

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

**April 18, 2017**

5:30 P.M.

- [1] **Call to Order / Silence of Electronic Devices / Roll Call**
- [2] **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)
- [3] **INITIAL PUBLIC COMMENT PERIOD**
- [4] **Old Business:**  
None
- [5] **New Business**  
A. Appointment: Aaron Hardy, Americans with Disabilities Act (ADA) Compliance Officer  
B. Proposed Resolution: Adopt Section 3 Compliance Plan  
C. Proposed Resolution: Re-L Levy to Village Taxes
- [6] **Voucher Warrant**
- [7] **Monthly Reports**
- [8] **Communications / Correspondence**  
Arbor Day Proclamation (April 28, 2017)  
Spring Clean Up (North of Grasse: 04/24 -- 04/28; South of Grasse: 05/01 -- 05/05)
- [9] **CLOSING PUBLIC COMMENT PERIOD**
- [10] **Adjournment**

**REMINDER -- NEXT MEETING**

(Tuesday) May 2, 2017 at 5:30 p.m.

**Village of Massena  
Treasurer's Report  
April 18, 2017**

**INFORMATION**

- I have provided you with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for the month of March and the March summary follows:

	<u>Revenue</u>		<u>Expense</u>	
General Fund	7,881,481	90%	6,949,960	75%
Refuse Fund	986,973	83%	885,675	68%
Water Fund	1,307,125	68%	1,155,174	58%
Sewer Fund	1,301,963	71%	1,481,648	73%
Joint Rec	822,257	90%	719,241	71%

- End-of-year projections for the major funds will be submitted to each of you, as well as the department managers (with actual figures through March 2017) once completed.
- We made principal and semi-annual interest payments on our Water Treatment Plant Upgrade serial bond on April 14<sup>th</sup>. The total amount was \$191,096.88, which consisted of \$150,000 in principal and \$41,096.88 in semi-annual interest. The balance remaining on this bond is \$1,685,000.
- On April 21<sup>st</sup>, we will make a bond payment in the amount of \$205,000 for the CSO Project. This is a zero interest bond with the entire amount going towards the principal. The balance remaining on this bond will be \$820,000.
- We received our second draw on the \$3.2 million Note with the NYS Environmental Facilities Corporation for the CWSRF Wastewater Plant Improvement and Sewer Line Replacement Project on April 17<sup>th</sup>. The second draw was in the amount of \$421,144.89, making the total amount drawn to date \$609,899.25
- Craig Anderson, of Tyler Technologies, has been on site the past two weeks working on configuration and set up of our new financial software, Incode 10. Our Administrative Staff will continue to work on these tasks until completed. We will be going through Process Training, remotely, from May 10<sup>th</sup> through May 25<sup>th</sup>.

**ACTION**

- GASB 45 Interim Evaluation:** We have been in contact with our actuarial firm, The Burke Group, regarding the interim valuation of our post retirement health insurance plans as required by GASB 45. We are required to disclose this information as part of our Annual Report (AUD) to the State Comptroller and our entity-wide financial statements. We had a full valuation of the plan done for FYE 5/31/2015. Because we have less than 200 participants, we were only required to have interim valuations done for FYE 5/31/2016 and 5/31/2017. The price we were quoted is \$2,500 (the same amount as the interim valuation performed in 2016). Seek Board's permission to proceed with the Burke Group.
- Subordination Agreement:** Seek authorization for a Subordination Agreement dated April 18, 2017, between the Village of Massena and SeaComm Federal Credit Union, concerning a note and mortgage recorded in the St. Lawrence County Clerk's office on March 7, 2016, in Instrument #R-2016-00002565.



# VILLAGE OF MASSENA

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

## PROPOSED RESOLUTION

### **Adopt Section 3 Compliance Plan and Procedures in Conjunction with the Housing and Urban Development Act of 1968**

**WHEREAS**, Section 3 of the Housing and Urban Development Act of 1968, as amended, requires that economic opportunities generated by certain U.S. Department of Housing & Urban Development programs be directed to low-and very low-income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to those people; and

**WHEREAS**, the Village of Massena has received Community Development Block Grant (CDBG) funding from NYS Office of Community Renewal to conduct a First-Time Homebuyer Program, including housing rehabilitation activities, for qualified residential properties in the Village of Massena in excess of \$200,000 and therefore must comply with Section 3 of the Housing and Urban Development Act of 1968 ; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby adopts the Village of Massena Section 3 Compliance Plan and Procedures effective this date for all First Time Homebuyer and housing rehabilitation activities conducted with CDBG funding that exceed the threshold in the Village of Massena; and

**Dated:** April 18, 2017

## Section 3 Participation Plan

The Village of Massena is committed to comply with Section 3 of the Housing and Urban Development Act of 1968 which encourages the use of small, local businesses and the hiring of low income residents of the community.

The Village of Massena has appointed Village Trustee, Francis Carvel, as the Section 3 Coordinator to advise and assist key personnel and staff of Section 3, to officially serve as focal point for Section 3 complaints, and as the on-site monitor of prime contractors and sub-contractors to insure the implementation and enforcement of their Section 3 plans. Documentation of efforts will be retained on file for monitoring by the State.

Therefore, the Village of Massena shall:

### 1. Hiring

- a. Advertise for all Village positions in local newspapers
- b. List all Village job opportunities with the State Employment Service
- c. Give preference in hiring to lower income persons residing in the Village. This means that if two equally qualified persons apply and one is a resident of the Village and one is not, the resident will be hired.
- d. Maintain records of Village hiring as specified on this form

VILLAGE OF MASSENA ANTICIPATED HIRING (DATES: _____ - _____)				
Planned:			Actual:	
Job Classification	No. of Positions to be Filled	No. of Positions to be Filled by Lower Income Village Residents	No. of Positions Filled	Positions Filled by Lower Income Village Residents

## **2. Contracting**

- a. The Village will compile a list of businesses, suppliers and contractors located in the Village.
- b. These vendors will be contacted for bid or quotes whenever the Village requires supplies, services or construction.
- c. Preference will be given to small local businesses. This mean if identical bids/quotes are received from a small business located within the Village and one from outside the Village, the contract will be awarded to the business located within the community.

## **3. Training**

The Village shall maintain a list of all training programs operated by the Village and its agencies and will direct them to give preference to Village residents. The Village will also direct all CDBG sponsored training to provide preference to Village residents.

## **4. CDBG Contracts**

All CDBG bid proposals and contracts shall include the following Section 3 language:

- a. The work to be performed under this contract is for a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project areas, and contracts for work in connection with the project be awarded to business concerns residing in the project area.
- b. The parties to this contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development as set forth in 24 CFR and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of his commitments under the Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contract will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the

subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135, and will not let any subcontract unless the subcontractor has first provided it with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

The Village will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.



# VILLAGE OF MASSENA

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

## PROPOSED RESOLUTION

### RE-LEVY TO VILLAGE TAXES

**BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby authorizes the Village Treasurer to re-levy unpaid sewer use charges plus penalties of \$189,094.90, unpaid water charges plus penalties of \$172,646.90 and unpaid trash collection and other charges plus penalties of \$170,350.10 totaling \$532,091.90 to the June 2017 Village Tax Roll.

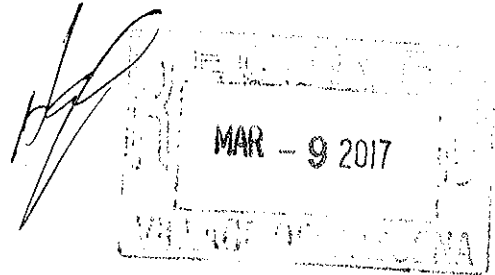
**Dated:** April 18, 2017

Village of Massena  
DEPARTMENT OF PUBLIC WORKS

COMMUNICATIONS/CORRESPONDENCE ITEM

# 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!**



VILLAGE OF MASSENA  
2017 SPRING CLEAN-UP  
COLLECTION PARAMETERS

APRIL 24 – APRIL 28, COLLECTION NORTH OF THE GRASSE RIVER  
MAY 1 – MAY 5 COLLECTION SOUTH OF THE GRASSE RIVER

1. TRAVERSE A STREET ONLY ONCE
2. DO NOT USE DARK BAGS
3. SEPARATE IN DIFFERENT PILES, METAL ITEMS, TIRES & FREON ITEMS, TEXTILES (IN CLEAR PLASTIC BAGS...GIVEN TO GOOD WILL)

**DPW WILL NOT PICK UP THE FOLLOWING:**

- CONSTRUCTION DEBRIS
  - SHEETROCK, ASPHALT, CONCRETE, WOOD, PORCELAIN ITEMS (TOILETS, SINKS ...), CEILING TILES, SHINGLES, VINYL SIDING ETC.
- TELEVISIONS
- COMPUTERS (LAPTOPS, MONITORS AND CPU's)
- CELL PHONES
- FLUORESCENT LIGHT TUBES
- MOTOR OIL
- BATTERIES
- CHEMICALS
- AEROSOL SPRAY CANS (UNLESS TOTALLY DEPRESSURIZED)
- DRIVEWAY SEALERS
- WOOD PRESERVATIVES
- CORROSIVES
- OIL BASED PAINTS
- PROPANE TANKS (UNLESS VALVE REMOVED)

**WILL ACCEPT**

- LATEX PAINT (IF DRY)
- CARPET AND RUGS
- FREON ITEMS AND TIRES (SEPARATE TRUCK EACH)
- PRINTERS AND KEYBOARDS
- FURNITURE

LEAVE CARDBOARD FOR RECYCLING

***NOTE 1: VILLAGE WILL ALLOW BRUSH DISPOSAL AT 536 SOUTH MAIN STREET SITE WITH VOUCHER. NO COMMERCIAL.  
DPW CREWS WILL CHIP BRANCHES AT THE CURB.***

**NOTE 2: SLC HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY ---  
WILL BE HELD IN CANTON (5/20) AND LOUISVILLE (9/16) THIS YEAR**