

MINUTES

Massena Town Board Meeting

Date/Time: Wednesday, January 17, 2024, 4:30 PM

Location: Massena Town Hall Rm 30

This meeting was live-streamed on Zoom.

ATTENDANCE:

MEMBER	Present	Excused	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, Dylan Casselman Airport and Highway Supervisor, Sean Lynch Deputy Town Clerk, Justice Eric Sharlow, Eric Gustafson Town Attorney, Austyn Allen, IT, Members of the Press, Members of the Public, Joe Savoca, Library Board, Weldon Bogardus, Planning Board Representatives Matthew Cooper from Barton & Loguidice, Don Meissner, Fishing, Linda McQuinn, Grant Writer, Krista Briggs, Library

The meeting was called to order at 4:30 PM.

The Supervisor led the Pledge of Allegiance.

Public Hearing

Announcements / Notifications

None

Presentations / Discussions

Representative Matthew Cooper from Barton & Loguidice gave an update on Phase I for the Town of Massena South Racquette Water District Project. Matthew also discussed submitting funding for Phase II of the Water District Development project. Supervisor Bellor requested more information about any grants to acquire funding for Phase II.

Resolution 15 - 2024

Approving the Minutes from January 3, 2024; Amended December 20th, 2024 minutes will be approved at the next meeting on February 21st.

Motion by:	Facteau	Vote:			
Second by:	Baker	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			

Motion is Carried.

Resolution 16 - 2024				
Authorizing the Town Supervisor and the Town Board to sign the Agreement to Spend Highway Funds				
Motion by:	Lancto	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska			Excused
	Kristy Baker	X		
Motion is Carried.				

Resolution 17 - 2024				
Authorizing the Town Board to obtain the required procedural permission to accept an IFE Proposal and the cost to complete the IFE. Cost is estimated to be between \$1800.00 to \$3000.00 and is reimbursable through the Grant.				
Motion by:	Lancto	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska			Excused
	Kristy Baker	X		
Motion is Carried.				

Resolution 18 - 2024				
Authorizing the Town Supervisor to sign the Contract with Life Flight for the 2024 fiscal year, in the amount of \$3000.00				
Motion by:	Lancto	Vote:		
Second by:	Baker	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska			Excused
	Kristy Baker	X		
Motion is Carried.				

Resolution 19 - 2024				
Authorizing the Town Board to approve the hiring of Cassie Stearns for the position of Library Aide, upon passing the Town of Massena Durg and Alcohol Policy.				
Motion by:	Lancto	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Raymond Lancto	X		
	Patrick Facteau	X		
	Adrian Taraska			Excused
	Kristy Baker	X		
Motion is Carried.				

Resolution 20 - 2024				
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Authorizing the Town Board to approve Advertisement Notice to Bidders for the Construction of the Airfield Marking Improvements at the Massena International Airport.					
Motion by:	Facteau	Vote:			
Second by:	Baker	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Resolution# 21 - 2024					
Authorizing the Town Board to approve the FY 2024 Pre-Application for Airfield Pavement Markings (D&C) Bil for Massena International Airport for a total cost of \$232,800.00.					
Motion by:	Facteau	Vote:			
Second by:	Lancto	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Resolution 22 - 2024					
Authorizing the Town Board to approve the FY 2024 Pre-Application for Sand and Storage Building (Construction) for the Massena International Airport for a total cost of \$1,800,000.00					
Motion by:	Facteau	Vote:			
Second by:	Lancto	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Resolution 23 - 2024					
Authorizing the Town Board to approve the ABS quote for the Proofpoint Email Fraud Defense System for \$481.12					
Motion by:	Facteau	Vote:			
Second by:	Lancto	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Resolution 24 - 2024

**TOWN OF MASSENA
TOWN BOARD MEETING
January 17, 2024**

BUDGET & CASH TRANSFERS AND AMENDMENTS

CASH TRANSFERS: TRANSFER: \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****8599 – Pamela Catanzarite This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****9869 – Brian Chase This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****2081 – Richard LaChance. This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****8783 – Elaine Dunne-Thayer This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****3386 – Frank Diagostino This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****7891 – Dale Peets Jr. This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****2709 – James Debien This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****9842 – Donald LaBaff. This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank to NBT Bank A/C#****9850 – Thomas Gabor This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT A/C#****5607 – Timothy Germano This transfer will allow for a portion of the Town’s share of insurance deductibles to be deposited as needed. **TRANSFER:** \$539.88 from NYCLASS A/C# NY-01-0307-0027- Massena Public Library (2023) to NBT A/C#****8489 Town of Massena – General Fund This transfer will cover the invoice for The Wall Street Journal for the Massena Public Library. **TRANSFER:** \$259,929.67 from NYCLASS A/C# NY-01-0307-0030 BOCES Lawsuit to NBT A/C#****8489 Town of Massena – General Fund This transfer will cover the invoices for Barton & Loguidice for the water district development. **BUDGET TRANSFERS: TRANSFER** \$207.00 from A/C#A.1355.400.0417 Assessor Contractual Training & Mileage to A/C#A.1355.400.0411 Assessor Physical & Drug Screen This transfer will cover the over-run in this general ledger account due to adding a new general ledger account. **CREATE DUE TO/DUE FROM:** CREATE a Due to A General Fund from HPW Water District Development in the amount of \$259,929.67. This transaction will allow for payment of Barton & Loguidice invoices related to the research of the new water district on South Raquette River Rd. The HPW Fund will pay the General A fund back once the grant money is received.

Motion by:	Facteau	Vote:			
Second by:	Baker	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Resolution 38 - 2024					
TOWN OF MASSENA TOWN BOARD MEETING January 17, 2024 <u>WARRANT #1A</u> <u>2023 INVOICES</u>					
FUND	DESCRIPTION	AMOUNT			
A	GENERAL	\$122,821.54			
DA	HIGHWAY	46,145.80			
HAC	TERMINAL APRON REHB (CONST)	3,976.09			
HDB	RUNWAY 5-23 REHAB (CONST)	35,695.44			
HEC	AIRFIELD ELECTRICAL IMPROVEMENTS (CONST)	520.26			
HPW	WATER DISTRICT DEVELOPMENT	266,014.17			
L	LIBRARY	4,061.14			
SSM	SOUTH MAIN STREET SEWER	356.51			
SWA	E MASSENA CONSOLIDATED WATER DISTRICT	860.00			
TOTAL		\$480,450.95			
WARRANT #1A CHECK #S 52019 - 52062		\$438,988.66			
ACH		1,270.50			
MANUAL CHECKS		<u>40,191.79</u>			
TOTAL		\$480,450.95			
TOWN OF MASSENA TOWN BOARD MEETING January 17, 2024 <u>WARRANT #1B</u> <u>2024 INVOICES</u>					
FUND	DESCRIPTION	AMOUNT			
A	GENERAL	\$501,901.11			
B	GENERAL OUTSIDE	42,680.40			
DA	HIGHWAY	96,749.86			
DB	HIGHWAY OUTSIDE	36,991.31			
HPW	WATER DISTRICT DEVELOPMENT	90.00			
HRS	ROOSEVELT SOLAR PROJECT	262.50			
HTM	FISHING TOURNAMENT MKTG PROGRAM	1,400.00			
L	LIBRARY	49,016.59			
SF	FIRE PROTECTION DISTRICT	101,948.30			
SSM	SOUTH MAIN STREET SEWER	105.56			
SWA	E MASSENA CONSOLIDATED WATER DISTRICT	65.50			
TOTAL		\$831,211.13			
WARRANT #1B CHECK #S 51977 - 52018		\$827,589.25			
DIRECT PAY (ACH)		\$3,621.88			
MANUAL CHECKS		<u>0.00</u>			
TOTAL		\$831,211.13			
Motion by:	Facteau	Vote:			
Second by:	Baker	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Raymond Lancto	X			
	Patrick Facteau	X			
	Adrian Taraska				Excused
	Kristy Baker	X			
Motion is Carried.					

Reports Submitted:**Sue's Committee Report January 2024**

I was invited to a Zoom call on January 12, 2024, by Ben Dixon, the SLC Chamber Exec. Director who updated me on the progress of the chamber for Massena. While the legal paperwork is still at the Department of State, the hiring of a person at the office is awaiting approval by their executive board. They are working on the 2024 Visitors' Guide and will work with Jason Hendricks on advertising Massena. They are planning on starting an Ambassadors Group comparable to the previous group known as Red Jackets and will have a sign-up for all interested. Our town board planned for and approved in the 2024 budget a contribution of \$10,000. We will be receiving the invoice with a scope of the work, which will include monthly and quarterly reports on programs. The three Massena members of the SLC Chamber Board are Melissas Thomas, Chrissy Moody, and Cathy Moore. Be sure to go to their website where both businesses and individuals can join the SL County Chamber.

Dylan's Massena Highway Department, Massena Airport, Massena Library, Massena Museum, and Massena Town Hall Report:

Continue working with NYPA on issues with modernization project that involves town roads. We plowed 8 times. Performed maintenance and repairs on plow trucks after each winter event. Patched holes on the North Racquette.

Equipment Repairs Highway:

#52 replaced the Hydraulic pump and one Hydraulic line.

#51 Replaced broken Exhaust Clamps

#49 Replaced 2 rear tires.

Massena Airport

Boutique Air numbers for December 2023

371 Enplaned, 409 Deplaned, 780 Total, 180 landings. 6 Cancelled flights for December 2023.

Taxiway A's east-end lights are still out.

Plowed 8 times.

Performed maintenance and repairs on plow trucks after each winter event.

Repaired RTU heater at the Terminal.

Massena Library

No new issues.

Massena Museum

No new issues.

Massena Town Hall

No new issues

Massena Electric Utility Department:

540 days without a lost time incident, last incident June 8th, 2022. No reported injury since June 10th, 2021 (903 days). Trouble calls reviewed just 5 calls minimal outages. Write-offs were approved at \$5,562. The closing fund balance was up by \$324,224 revenue was down and expenses were down due to usage. Staff updated some COVID-19 illness policies and procedures. Training for wind turbines and extreme weather. A couple of audits for commercial and residential were performed. Cyber training is ongoing, and grant funding awaiting review. Issues with purchasing of transformers and 2 trucks, approved increase from \$75,000 to max of \$100,000 for 2 trucks Policies were updated and approved.

Executive Session: Executive Session opened at 5:25 PM motion by Kristy Baker seconded by Ray Lancto all in favor. Executive session adjourned at 5:45 PM motion by Ray Lancto and Kristy Baker Motion by Kristy Baker and seconded by Ray Lancto to approve change the Memorandum of agreement with The Teamsters local 687 to eliminate the last sentence of paragraph under sick leave section 1. All in favor. Motion by Pat Facticeau and seconded by Kristy Baker to adjourn at 5:48 pm all in favor.

Next Scheduled Meeting: February 21 st , 2024, at 4:30 PM, Town Hall
Adjournment: The meeting adjourned at 5:48 PM with all in favor.

Respectfully submitted by Sean P Lynch, Deputy Town Clerk