

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: January 17, 2017 (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)
 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), Day Snyder (Massena Chamber) Bob Beckstead (Daily Courier Observer)

Residents/Other: Joel Grigg, R. Shawn Gray, Charlie Boots, Tom Seguin, Justin Niies (Massena Permanent Firefighters)

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.

APPROVE MINUTES:

A motion was made by Trustee LeBire seconded by Trustee Deshaies to approve the minutes of the November 1, 2016 Village Board Meeting. **Motion Carried 4:0** (AYE=Ahlfeld/Carvel/Deshaies/LeBire)

TREASURER'S REPORT

Village Treasurer Sharlow presented the following:

*Village of Massena
 Treasurer's Report
 January 17, 2017*

INFORMATION

- 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:

	<u>Revenue</u>		<u>Expense</u>	
General Fund	6,779,840	77%	4,825,153	52%
Refuse Fund	580,871	49%	601,343	46%
Water Fund	852,215	44%	825,268	41%
Sewer Fund	865,366	47%	1,016,358	50%
Joint Rec	598,641	66%	520,610	52%

- Year-end projections have been updated with actual figures through December and have been distributed to Department Managers and the Board.
- 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.
- Our annual share of NYPA relicensing funds (\$22,000) was received from the St. Lawrence County Treasurer on January 4, 2016.
- Carl Seyfarth, of Seyfarth & Seyfarth CPAs, will meet with the Mayor and Treasurer this Friday to review the draft audit of the Financial Statements for FYE 5/31/2016. Draft copies of the audit will be distributed to the Board and Mr. Seyfarth will return to present the audit at the February 7th Board meeting.

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ACTION

6. **Bankruptcy - Discharge of Debt:** Pursuant to a Discharge of Debtor Notice received from US Bankruptcy Court for the Northern District of New York, pertaining to account #xxx4200 (water/sewer/refuse), it has been determined that total debt of \$327.26 be discharged. Motion by Board is required. (LeBire/Ahlfeld /Carried)
7. **Adoption of Annual "Correcting and Refunding Erroneous Taxes" Resolution:** 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)

COMMITTEE REPORTS:

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

RECREATION: Dave MacLennan has been reappointed Chairman of the Joint Recreation Commission. Mike McCabe has passed the Recreation Director Civil Service test.

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

RESIGNATION: KEN MCGOWAN, FIRE DEPARTMENT FOREMAN/CODE OFFICER

A motion was offered by Trustee Ahfeld, seconded by Trustee LeBire, to accept the resignation of Fire Department Foreman Ken McGowan retroactive and effective January 2, 2017. **Motion Carried 4:0** (AYE= Ahlfeld/Carvell/ Deshaies/LeBire).

RESOLUTION #01-2017: CORRECTING AND REFUNDING ERRONEOUS TAXES

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

RESOLUTION #01-2017

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 #01-2017 duly adopted (4:0).

Additionally, the DPW will be experiencing a tremendous turnover of employees within the next 1.5 – 2 years along with that, is the loss of experience. New employees need to be trained on all components of the DPW service so the effect of the transition will be minimal.

As in the recent new hires, this position is in the current budget. The majority of the charges (± 90%) is allocated in the water fund while the remaining amount is in the general and refuse accounts.

Again, I am requesting immediate action to replace Mr. Mossow. As you are aware, the process is somewhat lengthy to obtain a new employee. If approved said individual will not commence work until mid to late February 2017.

The Public Works Department wishes to continue to provide the professional service this community deserves and has benefitted from for many years.

I trust you understand this information and I patiently wait your direction.

Following Supt. Fayad's request, Trustee Carvel voiced his concerns over this year's budget and expressed his opinion that the Board should wait on filling the position until they have an idea how the budget was going to look. Mayor Currier stated that department heads would be submitting their budget requests in two weeks. Trustee LeBire stated that while he didn't have a problem waiting two weeks, his concern was once winter hits, there may not be enough man power to keep the roads safe. A motion was offered by Trustee LeBire, seconded by Trustee Ahlfeld, to allow DPW Supt. Fayad to canvas as requested above. **Motion Carried 3:1** (AYE= Ahlfeld/Deshaies/LeBire NAY=Carvel).

VOUCHER WARRANT:

A motion was made by Trustee Deshaies and seconded by Trustee Carvel to approve Voucher Warrant #372. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire)

WARRANT#372 Board Meeting (01/17/17)

217168-217179	01/11/17	8,529.49	Prepaid Payroll
217180	01/12/17	165.61	The Home Depot Credit Svcs
217181	01/12/17	1,068.59	U. S. Postal Service
		9,763.69	Total Prepaid
217182-217247	01/17/17	<u>981,091.66</u>	Total Unpaid
		990,855.35	Total Warrant #372 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Dec. 2016)

COMMUNICATIONS/CORRESPONDENCE:

None

CLOSING PUBLIC COMMENT PERIOD:

During the closing public comment period the Board fielded various questions from the audience and media relevant to the topic(s) above.

EXECUTIVE SESSION:

A motion was offered by Trustee Ahlfeld, seconded by Trustee LeBire to enter an Executive Session to discuss the employment history and possible promotion of a particular person, as well as collective bargaining issues at 5:44 p.m. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire). Assistant Fire Foreman Aaron Hardy was also invited to attend the executive session.

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

At 7:07 p.m. a motion was made by Trustee Ahlfeld and seconded by Trustee Carvel to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire).

APPOINTMENT: AARON HARDY, INTERIM FIRE FOREMAN/ CODE OFFICER

A motion was offered by Trustee LeBire, seconded by Trustee Ahlfeld, to appoint Assistant Fire Foreman Aaron Hardy to the position of Interim Fire Foreman/Code Enforcement Officer, effective January 3, 2017. **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 Carvel at 7:09 p.m. and seconded by Trustee Deshaies. **Motion Carried 4:0** (AYE= Ahlfeld/Carvel/Deshaies/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk