

AGENDA
 ORGANIZATIONAL MEETING OF THE MASSENA TOWN BOARD
 JANUARY 3, 2024 @ 4:30 pm

1. Call to Order and Pledge of Allegiance
2. Officials to Take Oath of Office – Swearing in by Justice Joseph Brown
 - a. Raymond Lancto Council Member
 - b. Kristy Baker – Council Member
 - c. Jeannine B. Miller – Town Clerk
 - d. Eric Sharlow – Town Justice
3. Appointments by Supervisor
 - a. Deputy Supervisor – Pat Facteau
 - b. Bookkeeper/Secretary -Brenda Mossow
4. Appointing Eric Gustafson as Massena's Town Attorney and Authorizing Supervisor to Execute a Retainer Agreement for Legal Services with the Town Attorney
5. Board Liaison and Committee Assignments:
 - a. Library Liaisons Ray Lancto, Adrian Taraska
 - b. Joint Recreation Liaisons Adrian Taraska, Kristy Baker
 - c. Massena Electric Liaisons Ray Lancto, Patrick Facteau
 - d. Museum/Culture Center Liaisons Kristy Baker, Ray Lancto
 - e. Chamber of Commerce LiaisonsSue Bellor, Adrian Taraska
 - f. Planning Patrick Facteau, Kristy Baker
 - g. Zoning Kristy Baker, Adrian Taraska
 - h. Highway CommitteePatrick Facteau, Ray Lancto
 - i. Airport Committee Patrick Facteau, Ray Lancto
 - j. Audit CommitteeJan-Feb/May-June/Sept-Oct. for Patrick & Kristy
and March-April/July-Aug/Nov-Dec. for Adrian & Ray
 - k. Personnel CommitteeSue Bellor, Patrick Facteau
 - l. NYPA Sue Bellor, Patrick Facteau
 - m. Ethics Committee Sue Bellor, Ray Lancto
 - n. Fishing/Tourism Adrian Taraska, Ray Lancto
 - o. Comprehensive PlanPatrick Facteau, Sue Bellor
6. Establishing Schedule of Regular Town Board Meetings as the Third Wednesday of each Month at 4:30 PM.

January 17, 2024	July 17, 2024
February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 15, 2024	November 20, 2024
June 19, 2024	December 18, 2024

7. Renewing Town of Massena Investment Policy
8. Renewing Town of Massena Procurement Policy
9. Renewing Town of Massena Drug and Alcohol Testing Policy
10. Renewing Town of Massena Employment Discrimination and Harassment Policy
11. Designating the Town Supervisor as the Town's Compliance Officer
12. Designating the **North Country This Week**, **Courier-Observer**, and **Watertown Daily Times** as the Town of Massena's Official Newspapers for the publication of all local law notices and other matters required by law to be published.

13. Designating Town of Massena Official Banks and Authorizing Signatures on Town Accounts for NY Class, NBT Bank, and Community Bank. Authorized signers for bank accounts are Sue Bellor, Pat Facticeau, Brenda Mossow, and Taya Pryce. Checks and withdrawals require two signatures.

14. Contracts with the Town of Massena

- a. Hold Harmless Agreement with St. Lawrence County for Providing Services for the Town of Massena for the Year 2024
- b. Shared Services Between NYSDOT and the Town of Massena
- c. Authorizing Renewal of Contracts via Blanket Resolution
 - i. Massena Meals on Wheels
 - ii. Massena Senior Citizens

15. Appointments of Town Employees

- a. Deputy Town Clerk (Town Clerk Appointment) Sean Lynch
- b. Deputy Registrar (Town Clerk Appointment) Sean Lynch
- c. Marriage Officer (exp 12/31/2024) Sean Lynch
- d. Justice Court Clerks Christina Barber, Shannon MacCuaig
- e. Receiver of Taxes Taya Pryce
- f. Deputy Receiver of Taxes Renelle Ryan
- g. Second Deputy Receiver of Taxes Brenda Mossow
- h. Town Historian Mary Ellen Casselman
- i. Town Archivist Linda McDonald
- j. Superintendent of Highways Dylan Casselman
- k. Superintendent of Maintenance / Buildings & Grounds Dylan Casselman
- l. Airport Manager Dylan Casselman
- m. Maintenance Austyn Allen

16. Establishing the Standard Workday for the Town of Massena for the Year 2024: 7.5 hours per day for Town Hall Employees; 8.0 hours per day for Airport and Highway Departments

17. Authorizing the Town Board to adopt the Fund Balance Policy

18. Authorizing the Town Supervisor and the Town Clerk to sign The Home Rule for State Legislation, S3094/A5140 sought by the Town of Massena. This Legislation grants the Town the Authority to bond up to 5 Million dollars to cover the pension liability associated with the former municipal hospital.

- Announcement for the next Regular Monthly Board Meeting, January 17, 2024 @ 4:30 PM.
- Executive Session (if needed)
- Meeting Adjournment