

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

March 21, 2017

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Approval of Meeting Minutes:
- December 6, 2016
 - December 20, 2016
 - January 5, 2017
- [3] Report of Officers and Committees:
- A. Treasurer's Report
- B. Committee Reports:
- Code Enforcement (Carvel/LeBire)
 - Economic Development Committee (Ahlfeld/LeBire)
 - Fire Committee (Carvel/LeBire)
 - Personnel Committee (Carvel/Deshaies)
 - Police Committee (Carvel/Deshaies)
 - Recreation Commission (Carvel/Deshaies)
 - Street Committee (Ahlfeld/LeBire)
 - Water & Sewer Committee (Ahlfeld/LeBire)
- [4] INITIAL PUBLIC COMMENT PERIOD
- [5] Old Business:
- A. Discussion/Establish a Public Hearing Date: Revisions to Chapter 270 (Taxicabs) of the General Code
- [6] New Business
- A. Discussion: NYS Budget
- B. Establish Budget Hearing Date/Time: April 4, 2017 (5:30 p.m.)
- C. Establish Budget Work Session Dates/Times:
- April 6 (Thurs.) 5:15 p.m.
 - April 10 (Mon.) 5:15 p.m.
 - April 11 (Tues.) 5:15 p.m.
 - April 12 (Wed.) 5:15 p.m.
 - April 25 (Tues.) 5:15 p.m. (If Necessary)
- D. Establish Public Hearing To Consider Authorizing a Property Tax Levy in Excess of the 2% Limit: April 4, 2017 (5:40 p.m.)
- E. Proposed Resolution: Approve Agreement By & Between the Village of Massena & Office Personnel
- F. Appointment: Chris Bertrand; Contingent Permanent Firefighter/Fire-Driver
- G. Announce Spring Clean Up Dates: April 24 – May 5
- H. Authorize CWSRF Capital Project Change Order #2-1 (Sanitary Sewer System Improvements- Contract #2, General Construction WWTP)
- I. Authorize CWSRF Capital Project Change Order #3-1 (Sanitary Sewer System Improvements - Contract #3, S & L Electric)
- J. Authorize CWSRF Capital Project Change Order #1-2 (Sanitary Sewer System Improvements - Contract #1, North Country Contractors)
- [7] Voucher Warrant
- [8] Monthly Reports
- None
- [9] Communications / Correspondence
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING

(Tuesday) April 4, 2017 at 5:30 p.m.

**Village of Massena
Treasurer's Report
March 21, 2017**

INFORMATION

1. You have been provided with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for February and the February summary follows:

	<u>Revenue</u>		<u>Expense</u>	
General Fund	7,490,233	85%	6,262,353	67%
Refuse Fund	845,204	71%	802,318	62%
Water Fund	1,156,407	60%	1,057,759	53%
Sewer Fund	1,147,160	62%	1,266,180	63%
Joint Rec	705,703	77%	658,811	65%

2. Year-end projections for the above funds have been updated through February 28, 2017. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
3. The Office Staff has completed Set-Up Training for the new Incode 10 Financial Software. I am currently in the process of completing the Core Financials Chart of Accounts Segmentation. Craig Anderson, of Tyler Technology, will be on-site starting April 3rd to begin configuration and set-up of the software.
4. Payment on the Community Center bond was processed in the last warrant. The total amount of the payment was \$66,606.25, made up of \$40,000 in principal and \$26,606.25 in semi-annual interest. The next interest payment is due in September. The outstanding balance on this bond is \$1,250,000.
5. We have received notice of our next serial bond payment of \$205,000 due to NYS EFC on April 21st. This bond was issued for the CSO Project and is a no-interest bond; therefore, the entire amount goes toward principal. The outstanding balance after the April payment will be \$820,000.
6. The assessment amount for 2017, as supplied by the County Real Property Tax Office, is \$355,813,839, a decrease of \$1,335,214 from last year's assessment (approximately 0.3%).

ACTION

7. **Independent Accountants' Report on Village on Village Justice Court Records:** Accept Independent Accountants' Report on Village Justice Court Records for FYE 5/31/2016, performed by Seyfarth & Seyfarth CPAs. The Village is required to file this report with the Uniform Court System, per Section 2019-a of the Uniform Justice Court Act. Motion to accept report is required.
8. **Establish Public Hearing Re: Local Law to Over-ride the 2% Tax Levy Cap:**
(see separate agenda item below)



VILLAGE OF MASSENA

Town Hall Building • 60 Main Street
Massena, New York 13662

PROPOSED RESOLUTION

**Approve Agreement
By and Between the Village of Massena
and
Office Personnel**

(June 1, 2016 – May 31, 2020)

WHEREAS, the Village of Massena Contract Committee has negotiated a four-year Agreement (June 1, 2016 through May 31, 2020) with Office Personnel;

NOW, THEREFORE, BE IT RESOLVED, that the Agreement is hereby accepted by the Village of Massena Board of Trustees; and

BE IT FURTHER RESOLVED, that Timmy J. Currier, as Mayor the Village of Massena, is hereby authorized and directed to execute said Agreement on behalf of the Village of Massena.

DATE: March 21, 2017

Memo

TO: MAYOR & BOARD
FROM: HASSAN A. FAYAD, SUPT. OF PUBLIC WORKS
RE: SPRING CLEANUP
DATE: MARCH 9, 2017



Scheduling our program for this spring, I have tentatively set two (2) weeks for cleanup. The same pattern and outline will be followed as in the past several cleanups,

week no. one (April 24 – April 28) DPW will collect NORTH of the Grasse river
week no. two (May 1 – May 5) DPW will collect SOUTH of the Grasse river

PUBLIC REMINDER:

- the Village will traverse a street only once.
- the Village will not accept any type of construction materials
- the Village will not collect television sets, computer monitors or any item that has been cannibalized... (These items can be taken to the transfer station any time during the year at no cost)
 - Reason: Once the TV's are placed at curbside, other people smash the back side retrieving the metal components. NYS law dictates that TV's which have been compromised, cannot be placed into E-waste, nor will they be accepted for refuse because of the lead and other hazardous environmental content.
- do not place materials out any earlier than the weekend prior to your pickup;
- do not use dark bags;
- separate (using separate piles for each) metal items, tires and freon items (i.e. refrigerators, air cond., humid ...)
- remove doors on refrigerators;
- please remove all remaining debris by the next working day, (local ordinance will be enforced)

ADDITIONAL INFORMATION:

- Textiles (shoes, clothing, fabric, linens ...) are now recyclable and need to be separated from cleanup items
- SLC Hazardous Waste collection days will be set for the Fall (Sept. 16, Louisville Garage)
- ~~Brush will be collected at the residence or dump brush at DPW with voucher! ON HOLD!~~

Memo

To: Timothy J. Currier, Mayor
Board of Trustees

From: Hassan A. Fayad, P.E.

CC: File

Date: March 17, 2017

Re: CWSRF Project Time Extension Request



Last week NYS DOT finally gave approval for our CWSRF project to move forward. We anticipated our project to have been complete by this time. Because of the unanticipated delays in project approval, the contractor, North Country Contractors is requesting a second time extension to complete our project. Their request is for 170 days, which proposes a completion date of September 29, 2017.

Do to the various components attached to this project such as the time of year (wet), depth of main installation and proximity to high pressure gas main, I would request a time extension be granted for this scope of the work. There will be no additional costs associated with this time extension.

Additionally, contract number 2 (Perras) and contract number 3 (S&L Electric) are requesting time extensions as well. The reason for their request is the rebuilding of the blowers is taking longer than anticipated. The Village has three (one has been rebuilt) and each blower requires two (2) months for rebuild. The anticipated completion date is estimated last week of July 2017.

Again, I recommend a time extension to both Perras and S&L as indicated on the request form.