

**AGENDA**  
ORGANIZATIONAL MEETING OF THE MASSENA TOWN COUNCIL  
JANUARY 2, 2019 @ 5:30 pm

1. Call to Order and Pledge of Allegiance
2. Officials to Take Oath of Office
  - a. Melanie Cunningham
3. Appointments by Supervisor
  - a. Deputy Supervisor
  - b. Bookkeeper/Secretary
  - c. ... Massena Hospital.....
    - i....Appoint G. Michael Maresca (5-year term to expire 12/31/2023)
    - ii....Appoint Dawn Hewlett (5-year term to expire 12/31/2023)
    - iii....Appoint Lenore Levine (5-year term to expire 12/31/2023)
    - iv....Reappoint Loretta Perez (5-year term to expire 12/31/2023)
4. Appointments to Massena Town Boards of Managers
  - a.... Business Development Corp ..... None
  - b. ... Joint Recreation Commission..... Reappoint George Trippany
  - c.... Massena Public Library..... Reappoint Patricia Ryan
  - d. .. Massena Rescue Squad..... Reappoint Ralph Bathelt  
and..... Appoint Greg Fregoe for 1 year
  - e.... Massena Electric Department..... Reappoint Rene Hart
  - f. ... Cultural Centre and Museum..... Reappoint Randy Peets
  - g.... Planning Board..... \_\_\_\_\_
  - h. .. Board of Review..... None
  - i.... Zoning Board..... \_\_\_\_\_
5. Appointing Town Attorney and Authorizing Supervisor to Execute a Retainer Agreement for Legal Services with the Town Attorney at a rate of \$150 per hour plus incidental costs listed in Retainer Agreement Upon Provision by the Town Attorney of Proof of Insurance.

6. Board Liaison and Committee Assignments:
  - a.... Library Liaisons..... Carbone/Cunningham
  - b. ... Joint Recreation Liaisons..... Nicola/Miller
  - c.... Massena Electric Liaisons..... Nicola/Miller
  - d. .. Museum Liaisons..... Carbone/Cunningham
  - e.... Rescue Squad Liaisons..... Miller/Cunningham
  - f. ... Massena Hospital Liaisons..... O'Shaughnessy/Carbone
  - g.... Business Development Corporation Liaisons..... Carbone/Cunningham
  - h. .. Chamber of Commerce Liaison..... Miller
  - i.... Highway Committee..... O'Shaughnessy
  - j.... Airport Committee..... Nicola/Miller
  - k.... Audit Committee..... Nicola/Miller
  - l.... Budget Committee..... All
  - m. . Hiring/Job Description Committee..... Miller/O'Shaughnessy
  - n. .. Personnel Committee..... Miller/
  - o. .. NYPA..... O'Shaughnessy
  - p. .. St. Regis Mohawk Tribal Council..... O'Shaughnessy

7. Establishing Schedule of Regular Town Council Board Meetings as the Third Wednesday of each Month at 5:30 PM
  - a. January 16, 2019
  - b. February 20, 2019 (Change to the 21<sup>st</sup> Thursday)
  - c. March 20, 2019
  - d. April 17, 2019
  - e. May 15, 2019
  - f. June 19, 2019
  - g. July 17, 2019
  - h. August 21, 2019
  - i. September 18, 2019
  - j. October 16, 2019
  - k. November 20, 2019
  - l. December 18, 2019

8. Renewing Town of Massena Investment Policy

9. Renewing Town of Massena Procurement Policy

10. Renewing Town of Massena Substance Abuse Policy

11. Renewing Town of Massena Non-Discrimination Policy

12. Designating the Town Supervisor as the Town's Compliance Officer

13. Designating the **Watertown Daily Times** as the Town of Massena's Official Newspaper for the publication of all local law notices and other matters required by law to be published.

14. Designating NY Class, Community Bank, and NBT Bank as the Official Depositories of the Town's Funds.

15. Accepting the 2019 Salary Schedule as Presented to the Board, Based on the Adopted Budget.

**16. Contracts:**

- a. Authorizing Renewal of Contract: Holding Harmless the County of St. Lawrence for Providing Service for the Town of Massena for the Year 2019.
- b. Authorizing Renewal of the Contract with Reach-Out for the Employee Assistance Program for a Term of One Year Beginning January 1, 2019 and ending December 31, 2019 in an amount Not to Exceed \$3,600 per year.
- c. Authorizing Renewal of Contract with North Country Life Flight, Inc. for a Term of One Year Beginning January 1, 2019 and ending December 31, 2019 in an amount Not to Exceed \$3,000 per Year, to be paid from Account Number 4560.400.
- d. Authorizing the Town Supervisor to execute a Sport Fishing Promotional Services Contract with Don Meissner
- e. Authorizing Renewal of Contracts via Blanket Resolution
  - i. Massena Meals on Wheels
  - ii. Louisville Massena Rescue
  - iii. Massena Chamber of Commerce
  - iv. Massena Humane Society
  - v. Massena Humane Society (Dog Control)
  - vi. Massena Senior Citizens

**17. Appointments of Town Employees**

- a.... Deputy Registrar.....Jeannine Brouse (Town Clerk Appointment)
- b. .. Deputy Town Clerk (1<sup>st</sup>)..... Jeannine Brouse (Town Clerk Appointment)
- c.... Deputy Town Clerk (2<sup>nd</sup>)..... Natalie Sweatland (Town Clerk Appointment)
- d. .. Justice Court Clerk..... Christina Barber
- e.... Assistant Court Clerk..... Mckenzie Labrake
- f. ... Receiver of Taxes..... Taya Pryce
- g.... Deputy Receiver of Taxes..... Renelle Ryan
- h. .. Second Deputy Receiver of Taxes..... Brenda Mossow
- i.... Town Historian..... Mary Ellen Casselman
- j.... Town Archivist..... Linda McDonald
- k.... Superintendent of Highways..... Frank Diagostino
- l.... Superintendent of Maintenance / Buildings & Grounds..... Frank Diagostino
- m. . Airport Manager..... Frank Diagostino
- n. .. Maintenance..... James Beckstead

18. Establishing the Standard Workday for the Town of Massena for the Year 2019: 7.5 hours per day for Town Hall Employees; 8.0 hours per day for Airport and Highway Departments.

19. Authorizing Town Officials to Attend the Association of Towns meeting in New York City on February 17-19, 2019, and Authorizing All Travel, Lodging and Meal Expenses Incurred to be Paid by the Town of Massena Upon Representation of Itemized Vouchers at a Regular Meeting of the Board.
20. Authorizing the Town Clerk or the Deputy Clerk to Attend the Town Clerk's Association Conference and any Educational Seminars, and Authorizing all Travel, Lodging, and Meal Expenses Incurred to be Paid by the Town of Massena Upon Representation of Itemized Vouchers at a Regular Meeting of the Board.
21. 15-Minute Public Comment – Closing Remarks
22. Announcement of Next Regular Board Meeting: January 16, 2019 at 5:30 PM, Town Hall.