

**MINUTES**

**Regular Town Council Meeting, Town of Massena**

**Date/Time:** Wednesday, March 18, 2020, 5:30 pm

**Location:** Massena Town Hall

**ATTENDANCE:**

<b>MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
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-Deputy Town Clerk, Brenda Mossov-Sec./Bookkeeper, Frank Diagostino-Hwy Superintendent, Eric Gustafson-Town Attorney, Vern Brand-Assessor, John Michaud  
Pam Catanzarite via live facebook.

The Supervisor opened the meeting at 5:35pm with the **Pledge of Allegiance**.  
The Supervisor continued the meeting with a **15-Minute Public Comment Period**.

**Discussions**

This meeting was closed to the public due to COVID-19. Councilman Carbone set up a live face book video so the public could listen and participate by sending in their questions and comments.  
Susan Gray emailed question asking for clarification on tax concerns regarding the transfer of the Library to the school. Councilwoman Bellor has received several calls on how this change will affect the taxpayers. Supervisor O'Shaughnessy stated that the bottom line is to save the taxpayers money.  
Supervisor O'Shaughnessy gave an update on how the Town and Village together declared a state of emergency due to COVID-19. The Town Hall would be closed to the public until at least March 31, 2020.

**Resolutions:**

<b>Resolution #</b>	<b>52 - 2020</b>				
<b>To remove the 'L' fund from the Town Budget and move forward supporting the Library move to a School District Library.</b>					
Motion by:	Councilman Carbone	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  
 Town Board  
 Town of Massena  
 March 18, 2020

WHEREAS the Town of Massena has operated the Massena Library under NYS Charter since 1934;  
 WHEREAS the Massena Library has been wholly supported by the Town of Massena, the Friends of Massena Public Library and a nine thousand dollar (\$9000) annual stipend from the Town of Louisville;  
 WHEREAS the Massena Library Board of Directors have asked the Town of Massena to allow them to move to a “School District Library” to give the Massena Public Library the ability to be autonomous and self directed;  
 WHEREAS the Town of Massena agrees that the adjoining communities, within the Massena School District to include parts of the Town of Brasher, Town of Norfolk and the Town of Louisville, should have the ability to contribute to the direction of the Massena Public Library and the cost of maintaining said Library;  
 BE IT RESOLVED that the Town of Massena supports the Massena Public Library Board of Directors efforts to transition to a Massena School District Public Library.

Steven D. O’Shaughnessy, Town Supervisor  
 Town of Massena  
 60 Main Street  
 Massena, New York 13662

<b>Resolution # 53 - 2020</b>				
<b>Approved Minutes for Dec 18, Dec 31, 2019</b>				
Motion by:	Councilman Nicola	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		

<b>Resolution # 54 - 2020</b>				
<b>Approved Minutes for Jan 2 and Jan 29</b>				
Motion by:	Councilman Nicola	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		

<b>Resolution # 55 - 2020</b>					
<b>Approved Minutes Feb 26, 2020 with one change to who made the closing motion.</b>					
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			

<b>Resolution # 56 - 2020</b>					
<b>Resolution to correct October 30, 2019 minutes by adding Resolution # 156-A-2019, To hire Peggy Mousaw to help with new Budget and Audit software at a fee not to Exceed \$2,000. It was passed but not reflected in the minutes.</b>					
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			

<b>Resolution # 57 - 2020</b>					
<b>Resolution to correct November 7, 2019 minutes by adding resolution # 156-B-2019, Authorizing the town to spend up to \$15,000 for new dry hydrants in the township and for new extraction Gear (Boots, Gloves and Helmets). It was passed but not reflected in the minutes.</b>					
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			

<b>Resolution # 58 - 2020</b>					
<b>To install a printer in our Jet-A fuel truck at the Massena Airport. Quote from DTS Truck Service located in Syracuse NY. \$2056.95</b>					
Motion by:	Councilwoman Bellor	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			

<b>Resolution # 59 - 2020</b>				
<b>To Approve that the 2018 audit has been filed with the State Comptroller's Office.</b>				
Motion by:	Councilman Elsner	Vote:		
Second by:	Councilwoman Bellor	Aye	Nay	Abstain
	Steve O'Shaughnessy	X		
	Albert Nicola	X		
	Robert Elsner	X		
	Samuel Carbone, Jr.	X		
	Susan Bellor	X		

<b>Resolution # 60 - 2020</b>				
<b>To accept the prepared Independent Fee Estimate (IFE) \$385,536.70 for Massena International Airport Runway 5-23 Rehabilitation Design.</b>				
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		

<b>Resolution # 61 - 2020</b>				
<b>To accept the prepared Independent Fee Estimate (IFE) \$127,501.35 for Massena International Airport Taxiway C Rehabilitation Construction Observation &amp; Administration.</b>				
Motion by:	Councilwoman Bellor	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		

<b>Resolution # 62 - 2020</b>				
<b>To approve the Hwy Superintendent to advertise to hire summer help.</b>				
Motion by:	Councilman Nicola	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		

<b>Resolution # 63 - 2020</b>				
<b>To approve the Hwy Superintendent to advertise on April 6, 2020, have pre-bid meetings on April 16, 2020 and bid opening on April 24, 2020 for Massena Airport projects, Fence Improvement and Stabilization, Taxiway C Rehabilitation and General Aviation Apron Rehabilitation.</b>				
Motion by:	Councilman Nicola	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		

<b>Resolution #</b>	<b>64 - 2020</b>				
<b>To accept the Transfers and Amendments</b>					
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			

March 18, 2020

**BUDGET & CASH TRANSFERS AND AMENDMENTS**

**CASH TRANSFER:**

**TRANSFER \$23,861.64 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**  
**This transfer will cover the employer and employee share of the St. Lawrence County Chamber of Commerce – Health Plan for the hospital retirees for March and April 2020.**

**BUDGET TRANSFERS:**

**TRANSFER \$37,284.12 from Airport Contractual A/C# A.5610.400 to the following:**

<b>Airport Contractual. Communications &amp; Utilities</b>	<b>A/C# A.5610.400.0401</b>	<b>\$ 6,439.06</b>
<b>Airport Contractual. Supplies &amp; Materials</b>	<b>A/C# A.5610.400.0402</b>	<b>\$ 3,448.23</b>
<b>Airport Contractual. Contractual Services</b>	<b>A/C# A.5610.400.0403</b>	<b>\$ 1,028.23</b>
<b>Airport Contractual. Repairs &amp; Maintenance</b>	<b>A/C# A.5610.400.0407</b>	<b>\$ 1,794.56</b>
<b>Airport Contractual. Fuel-Jet A</b>	<b>A/C# A.5610.400.0408</b>	<b>\$ 24,495.30</b>
<b>Airport Contractual Sales Tax</b>		<b>\$ 78.74</b>

**This transfer will cover the over-run in these general ledger’s accounts.**

**TRANSER \$1,215.98 from Library. Personal. Service A/C# L.7410.100 to Brasher Library. Personal Service A/C#L.7410.100.7411**

**This transfer will cover the over-run in this general ledger account.**

**TRANSFER \$348.38 from Library. Equipment A/C# L.7410.200 to Library Equipment Massena Library A/C# L.7410.200.7410**

**This transfer will cover the over-run in this general ledger account.**

**TRANSFER \$3,600.88 from Library Books and Periodicals A/C# L.7410.410 to Library Books and Periodicals. Massena Library A/C# L.7410.410.7410**

**This transfer will cover the over-run in this general ledger account.**

**TRANSFER \$3,805.53 from Library Maintenance A/C# L.7410.420 to Library Maintenance. Massena Library A/C# L.7410.420.7410**

**This transfer will cover the over-run in this general ledger account.**

**TRANSFER \$3,010.72 from Library. Supplies A/C# L.7410.440 to Library Supplies. Massena Library A/C# L.7410.440.7410**

**This transfer will cover the over-run in this general ledger account.**



Committee Reports are attached.
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<b>To go into executive session at 6:30 pm to discuss legal matters of a particular company. No action expected.</b>					
Motion by:	Councilman Carbone	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			

Next Town Board Meeting April 15, 2020 @ 5:30pm
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**Respectfully Submitted,**

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**Pamela A. Catanzarite**  
**Town Clerk**

Town of Massena  
 60 Main Street, Town Hall

Massena, New York 13662

**ADDENDUM TO THE REGULAR TOWN OF MASSENA MINUTES ON MARCH 18, 2020:**

- At 6:30 pm, the Town Board Moved into Executive Session with a motion by Sam Carbone and seconded by Robert Elsner: passed unanimously:
- At 7:05 pm, the board came out of executive session and moved to regular session on a motion by Sue Bellor and seconded by Robert Elsner: passed unanimously:
- At 7:07 pm, a motion was made by Al Nicola to retain CNY Pomeroy Appraisers, Inc., for a fee of two thousand four hundred dollars (\$2,400) to conduct a market study of Arconic/Alcoa property on County Route 42. It was seconded by Sam Carbone and passed unanimously.
- Al Nicola made a motion to adjourn the meeting, seconded by Sam Carbone and passed unanimously.
- Meeting adjourned at 7:18 pm.

\_\_\_\_\_ March 18, 2020

Steve O'Shaughnessy, Town Supervisor

Massena Town Board meeting March 18, 2020.

**Highway Department**

Winter – 3/1/20 thru 3/18/20 out 3 times. O/T Hrs. 21.5  
3/1/19 thru 3/18/19 out 8 times. O/T Hrs. 200  
Salt ordered 200 tons 2/1/20 thru 3/18/20  
Salt ordered tons 400 tons 3/18/19 thru 3/18/19  
Plow truck #50 replaced oil pan and coolant tube for turbo.

Received 20 applications for opening at the Town of Massena Highway Department. Will review application and setup interviews for the week of March 23, 2020.

**Spring Cleanup**

If mattresses and box springs are brought to the Massena transfer station during spring cleanup there will be a charge of \$8.00 for each mattress and box springs that is dropped off. This will be additional cost associated with spring cleanup. Will need the Massena Town Boards approval for the additional cost.

**Massena Airport**

Boutique Air numbers for February 2020  
Enplaned 354, Deplaned 360, Total 714  
Cancelled for weather 13, Cancelled other 8, Total cancelled flights 21.  
January 2020 landings for Boutique Air at the Massena Airport 77.

Asking for the Massena Town Boards approval to install a printer in the Jet-A fuel truck. Boutique Air is requesting a ticket with the information on it for the number of gallons dispensed, date, time and airport name. The total cost of installation and printer is \$2,056.95.

Had a meeting with TSA on Tuesday March 17, 2020 about the COVID-19.

Receiving updates from Bart R. Johnson Federal Security Director for TSA on COVID-19 related to airports. Website for updates [www.tsa.gov/coronavirus](http://www.tsa.gov/coronavirus)

Asking for the Massena Town Boards approval to advertise on April 6, 2020, have pre-bid meetings on April 16, 2020 and bid opening on April 24, 2020 for Massena Airport projects, Fence Improvement and Stabilization, Taxiway C Rehabilitation and General Aviation Apron Rehabilitation.

Massena Library  
Closed, Library personal only.

Massena Museum  
Closed.

Massena Town Hall  
Closed, Town hall personal only.



Frank Diagostino

Sue's Committee Reports March 2020

1. Rescue Squad:

They provided recap of hours of service, calls to hospitals; vehicle repair cost of one vehicle showed overspent budget by \$2331.88.

Questions were again this month asked to liaisons about a retirement plan with reference to a plan used in Queensbury, with reference to a 2014 NY Laws -General Municipal Article 11 for ambulance workers.

Discussed were existence of a capital reserve account, Medicaid funds to town through MOU, and transports other than for 911, and Roger's plans for April.

The next meeting is April 13<sup>th</sup>.

2. Library:

The library board met on their scheduled date of March 10<sup>th</sup>.

The board of trustees passed a budget resolution for 2020-2021 and a proposition to approve petitions before the school board meeting on March 19<sup>th</sup>. Also discussed were salaries, insurance, public meetings, legal issues, rebranding and advertising before the vote on June 16<sup>th</sup> to transition to a School District Library.

Additionally, census training will be provided free to assist residents on completion of the form.

All other monthly business agenda items completed as usual; with information on establishing a pandemic policy.

Their next meeting is April 14<sup>th</sup>.

Susan Bellor