

MINUTES

Organizational Town Council Meeting, Town of Massena

Date/Time: Wednesday, January 2, 2020, 5:30 pm

Location: Massena Town Hall

ATTENDANCE:

MEMBER	PRESENT	ABSENT
Supervisor Steve O’Shaughnessy	X	
Councilman Albert Nicola	X	
Councilman Robert Elsner	X	
Councilman Samuel Carbone, Jr.	X	
Councilwoman Susan Bellor	X	

ALSO PRESENT:

Pamela Catanzarite-Town Clerk, Jeannine Brouse-Deputy Town Clerk, Brenda Mossow-Secretary/Bookkeeper, Media, Attached Sign-in Sheet

Officials to Take Oath of Office: Swearing in by Justice Joseph Brown

Sue Bellor, Town Councilwoman
 Robert Elsner, Town Councilman
 Pamela Catanzarite, Town Clerk
 Eric Sharlow, Town Justice

Appointments by Supervisor:

Deputy Supervisor – Albert Nicola
 Bookkeeper/Secretary – Brenda Mossow

Board Liaison and Committee Assignments by the Supervisor:

Library Liaisons.....Bellor / Elsner
 Joint Recreation Liaisons..... Nicola / Elsner
 Massena Electric Liaisons..... Nicola / Carbone
 Museum/Culture Center Liaisons..... Carbone / Elsner
 Rescue Squad Liaisons..... Bellor / Elsner
 Business Development Corporation Liaisons..... Bellor / Carbone
 Chamber of Commerce Liaison..... O’Shaughnessy
 Highway Committee..... Nicola / O’Shaughnessy
 Airport Committee.....Nicola / Carbone
 Audit Committee.....Nicola / Bellor
 Budget Committee..... All
 Hiring/Job Description Committee..... Carbone /O’Shaughnessy
 Personnel Committee..... Bellor / Carbone
 NYPA..... All
 St. Regis Mohawk Tribal Council..... All

Resolutions:

Resolution # 1 - 2020					
Authorizing the Appointments to Massena Town Boards of Managers					
Business Development Corp.	Reappoint Ron Bacon (3-Yr term, exp 12/31/22)				
Joint Recreation Commission:	Reappoint John Horan (5-Year Term, exp 12/31/24)				
Massena Public Library:	Reappoint Jeanna Matthews (5-year Term, exp 12/31/24)				
Massena Rescue Squad:	Reappoint Greg Fregoe (5-Year Term, exp 12/31/24)				
Massena Electric Department:	Reappoint Jim Shaw/appt as Chair (5yr-exp 12/31/24)				
Cultural Centre and Museum:	Reappoint David Frary (5-Year Term, exp 12/31/24)				
Planning Board:	Reappoint David Grant (5-Year Term, exp 12/31/24)				
Board of Review	N/A				
Zoning Board:	Reappoint Robert Rufa (5-Year Term, exp 12/31/24)				
	1-VACANCY (Term exp 12/31/23)				
Motion by:	Councilman Nicola	Vote:			
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 2 - 2020					
Appointing Eric Gustafson 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.					
Motion by:	Councilman Carbone	Vote:			
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 3 - 2020					
Establishing Schedule of Regular Town Council Board Meetings as the Third Wednesday of each Month at 5:30 PM.					
January 22, 2020 (Modified from January 15) February 26, 2020 (Modified from February 19) March 18, 2020 April 15, 2020 May 20, 2020 June 17, 2020 July 15, 2020 August 19, 2020 September 16, 2020 October 21, 2020 November 18, 2020 December 16, 2020					
Motion by:	Councilman Nicola	Vote:			
Second by:	Councilman Carbone	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 4 - 2020					
Renewing Town of Massena Investment Policy.					
Motion by:	Councilman Elsner	Vote:			
Second by:	Councilman Carbone	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 5 - 2020					
Renewing Town of Massena Procurement Policy.					
Motion by:	Councilman Nicola	Vote:			
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 6 - 2020				
Renewing Town of Massena Drug and Alcohol Testing Policy.				
Motion by:	Councilwoman Bellor	Vote:		
Second by:	Councilman Elsner	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Robert Elsner	X		
	Samuel Carbone, Jr.	X		
	Susan Bellor	X		

Resolution # 7 - 2020				
Renewing Town of Massena Employment Discrimination and Harassment Policy.				
Motion by:	Councilman Carbone	Vote:		
Second by:	Councilman Nicola	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Robert Elsner	X		
	Samuel Carbone, Jr.	X		
	Susan Bellor	X		

Resolution # 8 - 2020				
Designating the Town Supervisor as the Town's Compliance Officer.				
Motion by:	Councilman Carbone	Vote:		
Second by:	Councilman Nicola	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Robert Elsner	X		
	Samuel Carbone, Jr.	X		
	Susan Bellor	X		

Resolution # 9 - 2020				
Designating the <u>Watertown Daily Times</u> 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.				
Motion by:	Councilman Elsner	Vote:		
Second by:	Councilman Carbone	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Robert Elsner	X		
	Samuel Carbone, Jr.	X		
	Susan Bellor	X		

Resolution # 10 - 2020					
Designating NY Class, Community Bank, and NBT Bank as the Official Depositories of the Town's Funds.					
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Elsner	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 11 - 2020					
Authorizing Contract renewal with the Town, Holding Harmless the County of St. Lawrence for Providing Service for the Town of Massena for the Year 2020.					
Motion by:	Councilman Carbone	Vote:			
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 12 - 2020					
Authorizing contract renewal with the Town, North Country Life Flight, Inc. for a Term of One Year Beginning January 1, 2020 and ending December 31, 2020 in an amount Not to Exceed \$3,000 per Year, to be paid from Account Number 4560.400.					
Motion by:	Councilman Nicola	Vote:			
Second by:	Councilman Elsner	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 13 - 2020					
Authorizing Extension to Agreement Between the Town of Massena and the Massena Volunteer Emergency Unit for a One-Year Term Beginning January 1, 2020 and ending December 31, 2020.					
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Elsner	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 14 - 2020					
Authorizing Renewal of Contracts via Blanket Resolution					
Massena Meals on Wheels					
Louisville Massena Rescue					
Massena Senior Citizens					
To Renew at a later date, Massena Chamber of Commerce					
Motion by:	Councilman Carbone	Vote:			
Second by:	Councilman Nicola	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 15 - 2020					
Authorizing Appointments of Town Employees					
Deputy Registrar.....	Jeannine Brouse (Town Clerk Appointment)				
Deputy Town Clerk (1 st).....	Jeannine Brouse (Town Clerk Appointment)				
Deputy Town Clerk (2 nd).....	Natalie Sweatland (Town Clerk Appointment)				
Assistant to the Assessor.....	Natalie Sweatland				
Justice Court Clerk.....	Christina Barber				
Assistant Court Clerk.....	Mckenzie Labrake				
Receiver of Taxes.....	Taya Pryce				
Deputy Receiver of Taxes.....	Renelle Ryan				
Second Deputy Receiver of Taxes.....	Brenda Mossow				
Town Historian.....	Mary Ellen Casselman				
Town Archivist.....	Linda McDonald				
Superintendent of Highways.....	Frank Diagostino				
Superintendent of Maintenance / Buildings & Grounds.....	Frank Diagostino				
Airport Manager.....	Frank Diagostino				
Maintenance.....	Austyn Allen				
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Elsner	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 16 - 2020					
Establishing the Standard Workday for the Town of Massena for the Year 2020: 7.5 hours per day for Town Hall Employees; 8.0 hours per day for Airport and Highway Departments.					
Motion by:	Councilman Carbone	Vote:			
Second by:	Councilman Nicola	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 17 - 2020					
Authorizing Town Officials to Attend the Association of Towns meeting in New York City on February 16-19, 2020, 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.					
Motion by:	Councilman Nicola	Vote:			
Second by:	Councilman Carbone	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 18 - 2020					
Authorizing the Town Clerk and/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.					
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Elsner	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Resolution # 19 - 2020					
Authorizing the Supervisor to sign a request for EBO System Log-In/Password for Secretary/Bookkeeper, Brenda Mossow. Regarding the airport terminal parking lot.					
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Carbone	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Motion to adjourn the meeting at 5:50 pm.					
Motion by:	Councilwoman Bellor	Vote:			
Second by:	Councilman Carbone	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Robert Elsner	X			
	Samuel Carbone, Jr.	X			
	Susan Bellor	X			

Next Town Board Meeting January 22, 2020 @ 5:30pm

Respectfully Submitted,

Pamela A. Catanzarite
Town Clerk