

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

**01/17/2023**

**PRESENT:**

Supervisor White  
Councilman Kerr  
Councilman Beachard  
Councilman- vacant  
Superintendent Meilleur  
Councilman Burnham

**GUESTS**

Bobby Knox  
Larry Denesha  
Michaele Webb  
John Stransky  
Rob Wentzel

The meeting was called to order at 5:30 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 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, White, Burnham, Kerr

Nays- 0 Motion carried

**RESOLUTION # 2      **OFFICIAL NEWSPAPERS:****

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

**THEREFORE**, naming the Watertown Times and the North Country This Week as the official newspapers for the Town of Russell for the year 2023.

Ayes- 4 Beachard, White, Burnham, Kerr

Nays- 0 Motion carried

**RESOLUTION # 3            DOG CONTROL OFFICER:**

A motion was made by Councilor Kerr and seconded by Councilor Burnham **THEREFORE**, the Town Board will appoint Daniel Moyer as the Dog Control Officer for the year 2023.

Ayes- 4    Beachard, White, Burnham, Kerr

Nays- 0    Motion carried

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

A motion was made by Councilor Beachard and seconded by Councilor Kerr **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 \$10,350 for the year 2023.

Ayes-4    Beachard, White, Burnham, Kerr

Nays-0    Motion carried

**RESOLUTION # 5            REGULAR MEETINGS:**

A motion was made by Councilor Burnham 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 2023.

Ayes- 4    Beachard, White, Burnham, Kerr

Nays- 0    Motion carried

**RESOLUTION #            6    BANK DEPOSITORIES:**

A motion was made by Councilor Beachard and seconded by Councilor Kerr **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 2023.

Ayes-4    Beachard, White, Burnham, Kerr

Nays-0    Motion carried

**RESOLUTION #            7            INSURANCE CARRIER:**

A motion was made by Councilor Burnham 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 2023

Ayes- 4    Beachard, White, Burnham, 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 2023 with her salary being \$400.00.

Ayes- 4    Beachard, White, Burnham, 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- 4    Beachard, White, Burnham, Kerr

Nays- 0    Motion carried

**RESOLUTION # 10      TOWN ATTORNEY:**

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

**THEREFORE**, the Town Board will appoint Henry Leader as the Town Attorney for the year 2023 with the cost of \$ 180.00 per hour.

Ayes-4    Beachard, White, Burnham, 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 2023.

Ayes-4    Beachard, White, Burnham, Kerr

Nays-0    Motion carried

**RESOLUTION # 12      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 2023:

SUPERVISOR: \$10,867.00 - Timothy White

DEPUTY SUPERVISOR -\$213.00 – Douglas Beachard

CLERK/TAX COLLECTOR: \$30,270.00– Tess Eells

HIGHWAY SUPERINTENDENT: \$53,600.00- Richard Meilleur

DEPUTY HIGHWAY SUPERINTENDENT: \$1,050 –Jesse Fenlong

MUNINCIPAL JUDGE: \$11,600.00 – Martin Dumoulin

BOARD MEMBERS (each) \$1,946.00 – Charlie Kerr, Sandy Burnham and, Douglas Beachard

ASSESSOR: \$18,190.00 – Amy Hunt

BOOKKEEPER: \$7,350.00- Brenda Hale  
DCO: \$5,350.00 – Dan Moyer  
HISTORIAN: \$1,300.00 – Colleen Friot and June Jenne  
REGISTRAR of VITAL STATISTICS: \$400.00- Tess Eells  
CEO: \$10,350.00 – Russell B. Lawrence  
BUDGET OFFICER: \$2,890.00 – Timothy White  
DEPUTY TOWN CLERKS: \$ 13.50 per hour- Sandy Tyo  
CUSTODIAN WORKER: \$ 13.50 per hour – Peter Burnham & Linda Walrath  
COURT CLERK: \$ 13.50 per hour – Brenda Hale  
TOWN ATTORNEY: \$ 180.00 per hour - Henry Leader

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

**RESOLUTION # 13 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 upkeep on the veteran’s graves for the year 2023.

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

**RESOLUTION # 14 DOG FACILITY CONTRACT:**

A motion was made by Councilor Kerr and seconded by Councilor Burnham **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 2023.

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

**RESOLUTION # 15 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 2023, 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, White, Burnham, Kerr  
Nays- 0 Motion carried

**RESOLUTION # 16 ADOPT A SENIOR CITIZEN EXEMPTION:**

A motion was made by Councilor Kerr 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 2023 assessment rolls.

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

**RESOLUTION # 17 COMPENSATION FOR BOARD OF ASSESSMENT REVIEW:**

A motion was made by Councilor Beachard and seconded by Councilor Kerr **THEREFORE**, the Town Board will set the compensation rate for the assessment review board for the year 2023.

Chairman: \$150.00 (per year)

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

Misc. reimbursed expenses of .55 @ mile for mileage

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

**RESOLUTION # 18 Appointments**

A motion was made by Councilman Beachard and seconded by Councilor Kerr 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: Tim White & 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 and Tammy Carlin  
EMERGENCY PREPAREDNESS COMMITTEE: Richard Meilleur, Greg Given  
DEPUTY TOWN CLERK/COLLECTOR OF TAXES/SUB-REGISTRAR:  
Appointing Sandy Tyo

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

**RESOLUTION # Tabled to 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 and seconded by Councilor

**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 17, 2023

Ayes –  
Nays –

**RESOLUTION # 19 Contract with Edwards Knox School for sand**

A motion was made by Councilor Burnham

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 2023

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

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

The board looked over the Procurement Policy

**RESOLUTION # 20 Review the Procurement Policy**

A motion was made by Councilor Beachard

And seconded by Councilor Kerr

**WHEREAS**, the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2023.

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

Left the Organizational meeting @5:54 PM and started Regular Board Meeting at 6:00 PM

**Pledge**

**PUBLIC DISCUSSION:**

- John Stransky asked are we going with Canton rescue? Supervisor White stated that Russell is under Canton and Hermon rescue with certificate of need. Whichever one is closer will be called out and that rescue squad can put in for Insurance payment.
- Rob Wentzel stated that Hermon is going to try a 2 person at the station for Monday-Friday for 6 months to see how it goes. Supervisor White stated that in 6 months come back and tell how it is working out and the Board can decide if feasible to contract to the end of the year with Hermon.
- There was some discussion about the letters St. Lawrence County Office of Emergency Services send out to Towns. EMS in our county is struggling.

**ACCEPTANCE OF THE MINUTES:**

A motion was made by Councilor Burnham and seconded by Councilor Kerr to accept the minutes from 12/20/22 meetings as presented by the Town Clerk.

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

**TOWN CLERK REPORT:01-17-2023**

December 2022 Report:

7 dog licenses	46.00
Hunting licenses	6.22
0 Marriage License Comm	.00
20 Certified copies	200.00
2 Building Permits	50.00
0 Impoundment fees	.00
0 donation for community room	.00
Fax and copy money	.00
<u>Revenue to supervisor</u>	\$302.22
<u>Disbursed amounts:</u>	
Ag & Market (spay, neuter)	13.00
NYS Department of Health	0.00
<u>DECALS Sweep</u>	410.78
Total Disbursed	\$726.00

Taxes are coming in good.

A motion was made by: Councilor Beachard  
 Seconded by Councilor Kerr  
 To accept the clerk Report as presented  
 Ayes - 4 Beachard, White, Burnham, Kerr  
 Nays – 0 Motion carried

**SUPERVISOR REPORT:** Timothy White

- Financial Report
- Details of all income and expense transactions have been filed with the town clerk.
- Account balances as of January 17, 2023, for the general fund, highway fund, capital improvement fund, and street light fund have been filed with the town clerk.

**RESOLUTION # 21** Budget Modifications

A motion was made by Councilor Burnham and seconded by Councilor Beachard to authorize the supervisor to do the following budget modifications:

- Budget modifications, increase A1320.4 auditor by \$900, and decrease A1990.4 contingent by \$900. Increase A5132.4 garage and pit by \$71.16 and decrease A1990.4 contingent by \$71.16. Increase A1620.1 operation of plant and bldgs. Personal by \$624.75, and decrease A1990.4 contingent by \$624.75, Increase SL5182.4 DeGrasse lights by \$79.72, and decrease SL5182.4 Russell lights by \$79.72. This will balance all accts.



AYES – 4 Beachard, White, Burnham, Kerr  
NAYS – 0 Motion carried

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

AYES – 4 Beachard, White, Burnham, Kerr  
NAYS – 0 Motion carried

**LEGISLATURE REPORT:** Larry Denesha

- We had our Organizational meeting on 01/03/23. New Chair was elected.
- 2022 sales tax report was Budgeted in 2022 \$62,686,950.00 actual 2022 sales tax \$79,263,982.00 a difference of \$16,577,032.35. A resolution will be submitted for January Finance Committee for budget modification to distribute the excess over budget that the county shares with towns and villages.
- We had a resolution to modify the 2022 budget for court ordered mandates for treatments at state facilities that the county has to pay. It will cost closer to 2 million that what we thought at 1.5 million for this mandate.
- We also have an additional cost of \$110,000.00 so far for Signed council program for people who cannot afford a lawyer.
- Larry commented on the remark from John about the letters sent to towns it is to let towns know the state of volunteers and the need for more. Tim stated the training is hard and long, so it is hard to get volunteers. Rob stated younger generation need to step up but the state makes it so hard when everyone works.
- Councilor Burnham thanked Larry for getting more COVID tests for the town to hand out.

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

AYES – 4 Beachard, White, Burnham, Kerr  
NAYS – 0 Motion carried

**FIRE DEPARTMENT REPORTS:**

Russell- Bobby Knox

- We had a good turnout for our annual dinner I was honored for my 50 years of service.
- We will be doing a kayak raffle
- We will have a dinner in April

A motion was made by Councilor Beachard and seconded by Councilor Kerr to accept the Russell Fire Department report as presented.

AYES – 4 Beachard, White, Burnham, Kerr

NAYS – 0 Motion carried

**HIGHWAY REPORT:** Richard Meilleur

We have spent the majority of our time maintaining winter roads.

We have also been cutting brush at several locations.

I will be ordering 70 tons of salt this week; we have enough on hand for about 2-3 more weeks depending on the weather.

We have picked up 2- 55-gallon drums of used oil from the school for our waste oil burner and they have at least 2 more we plan on getting this month that should give us enough to get through most of the winter with what we already have.

We currently have one plow truck down and are waiting for parts that are on back order. All other equipment is up and running with no major problems.

I would also like to thank the men for another safe and productive year.

**RESOLUTION:** # 22 Agreement to spend Town Highway Funds

A motion was made by Councilor Beachard and seconded by Councilor Kerr to authorize the Highway to spend \$256,210.00 on 76.99 miles of town highway from General Repairs including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

AYES – 4 Beachard, White, Burnham, Kerr

NAYS – 0 Motion carried

**RESOLUTION** # 23 Audit of bills

Audit Committee Report

January 17, 2023

Timothy White and Sandra Burnham

	Vouchers	Total
General	2-31	\$30,372.47
Highway	1-19	37,571.01
Capital Improvement	-	.00
Fire Protection	-	.00
Street Lights	1	945.50

A motion was made by Councilor Kerr and seconded by Councilor Beachard to Authorize the supervisor to pay the bills:

AYES – 4 Beachard, White, Burnham, Kerr

NAYS – 0 Motion carried

**OLD BUSINESS:**

- Councilor Beachard talked to Richard about the town hall steps. Richard has tried contacting Tom Payler with no response yet. Richard will get a hold of Jeffords to try and get a cost for the pre-cast steps and Tom for the specs.
- Councilor Beachard also would like to put the remaining work at the ball field out to bid to get finished in the spring before the kids start playing ball. Tim will get a list of work to be done together to get it advertised for bids.

**NEW BUSINESS:**

Superintendent Meilleur asked to go into executive session to discuss town personnel.

A motion was made by Councilor Kerr and seconded by Councilor Beachard to enter executive session at 6:35 pm to discuss town personnel. All were in favor Motion by Councilor Kerr and seconded by Councilor Beachard to leave executive session at 6:50 pm and return to the regular meeting.

AYES – 4 Beachard, White, Burnham, Kerr

NAYS – 0 Motions were carried.

**RESOLUTION # 24** Adoption of the Multi-Jurisdictional Hazard Mitigation Plan update for St. Lawrence County.

A motion was made by Councilor Beachard and seconded by Councilor Burnham to adopt this plan.

**TO AUTHORIZE THE ACCEPTANCE AND ADOPTION**

**OF THE**

**MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE FOR  
ST. LAWRENCE COUNTY, NEW YORK** †

**WHEREAS**, the St. Lawrence County Office of Emergency Services, with assistance from Barton & Loguidice, D.P.C., has gathered information and prepared the Multi-Jurisdictional Hazard Mitigation Plan Update for St. Lawrence County, New York; and

**WHEREAS**, the Multi-Jurisdictional Hazard Mitigation Plan Update for St. Lawrence County, New York has been prepared in accordance with the Disaster Mitigation Act of 2000 and Title 44 Code of Federal Regulations (CFR), Part 201; and

**WHEREAS**, Title 44 CFR, Chapter 1, Part 201.6(c)(5) requires each local government participating in the preparation of a multi-Jurisdictional mitigation Plan or Plan Update to accept and adopt such plan; and

**WHEREAS**, the Town of Russell, has reviewed the 2022 St. Lawrence County Multi-Jurisdictional Mitigation Plan Update, has found the document to be acceptable, and as a local unit of government, has afforded its citizens an opportunity to comment and provide input regarding the Plan Update and the actions included in the Plan:

**WHEREAS**, the TOWN of RUSSELL, will consider the St. Lawrence County HMP Update during the implementation and updating of local planning mechanisms, and will incorporate the hazard assessment data, hazard vulnerabilities, and mitigation actions in these mechanisms, where applicable;

**NOW THEREFORE, BE IT RESOLVED**, that the TOWN of RUSSELL as a participating jurisdiction, adopts the Multi-Jurisdictional Hazard Mitigation Plan Update for St. Lawrence County, New York, dated January 17, 2023

This resolution was thereupon declared duly adopted on January 17, 2023

AYES - 4 Beachard, White, Burnham, Kerr

NAYS- 0 Motion carried

**RESOLUTION #25** Holding Harmless The County of St Lawrence providing

service for 2023

**HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE  
FOR PROVIDING SERVICE FOR 2023**

By Russell Town Board, Town of Russell

**WHEREAS**, the Town of Russell is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting, and other routine maintenance activities to the Town, and

**WHEREAS**, both the Town of Russell and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

**WHEREAS**, in this joint cooperative endeavor the Town of Russell and the County of St. Lawrence desires to be reimbursed for their expenditures, and

**WHEREAS**, the Board is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

**NOW, THEREFORE, BE IT RESOLVED** that to the fullest extent permitted by law, the Town of Russell will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out

of any negligent or intentional acts and/or omissions of the Town of Russell or any of its directors, officers, employees, contractors, representatives, or agents.

**BE IT FURTHER RESOLVED** that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$3,000,000 General Aggregate

\$1,000,000 Products Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

**BE IT FURTHER RESOLVED**, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

AYES – 4 Beachard, White, Burnham, Kerr

NAYS – 0 Motion carried

Motion was made by Councilor Beachard and seconded by Councilor Kerr to adjourn at 7:00 PM All were in favor

RESPECTFULLY SUBMITTED BY:

Tess Eells, Russell Town Clerk