

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

01/06/2026

BOARD:

Supervisor Matthews - Present
Councilor White - Present
Councilor Kerr - Present
Councilor Beachard – Absent
Councilor Rowe – Present
Highway Superintendent Meilleur - Absent
Town Clerk Darcie Cross – Present

GUESTS:

Arlena Dafoe
Richard Dafoe Jr

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

PLEDGE:

ORGANIZATIONAL MEETING:

RESOLUTION # 1

RULES of PROCEDURES

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.

A motion was made by Councilor White seconded by Councilor Kerr to adopt Parliamentary Law as defined by Robert’s Rules of Order, as the rules of procedure, with the above adaptations.

Ayes - 4 Matthews, Kerr, Rowe, White

Nays - 0

Motion Carried

RESOLUTION # 2 OFFICIAL NEWSPAPERS

THEREFORE, naming the Watertown Times and the North Country This Week as the official newspapers for the Town of Russell for the year 2026.

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 3 CODE ENFORCEMENT OFFICER CONTRACT

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 \$11,309.00 for the year 2026.

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

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 4 REGULAR MEETINGS

THEREFORE, the Town Board will hold the regular Board Meetings on the third Tuesday of each month at 6:00 pm for 2026.

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

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 5 BANK DEPOSITORIES

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 2026.

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

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 6 INSURANCE CARRIER

THEREFORE, the Town Board is naming Rose & Kiernan Insurance Company as the Town's Insurance Company Agent for the year 2026.
A motion was made by Councilor White and seconded by Councilor Rowe.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 7 REGISTRAR OF VITAL STATISTICS

THEREFORE, the Town Board will appoint Darcie Cross as the Registrar of Vital Statistics for the year 2026 with her salary being \$478.00.

A motion was made by Councilor Kerr and seconded by Councilor White.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 8 SECOND NOTICES

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.

A motion was made by Councilor White and seconded by Councilor Kerr to make the above resolution.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 9 TOWN ATTORNEY

THEREFORE, the Town Board will appoint Henry Leader as the Town Attorney for the year 2026 with the cost of \$195.00 per hour.

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

Ayes -4 Matthews, Kerr, Rowe, White
Nays -0
Motion Carried

RESOLUTION # 10 MILEAGE

THEREFORE, the Town Board will set the mileage at .55 cents per mile for the year 2026.

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes -4 Matthews, Kerr, Rowe, White
Nays -0
Motion Carried

A motion to call for an Executive Session to discuss personnel by Councilor White and seconded by Councilor Kerr. All were in favor. Entered Executive Session at 5:37pm

A motion was made by Councilor Matthews and seconded by Councilor White to end Executive Session at 5:55pm. All were in favor.

RESOLUTION # 11 SALARIES

SUPERVISOR: \$11,875.00 – Derek Matthews
A motion was made by Councilor White and seconded by Councilor Kerr.

DEPUTY SUPERVISOR: \$274.00 – Timothy White
A motion was made by Councilor Kerr and seconded by Councilor Rowe.

CLERK/TAX COLLECTOR: \$33,076.00 – Darcie Cross
A motion was made by Councilor White and seconded by Councilor Kerr.

HIGHWAY SUPERINTENDENT: \$58,572.00 - Richard Meilleur
A motion was made by Councilor Rowe and seconded by Councilor Kerr.

DEPUTY HIGHWAY SUPERINTENDENT: \$1,352.00 – Jesse Fenlong
A motion was made by Councilor Kerr and seconded by Councilor White.

MUNICIPAL JUDGE: \$12,308.00 – Toni LaPoint

A motion was made by Councilor White and seconded by Councilor Kerr.

BOARD MEMBERS (each): \$2,126.00 – Charlie Kerr, Tim White, Douglas Beachard, Erika Rowe

A motion was made by Councilor White and seconded by Councilor Kerr.

ASSESSOR: \$19,876.00 – Amy Hunt - Tabled

BOOKKEEPER: \$8,031.00 - Brenda Hale

A motion was made by Councilor White and seconded by Councilor Kerr.

DCO: \$5,845.00 – Dan Moyer

A motion was made by Councilor Kerr and seconded by Councilor White.

HISTORIAN: \$1,485.00 – Karen LaPoint and June Jenne

A motion was made by Councilor White and seconded by Councilor Kerr.

REGISTRAR of VITAL STATISTICS: \$478.00 - Darcie Cross

A motion was made by Councilor Kerr and seconded by Councilor White.

CEO: \$11,309.00 – Russell B. Lawrence

A motion was made by Councilor White and seconded by Councilor Kerr.

BUDGET OFFICER: \$3,183.00 – Derek Matthews

A motion was made by Councilor White and seconded by Councilor Kerr.

DEPUTY TOWN CLERKS: \$16.00 per hour- Tess Eells

A motion was made by Councilor White and seconded by Councilor Kerr.

CUSTODIAN WORKER: \$16.00 per hour – Peter Burnham & Linda Walrath

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

COURT CLERK: \$16.00 per hour – Brenda Hale

A motion was made by Councilor White and seconded by Councilor Kerr.

TOWN ATTORNEY: \$195.00 per hour - Henry Leader

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes -4 Matthews, Kerr, Rowe, White

Nays - 0

Motion Carried

RESOLUTION # 12 CEMETERY CONTRACTS

THEREFORE, to allow the supervisor to sign the cemetery contracts with the North Russell and South Russell Cemeteries, in the amount of \$600.00 each for the purpose of the upkeep on the veteran’s graves for the year 2026.

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

Ayes -4 Matthews, Kerr, Rowe, White
Nays -0
Motion Carried

RESOLUTION # 13 LIFE FLIGHT CONTRACT

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 2026, 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.

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

- I have contacted North Country Life Flight, Inc to inquire about our contract with them. The reason we have not received anything from them is they have been waiting on New York State. As soon as they have everything from New York State, they will send one to us.

RESOLUTION # 14 ADOPT A SENIOR CITIZEN EXEMPTION

THEREFORE, the Town Board will leave the senior citizens exemption at \$10,000.00 - \$15,700.00 sliding scales of 20% for the year 2026 assessment rolls.

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 15 COMPENSATION FOR BOARD OF ASSESSMENT REVIEW

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

THEREFORE, the Town Board will set the compensation rate for the assessment review board for the year 2026.

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

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 16 APPOINTMENTS

SUPERVISOR'S APPOINTMENTS (committees)
DEPUTY SUPERVISOR: Timothy White
THEATRE COMMITTEE: Brenda Hale, Tess Eells, Doug Beachard, Bobby Knox, Ellie Beeler, Kate Clark & Barbara Hadlock
AUDIT: Dereck Matthews & Timothy White
HIGHWAY COMMITTEE: Douglas Beachard & Charlie Kerr
DEPUTY HIGHWAY SUPERINTENDENT: Jesse Fenlong
BALL FIELD COMMITTEE: Matt Scott, Tom O'Brien, Timothy White, Dustin Lottie
EMERGENCY PREPAREDNESS COMMITTEE: Richard Meilleur & Greg Given
DEPUTY TOWN CLERK/COLLECTOR OF TAXES/SUB-REGISTRAR: Tess Eells

A motion was made by Councilman White and seconded by Councilor Rowe to accept the above appointments.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

- Arlena & Richard had questions about committees.

RESOLUTION # 17 **2026 Official Undertaking of Municipal Officers**

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 6, 2026.

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 Kerr and seconded by Councilor White.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

RESOLUTION # 18 **Contract with Edwards-Knox School for Sand**

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 2026 winter season, for the sum of one dollar (\$1.00) and for the compensation of this service.

A motion was made by Councilor White and seconded by Councilor Kerr.

Ayes - 4 Matthews, Kerr, Rowe, White
Nays - 0
Motion Carried

The board looked over the Procurement Policy

RESOLUTION # 19 **Review the Procurement Policy**

WHEREAS the Russell Town Board reviewed the Procurement Policy Procedures from last year with no revisions for the year 2026.

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

Ayes - 4 Matthews, Kerr, Rowe, White

Nays - 0

Motion Carried

Motion was made by Councilor Rowe and seconded by Councilor Kerr to adjourn at 6:25 PM. All were in favor.

RESPECTFULLY SUBMITTED BY:

Darcie Cross, Russell Town Clerk