

**Village of Massena  
BOARD OF TRUSTEES  
SPECIAL MEETING**

**Meeting Minutes**

**DATE/TIME:** **MAY 31, 2022 (5:30 P.M.)**

**PLACE:** Town Hall Building, Massena, New York

**PRESENT:** **Village Board:**  
Mayor Greg Paquin  
Trustee Francis Carvel  
Trustee Chad Simpson  
Trustee Matthew LeBire (Via Zoom)

**Also Present:**  
Monique Chatland (Village Clerk/Administrator)

**Press:** Bob Beckstead (Courier- Observer) (via Zoom)

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Mayor Paquin opened a Special Meeting of the Village Board of Trustees at 5:30 p.m. and conducted a roll call of Board members present. Trustee Simpson moved to dispense with the regular agenda. Trustee Carvel seconded the motion with unanimous Board approval.

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**APPOINTMENT: CHRISTINA SMITH- SENIOR ACCOUNT CLERK (PROVISIONAL), DEPUTY TAX COLLECTOR, DEPUTY TREASURER**

A motion was offered by Trustee Carvel, seconded by Trustee Simpson to appoint Christina Smith to **Senior Account Clerk** (provisional) (eff. 06/06/22), due to resignation of Lisa Tyo (eff.04/05/22) **Motion Carried 4:0** (AYE=Paquin/Carvel/Simpson/LeBire)

A motion was offered by Trustee Carvel, seconded by Trustee Simpson to appoint Christina Smith to **Deputy Tax Collector** (eff. 06/06/22), due to resignation of Lisa Tyo (eff.04/05/22) **Motion Carried 4:0** (AYE=Paquin/Carvel/Simpson/LeBire)

A motion was offered by Trustee Carvel, seconded by Trustee Simpson to appoint Christina Smith to **Deputy Treasurer** (eff. 06/06/22), due to resignation of Lisa Tyo (eff.04/05/22) **Motion Carried 4:0** (AYE=Paquin/Carvel/Simpson/LeBire)

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**RESIGNATION: APRIL KERLEY, VILLAGE COURT CLERK**

A motion was offered by Trustee Carvel, seconded by Trustee Simpson to accept the resignation of Village Court Clerk (eff. 06/17/22). Trustee Carvel thanked April for her years of service. **Motion Carried 4:0** (AYE=Paquin/Carvel/Simpson/LeBire)

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**RESOLUTION#29-2022: TRANE SERVICE AGREEMENT FOR INSPECTION& MAINTENANCE OF HVAC EQUIPMENT AT THE MASSENA COMMUNITY CENTER**

A motion was offered by Trustee Carvel, seconded by Trustee Simpson, and carried, to adopt the following resolution to wit:

**RESOLUTION #29-2022**

Approve a Three-Year Service Agreement with Trane U.S. Inc., for Inspection and Maintenance of the HVAC Equipment at the Massena Community Center (Beach Street)

**BE IT RESOLVED** that the Village of Massena Board of Trustees hereby approves the three-year Trane Service Agreement between the Village of Massena and Trane, a Division of American Standard Inc., **to inspect and maintain the HVAC equipment at the Community Center (Beach Street)** as outlined in the May 9,2022 proposal (no. 3234856) - "**Scheduled Service Agreement**", and

**BE IT FURTHER RESOLVED** that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement.

Question of the adoption of the foregoing resolution resulted as follows:

**AYE: Mayor Paquin, Trustee Carvel, Trustee Simpson, Trustee LeBire**

**NAY: NONE**

Mayor Paquin declared Resolution #29-2022 duly adopted (4:0).

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**ADJOURNMENT:**

With no further business, it was moved by Trustee Carvel and seconded by Trustee Simpson that the meeting be adjourned. **Motion Carried 4:0** (AYE= Paquin/Carvel/ Simpson/LeBire). It was so ordered by Mayor Paquin at 5:33 p.m.

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**MINUTES PREPARED BY:**

  
**MONIQUE N. CHATLAND**, Village Clerk