

**ORGANIZATIONAL MEETING
@ The Russell Town Hall at 6:00 pm
1/14/2025**

PRESENT:

Supervisor Matthews
Councilor Kerr
Councilor Beachard
Councilor Rowe
Councilor Burnham
Superintendent Meilleur
Deputy Town Clerk – Tess Eells

GUESTS:

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

PLEDGE:

ORGANIZATIONAL MEETING:

RESOLUTION # 1

RULES of PROCEEDURES:

A motion was made by Councilor Kerr seconded by Councilor Beachard 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 - 5 Beachard, Rowe, Burnham, Kerr, Matthews

Nays - 0

Motion Carried

RESOLUTION # 2 OFFICIAL NEWSPAPERS:

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

THEREFORE, naming the Watertown Times and the North Country This Week as the official newspapers for the Town of Russell for the year 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 3 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 \$10,980.00 for the year 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 4 REGULAR MEETINGS:

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

THEREFORE, the Town Board will hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 5 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 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 6 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 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 7 REGISTRAR OF VITAL STATISTICS:

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

THEREFORE, the Town Board will appoint Darcie Cross as the Registrar of Vital Statistics for the year 2025 with her salary being \$464.00.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 8 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 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 - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 9 TOWN ATTORNEY:

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

THEREFORE, the Town Board will appoint Henry Leader as the Town Attorney for the year 2025 with the cost of \$185.00 per hour.

Ayes -5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays -0
Motion Carried

RESOLUTION # 10 MILEAGE:

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

THEREFORE, the Town Board will set the mileage at \$0.55 cents per mile for the year 2025.

Ayes -5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays -0
Motion Carried

RESOLUTION # 11 SALARIES:

A motion was made by Councilor Kerr and seconded by Councilor Rowe to set the salaries of all elected and non-elected officials as follows for 2025:

- SUPERVISOR: \$11,529.00 – Derek Matthews
- DEPUTY SUPERVISOR: \$266.00 – Douglas Beachard
- CLERK/TAX COLLECTOR: \$32,113.00 – Darcie Cross
- HIGHWAY SUPERINTENDENT: \$56,866.00 - Richard Meilleur
- DEPUTY HIGHWAY SUPERINTENDENT: \$1,313.00 – Jesse Fenlong
- MUNICIPAL JUDGE: \$12,308.00 – Martin Dumoulin
- BOARD MEMBERS (each) \$2,065.00 – Charlie Kerr, Sandy Burnham, Douglas Beachard, Erika Rowe
- ASSESSOR: \$19,297.00 – Amy Hunt
- BOOKKEEPER: \$7,797.00 - Brenda Hale
- DCO: \$5,675.00 – Dan Moyer
- HISTORIAN: \$1,442.00 – Colleen Friot and June Jenne
- REGISTRAR of VITAL STATISTICS: \$464.00 - Darcie Cross
- CEO: \$10,980.00 – Russell B. Lawrence
- BUDGET OFFICER: \$3,090.00 – Derek Matthews
- DEPUTY TOWN CLERKS: \$15.30 per hour- Tess Eells
- CUSTODIAN WORKER: \$15.30 per hour – Peter Burnham & Linda Walrath
- COURT CLERK: \$15.30 per hour – Brenda Hale
- TOWN ATTORNEY: \$185.00 per hour - Henry Leader

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 12 CEMETARY CONTRACTS:

A motion was made by Councilor Burnham 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 2025.

Ayes - 5 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried

RESOLUTION # 13 LIFE FLIGHT CONTRACT:

A motion was made by Councilor Kerr 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 2025, 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 Beachard, Rowe, Burnham, Kerr, Matthews
Nays - 0
Motion Carried