

**MINUTES**

**Massena Town Board Meeting**

**Date/Time:** Wednesday, March 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 ZOOM</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, Sean Lynch Deputy Town Clerk & IT, Members of the Press, Members of the Public, Joe Savoca, Library Board, Weldon Bogardus, Planning Board , Don Meissner, Fishing, Linda McQuinn, Grant Writer, Jason Hendricks, H3 Designs, Ben Dixon, Chamber of Commerce, Anthony Young & Andrew Smith, Barton & Loguidice,

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 Debra Fuehring from the Massena Public Library. Debra is the Adult Services Library Assistant and has been with the Library for 28 years. Her retirement date is May 31, 2023. Supervisor Bellor thanked her for her dedication and years of service.

**Presentations / Discussions**  
Ben Dixon with the St. Lawrence County Chamber of Commerce gave an update on the next steps to be taken to have Massena merge with the St. Lawrence County Chamber of Commerce. Once all the proper steps have been taken Massena will hire an individual to run a Satellite Office in Massena.  
Don Meissner presented a one minute video promoting Fishing in Massena, NY.

<b>Resolution 62 - 2023</b>				
<b>Approving the minutes for February 15, 2023 and February 27, 2023</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 63 - 2023</b>				
<b>Approving the New Fixed Asset Policy</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 64 - 2023</b>				
<b>Approving the Town of Massena Whistleblower Policy</b>				
Motion by:	Carvel	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 65 - 2023</b>				
<b>Approving the Engineering and Technical Services Agreement for Sewer Collection System Improvements with Tisdell Associates For the Highland Road.</b>				
Motion by:	Willer	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 66 - 2023</b>				
<b>Approving the WCT (Wilhelm, Chatelle &amp; Towne) Surveyors for Topographic Survey for the Highland Road Sewer Project.</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 67 - 2023</b>				
<b>Approval to send Deputy Town Clerk Sean Lynch to the NYSTCA Annual Training in Syracuse, NY April 23-26. The cost is \$810.00 and includes all meals and Hotel. The Town will cover mileage.</b>				
Motion by:	Taraska	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 68 - 2023</b>				
<b>Approval for the Town Supervisor to sign the Worry-Free Service Contract with NCC for the Years 2023,2024,2025. Effective March 1<sup>st</sup>, 2023.</b>				
Motion by:	Willer	Vote:		
Second by:	Taraska	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 69 - 2023</b>				
<b>Approval for the Town Supervisor to sign the Central Office Monitoring Contract with NCC for the years, 2023, 2024, 2025. Effective March 1<sup>st</sup>, 2023</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 70 - 2023</b>				
<b>Approval for the Town Supervisor to sign the Standard Fire Inspection Contract with NCC for the years 2023, 2024, 2025. Effective date March 1<sup>st</sup>, 2023</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution# 71 - 2023</b>				
<b>Approval for the Siemen's Advantage Services Agreement</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 72 - 2023</b>				
<b>Approval to adopt a Local Law that will give Firefighters and Ambulance Personnel a 10% Tax Exemption on their homes</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 73 - 2023</b>				
<b>Approval for the Town Supervisor to sign the Home Rule Form for State Legislation, S3094/A5140</b>				
Motion by:	Taraska	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 74 - 2023</b>				
<b>Approval to advertise for a new Director for the Massena Public Library</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 75 - 2023</b>				
<b>Approval to advertise for a part time Youth Services Library Assistant for the Massena Public Library. This Resolution has been amended from a full time Assistant Director to a Part Time Youth Services Library Assistant.</b>				
Motion by:	Willer	Vote:		
Second by:	Carvel	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 76 - 2023</b>				
<b>Approving the 2021 Agreed Upon Procedures (AUP) for the Justice Court, Massena Public Library and the Massena International Airport and that the Board acknowledges that the required examination was conducted by Bowers &amp; Company CPA's PLLC.</b>				
Motion by:	Taraska	Vote:		
Second by:	Willer	Aye	Nay	Abstain
	Susan Bellor	X		
	Francis Carvel	X		
	Patrick Facticeau	ZOOM		
	Adrian Taraska	X		
	Debra Willer	X		
<b>Motion is Carried.</b>				

<b>Resolution 77 - 2023</b>				
<b>Approving the Amendment to the Engineering Agreement for the remaining services on the Water District Project</b>				

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

<b>Resolution</b>	<b>78</b>	<b>-</b>	<b>2023</b>			
<b>BUDGET &amp; CASH TRANSFERS AND AMENDMENTS</b>						
<p><b>CASH TRANSFER: TRANSFER</b> \$1,000.00 from NBT Bank A/C#****8489 Town of Massena – General Fund to NBT Bank A/C#****2081 – Richard LaChance <i>(This transfer will allow for a portion of the Town’s share of insurance deductibles deposited as needed)</i> <b>TRANSFER</b> \$192,755.00 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. <i>(This transfer will reimburse the General Fund for John Kubricky &amp; Sons, LLC (\$192,755.00)).</i> <b>TRANSFER</b> \$52,250.00 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) <i>(This transfer is for FAA#4)</i> <b>TRANSFER</b> \$15,195.43 from the Town of Massena Supervisor Office A/C#****0120 to Town of Massena Terminal Apron Rehabilitation (Const) A/C#****3733 at Community Bank (HAC Fund)<i>( This transfer is for FAA#13)</i> <b>TRANSFER</b> \$21,000.00 from the Town of Massena Supervisor Office A/C#****0120 to Sand Storage Building (Design) A/C#****7981 at Community Bank (HSB Fund) <i>(This transfer is FAA#8)</i> <b>TRANSFER</b> \$6,656.70 from the Town of Massena Supervisor Office A/C#****0120 to Town of Massena Runway 5-23 Rehabilitation (Const) A/C#****7999 at Community Bank. (HDB Fund) <i>(This transfer is for FAA#2)</i> <b>CREATE A DUE TO/DUE FROM REQUEST PERMISSION</b> to create Due to/Due from entry as follows: From the General A Fund \$7,001.50 to HDA Fund – Runway 5-23 Rehabilitation (Design) To cover the cost of an invoice due to be paid back when State/Federal Funds are received.</p>						
Motion by:	Taraska	Vote:				
Second by:	Carvel	Aye	Nay	Abstain	Absent	
	Susan Bellor	X				
	Francis Carvel	X				
	Patrick Facticeau	ZOOM				
	Adrian Taraska	X				
	Debra Willer	X				
<b>Motion is Carried.</b>						

<b>Resolution</b>	<b>79</b>	<b>-</b>	<b>2023</b>			
<b>2023 INVOICES Warrant #3</b>						
<b>FUND</b>	<b>DESCRIPTION</b>					<b>AMOUNT</b>
<b>A</b>	<b>GENERAL</b>					<b>\$172,527.54</b>
<b>B</b>	<b>GENERAL OUTSIDE</b>					<b>45,814.13</b>
<b>DA</b>	<b>HIGHWAY</b>					<b>73,853.27</b>
<b>HAC</b>	<b>TERMINAL APRON REHAB (CONST)</b>					<b>15,195.43</b>
<b>HDA</b>	<b>RUNWAY 5-23 REHAB (DESIGN)</b>					<b>7,007.05</b>
<b>HEI</b>	<b>AIRFIELD ELECTRICAL IMPROVEMENTS (DESIGN)</b>					<b>55,000.00</b>
<b>HFM</b>	<b>FISHING TOURNAMENT MKTS PROGRAM (2023)</b>					<b>3,350.24</b>
<b>HNO</b>	<b>N. RACQUETTE WATERLINE REPLACEMENT</b>					<b>192,755.00</b>
<b>HPC</b>	<b>DEPT OF PUBLIC SERVICE</b>					<b>292.50</b>
<b>HSB</b>	<b>SAND STORAGE BUILDING</b>					<b>21,000.00</b>
<b>L</b>	<b>LIBRARY</b>					<b>13,143.22</b>
<b>SSM</b>	<b>SOUTH MAIN STREE SEWER</b>					<b>122.60</b>
<b>SWA</b>	<b>E. MASSENA CONSOLIDATED WATER DISTRICT</b>					<b>5,104.61</b>

<b>TOTAL</b>	<b>\$605,165.59</b>
<b>WARRANT #3 CHECK #S 51016 - 51081</b>	<b>\$504,700.54</b>
<b>DIRECT PAY (ACH)</b>	<b>1,121.03</b>
<b>MANUAL CHECKS</b>	<b><u>\$99,344.02</u></b>
<b>TOTAL</b>	<b>\$605,165.59</b>
Motion by: Taraska	Vote:
Second by:Carvel	Aye      Nay      Abstain      Absent
Susan Bellor	X
Francis Carvel	X
Patrick Facticeau	ZOOM
Adrian Taraska	X
Debra Willer	X
<b>Motion is Carried.</b>	

*Report Submitted by Francis Carvel*

**Summary of March 14 Recreation Meeting**

We are winding down with the Winter Ice season at Massena Arena but there are still a number of events until the official end of season April 29<sup>th</sup>. Massena Recreation is hosting a Rock N Skate this Sunday. MMHA and MFSC will hold standard practices through March. There is an 8U/10U Girls Tournament on April 1<sup>st</sup> weekend as well as Recreation hosting a Spring House League March- Early April. Massena Figure Skating will be hosting a March Testing Session as well as a April Skate School and an April Test Session to finish the year. We will be purchasing Boilers for the arena to replace the ones currently at the arena that are over 40 years old and not working properly. Massena Recreation will also be taking over Massena Minor Lacrosse this Spring.

***Reports Submitted by Deb Willer***

The Massena Public Library Board met on March 14, 2023. Matt Corey, the St. Lawrence County Consultant for North Country Library Systems, attended the meeting and offered advice on the recruitment of a new Library Director as well as advertising and interview process. National Library Week is April 23-29 and will include Library Giving Day on April 24<sup>th</sup>. There will be numerous events sponsored by the Library and the Friends of the Library. Friends of the Library continue to work on becoming a 501c3 Organization and is committed to its ongoing support of our library. The Board continues to review and update the Library Policy Manual. Please refer to the monthly newsletter for all the events and classes that are available to the public.

***Reports Submitted by Dylan Cassleman***

Massena Town Board meeting March 15, 2023 **Highway Department:** Continue working with NYPA on issues with modernization project that involves town roads. 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. On 3/6 worked with the Village Water Department to repair a water leak on South Grass. Performed maintenance and repairs on plow trucks after each weather event **Plowing:** Plowed 14 times. Thursday 2/9 Friday 2/10 Saturday 2/11 Sunday 2/12 Friday 2/17 Tuesday 2/21 Wednesday 2/22 Thursday 2/23 Friday 2/24 Saturday 2/25 Sunday 2/26 Tuesday 2/28 Thursday 3/2 Saturday 3/4 **Equipment Repairs Highway:** #49 replaced front hydraulic line. #50 rewired rear strobes. #50 replaced driver’s side step. #51 replaced 2 rear air chambers. #9 rebuilt drive shaft. #53 changed air valve for breaks. **Massena Airport:** Boutique Air numbers for February 2023 496 Enplaned, 453 Deplaned, 949 Total, 164 landings. 6 Cancelled for weather, 2 Cancelled other, 8 Total cancelled flights for February 2023. Taxiway A east end lights are still out. Performed maintenance and repairs on plow trucks after each weather event. New loader mounted snowblower has been fixed. #A52 replaced rear air chamber and air valve **Massena Library:** No new issues **Massena Museum:** Working with NCC to install cameras in the new addition. **Massena Town Hall:** No new issues

Sue’s Committee Reports March 2023

1. The Chamber of Commerce Board met on February 23. SLC Chamber Exec. Director updated all on the process for integration, planning meetings with information at the next in person Board Meeting on March 16, 2023 at 12:00 PM, followed by information meeting on March 30, 2023 at 4:00 PM and the meeting to vote on April 20, 2023, (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 a Ambassador Group to represent Massena. Duties and Job Descriptions will be developed by Ben and generated by original design concept.
2. The Ethics Board met on February 27<sup>th</sup> and reviewed the amended pages 7-121. They are working on appendices next. They will meet again on April 3.

*MED notes submitted by Pat Facticeau, Pat was on ZOOM due to illness and the Audio did not work correctly.*

Motion made by Council Member Carvel to go into Executive Session at 6:23 PM, seconded by Council Member Taraska. Returned to Public Session at 7:59 PM.

<b>Next Scheduled Meeting:</b> Regular Meeting April 19, 2023 at 5:30 PM, Town Hall
<b>Adjournment:</b> The meeting adjourned at 8:01 PM by unanimous consent.

Respectfully submitted by Jeannine B. Miller, Town Clerk