of .55 @ mile for mileage

Ayes- 3 Beachard, White, Kerr

Nays- 0 Motion carried

RESOLUTION # 20 Appointments

A motion was made by Councilman Kerr and seconded by Councilor Beachard to accept the following appointments:

SUPERVISOR'S APPOINTMENTS (committees)

DEPUTY SUPERVISOR: Douglas Beachard

THEATRE COMMITTEE: Brenda Hale, Tess Eells, Doug Beachard, Bobby Knox, Ellie Beeler, Trudy Hendrickson and Barbara Hadlock

AUDIT: Tim White & Sandra Burnham

HIGHWAY COMMITTEE: Douglas Beachard and Charlie Kerr

DEPUTY HIGHWAY SUPERINTENDENT: Jesse Fenlong

HORSE & TRAIL COMMITTEE: David Whiteford

BLUEWAY TRAIL COMMITTEE: David Whiteford

BALL FIELD COMMITTEE: Matt Scott, Tom O'Brien, Timothy White, Dustin Lottie, Timothy A. White and Tammy Carlin

EMERGENCY PREPAREDNESS COMMITTEE: Richard Meilleur, Greg Given

DEPUTY TOWN CLERK/COLLECTOR OF TAXES/SUB-REGISTRAR:

Appointing Sandy Tyo & Danielle Larue 2 year term

Ayes – 3 Beachard, White, Kerr

Nays – 0 Motion carried

RESOLUTION # 21 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 4, 2022 a Motion was made by Councilor Kerr and seconded by Councilor Beachard

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 4, 2022

Ayes – 3 Beachard, White, Kerr
Nays – 0 Motion carried

RESOLUTION # 22 Contract with Edwards Knox School for sand

A motion was made by Councilor Beachard

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 2022 winter season, for the sum of one dollar(\$1.00) and for the compensation of this service.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

The board looked over the Procurement Policy

RESOLUTION # 23 Review the Procurement Policy

A motion was made by Councilor Kerr

And seconded by Councilor Beachard

WHEREAS, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2022.

Ayes- 3 Beachard, White, Kerr
Nays- 0 Motion carried

Councilor Whiteford entered at 6:20 pm

RESOLUTION # 24 North Woods Road Memorandum

A motion was made by Councilor Beachard and seconded by Councilor Kerr to accept the following:

THEREFORE, the Russell Town Board signs the Memorandum of Understanding Between The Town Of Canton and the Town of Russell in Regard to the North Woods Road. Cost to take care of 2938 feet of road for the cost of \$4500.00 from the Town of Canton.

Ayes 3 Beachard, White, Kerr

Nays 0 Motion carried

The board tabled the Hold Harmless Agreement for used oil till 1/18/22

Highway Superintendent Meilleur asked about the contract with Joe Zachary (Zackary Risk Management) for safety classes. Does he still use him? We will investigate it.

Highway Superintendent Meilleur stated the oil burner is set on 60% right now to see how it heats during cold weather.

A Motion by Councilor Whiteford and seconded by Councilor Kerr to Adjourn the meeting @ 6:35PM

RESPECTFULLY SUBMITTED BY:

Tess Eells, Russell Town Clerk