

**Regular Town Council Meeting, Town of Massena**  
**Date/Time:** Wednesday February 17, 2021 at 5:30 PM  
**Location:** Massena Town Hall  
**LIVE-STREAMED ON FACEBOOK**

**ATTENDANCE:**

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

**ALSO PRESENT:**

Jeannine Brouse, Town Clerk; Brenda Mossow, Secretary/Bookkeeper; Frank Diagostino, Highway and Airport Supervisor; Austyn Allen, Audio Support
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The Supervisor opened the meeting with the <b>Pledge of Allegiance</b> . Called to order at 5:30 PM
<b>Public Comment:</b> There were no public comments
<b>Announcements / Notifications</b>
<b>Presentations / Discussions.</b>

Resolution	43	2021				
<b>Approval of Minutes (Jan. 20, 2021, Jan. 27, 2021)</b>						
Motion by	Councilman Nicola					Vote:
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent	
	Steve O’Shaughnessy	X				
	Albert Nicola	X				
	Susan Bellor	X				
	Samuel Carbone, Jr.	X				
	Robert Elsner	X				
<b>Motion is Carried</b>						

Resolution	44	- 2021				
<b>To approve the Agreement to spend Town Highway Funds</b>						
Motion by	Councilman Nicola					Vote:
Second by:	Councilwoman Bellor	Aye	Nay	Abstain	Absent	
	Steve O’Shaughnessy	X				
	Albert Nicola	X				
	Susan Bellor	X				
	Samuel Carbone, Jr.	X				
	Robert Elsner	X				
<b>Motion is Carried.</b>						

<b>Resolution 45 - 2021</b>				
<b>Authorizing the Supervisor to Execute Contract with Trane US, Inc. to provide service at the Airport Hangar Building in the Amount of \$989.23 annually; Initial Term of the contract runs from 03/01/2021 through 02/28/2022</b>				
Motion by	Councilwoman Bellor	Vote:		
Second by:	Councilman Carbone	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Susan Bellor	X		
	Samuel Carbone, Jr.	X		
	Robert Elsner	X		
<b>Motion is Carried.</b>				

<b>Resolution 46 - 2021</b>				
<b>Authorizing Peggy Mousaw, DBA Consult, Inc. to develop a Draft of Combined Town of Massena Personnel Manual in an amount not to exceed \$2,500.00 for 33 hours as outlined in the Request for Quote dated February 11, 2021.</b>				
Motion by	Councilwoman Bellor	Vote:		
Second by:	Councilwoman Elsner	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Susan Bellor	X		
	Samuel Carbone, Jr.	X		
	Robert Elsner	X		
<b>Motion is Carried.</b>				

<b>Resolution 47 - 2021</b>				
<b>Authorizing the Town Board to accept the Lease Financing Proposal from Leasing 2 Inc., for (1) 2021 International HV-513 with Tenco Plow in the amount of \$219,192.00 for a Lease Term of 5 years, with the first annual payment due on 02/01/2022 in the amount of \$47,947.20</b>				
Motion by	Councilman Carbone	Vote:		
Second by:	Councilwoman Nicola	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Susan Bellor	X		
	Samuel Carbone, Jr.	X		
	Robert Elsner	X		
<b>Motion is Carried.</b>				

<b>Resolution 48 - 2021</b>					
<b>Transfers &amp; Amendment</b>					
<b>February 17, 2021</b>					
<b>BUDGET &amp; CASH TRANSFERS AND AMENDMENTS</b>					
<b>CASH TRANSFER:</b>					
<b>TRANSFER</b> \$1,358.67 from NBT Bank A/C#****9438 Town of Massena - MMH Retirees Health Insurance Account to NBT Bank A/C#****8489 – Town of Massena General Fund <i>(This transfer will cover the employee share of the St. Lawrence County Chamber of Commerce – Health Plan for the hospital retirees from Jan – March 2021 for Mark Brouillette &amp; Jan 2021 for Kevin Ward.)</i>					
<b>TRANSFER</b> \$1,000.00 from NBT Bank A/C#****8489 Town of Massena General Fund to NBT Bank A/C#****2081 Town of Massena – Richard LaChance					
<b>TRANSFER</b> \$1,000.00 from NBT Bank A/C#****8489 Town of Massena General Fund at NBT Bank A/C#****7891 Town of Massena – Dale Peets					
<b>TRANSFER</b> \$1,000.00 from NBT Bank A/C#****8489 Town of Massena General Fund at NBT Bank A/C#****1149 Town of Massena – Jeffrey Kearns					
<b>TRANSFER</b> \$1,000.00 from NBT Bank A/C#****8489 Town of Massena General Fund at NBT Bank A/C#****9842 Town of Massena – Donald LaBaff <i>(These transfers will allow for a portion of the Town’s share of insurance deductibles deposited as needed.)</i>					
<b>REQUEST PERMISSION TO:</b>					
<b>OPEN A NEW CHECKING ACCOUNT</b> at Community Bank A/C#****3030 New Highway Facility for a new grant at the Highway Garage.					
<b>OPEN A NEW CHECKING ACCOUNT</b> at Community Bank A/C#****3014 GA Apron Rehabilitation (Const) for a new grant at the Massena Airport.					
<b>OPEN A NEW CHECKING ACCOUNT</b> at Community Bank A/C#****3022 Airport Pavement Management Study for a new grant at the Massena Airport.					
Motion by	Councilwoman Bellor	Vote:			
Second by:	Councilman Nicola	Aye	Nay	Abstain	Absent
	Steve O’Shaughnessy	X			
	Albert Nicola	X			
	Susan Bellor	X			
	Samuel Carbone, Jr.	X			
	Robert Elsner	X			
<b>Motion is Carried.</b>					

<b>Resolution 49 - 2021</b>					
		<u>WARRANT #2A</u> <u>2021 INVOICES</u>			
FUND	DESCRIPTION	AMOUNT			
A	GENERAL	\$371,395.65			
B	GENERAL OUTSIDE	4,565.16			
DA	HIGHWAY	30,155.00			
DB	HIGHWAY OUTSIDE	31,284.31			
HPL	PARKING LOT IMPROVEMENTS	11,664.11			
L	LIBRARY	39,836.34			
		TOTAL	\$488,900.57		
WARRANT #2A CHECK #S 48191-48200		\$31,775.90			
MANUAL CHECKS		457,124.67			
		TOTAL	\$488,900.57		
February 17, 2021					
		<u>WARRANT #2B</u> <u>2021 INVOICES</u>			
FUND	DESCRIPTION	AMOUNT			
A	GENERAL	\$375,983.32			
B	GENERAL OUTSIDE	49,450.74			
DA	HIGHWAY	143,476.74			
DB	HIGHWAY OUTSIDE	7,960.35			
HNO	N. RACQUETTE WATERLINE REPLACEMENT	517.50			
L	LIBRARY	28,004.08			
SSM	SOUTH MAIN STREET SEWER	84.41			
SWA	E MASSENA CONSOLIDATED WATER DISTRICT	1,290.62			
		TOTAL	\$606,767.76		
WARRANT #2B CHECK #S 48112-48190		\$519,629.05			
MANUAL CHECKS		<u>87,138.7</u>			
Motion by	Councilman Nicola	Vote:			
Second by:	Councilwoman Bellow	Aye	Nay	Abstain	Absent
	Steve O'Shaughnessy	X			
	Albert Nicola	X			
	Susan Bellow	X			
	Samuel Carbone, Jr.	X			
	Robert Elsner	X			
<b>Motion is Carried.</b>					

**Financial Reports:** The Town Supervisor reviewed the Financial Reports.

**Committee Reports**

*Reports Submitted by Frank Diagostino.*

**Highway Department**

Unit #52 replaced Bendix relay valve, parking brake valve, two low pressure, two high pressure hydraulic lines and Fleetrite air dryer.

Unit #51 replaced Bendix relay valve, services brake valve and Fleetrite air dryer for brake system. Also replaced to transmission cooler lines.

Unit #50 leaking engine oil found compressor mount to engine block loose. Bought unit #50 to 5<sup>th</sup> wheel in Malone for repairs.

Picked up unit #50 On February 3, 2021 from 5<sup>th</sup> wheel, back in services. Also replaced Bendix relay valve and two inline valves and right front brake chamber.

Unit #47 replaced leaking Bendix relay valve for brakes.

Unit #45 replaced two hydraulic lines and replaced bent upper push arm on wing plow.

Replace broken cover plate on wing plow unit #49.

Replaced broken cover plate on wing plow unit #50.

Unit #10 pickup/sander not working, found main electrical harness had come into contact with engine block and melted wires together, cut and respliced wires.

Backhoe back at Town garage on February 9, 2021. At Nortrax for hydraulic valve assembly replacement.

As of February, 16, 2021, plowed 10 times, worked 125 hrs. of overtime

**Massena Airport**

Boutique Air numbers for January 2021 Enplaned 121, Deplaned 158, Total 270, landings 134. Cancelled for weather 5, Cancelled other 1, Total cancelled flights 6 for January 2021.

The FAA issued a Notice to Proceed letter for Taxiway C rehabilitation and GA apron rehabilitation projects.

The Security Fence Improvements and Stabilization project will start spring of 2021.

Terminal Apron Rehabilitation Project Update.

C&S Companies met with the Town of Massena Airport, Boutique Air and TSA to discuss the construction and work phasing for the Terminal Apron Rehabilitation project

There are four construction phases to this project.

Five concerns were brought up. All five concerns where address by C&S Companies.

Town of Massena needs to send out an IFE (Independent Fee Estimate) for the Terminal Apron Rehabilitation Project.

Advertise – March 22, 2021

Pre-Bid meeting – April 6, 2021

Bid Opening- April 16, 2021

Working with Pat Hludzinski C&S on developing specification for a payloaders with snow removal attachments, the specification must be approved by the FAA before equipment can go out for bid. This is on the Airport CIP for 2021.

The Massena Airport will receive \$24,000.00 from the December 2020 COVID package.

New Jet-A fuel truck having issues with fuel pumping system. All valves are air operated. The air comes from and on-board air compressor. When the compressor is operating it generates heat which causes condensation in the air tank. So, the moisture gets in the air lines and valves and when the truck leaves the ARFF building the water freezes in the air lines and valves when it hits the cold air causing them to malfunction. Sky Mark is sending a service tech to install and air dryer on the air system to correct this problem. The target date is February 22, 2021.

Asking the Massena Town Board for approval for a new Trane Service Agreement for the Terminal Hangar for \$989.23 annual. Covered equipment (2) Residential Carrier Furnaces and (2) Commercial Gas fired Furnaces.

**Massena Library**

Closed. Hartford Steam Boiler performed and external inspection on the boiler. Boiler passed inspection.

Had an issue with outside damper staying closed with cold temperatures, unable to get any outside air. Got Trane involved found bad sensor and made a program change. No issues sense issues where addressed.

Massena Museum

Closed.

Massena Town Hall

Massena Town Hall open no issues.

Massena Rescue Squad

Open no issues.

Report Submitted by Susan Bellor

## 1. Rescue Squad:

The board met via zoom on Wednesday February 10<sup>th</sup> 2021 .

Bills have been submitted with January bills paid by the town totaling \$16,939.55 .

Members accumulated 1900.8 hours of service. Calls were reported for advanced life and basic life support with or without transport totaling 206 for the month and for the year, with transported calls down by 22 compared to 2020. Calls to other hospitals showed 18 at 9% going to Canton-Potsdam Hospital. Board members Nancy Fregoe and Debra Willer asked for a tour of the Rescue Squad and met with Councilwoman Sue Bellor there on January 27<sup>th</sup>. Mike Abrunzo led the tour and other squad members joined in for the 2 -hour tour with productive conversation.

It was agreed to have committee review and update bylaws to include electronic meetings.

Discussion ensued again this month about the contract with Town and the MOU; MVEU Chair Mike will send another letter to town for clarification and or signing of proper document.

Bob Elsner asked about the most recent DOH inspection, explanation about the use of the extrication truck and water rescues processes, and reimbursement rates. Sue had received calls from donors to rescue squad who questioned the process for deposits since they had not seen their checks deposited yet. Debra asked about the actual number of glide scopes and the apparent difference in number and cost with the town lease, the number of mutual aid calls, the issue of accepting or not accepting Covid calls by similar squads, the need for regular reporting of squad funds, and the 501 c-3 fund (Mike can be contacted for that information). Mike is working on reconciling the 990 for 2019.

The next meeting is Wednesday March 10<sup>th</sup>, 6pm.

## 2. Library:

The library board met on February 9<sup>th</sup> by ZOOM.

Monthly business agenda items were completed as usual along with explanation of few bills that cover two years of fees. There is still some question as to the budget lines comparing data between Brasher and Massena's data with Town's data and Supervisor Steve attended to address their questions. A follow up meeting is planned between bookkeepers and few board members. It is noted that Brasher is covered through this year from their own Badenhauer fund but talks will be needed to plan for their future.

Sue also attended a focus meeting with the library board on the strategic plan on February 2; in doing a SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats/Challenges). It was productive with a list under each area. The survey they put out has gotten many responses too both online and on paper.

The board was also notified that the fees from North Country Library Systems will rise dramatically for 2022. This covers the automated circulation system with the data base. Director Elaine will have more conversation with NCLS on this issue.

Their website indicates that anyone in the public may attend their zoom meetings.

The library will remain in their current phase of curbside delivery due to Covid.

The next scheduled meeting is March 9<sup>th</sup> .

## 3. The Chamber of Commerce Board of Directors continues to be active.

The Greater Massena Chamber of Commerce held two successful fundraising events in January. The Online BINGO event raised enough money to fully fund their \$500 scholarship. Applications will go to local schools this month for students to apply. The Pasta Dinner was also a success. Thanks to BJ's Wholesale Club, Walmart, The Italian American Club, Amber LaBarge from Endless Sweets, and Mr. and Mrs. Nicandri for the donations. They sold over 70 meals.

The 62<sup>nd</sup> Concerts in the Park bands are booked. The line-up includes a variety of genres both old favorites and some new original artists. The kick-off show is July 8<sup>th</sup> and will run each Thursday night through August 19<sup>th</sup>. They are currently seeking sponsors and will publish ad material in the coming months.

The chamber board will meet Thursday Feb. 18<sup>th</sup> at noon via zoom.

<p>4. The Business Development Council met via zoom on January 21<sup>st</sup>. The board welcomed new board member Sherry Thompson, Senior Vice President of Lending and Risk Management at SeaComm Federal Credit Union. Financials were reviewed and considered as drafts pending the completion of the BDC audit. Executive Director Jim Murphy pointed out that they will need to develop a more specific scope of services for both municipalities as part of the annual contracts with both town and village; especially since the village appeared to pull away from the BDC and with the town reimagining the BDC as a grant writing and grant administration tool. The village will discuss village budget late February/March. The Acting Mayor said the village trustees do not have a thorough understanding of what the BDC was doing for the village. Discussion ensued about the focus of the job of both the BDC and the role of the executive director.</p> <p>The board approved the 2021 draft budget. A slate of officers will be presented at the February 18<sup>th</sup> meeting. A poll was sent out to find another meeting time/day.</p> <p><i>Report Submitted by Albert Nicola.</i></p> <p>Joint Recreation: Winter Sports have been approved but they still have to make sure all Covid Guidelines are in place before it will happen. Recreation Department would like to order a new Zamboni for arrival in October 2021. They are checking between electric and gas to see which is more cost effective.</p>
<p><b>Old Business</b></p>
<p><b>New Business</b></p>
<p><b>Next Regular Board Meeting</b> (March 17, 2021 at 5:30 PM.)</p>
<p><b>Closing 15-Minute Comment Period</b></p> <p>Sue Bellor gave an update on her AOT (Association of Towns) Zoom training <b>February 17, 2021</b></p> <p><b>She completed the following courses for Certified Town Official Training:</b>          How to Fund Public Infrastructure Projects          Town Budgets: Implementation during Emergencies and Fiscal Stress          Collective Bargaining During a Crisis: Strategies and Techniques          Harassment and Discrimination Prevention          State and Federal Funding: Financing and Resources for Municipalities through the Office of Community Renewal          Fraud Prevention and Detection          A Beacon in the Storm: Hot Topics in Real Property Tax Collection          Property Tax Collection Legislative Update</p> <p>Note: special Keynote Speakers; Honorable Senator Charles Schumer, NYS Comptroller Thomas DiNapoli, NYS Attorney General Letitia James, Senator Liz Krueger          Important to note that: Exec. Board members spoke of towns not receiving their share of AIM (Aid and Incentives for Municipalities) from NYS and that money should have gone to towns and not filtered through state; also echoed by both Senators.</p>
<p><b>Closing Remarks</b></p>
<p><b>Executive Session</b> Motion by Councilman Nicola, Second by Councilman Carbone to conduct an Executive Session to discuss proposed litigation. Motion carried unanimously. The Board went into Executive Session at 6:23 PM.</p> <p><b>Returned to Open Session at 7:32 PM</b></p>

**Adjournment 7:37 PM**

Respectfully Submitted,  
 Jeannine L. Brouse