

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: January 16, 2018 (5:30 p.m.)
PLACE: Town Hall Building, 60 Main Street, Massena, New York

PRESENT: Board of Trustees:
 Mayor Timmy J. Currier
 Trustee Timothy Ahlfeld
 Trustee Francis Carvel
 Trustee Albert (Herb) Deshaies
 Trustee Matthew LeBire

Staff:
 Monique N. Chatland (Village Clerk)
 Julie A. Sharlow (Treasurer)
 Kevin M. Felt (Deputy Treasurer)
 Hassan A. Fayad (Supt. Of Public Works)
 Adam Love (Chief of Police)
 Aaron Hardy (Assistant Fire Foreman/Code Enforcement Officer)

Press: John Michaud III (WNTS Television), Andy Gardner (North Country This Week), Bob Beckstead (Daily Courier Observer)

Residents/Other: R. Shawn Gray, Tom Seguin, Robin Wolpin, Tom Spinner, Sean O'Brien

Following the Pledge of Allegiance, Mayor Currier asked that all electronic devices be silenced, proceeded to call the meeting to order at 5:30 p.m. and conducted a roll call of Board members present.

TREASURER'S REPORT

Village Deputy Treasurer Felt presented the following:

<i>Village of Massena Treasurer's Report January 15, 2018</i>				
INFORMATION				
1. <i>I have provided you with the Balance Sheet and Revenue/Expense Actual to Budget Comparison reports for December and a summary of the major funds follows:</i>				
	Revenue		Expense	
General Fund	7,101,045	80%	5,341,531	55%
Refuse Fund	580,525	47%	622,739	51%
Water fund	1,126,153	52%	812,479	36%
Sewer Fund	847,658	46%	701,823	41%
Joint Rec	622,255	67%	555,977	58%
2. <i>Year-end projections have been updated with actual figures through December and have been distributed to the Board.</i>				
3. <i>We are currently in the process of completing quarterly and calendar year-end reporting. W-2's will be completed and distributed to employees by the end of the January. 1099-MISC reports are being calculated and will be printed, mailed, and filed by the end of the month.</i>				
4. <i>The Bi-Annual payment of mortgage tax was received on December 14, 2007 in the amount of \$16,128.27</i>				
5. <i>NYS sent reimbursement of \$10,000 on January 15, 2018 for the Livescan grant.</i>				
ACTION				
4. <u>Adoption of Annual "Correcting and Refunding Erroneous Taxes" Resolution:</u> <i>This is a recommendation of the County Director of Real Property Taxes which enables us to more efficiently deal with issues related to erroneous assessments and taxes levied thereon in the amount less than \$2,500. (See separate agenda item below)</i>				

COMMITTEE REPORTS:

Committee reports were presented for informational purposes with no Village Board action taken at this time. The following was notable:

ECONOMIC DEVELOPMENT: Mayor Currier and Trustee LeBire met with representatives from the Town Board and Business Development Corp. to continue dialogue to possibly change the structure of the BDC.

JOINT RECREATION: Senator Griffo announced that he was providing \$250,000 in grant funding to replace the roof at the Massena Arena and to make some other necessary repairs.

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

RESOLUTION #01-2018: CORRECTING AND REFUNDING ERRONEOUS TAXES

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, and carried, to adopt the following resolution to wit:

RESOLUTION #01-2018
CORRECTING AND REFUNDING ERRONEOUS TAXES

WHEREAS, Chapter 515 of the Laws of 1997 provides for a local option for erroneously levied taxes in the amount of \$2500 or less to be corrected or refunded upon application according to Section 554 and 556, respectively, of the Real Property Tax Law upon recommendation of the County Director of Real Property Tax Services and approval of the Village Treasurer for the Village of Massena, and

WHEREAS, the Village Treasurer for the Village of Massena and the St. Lawrence County Director of Real Property Tax Services recommend that this option be adopted in order to make these corrections and/or refunds to the taxpayer erroneously assessed in a timelier and efficient fashion,

NOW, THEREFORE, BE IT RESOLVED, that this Village Board of Trustees of the Village of Massena adopt the provisions set forth in Chapter 515 of the Laws of 1997 allowing the Village Treasurer to correct tax bills or issue a check for the refund where taxes have been paid upon the recommendation of the St. Lawrence County Director of Real Property Tax Services and the approval of the Village Treasurer for the Village of Massena for the calendar year 2017, and

BE IT FURTHER RESOLVED, that on or before the 15th day of each month, the Village Treasurer for the Village of Massena shall submit a report to the Village Board of Trustees of the corrections or refunds processed by the Village Treasurer during the preceding month indicating the name of each recipient, the location of the property, and the amount of the correction or refund.

Question of the adoption of the foregoing resolution resulted as follows:

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #01-2018 duly adopted (4:0).

RESOLUTION #02-2018: AUTHORIZE AGREEMENT WITH SHELTERPOINT FOR NY DISABILITY INSURANCE

Trustee LeBire explained municipalities are not required to offer short term disability but this was something negotiated through contracts with various groups.

A motion was offered by Trustee LeBire, seconded by Trustee Deshaies, and carried, to adopt the following resolution to wit:

RESOLUTION #02-2018
**Authorize Agreement with ShelterPoint Life Insurance Company
For NY Disability Insurance for Eligible Employees**

WHEREAS, the Board of Trustees of the Village of Massena has agreed to participate in the NYS Short Term Disability Insurance program pursuant to the Agreement by and between the Village of Massena and CSEA Local 1000 AFSCME, AFL-CIO Unit 8407, by and between the Village of Massena and Management personnel and by and between the Joint Recreation Commission and the Recreation Management personnel dated June 1, 2016 through May 31, 2020; and

WHEREAS, the Board of Trustees of the Village of Massena has agreed to participate in such an insurance provided the eligible employee pay the maximum weekly share allowable, however not to exceed the cost of the plan, and

Continued on Next Page

BE IT RESOLVED, the Board of Trustees of the Village of Massena hereby authorizes an Agreement with ShelterPoint Life Insurance Company to offer New York Disability Insurance for eligible employees, pursuant to Quote #20866, retroactive to January 1, 2018; and

BE IT FURTHER RESOLVED, that Timmy J. Currier, as Mayor of the Village of Massena, is hereby authorized and directed to execute any and all documents in order to provide above referenced insurance to those eligible employees.

Question of the adoption of the foregoing resolution resulted as follows:

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #02-2018 duly adopted (4:0).

ANNUAL APPOINTMENT OF FIRE CHIEFS NOMINATED BY VOLUNTEER FIRE DEPARTMENT (2018)

A motion was made by Trustee Carvel and seconded by Trustee LeBire to approve the appointment of the following Fire Chiefs to serve during 2018 as nominated by the Massena Volunteer-Fire Department. **Motion Carried 4:0** (AYE: Ahlfeld/Carvel/Deshaies/LeBire)

- Chief – Tim Quenneville
- 1st Assistant Chief– Paul Brownell
- 2nd Assistant Chief – Patrick O'Brien

RESIGNATION: PAUL RUFAS, ARBOR COMMITTEE

A motion was offered by Trustee Carvel, seconded by Trustee Deshaies, to accept the resignation of Paul Rufa as a member of the Arbor Committee effective January 5, 2018. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/ Deshaies/ LeBire).

DISCUSSION: CONSOLIDATED FUNDING APPLICATION GRANT AWARD (DEC WATER QUALITY IMPROVEMENTS PROJECT)

Mayor Currier announced that they are hoping to be closing on the South Main Street facility on February 15, 2018 and that the Board needs to make a decision on a location for the Salt Storage Facility. The Village received a grant for \$225,000 to build a new facility. The Trustees previously voiced their opinion that it would be more viable to find a location that would be somewhere near the current DPW facility. Upon questioning, Mayor Currier will be getting with Town Supervisor to find out where the Town stands on this issue and other pending issues such as the government re-organization study.

DISCUSSION: RUNNING OF WATER FOR POTENTIALLY FREEZING LATERAL

DPW Supt. Fayad explained that there are certain procedures they would like residents to follow when those residents believe that their water lines have the potential to freeze in the winter conditions. They must first contact the DPW so the Water Dept. can investigate to determine if it is a situation from the main to the lateral or if the freezing occurring is in the house. Only if the problem is from the main to lateral, residents will be allowed to run their water to prevent freezing, not if the problem is in the house. If they are asked to run their water to prevent the lateral/main from freezing, their bills will be adjusted based on the consumption for the previous two bills.

RESOLUTION #03-2018: APPROVE AN AGREEMENT WITH NYSARC FOR PROFESSIONAL CUSTODIAL SERVICES AT THE MASSENA COMMUNITY CENTER

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, and carried, to adopt the following resolution to wit:

***RESOLUTION#03-2018
Approve an Agreement for Professional Custodial Services
at the Massena Community Center***

BE IT RESOLVED that the Village of Massena Board of Trustees hereby approves an Agreement between the Village of Massena and St. Lawrence NYSARC for Professional Custodial Services at the Massena Community Center for the period February 8, 2018, through December 31, 2018, as detailed in the contract agreement dated January 15, 2018; and

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

Question of the adoption of the foregoing resolution resulted as follows:

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #03-2018 duly adopted (4:0).

ESTABLISH A PUBLIC HEARING TO AMEND CHAPTER 300, Art. V, Section 21 (SIGNS)

A motion was made by Trustee Carvel and seconded by Trustee Ahlfeld to hold a public hearing on February 20, 2018 at 5:30 p.m. to discuss to amending Chapter 300 (Zoning) Article V, Section 21 (Signs) of the General Code of the Village of Massena. **Motion Carried 4:0** (AYE=Ahlfeld/Carvel/Deshaies/LeBire)

ESTABLISH A PUBLIC HEARING DATE TO AMEND CHAPTER 300, Art. V, Section 22 (PARKING & LOADING)

A motion was made by Trustee LeBire and seconded by Trustee Deshaies to hold a public hearing on February 20, 2018 at 5:35 p.m. to discuss to amend Chapter 300 (Zoning) Article V, Section 22 (Parking & Loading) of the General Code of the Village of Massena. **Motion Carried 4:0** (AYE=Ahlfeld/Carvel/Deshaies/LeBire)

ESTABLISH A PUBLIC HEARING TO AMEND CHAPTER 300, Art. V, Section 23 (PROHIBITED USES)

A motion was made by Trustee LeBire and seconded by Trustee Deshaies to hold a public hearing on February 20, 2018 at 5:40 p.m. to discuss to amend Chapter 300 (Zoning) Article V, Section 23 (Prohibited Uses) of the General Code of the Village of Massena. **Motion Carried 4:0** (AYE=Ahlfeld/Carvel/Deshaies/LeBire)

VOUCHER WARRANT:

A motion was made by Trustee Deshaies and seconded by Trustee Carvel to approve Voucher Warrant #397. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire)

WARRANT #397 (Board Meeting 01/16/18)

219881-219890	01/10/18	95,797.28	Prepaid Payroll
219891	01/12/18	17.39	The Home Depot Credit Svcs.
219892	01/12/18	215.13	The Home Depot Credit Svcs
219893	01/12/18	1,063.97	U.S. Postal Service
		97,093.77	Total Prepaid
219894-219942	01/16/18	<u>352,740.45</u>	Total Unpaid
		449,834.22	Total Warrant #397 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Dec. 2017)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Dec 2017)

COMMUNICATIONS/CORRESPONDENCE:

Mayor Currier issued a Proclamation recognizing the 50th Anniversary of Khe Sanh and explained a ceremony will take place January 21, 2018 at 1:00 p.m. at the Veterans Park.

CLOSING PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee Ahlfeld, seconded by Trustee LeBire to enter an Executive Session to discuss contracts regarding Police & Fire at 5:56 p.m. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire). Chief Adam Love and former Village Police Officer Sean O'Brien were also invited to attend the executive session.

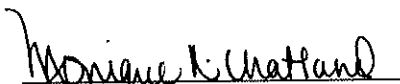
A short Executive Session was held and no action was taken.

At 8:55 p.m. a motion was made by Trustee Carvel and seconded by Trustee Deshaies to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Ahlfeld at 8:56 p.m. and seconded by Trustee Carvel. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk