

**MINUTES**

**Massena Town Board Meeting**

**Date/Time:** Wednesday, February 15, 2023 @ 5:30 PM

**Location:** Massena Town Hall

*This meeting was Live Streamed on Zoom..*

**ATTENDANCE:**

<b>MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Supervisor Susan Bellor	<b>X</b>	
Board Member Francis Carvel	<b>X</b>	
Board Member Patrick Facticeau	<b>X</b>	
Board Member Adrian Taraska	<b>X</b>	
Board Member Debra Willer	<b>X</b>	

**ALSO PRESENT:**

Jeannine B. Miller Town Clerk, Brenda Mossow Secretary/Bookkeeper, Dylan Casselman Airport and Highway Supervisor, Eric Gustafson Town Attorney, Austyn Allen, IT, Members of the Press, Members of the Public, Joe Savoca, Library Board, Weldon Bogardus, Planning Board , Don Meissner, Fishing, Linda McQuinn, Grant Writer, Tom Miller, Massena Volunteer Fire Department

The meeting was called to order at 5:30 PM.  
The Supervisor led the Pledge of Allegiance.

**Public Hearing**

**Announcements / Notifications**

**Supervisor Bellor:** announced the retirement of Elaine Thayer as Director of the Massena Public Library effective June 30, 2023. Supervisor Bellor thanked Elaine for her 23 years of dedication and commitment.

**Presentations / Discussions**

Tom Miller, First Assistant Chief with the Massena Volunteer Fire Department gave his presentation regarding a Tax Exemption for Volunteer Fire and Ambulance Personnel. The Volunteer Services are struggling to recruit members and have hopes that this will be an incentive. The member would have to meet the qualifications that will be put into place in order to qualify. Mr. Miller will also speak at a Public Hearing on February 27, 2023 at 1:00 PM to answer any further questions or concerns. They are going to propose a 10% Tax Exemption. This will be based on the assessed value of the property.

<b>Resolution 40 - 2023</b>				
<b>Approving the Minutes from January 18, 2023</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Fecteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 41 - 2023</b>				
<b>Approving the Request Proposal to perform an Independent Fee Estimate (IFE). The typical cost ranges from \$2000.00 to \$3000.00 for an IFE. This cost is reimbursable through the grant.</b>				
Motion by:	Fecteau	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Fecteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 42 - 2023</b>				
<b>Approving the Service Agreement with Trane for HVAC at the Massena Airport Hangar SA 2023. Proposal ID: 7172474</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Fecteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 43 - 2023</b>				
<b>Approval to advertise for a replacement pickup truck for the Town Hall. Figures will be forthcoming.</b>				
Motion by:	Fecteau	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Fecteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 44 - 2023</b>				
<b>Accepting the Grant Agreement from NYSDOT for the Aviation Capital Project Agreement for the Massena International Airport Project No.(S). 7902.97, 7902.98, 7902.99, Contract No. K007523.</b>				
Motion by:	Willer	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 45 - 2023</b>				
<b>Accepting the Grant Agreement from NYSDOT for the Aviation Capitol Project Agreement for the Massena International Airport No. (S).PIN 7902.98. Contract No. K007523 for the Airfield Electrical Improvements (Design). Federal Share \$133,000.00, Local Share \$3,500.00, State Share \$3,500.00.</b>				
Motion by:	Willer	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 46 - 2023</b>				
<b>Accepting the Grant Agreement from NYSDOT for the Aviation Capitol Project Agreement for the Massena International Airport No.(S). PIN 7902.97. Contract No. K007523 for the ARFF-SRE Building Modifications Design. Federal Share \$104,500.00, Local Share \$2,750.00, State Share \$2,750.00.</b>				
Motion by:	Willer	Vote:		
Second by:	Facteau	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 47 - 2023</b>					
<b>Accepting the Grant Agreement for the Aviation Capitol Project Agreement for the Massena International Airport No. (S) PIN 7902.99 Contract No. K007523 for the Runway 5-23 Rehab (Construction). Federal Share \$8,331,819, Local Share \$219,258.00, State Share \$219,259.00.</b>					
Motion by:	Willer	Vote:			
Second by:	Facteau	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 48 - 2023</b>					
<b>Approval for the Supervisor to sign the revised SF-424 for the Rehabilitate Terminal Building Roof (Design) -BIL Funding. Federal \$57,570.00, state \$1,515.00, Town \$1,515.00 total \$75,000.00</b>					
Motion by:	Willer	Vote:			
Second by:	Carvel	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution# 49 - 2023</b>					
<b>Approval to hire Jennifer Trejos for part time Court Attendant</b>					
Motion by:	Taraska	Vote:			
Second by:	Carvel	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 50 - 2023</b>					
<b>Approval to hire for part time Library Clerk</b>					
Motion by:	Willer	Vote:			
Second by:	Taraska	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 51 - 2023</b>				
<b>Approval to adopt the policy for Town Credit Cards pertaining to the cost of meals and travel expenses.</b>				
Motion by:	Facteau	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 52 - 2023</b>				
<b>Approval to adopt the policy for the use of Town credit cards</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 53 - 2023</b>				
<b>Approving the Town Supervisor to sign the St. Lawrence County ARPA Tourism, Travel &amp; Hospitality Promotion Program Contract for the Massena International Airport in the amount of \$25,000.00(Agreement No. 08-1126TP).</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facteau	X		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 54 - 2023</b>					
<b>Approval from the Town Board to accept Change Order No. 1 and Final on the Terminal Apron Rehabilitation (Const) FAA AIP No. 3-36-0054-92-21 decreasing \$114,631.39 bringing the total amount to \$1,479,483.61. This Grant is 100% funded.</b>					
Motion by:	Willer	Vote:			
Second by:	Facteau	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 55 - 2023</b>					
<b>Approval from the Town Board to accept Change Order No. 1 on the Water Main Replacement East Massena Consolidated Water District (John Kubricky &amp; Sons, LLC) increasing \$28,861.40 bringing the total amount to \$4,514,578.90.</b>					
Motion by:	Facteau	Vote:			
Second by:	Carvel	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 56 - 2023</b>					
<b>Approval from the own Board to hold a special meeting and Public hearing on February 27, 2023 at 1:00 PM for the Tax Exemptions for Fire and Ambulance Personnel.</b>					
Motion by:	Willer	Vote:			
Second by:	Taraska	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution 57 - 2023</b>					
<b>Approval from the Town Board to Select Social Media Strategy Consultant for Market NY Phase 2.</b>					
Motion by:	Taraska	Vote:			
Second by:	Facteau	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

<b>Resolution</b>	<b>58</b>	<b>-</b>	<b>2023</b>
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**February 15, 2023**

**BUDGET & CASH TRANSFERS AND AMENDMENTS CASH TRANSFER:**

**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 deposited as needed. **TRANSFER** \$328,173.63 from NBT Bank A/C#\*\*\*\*1100 Town of Massena – East Massena Consolidate Water District – Water Main Replacement Project to Town of Massena General Fund to NBT Bank A/C#\*\*\*\*8489 Town of Massena General Fund.

*(This transfer will reimburse the General Fund for John Kubricky & Sons, LLC (\$300,200), C&S Companies (\$3,973.63) and Tisdell Associates (24,000.00).)*

**TRANSFER** \$59.28 from A/C#A.1410.400 Town Clerk Contractual to A/C#A.1410.200 Town Clerk Equipment. *(This transfer will cover the over-run in this general ledger account.)* **TRANSFER** \$1,280.08 from A/C#A.5132.400 Garage Contractual to A/C#A.5132.200 Garage Equipment. *(This transfer will cover the over-run in this general ledger account.)*

**TRANSFER** \$21,244.36 from Town of Massena Supervisor Office A/C#\*\*\*\*0120 to Town of Massena Terminal Apron Rehab (Const) A/C#\*\*\*\*3733 at Community Bank. (HAC Fund) *(This transfer is for FAA#11.)*

**TRANSFER** \$114,206.14 from Town of Massena Supervisor Office A/C#\*\*\*\*0120 to Town of Massena Terminal Apron Rehab (Const) A/C#\*\*\*\*3733 at Community Bank. (HAC Fund) *(This transfer is for FAA#12.)* **TRANSFER** \$3,953.87 from Town of Massena Supervisor Office A/C#\*\*\*\*0120 to Town of Massena ARFF/SRE Building Modifications (Design) A/C#\*\*\*\*7999 at Community Bank. (HDB Fund)

*(This transfer is for FAA#1.)* **TRANSFER** \$29,450.00 from Town of Massena Supervisor Office A/C#\*\*\*\*0120 to Town of Massena Airfield Electrical Improvements (Design) A/C#\*\*\*\*9615 at Community Bank. (HEI Fund) *(This transfer is for FAA#3.)*

**BUDGET ADJUSTMENT** Approve an interfund transfer to the Capital Fund to cover the costs of the C&S contract for design on the Highway Building which was approved in prior years without any funding source and was not within the general fund budget in 2020 or 2021 when expenditures were incurred. (Increase A.9950.900 Transfer to Capital Fund, with use of fund balance A.0909.000 )

**APPROVED TRANSFER** Reduce the interfund transfer to the general fund in A/C#B.9901.900 Transfer to Other Funds to \$140,689. The budget adjustment and approved transfer is in reference to 12/31/2021 financial reporting.

**REQUEST PERMISSION TO: CREATE NEW SAVINGS ACCOUNT**

**REQUEST PERMISSION** to create a new savings account with MBIA/CLASS title “Massena Public Library (2023)” for \$10,000.00 transferred from Town of Massena General Fund A/C\*\*\*\*8489 at NBT Bank. These funds need be separate so we may track the spending of the funds. These funds have been restricted to use for specific resources for the library per the donor.

Motion by:	Willer	Vote:			
Second by:	Facteau	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

Resolution 59 - 2023					
		<u>WARRANT #1A</u> <u>2022 INVOICES</u>			
<b>FUND</b>	<b>DESCRIPTION</b>			<b>AMOUNT</b>	
A	GENERAL			\$10,807.54	
B	GENERAL OUTSIDE			5,013.10	
DA	HIGHWAY			178.36	
DB	HIGHWAY OUTSIDE			547.90	
HNO	N. RACQUETTE WATERLINE REPLACEMENT			328,173.63	
HPC	DEPT OF PUBLIC SERVICE			1678.00	
L	LIBRARY			4,283.10	
SSH	HIGHLAND BUCKTOWN SEWER			4,000.00	
<b>TOTAL</b>				<b>\$354,681.63</b>	
<b>WARRANT #1A CHECK #S 50887-50908</b>				<b>\$354,681.63</b>	
				<b>TOTAL</b>	
<b>\$354,381.63</b>					
		<u>WARRANT #1B</u> <u>2023 INVOICES</u>			
<b>FUND</b>	<b>DESCRIPTION</b>			<b>AMOUNT</b>	
A	GENERAL			\$535,346.04	
B	GENERAL OUTSIDE			48,373.85	
DA	HIGHWAY			214,922.38	
DB	HIGHWAY OUTSIDE			1,800.00	
HAC	DEPT OF PUBLIC WORKS			124,036.24	
HDB	RUNWAY 5-23 REHABILITATION (CONST)			378.81	
HEI	AIRFIELD ELECTRICAL IMPROVEMENTS-DESIGN			25,000.00	
HFM	FISHING TOURNAMENT MKTG PROGRAM (2023)			541.50	
HNO	E MASSENA WATER MAIN REPLACEMENT			30.00	
L	LIBRARY			15,334.69	
SSH	HIGHLAND BUCKTOWN SEWER			120,976.90	
SSM	SOUTH MAIN STREET SEWER			109.15	
SWA	E MASSENA CONSOLIDATED WATER DISTRICT			2,024.10	
<b>TOTAL</b>				<b>\$1,088,873.66</b>	
<b>WARRANT #1B CHECK #S 50909-50995</b>				<b>\$937,56344</b>	
<b>DIRECT PAY (ACH)</b>				<b>\$1,000.00</b>	
<b>MANUAL CHECKS</b>				<b>\$150,310.22</b>	
				<b>TOTAL</b>	
				<b>\$1,088,873.66</b>	
Motion by:		Vote:			
Second by:	Facteau	Aye	Nay	Abstain	Absent
	Susan Bellor	X			
	Francis Carvel	X			
	Patrick Facteau	X			
	Adrian Taraska	X			
	Debra Willer	X			
<b>Motion is Carried.</b>					

Reports Submitted by Deb Willer



***Library Board***

The Library Board met on February 14, 2023. Jennifer Stokes was introduced as the new Board Trustee, appointed by the Town Board to fill the unexpired term of Susan Gray. The library board unanimously accepted her appointment. The library interviewed 9 applicants and has chosen a person to fill the part time clerk position; Town Board will review at Feb 15<sup>th</sup> meeting. The library received a generous donation from a patron, specified for covering cost of newspaper and magazine subscriptions as well as some books. National Library Week is the week of April 23<sup>rd</sup>; many activities are planned and the Friends of the Library will also work on some fundraising during this week. Library representatives met with the Town's auditors to review concerns regarding fund balance. They are working with the Town bookkeeper to set up a restricted account for donations received for specific operation uses. 2 Library Trustees met with Town Board Representatives to discuss roles and responsibilities of each party. Elaine Dunn notified the board that she will be retiring June 30<sup>th</sup>.

***Reports Submitted by Dylan Cassleman***

Massena Town Board meeting February 15, 2023

**Highway Department** Continue working with NYPA on issues with modernization project that involves town roads. On 2/6/23 TJ Fiacco finished work on Highland Road sewer line. Kubricky and Sons stopped work on East Massena Waterline Replacement after completing work in the NYPA right of way, still waiting for NYSDOT right of way permits. Performed maintenance and repairs on plow trucks after each weather event . **Plowing** Plowed 18 times. Tuesday 1/17 Wednesday 1/18 Thursday 1/9 Friday 1/20 Sunday 1/22 Monday 1/23 Tuesday 1/24 Wednesday 1/25 Thursday 1/26 Friday 1/27 Saturday 1/28 Sunday 1/29 Monday 1/30 Tuesday 1/31 Thursday 2/2 Friday 2/3 Monday 2/6 Tuesday 2/7

Equipment Repairs Highway: #49 Replaced front tilt cylinder. #49 fixed wiring to break lights. #51 Replaced air valve. #52 fixed wiring to rear strobe lights. #52 Replaced 2 air valves.

**Massena Airport** Boutique Air numbers for January 2023 Enplaned 439, Deplaned 457, Total 896, landings 184. Cancelled for weather 4, Cancelled other 0, Total cancelled flights 4 for December 2022. Taxiway A east end lights are still out. Performed maintenance and repairs on plow trucks after each weather event #A55 is fixed and back in service after getting fixed at 5<sup>th</sup> Wheel Diesel in Malone New loader mounted snowblower is still being worked on by Monroe Tractor to resolve the electrical problems.

**Massena Library** No new issues **Massena Museum** No new issues **Massena Town Hall** No new issues

Sue's Committee Reports February 2023

1. The Chamber of Commerce Board met on January 19<sup>th</sup>. SLC Chamber Exec. Director updated all on the process for integration, planning meetings on Feb. 14<sup>th</sup> at noon at chamber office, followed by an information session on March 2 at 4pm. The vote will take place on March 16<sup>th</sup> at 4pm (10% of the members need to vote and 2/3's need to be in favor for the resolution to move forward). There will be 3 seats available on the BOD of the integrated chamber with an ambassador group to represent Massena. Duties and job description will be developed by Ben and generated by original design concept.
2. The Ethics Board met on January 30<sup>th</sup>. Specific pages were reviewed for editing and Sue will work on updating the organizational chart. They will meet again on Feb. 27<sup>th</sup>.

***MED notes submitted by Pat Facticeau***

Work related lost time up to 206 days with no lost time. No lost time 569 days. 2550 hours of overtime with no incidents. Customer impact highest in last 12 months due to storms. Impact for customers 16,290. Price and cost were reviewed better than expected. Under 75. Financials \$1,430,133 more cash budget more expenses \$621,437.00. Fund balance increase by \$630,296.00 over last year. Updates on security, energy programs, NYSERDA Water Heater Program, Clinical Action Council.

Motion made by Council Member Facteau to go into Executive Session at 6:20 PM, seconded by Council Member Taraska. Returned to Public Session at 7:38 PM.

<p><b>Next Scheduled Meeting: Public Hearing</b> February 27, 2023 at 1:00 PM , Regular Meeting March 15, 2023 at 5:30 PM, Town Hall</p>
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<p><b>Adjournment:</b> The meeting adjourned at 7:39 PM by unanimous consent.</p>
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Respectfully submitted by Jeannine B. Miller, Town Clerk