

MINUTES

Minutes of a Special, Organizational Meeting of the Town Council of the Town of Massena, held on January 3, 2018 at 5:30 pm at the Town Hall.

PRESENT: Supervisor Steve O’Shaughnessy
Councilman Albert Nicola
Councilman Thomas Miller
Councilman Samuel Carbone Jr.
Councilwoman Melanie Cunningham (appointed 1/3/18)

ALSO PRESENT: Brenda Mossow, Eric Gustafson, See attached sign in sheet.

Supervisor opened the meeting with **PLEDGE OF ALLEGIANCE.**

Newly elected and appointed officials were sworn in:

Supervisor: Steve O’Shaughnessy

Council Members: Melanie Cunningham
Sam Carbone
Albert Nicola

Justice: Joseph Brown

Supervisor continued the meeting with **15 MINUTE PUBLIC COMMENTS.** None

RESOLUTION # 1-2018

On a motion offered by Council member Carbone, and seconded by Council Member O’Shaughnessy, and carried, **To appoint Melanie Cunningham to fill the Council member vacancy, vacated by Steve O’Shaughnessy, with the term expiring 12/31/18. Carried, 5-0**

Supervisor O’Shaughnessy would like it noted that Melanie Cunningham is the first, in the history of the Town Massena to be on the Town Council. Congratulations!
He would also like to acknowledge the passing of Sally Yeddo, retired Town Archivist and longtime servant for the Town of Massena. She will be sadly missed.

RESOLUTION # 2-2018

The following motion was offered by Councilman O’Shaughnessy and seconded by Councilman Nicola, and carried, **Appointing Randy Peets to replace Sally Yeddo on the Museum Board and to finish her term expiring on 12/31/2018. Carried, 5-0**

RESOLUTION # 3-2018

On a motion offered by Council member Carbone, and seconded by Council Member O'Shaughnessy, and carried, **To appoint by blanket resolution the following:**

BOARD MEMBER APPOINTMENTS for 2018**3 Year Term:**

Organization	Name	Phone	Term Expire	Motion By
BDC (Joint Appt)	David LaClair	315.842.2254	12/31/20	O'Shaughnessy Carbone
	Usw450p@centralny.twcbc.com Chris Herrick	315.769.6778		

5 Year Terms (All Other Boards)

Organization	Name	Phone	Term Expire	Motion By
JOINT REC	George Hammill	315.769.6264	12/31/22	Nicola Miller
LIBRARY	Linda McDonald	315.769.6690	12/31/22	Carbone Miller
MVEU	Roger M. Bennett rogerben@twcny.rr.com	315.764.1441	12/31/22	Miller O'Shaughnessy
MED	Charles Raiti	315.769.5901	12/31/22	Carbone Miller
MUSEUM	Bonnie Weitz Rweitz42@twcny.rr.com	315.705.9301	12/31/22	Carbone Miller
MUSEUM	Ann Greene	315.769.9774	12/31/22	Carbone Miller
PLANNING	Scott Rogers sfrogers@yahoo.com	315.769.0668 315.250.0103	12/31/22	Carbone Miller
REVIEW	Eric Sharlow	315.769.2036	09/30/22	Miller Carbone
REVIEW	John Acton	315.769.2556	09/30/22	Miller Carbone
ZONING	None			

MMH appointments are on HOLD (all 5 Yr Terms)

MMH:	<u>DR. BEDROS BAKIRTZIAN</u>		12/31/17
	<u>GARY BORGOSZ</u>	705-4712	12/31/17
	<u>MELANIE CUNNINGHAM</u>	769-0607	12/31/17
	<u>EDWARD FAY</u>	769-8461	12/31/17

RESOLUTION # 4-2018

On a motion offered by Councilman Miller, and seconded by Councilman Nicola and carried, **To approve the Town Board Meeting schedule as follows:**

Carried, 5-0

NOTICE OF REGULAR MEETINGS

REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MASSENA ARE HELD THE THIRD WEDNESDAY OF EACH MONTH AT 5:30 P.M. at the Town Hall. IN THE EVENT THAT SUCH DATE IS A LEGAL HOLIDAY, THE MEETING WILL BE HELD THE NEXT BUSINESS DAY.

Please note any changes below ***

TOWN BOARD 2018

- JANUARY 3, 2018.....ORGANIZATIONAL MEETING (Wednesday)
- JANUARY 24, 2018.....(Changed to 4th Wednesday)
- FEBRUARY 21, 2018..... Association of Towns N/A
- MARCH 21, 2018
- APRIL 18, 2018
- MAY 16, 2018
- JUNE 20, 2018
- JULY 18, 2018
- AUGUST 15, 2018
- SEPTEMBER 19, 2018
- OCTOBER 17, 2018
- NOVEMBER 21, 2018
- DECEMBER 19, 2018

PAM CATANZARITE
TOWN CLERK

ALL MEETINGS WILL BE OPEN TO THE PUBLIC.

RESOLUTION # 5-2018

The following motion was offered by Councilman Miller, and seconded by Councilman Nicola, and carried, **To accept and Sign the Fire Protection contract with the Village. Effective Jan. 1, 2018-Dec. 31, 2019 (2 yrs) for 2019- \$89,500.00 and for 2020 \$97,000.00.** Carried, 5-0

RESOLUTION # 6-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Nicola, and carried, **To accept and Sign the Code Enforcement Office contract with the Village for \$10,000 stipend.** Carried, 5-0

RESOLUTION # 7-2018

The following motion was offered by Councilman Nicola and seconded by Councilman Miller, and carried, **To renew the court officer agreement with the Village of Massena @ a cost not to exceed \$ 5,000, expiring 12/31/17 and authorize the Supervisor to sign the same. Carbone Abstained** Carried, 4-0

RESOLUTION # 8-2018

On a motion offered by Councilman Nicola, and seconded by Councilman Miller, and carried, **To renew the Investment policy. Carried, 5-0**

RESOLUTION # 9-2018

The following motion was offered by Councilman Nicola and seconded by Councilman Carbone, and carried, **To renew the Substance Abuse policy. Carried, 5-0**

RESOLUTION # 10-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Miller, and carried, **To renew the Non-Discrimination policy. Carried, 5-0**

RESOLUTION # 11-2018

The following motion was offered by Councilman Miller and seconded by Councilman Nicola, and carried, **To appoint the Supervisor as Compliance Officer Carried, 5-0**

RESOLUTION # 12-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Nicola, and carried, **To name Watertown Times as the official newspaper Carried, 5-0**

RESOLUTION # 13-2018

The following motion was offered by Councilman Carbone, and seconded by Councilman Nicola, and carried, **Authorizing the Town Clerk to attend the Town Clerk's Conference and expenses incurred (travel, lodging & meals) to be paid by the Town of Massena upon representation of Itemized vouchers (receipts) at a regular council meeting. Carried, 5-0**

RESOLUTION # 14-2018

On a motion offered by Councilman Nicola, and seconded by Councilman Miller, and carried, **To make Official banks to be Key Bank, Community Bank and NBT Bank. Carried, 5-0**

RESOLUTION # 15-2018

The following motion was offered by Councilman Nicola and seconded by Councilman Miller, and carried, **To accept the Procurement Policy. Carried, 5-0**

Procurement Policy was changed on 2/14/05, then reviewed at the Organizational meeting each year. Procurement Policy was amended on 1/7/09 (to add the exceptions). Jan. 5, 2011 Town Board agreed to adopt the new procurement amounts currently adopted by the state in 2010 as follows:

The new competitive bidding thresholds are \$20,000 for purchase contracts and \$35,000 for public work contracts. These amounts are specified in General Municipal Law section 103.

Procurement policy is effected by Local Law #1-2012 which authorizes the Town Gov't to award purchase contracts on the basis of "Best Value" rather than the lowest responsible bidder" standard. Effective 1/7/15, amounts listed in item #3 were doubled.

RESOLUTION 15-2018
PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;

NOW, THEREFORE BE IT RESOLVED that the Town of Massena does hereby adopt the following procurement policies and procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (herein after Purchaser) shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.
2. All purchases of a) supplies or equipment which **exceed \$20,000** in the fiscal year or b) Public works contracts over **\$35,000** shall be formally bid pursuant to GML, 103.
3. All estimated purchases of less than **\$20,000** but greater than **\$3,000** require a written request for a proposal and written / fax quotes from 3 vendors.

Less than **\$6,000** but greater than **\$3,000** requires an oral request for the goods and oral/fax quotes from two vendors Less than **\$3,000** but greater than **\$500.00** is left to the discretion of the purchaser. Any written request for proposal shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of vendors from whom written/fax/oral quotes offered. All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.
4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

- 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - a) Acquisition of professional services;
 - b) Emergencies;
 - c) Sole Source situation
 - d) Goods purchased from agencies for the blind or severely handicapped;
 - e) Goods purchased from correctional facilities
 - f) Goods purchased from another governmental agency;
 - g) Goods purchased at auction;
 - h) Goods purchase for less than \$500.00
 - I) Public works contracts for less than \$500.00
- 7. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.
- 8. Whenever possible, every consideration should be given to making purchases from local vendors (Town of Massena). If the price is greater locally, but not significantly, local purchase is strongly recommended.
- 9. "Best Value" is defined as a basis for awarding contracts that optimize(s) quality, cost and efficiency, among responsive and responsible offers and reflect(s) wherever possible, objective and quantifiable analysis. Added 8/15/12 by Town Board.

RESOLUTION # 16-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Miller, and carried, **Authorizing the Supervisor to sign a Holding Harmless Agreement with St. Lawrence County. Carried, 5-0**

RESOLUTION # 17-2018

The following motion was offered by Councilman Carbone and seconded by Councilman Miller, and carried, **To renew the employee assistance program with Reach Out, effective 1/1/2018 to 12/31/18 at \$3,600 per year. Carried, 5-0**

RESOLUTION # 18-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Miller, and carried, **To renew the following contracts under a blanket Resolution based on:**

- a. Rescue Squad - MOU
- b. N. Country Life Flight
- c. Meals on Wheels
- d. Louisville Rescue
- e. Chamber Service

Carried, 5-0

RESOLUTION # 19-2018

The following motion was offered by Councilman Carbone and seconded by Councilman Miller, and carried, **To use Municipal Investors Service. Carried, 5-0**

RESOLUTION # 20-2018

On a motion offered by Councilman Carbone, and seconded by Councilman Miller, and carried, **To accept yearly appointments (by blanket resolution) as follows:**

Carried, 5-0

Deputy Registrar.....	Jeannine Brouse
Deputy Town Clerk.....	Jeannine Brouse
Justice Court Clerk.....	(To be Determined)
Assistant Court Clerk.....	Martha Granger
Receiver of Taxes.....	Taya Pryce
Deputy Receiver of Taxes.....	Renelle Garlach
Second Deputy Receiver of Taxes	Brenda Mossow
Town Historian.....	Mary Ellen Castleman
Town Archivist.....	Linda McDonald
Supt. Maintenance Bldgs./Grounds.....	Frank Diagostino
Supt. of Highways.....	Frank Diagostino
Airport Manager.....	Frank Diagostino
Maintenance	James Beckstead

RESOLUTION # 21-2018

The following motion was offered by Councilman Carbone and seconded by Councilman Nicola, and carried, **To set the standard workday resolution for the Town of Massena, year 2018 at 7.5 hours per day for Town Hall employees and 8 hours for Airport and Highway Dept.**

Carried, 5-0

2018 SUPERVISOR APPOINTMENTS:

SECRETARY/BOOKKEEPER	<u>Brenda Mossow</u>
DEPUTY SUPERVISOR	<u>Albert Nicola</u>

LIBRARY.....	Sam Carbone and Melanie Cunningham
JOINT RECREATION.....	Albert Nicola and Tom Miller
MASSENA ELECTRIC.....	Albert Nicola and Tom Miller
MUSEUM.....	Sam Carbone and Melanie Cunningham
RESCUE SQUAD.....	Tom Miller and Melanie Cunningham
HOSPITAL.....	Steve O’Shaughnessy and Sam Carbone
BDC.....	Sam Carbone and Melanie Cunningham
CHAMBER.....	Supervisor O’Shaughnessy
HIGHWAY COMMITTEE.....	Supervisor O’Shaughnessy and Albert Nicola
AIRPORT COMMITTEE.....	Tom Miller and Albert Nicola
AUDIT COMMITTEE.....	Tom Miller and Albert Nicola
BUDGET COMMITTEE.....	Entire Town Council
HIRING/JOB DESCRIPTION COMMITTEE:.....	Supervisor O’Shaughnessy and Tom Miller
PERSONNEL COMMITTEE:.....	Tom Miller and Supervisor O’Shaughnessy
NEW YORK POWER AUTHORITY.....	Supervisor O’Shaughnessy
ST REGIS MOHAWK TRIBAL.....	Supervisor O’Shaughnessy

On a motion offered by Councilman Nicola, and seconded by Councilman Miller, and carried, **To adjourn the Organizational meeting at 6:11. Carried, 5-0**

NEXT REGULAR TOWN BOARD MEETING – February 24, 2016 AT 5:30

15 MINUTE PUBLIC COMMENT PERIOD

RESPECTFULLY SUBMITTED,

**PAMELA A CATANZARITE
MASSENA TOWN CLERK**

MEETING ATTENDANCE SIGN-IN SHEET

MEETING DATE: Jan. 3rd 2018
COMMITTEE/BOARD: organizational

PLEASE PRINT your name CLEARLY TO ASSURE THE CORRECT SPELLING IN THE MINUTES OF THIS MEETING.

PRINT NAME	TITLE	ADDRESS/ ASSOCIATION
Bob Bisognes	Recorder	DO
Tracy Miller		218 CANTON ST #20
Paul D. Smith	IT	Family
Joseph Kost		3. PARKER AVE
Nicole Terminielli		23 Walnut Ave
MICHAEL MURPHY		Bourne Street
Tim Preme		
Chris Preme		
Jackie M. Mura		
Don McKeese		
Melanie Cunningham		148 Horton Rd
Paul Carbone		218 Justice Rd
Doc M. Jordan		64 Chase St
Robert Cunningham		148 Horton Rd
John Mattison		257 N. Main St
Alan Russell Sr.		19 Grant St.