

ORGANIZATIONAL MEETING
@ The Russell Town Hall at 5:30 pm

01/ 02 /2024

PRESENT:

Supervisor Matthews
Councilor Kerr (Absent)
Councilor Beachard
Councilor Rowe
Superintendent Meilleur
Councilor Burnham
Town Clerk - Darcie Cross

GUESTS

Timothy White
Tess Eells
Robert Knox

The meeting was called to order at 5:30 PM by Supervisor Matthews

PLEDGE:

ORGANIZATIONAL MEETING:

RESOLUTION # 1

RULES of PROCEEDURES:

A motion was made by Councilor Burnham seconded by Councilor Rowe 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 supersedes 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 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 2

OFFICIAL NEWSPAPERS:

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

THEREFORE, naming the Watertown Times and the North Country This Week as the official newspapers for the Town of Russell for the year 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews

Nays - 0
Motion Carried

RESOLUTION # 3 CODE ENFORCEMENT OFFICER CONTRACT:

A motion was made by Councilor Beachard and seconded by Councilor Rowe
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 \$10,660.00 for the year 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 4 REGULAR MEETINGS:

A motion was made by Councilor Burnham and seconded by Councilor
Beachard
THEREFORE, the Town Board will hold the regular Board Meetings on the third
Tuesday of each month at 6:00 pm for 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 5 BANK DEPOSITORIES:

A motion was made by Councilor Burnham and seconded by Councilor Rowe
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 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 6 INSURANCE CARRIER:

A motion was made by Councilor Beachard and seconded by Councilor
Burnham
THEREFORE, the Town Board is naming Rose & Kiernan Insurance Company
as the Town's Insurance Company Agent for the year 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 7 REGISTRAR OF VITAL STATISTICS:

A motion was made by Councilor Rowe and seconded by Councilor Beachard **THEREFORE**, the Town Board will appoint Darcie Cross as the Registrar of Vital Statistics for the year 2024 with her salary being \$450.00.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 8 SECOND NOTICES:

A motion was made by Councilor Burnham and seconded by Councilor Rowe 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 - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 9 TOWN ATTORNEY:

A motion was made by Councilor Beachard and seconded by Councilor Burnham **THEREFORE**, the Town Board will appoint Henry Leader as the Town Attorney for the year 2024 with the cost of \$ 180.00 per hour.

Ayes -4 Beachard, Rowe, Burnham, Matthews
Nays -0
Motion Carried

RESOLUTION # 10 MILEAGE:

A motion was made by Councilor Rowe and seconded by Councilor Beachard **THEREFORE**, the Town Board will set the mileage at .55 cents per mile for the year 2024.

Ayes -4 Beachard, Rowe, Burnham, Matthews
Nays -0
Motion Carried

RESOLUTION # 11 SALARIES:

A motion was made by Councilor Burnham and seconded by Councilor Rowe to set the salaries of all elected and non-elected officials as follows for 2024:

SUPERVISOR: \$11,193.00 – Derek Matthews
DEPUTY SUPERVISOR -\$213.00 – Douglas Beachard
CLERK/TAX COLLECTOR: \$31,178.00– Darcie Cross
HIGHWAY SUPERINTENDENT: \$55,210.00- Richard Meilleur
DEPUTY HIGHWAY SUPERINTENDENT: \$1,050 –Jesse Fenlong
MUNINCIPAL JUDGE: \$11,950.00 – Martin Dumoulin
BOARD MEMBERS (each) \$2,005.00 – Charlie Kerr, Sandy Burnham, Douglas Beachard, Erika Rowe
ASSESSOR: \$18,735.00 – Amy Hunt
BOOKKEEPER: \$7,570.00- Brenda Hale
DCO: \$5,510.00 – Dan Moyer
HISTORIAN: \$1,400.00 – Colleen Friot and June Jenne
REGISTRAR of VITAL STATISTICS: \$450.00- Darcie Cross
CEO: \$10,660.00 – Russell B. Lawrence
BUDGET OFFICER: \$3,000.00 – Derek Matthews
DEPUTY TOWN CLERKS: \$ 15.00 per hour- Tess Eells
CUSTODIAN WORKER: \$ 15.00 per hour – Peter Burnham & Linda Walrath
COURT CLERK: \$ 15.00 per hour – Brenda Hale
TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader

Ayes -4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 12 CEMETARY CONTRACTS:

A motion was made by Councilor Beachard and seconded by Councilor Rowe **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 2024.

Ayes -4 Beachard, Rowe, Burnham, Matthews
Nays -0
Motion Carried

RESOLUTION # 13 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Burnham and seconded by Councilor Beachard **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 2024, 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 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 14 ADOPT A SENIOR CITIZEN EXEMPTION:

A motion was made by Councilor Rowe and seconded by Councilor Beachard **THEREFORE**, the Town Board will leave the senior citizens exemption at \$10,000.00- 15,700.00 sliding scales of 20% for the year 2024 assessment rolls.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 15 COMPENSATION FOR BOARD OF ASSESSMENT REVIEW:

A motion was made by Councilor Beachard and seconded by Councilor Burnham **THEREFORE**, the Town Board will set the compensation rate for the assessment review board for the year 2024.

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

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 16 Appointments

A motion was made by Councilman Beachard and seconded by Councilor Rowe 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, Kate Clark and Barbara Hadlock
AUDIT: Derek Matthews & Sandra Burnham
HIGHWAY COMMITTEE: Douglas Beachard and Charlie Kerr
DEPUTY HIGHWAY SUPERINTENDENT: Jesse Fenlong
BALL FIELD COMMITTEE: Matt Scott, Tom O'Brien, Timothy White, Dustin Lottie, Timothy A. White
EMERGENCY PREPAREDNESS COMMITTEE: Richard Meilleur, Greg Given
DEPUTY TOWN CLERK/COLLECTOR OF TAXES/SUB-REGISTRAR:
Appointing Tess Eells

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 17 2024 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 a Motion was made by Councilor Burnham 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, Darcie Cross, 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 2, 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

RESOLUTION # 18 Contract with Edwards Knox School for sand

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

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 2024 winter season, for the sum of one dollar (\$1.00) and for the compensation of this service.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

The board looked over the Procurement Policy

RESOLUTION # 19 Review the Procurement Policy

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

WHEREAS the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2024.

Ayes - 4 Beachard, Rowe, Burnham, Matthews
Nays - 0
Motion Carried

Motion was made by Councilor Beachard and seconded by Councilor Burnham to adjourn at 5:49 PM All were in favor.

RESPECTFULLY SUBMITTED BY:

Darcie Cross, Russell Town Clerk

**RUSSELL
NOTICE AND RECEIPT
OF TAX ROLL AND
WARRANT**

PLEASE TAKE NOTICE, that the undersigned, the collector of taxes of the Town of Russell, has received the tax roll and warrant for the collection of taxes for the Town of Russell for this fiscal year **January 1, 2024 to December 31, 2024.**

PLEASE TAKE FURTHER NOTICE, that the undersigned will receive the taxes listed on said tax roll at her office in the Town Hall at 4 Pestle Street Town of Russell, County of St. Lawrence, State of New York, during regular business hours from 9:00a.m.to12:00 noon and from 1:00 p.m. to 4:00 p.m. Monday thru Friday, except holidays.

PLEASE TAKE FURTHER NOTICE, that taxes may be paid to the Tax Collector without interest on or before the **Thirty First day of January.** Taxes received after the 30- day penalty free period shall have interest added at the rate of one per cent for each month or fraction thereof until such taxes are paid or until the return of unpaid taxes to the County Treasurer, pursuant to law. The date for the return of unpaid taxes to the County Treasurer is **June 1, 2024**

Dated: December 27,
2023

Darcie Cross
Collector of Taxes
Town of Russell