

MINUTES
Organizational Meeting & Public Hearing **Massena Town Board**
Date/Time: Wednesday, January 3, 2024 @ 4:30 PM
Location: Massena Town Hall

ATTENDANCE:

MEMBER	PRESENT	ABSENT
Supervisor Susan Bellor	X	
Board Member Raymond Lancto	X	
Board Member Patrick Facteau	X	
Board Member Adrian Taraska	X	
Board Member Kristy Baker	X	

ALSO PRESENT:

Jeannine B. Miller Town Clerk, Brenda Mossow Secretary/Bookkeeper, Sean P. Lynch Deputy Town Clerk, Dylan Casselman Highway and Airport Superintendent, Krista Briggs and Joe Savoca Library, Members of the Press, Members of the Public, New Council Members Raymond Lancto and Kristy Baker, Hon. Eric Sharlow.

The meeting was called to order at 4:30 PM.
 The Supervisor led the Pledge of Allegiance.

Officials to Take Their Oaths of Office. Sworn in by Justice Joe Brown

- Kristy Baker Council Member
- Raymond Lancto Council Member
- Jeannine B. Miller Town Clerk
- Hon. Eric Sharlow

Appointments by the Supervisor

- Massena Electric Utility Board Chair: James Shaw
- Bookkeeper/Secretary: Brenda Mossow
- Deputy Supervisor: Patrick Facteau

Public Hearing

Establishing a Schedule of Regular Town Council Board Meetings on 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

Board Liaison and Committee Assignments

- a. Library Liaisons Raymond Lancto, Adrian Taraska
- b. Joint Recreation Liaisons Adrian Taraska, Kristy Baker
- c. Massena Electric Liaisons Raymond Lancto, Patrick Facteau
- d. Museum/Culture Center Liaisons Krist Baker, Raymond Lancto
- e. Chamber of Commerce LiaisonsSue Bellor, Adrian Taraska
- f. Planning Patrick Facteau, Kristy Baker
- g. ZoningKristy Baker, Adrian Taraska
- h. Highway Committee Patrick Facteau, Raymond Lancto
- i. Airport CommitteePatrick Facteau, Raymond Lancto
- j. Audit CommitteeJan-Feb/May-June/Sept-Oct. for Patrick & Kristy
and March-April/July-Aug/Nov-Dec. for Adrian & Raymond
- k. Personnel CommitteeSue Bellor, Patrick Facteau
- l. NYPA Sue Bellor, Patrick Facteau
- m. Ethics Committee Sue Bellor, Raymond Lancto
- n. Fishing/Tourism Adrian Taraska, Raymond Lancto
- o. Comprehensive Plan Patrick Facteau, Sue Bellor

Resolution 1 - 2024					
Appointing Eric Gustafson as Massena’s Town Attorney and Authorizing Supervisor Bellor to Execute a Retainer Agreement for Legal Services with the Town Attorney					
Motion by:	Facteau	Vote:			
Second by:	Taraska	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Kristy Baker	X			
Motion is Carried.					

Resolution 2 - 2024					
Renewing Town of Massena Investment Policy					
Motion by:	Facteau	Vote:			
Second by:	Taraska	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Kristy Baker	X			
Motion is Carried.					

Resolution 3 - 2024				
Renewing Town of Massena Procurement Policy				
Motion by:	Taraska	Vote:		
Second by:	Lancto	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 4 - 2024				
Renewing Town of Massena Drug and Alcohol Policy				
Motion by:	Facteau	Vote:		
Second by:	Baker	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 5 - 2024				
Renewing Town of Massena Employment Discrimination and Harassment Policy				
Motion by:	Facteau	Vote:		
Second by:	Lancto	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 6 - 2024				
Designating the Town Supervisor as the Town's Compliance Officer				
Motion by:	Facteau	Vote:		
Second by:	Baker	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 7 - 2024				
Designating the <u>North Country This Week</u>, <u>Courier-Observer</u>, and <u>Watertown Daily Times</u> 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.				
Motion by:	Taraska	Vote:		
Second by:	Lancto	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facticeau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution# 8 - 2024				
TOWN OF MASSENA: OFFICIAL BANKING AUTHORIZATION				
<p>WHEREAS, the Town of Massena Town Board, hereby authorizes the following as the official banks and official signatories for the general operations of the Town of Massena, excluding bank accounts required by law and/or personal liability for the Town Clerk and the Town Justices, and excluding the bank accounts of the Massena Electric Department:</p> <p>BANKING, OFFICIAL BANKS - The following banks are designated as the OFFICIAL BANKS for the Town of Massena and its appointed signatories: (1) NBT BANK, 264 Main Street, Massena, NY 13662; (2) COMMUNITY BANK, 121 Main Street, Massena, NY 13662; and (3) NY CLASS</p> <p>SIGNATORS - The following individuals are designated as authorized signatories to the accounts for the official banks listed above. Each check requires two (2) signatures, one signature from the Town Supervisor and/or the Deputy Town Supervisor, and one signature from assigned accounting office personnel.</p> <p><u>Authorized Town Board:</u> Town Supervisor: Susan Bellor (all transactions) Deputy Town Supervisor: Pat Facticeau (all transactions)</p> <p><u>Authorized Accounting Personnel:</u> Brenda Mossow, Secretary to the Town Supervisor/Bookkeeper (all transactions) Taya Pryce, Receiver of Taxes (all transactions)</p> <p>NOW, THEREFORE, BE IT RESOLVED that this resolution is hereby effective immediately upon majority approval of the Town Board.</p>				
Motion by:	Taraska	Vote:		
Second by:	Baker	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facticeau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 9 - 2024					
Contracts with the Town of Massena include:					
a) Hold Harmless Agreement with St. Lawrence County for Providing Services for the Town of Massena for the Year 2024					
Motion by:	Facteau	Vote:			
Second by:	Lancto	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Kristy Baker	X			
Motion is Carried.					
b) Shared Services Between NYSDOT and the Town of Massena.					
Motion by:	Facteau	Vote:			
Second by:	Lancto	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Kristy Baker	X			
Motion is Carried.					
c) Authorizing Renewal of contracts via blanket resolution for:					
1. Massena Meals on Wheels					
2. Massena Senior Citizens.					
Motion by:	Taraska	Vote:			
Second by:	Baker	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Kristy Baker	X			
Motion is Carried.					

Resolution 10 - 2024				
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		
Motion by:	Baker	Vote:		
Second by:	Traska	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 11 - 2024				
Establishing the Standard Workday for the Town of Massena for the year 2024:				
a. 7.5 hours per day for Town Hall Employees				
b. 8.0 hours per day for Airport and Highway Departments				
Motion by:	Facteau	Vote:		
Second by:	Lancto	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 12 - 2024				
Authorizing the Town Board to adopt the Fund Balance Policy.				
Motion by:	Facteau	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Resolution 13 - 2024				
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.				
Motion by:	Facteau	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Motion made by Council Member Facteau to go into Executive Session at 4:46 PM, seconded by Council Member Taraska. Motion Carried by all.

Executive Session opened at 4:47 PM and a Motion was made by Council Member Taraska to adjourn the Executive Session and Seconded by Council Member Lancto ending the session at 5:45 PM.

Resolution 14 - 2024				
Motion made by Council Member Taraska and seconded by Baker to allow the town supervisor to advertise for a Part-Time Code Enforcement Officer				
Motion by:	Taraska	Vote:		
Second by:	Baker	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Kristy Baker	X		
Motion is Carried.				

Next Scheduled Meeting: January 17, 2024, at 4:30 PM, Town Hall RM 30
Adjournment: A motion made by Council Member Taraska and seconded by Council Member Baker to adjourn the meeting at 5:48 PM. The motion carried unanimously.

Respectfully submitted by Sean P Lynch, Deputy Town Clerk