

AGENDA

**Organizational Town Council Meeting, Town of Massena
Wednesday, **January 4th**, 2017 at 5:30 pm**

PLEDGE OF ALLEGIANCE

15 MINUTE PUBLIC COMMENT PERIOD

RESOLUTION- To renew Investment policy.

RESOLUTION- To renew Substance Abuse policy.

RESOLUTION- To renew Non-Discrimination policy.

RESOLUTION- To appoint Compliance Officer (Supervisor).

RESOLUTION- To name official newspapers (Currier Observer and Watertown Times)

RESOLUTION- Authorizing Town Officials to attend the Association of Towns meeting in New York on February____, 2017 and (all or limited) expenses incurred (travel, lodging & meals) to be paid by the Town of Massena upon representation of Itemized vouchers (receipts) at a regular council meeting.

SELECT VOTING DELEGATE: _____
SELECT ALTERNATE DELEGATE: _____

RESOLUTION- Authorizing the Town Clerk to attend the Town Clerk’s Conference and (all or limited) expenses incurred (travel, lodging & meals) to be paid by the Town of Massena upon representation of Itemized vouchers (receipts) at a regular council meeting.

RESOLUTION- To accept the regular monthly meeting schedule for the 2017 calendar year, being on the 3rd Wednesday of the month at 5:30 pm. Schedule attached.

2017 NOTICE OF REGULAR MEETINGS

REGULAR MEETING OF THE TOWN BOARD OF THE TOWN OF MASSENA ARE HELD THE THIRD WEDNESDAY OF EACH MONTH AT 5:30 P.M. AT THE TOWN HALL. IN THE EVENT THAT SUCH DATE IS A LEGAL HOLIDAY, THE MEETING WILL BE HELD THE NEXT BUSINESS DAY.

Please note any changes below ***

TOWN BOARD

JANUARY	4th, 2017	ORGANIZATIONAL (Wednesday)
JANUARY	18th, 2017	
FEBRUARY	15th, 2017	***Association of Towns <u>19th -22nd</u>
MARCH	15th, 2017	
APRIL	19th, 2017	
MAY	17th, 2017	
JUNE	21st, 2017	
JULY	19th, 2017	
AUGUST	16th, 2017	
SEPTEMBER	20th, 2017	
OCTOBER	18th, 2017	
NOVEMBER	15th, 2017	
DECEMBER	20th, 2017	

**PAM CATANZARITE
TOWN CLERK**

ALL MEETINGS WILL BE OPEN TO THE PUBLIC.

RESOLUTION- Official banks to be First Niagara, Community Bank and NBT Bank.

RESOLUTION- To accept the Procurement Policy as is or with any changes.

RESOLUTION- To contract with _____ as Town Attorney at the salary of \$150 Hr. plus incidental costs listed in contract. Attorney will provide a written contract with proof of insurance.

RESOLUTION- Authorizing the Supervisor to sign a Holding Harmless Agreement with St. Lawrence County.

RESOLUTION- To renew the following contracts under a blanket resolution based on:

- | | |
|---|---------------------------------|
| <u>Rescue Squad</u> | <u>Louisville Rescue</u> |
| <u>N. Country Life Flight</u> | <u>Chamber Service</u> |
| <u>Meals on Wheels</u> | <u>Humane Society</u> |
| <u>Aluminum Historical Society</u> | |

RESOLUTION- To renew the employee assistance program with Reach Out, effective 1/1/2017 to 12/31/17 at \$3,600 per year.

RESOLUTION- To use Municipal Investors Service.

RESOLUTION- For yearly appointments: (By blanket resolution).

- | | |
|--|-------------------|
| Deputy Registrar | - Jeannine Brouse |
| Deputy Town Clerk | - Jeannine Brouse |
| Justice Court Clerk | - Dora Richter |
| Assistant Court Clerk | - Martha Granger |
| Receiver of Taxes | - Taya Pryce |
| Deputy Receiver of Taxes | - Renelle Garlach |
| Second Deputy Receiver of Taxes | - Nancy Fregoe |

- | | |
|---|------------------------|
| 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/ _____ |
| Town Policeman | - Contract w/ Village |

RESOLUTION- THE STANDARD WORKDAY RESOLUTION FOR THE TOWN OF MASSENA, YEAR 2017 AT 7.5 HOURS PER DAY.

SUPERVISOR APPOINTMENTS:

SECRETARY/BOOK KEEPER _____
DEPUTY SUPERVISOR _____

LIAISONS/ COMMITTEES:

TOWN BOARD & LIBRARY - COUNCILMEN _____ & _____

TOWN BOARD & RECREATION – COUNCILMEN _____ & _____

TOWN BOARD & MASSENA ELECTRIC - COUNCILMEN _____ & _____

TOWN BOARD & RESCUE SQUAD - COUNCILMEN _____ & _____

TOWN BOARD & HOSPITAL - COUNCILMEN _____ & _____

TOWN BOARD & BDC. - COUNCILMEN _____ & _____

TOWN BOARD & CHAMBER - SUPERVISOR GRAY

HIGHWAY COMMITTEE - COUNCILMAN _____ & SUPERVISOR

AIRPORT COMMITTEE - COUNCILMAN _____ & SUPERVISOR

AUDIT COMMITTEE - COUNCILMEN _____ & _____

BUDGET COMMITTEE - ENTIRE TOWN BOARD

HIRING /JOB DESCRIPTION COMMITTEE - _____ & SUPERVISOR

PERSONNEL COMMITTEE - _____ & _____

NY POWER AUTHORITY LIAISON - COUNCILMAN _____ & SUPERVISOR

ST. REGIS MOHAWK TRIBAL LIAISON - _____

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TOWN BOARD APPOINTMENTS/ RE-APPOINTMENTS TO THE FOLLOWING BOARDS:

CONTRACT RENEWAL UPDATE: Exp. 12/31/16 *2017 Contract received

- Aluminum Historical Association**
- Attorney-Town**
- Deferred Comp-Security Benefit**
- Chamber of Commerce**
- Deferred Comp/Security Benefit**
- Dog Control – Humane Society**
- Hold Harmless Agreement**
- Highway Funds – Agreement to Spend**
- Humane Society Service Agreement**
- Library – Boiler Rm – Atlantic Testing**
- Life Flight (N Country)**
- Meals on Wheels**
- *Reach-out of St. Lawrence Co.**
- Rescue Squad – Massena Contract**
- Seaway Valley Modelaires Lease – (Would like to extend from 1 to 3 or 5 yrs?)**
- Senior Citizens Agreement**

BOARD MEMBER APPOINTMENT EXPIRATIONS: Exp. 12/31/16

BDC: **RON BACON**-----769-8110-----12/31/16 _____
 LARRY RALSTON---Resigned---764-0996 -----12/31/16 _____

JOINT REC: **DAVID MACLENNAN**----- 12/31/16 _____

LIBRARY: **ROBERT MANNING** ---Resigned 12/5/16-----12/31/16 _____

MANAGERS: **LENORE LEVINE** -----769-9946-----12/31/16 _____

ELECTRIC: **JOHN BOGOSIAN** -----769-8994----- 12/31/16 _____

HOSPITAL: **PAUL MORROW**-----769-9808----- 12/31/16 _____

SUE BELLOR-----769-7128----- 12/31/16 _____

REAL COUPAL -----705-4744----- 12/31/16 _____

ED HAMEL-----769-5806----- 12/31/16 _____

MUSEUM: **DAVID TALERICO**-----769-3413----- 12/31/16 _____

JOSEPH SAVOCA-----Resigned -----769-8009----- 12/31/19 _____

W. JOHN DAVIS-----Resigned -----Did he get replaced? _____

JOE MACAULAY----- 769-2829----- 12/31/16 _____

PLANNING: **SHAWN BURKE**-----769-3685----- 12/31/16 _____

Gentlemen, Here are the appointments expiring this year. I am providing the names so you can check with them to see if there are interested in re-appointment if you so desire.

**REMINDER - ALL BOARDS BUT THE BDC SERVE 5 YEARS.
BDC -serves 3 yr. terms.

NEXT REGULAR TOWN BOARD MEETING – Jan. 18th, 2017 AT 5:30

Addition to agenda:

RESOLUTION- To accept or reject the agreement between the Cashion Rods Tour (CRT) of Cashion Custom Lures & Rods and Town of Massena (Sponsor). Town agrees to pay \$2,000 by March 1, 2017 and authorize the Supervisor to sign the same.

RESOLUTION- To accept the 2017 salary schedule.

**TOWN OF MASSENA
SALARY SCHEDULE 2017**

EMPLOYEE	TITLE	'17 SALARY
Joseph D. Gray Supervisor	Town Supervisor	\$15,500.00
Sam Carbone	Councilman	\$6,000.00
Steve O'Shaughnessy	"	6,000.00
Tom Miller	"	6,000.00
Albert Nicola	"	6,000.00
Pamela Catanzarite	Town Clerk	\$38,760.00
" " Registrar Fees	Registrar Fees	8,160.00
Jeannine Brouse Deputy Town Clerk	Deputy Town Clerk	\$30,966.00
" " Registrar Fees	Deputy Registrar	4,000.00
Patrick Serguson	Justice	\$20,000.00
Gerald Sharlow	Justice	20,000.00
Michael Ward	Assessor	60,500.00
Dora Richter	Justice Clerk	* 37,557.00
Martha Granger	Ass't Clerk Part-time	10.50 per hour
Nancy Fregoe	Secretary/Bookkeeper	49,288.75
"	(Auditor/GASB34)	6,473.69
Brenda Mossow	Secretary Bookkeeper	38,000.00
Taya Pryce	Rec. of Taxes	* 48,106.50
Renelle Garlach	Deputy Rec. of Taxes	* 37,888.50
Mary Ellen Casselman	Historian	8,000.00
Linda McDonald	Archivist	9.75 per hour
Frank Diagostino,	Highway Superintendent	66,500.00
	Airport Manager	13,500.00
	Straight time for snow over-time	7,500.00
James Beckstead	(Bldg. Maint.)	*21.29 per hour
Matthew Ayotte	(Library) Bldg. Maint.	*15.10 per. hour
AIRPORT EMPLOYEES:		
Shawn Abrantes	Airport Foreman	*24.86 per hour
Kyle Bigness	Airport Labor	*20.02 per hour
Dylan Casselman	Airport Labor	*20.02 per hour
*Per Union Contract		