

**AGENDA OF ORGANIZATIONAL MEETING OF MASSENA TOWN COUNCIL
JANUARY 3, 2018 AT 5:30 PM AT MASSENA TOWN HALL**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE;
2. PUBLIC COMMENT PERIOD;
3. OFFICIALS TO TAKE OATH OF OFFICE
 - a. SUPERVISOR- STEVE O'SHAUGHNESSY
 - b. TOWN COUNCIL- ALBERT NICOLA AND SAM CARBONE
 - c. TOWN JUSTICE- JOSEPH BROWN
4. APPOINTMENTS BY SUPERVISOR ** See Attached
 - a. DEPUTY SUPERVISOR
 - b. HOSPITAL BOARD APPOINTMENTS
 - c. BOOK KEEPER AND SECRETARY (?)
5. APPOINTMENT TO MASSENA TOWN BOARDS OF MANAGERS BY THE BOARD:
** See Attached
 - a. BUSINESS DEVELOPMENT CORPORATION
 - b. JOINT RECREATION ASSOCIATION
 - c. LIBRARY
 - d. MASSENA RESCUE
 - e. MASSENA ELECTRIC
 - f. CULTURAL CENTER AND MUSEUM
 - g. PLANNING BOARD
 - h. BOARD OF REVIEW
 - i. ZONING BOARD (NONE AT THIS TIME ?)
6. APPOINTMENT OF TOWN ATTORNEY;
7. **X** SET REGULAR BOARD MEETINGS FOR THE YEAR
 - a. THIRD WEDNESDAY OF EACH MONTH ** See Attached schedule
8. **X** DISCUSSION: REPLACEMENT OF TOWN COUNCIL MEMBER BY THE BOARD;
9. **X** To accept and Sign the Fire Protection contract with the Village. Effective Jan. 1, 2018-Dec. 31, 2019 (2 yrs) for 2019- \$89,500.00 and for 2020 \$97,000.00.
10. **X** To accept and Sign the Code Enforcement Office contract with the Village
11. **X** To renew the court officer agreement with the Village of Massena @ a cost not to exceed \$5,000, expiring 12/31/17 and authorize the Supervisor to sign the same.
12. **X** To renew Investment policy.
13. **X** To renew Substance Abuse policy.

- 14. **X** To renew Non-Discrimination policy.
- 15. **X** To appoint Compliance Officer (Supervisor).
- 16. **X** To name official newspapers (Currier Observer or Watertown Times)
- 17. **X** Authorizing the Town Clerk to attend the Town Clerk’s Conference and expenses incurred (travel, lodging & meals) to be paid by the Town of Massena upon representation of Itemized vouchers (receipts) at a regular council meeting.
- 18. **X** Official banks to be First Niagara, Community Bank and NBT Bank.
- 19. **X** To accept the Procurement Policy as is or with any changes.
- 20. **X** Authorizing the Supervisor to sign a Holding Harmless Agreement with St. Lawrence County.
- 21. **X** To renew the employee assistance program with Reach Out, effective 1/1/2018 to 12/31/18 at \$3,600 per year.
- 22. **X** To renew the following contracts under a blanket resolution based on:
 - a. Rescue Squad
 - b. N. Country Life Flight
 - c. Meals on Wheels
 - d. Louisville Rescue
 - e. Chamber Service
 - f. Humane Society
 - g. ~~Aluminum Historical Society~~? No need for this contract anymore.
- 23. **X** To use Municipal Investors Service.
- 24. **X** For yearly appointments: (By blanket resolution).

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| Deputy Registrar..... | Jeannine Brouse (Town Clerk Appointment) |
| Deputy Town Clerk..... | Jeannine Brouse (Town Clerk Appointment) |
| Justice Court Clerk..... | _____ |
| Assistant Court Clerk..... | Martha Granger |
| Receiver of Taxes..... | Taya Pryce |
| Deputy Receiver of Taxes..... | Renelle Garlach |
| Second Deputy Receiver of Taxes | Brenda Mossow |
| Town Historian..... | Mary Ellen Castleman |
| Town Archivist..... | Linda McDonald |
| Supt. Maintenance Bldgs./Grounds..... | Frank Diagostino |
| Supt. of Highways..... | Frank Diagostino |
| Airport Manager..... | Frank Diagostino |
| Maintenance | James Beckstead |
| Dog Warden..... | Contract w/Massena Humane Society |
| Town Policeman..... | Contract w/ Village |

25. **X** The standard workday resolution for the Town of Massena, year 2018 at 7.5 hours per day for Town Hall employees, 8 hours for Airport and Highway Dept.

26. Contract Renewal Update: Exp. 12/31/17 *2018 Contract received

? Aluminum Historical Association

*Chamber of Commerce

? Deferred Comp/Security Benefit

- Hold Harmless Agreement
- Life Flight (N Country)
- Meals on Wheels
- Reachout of St. Lawrence County
- Louisville/Massena Rescue
- Senior Citizens
- Village/Town Court Officer
- Village/Town Code Officer
- Village/Town Fire Protections

X 2018 SUPERVISOR APPOINTMENTS:

SECRETARY/BOOKKEEPER: Brenda Mossow

DEPUTY SUPERVISOR: Albert Nicola

COMMITTEES / LIAISONS:

- LIBRARY..... Sam Carbone and Melanie Cunningham
- JOINT RECREATION..... Albert Nicola and Tom Miller
- MASSENA ELECTRIC..... Albert Nicola and Tom Miller
- MUSEUM..... Sam Carbone and Melanie Cunningham
- RESCUE SQUAD..... Tom Miller and Melanie Cunningham
- HOSPITAL..... Steve O’Shaughnessy and Sam Carbone
- BDC..... Sam Carbone and Melanie Cunningham
- CHAMBER..... Supervisor O’Shaughnessy
- HIGHWAY COMMITTEE..... Supervisor O’Shaughnessy
- AIRPORT COMMITTEE..... Tom Miller and Albert Nicola
- AUDIT COMMITTEE.....
- BUDGET COMMITTEE..... Entire Town Council
- HIRING/JOB DESCRIPTION COMMITTEE:..... Supervisor O’Shaughnessy
- PERSONNEL COMMITTEE:.....
- NEW YORK POWER AUTHORITY..... Supervisor O’Shaughnessy
- ST REGIS MOHAWK TRIBAL..... Supervisor O’Shaughnessy