

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA
January 16, 2024
5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Consider Amending Chapter 280 (Vehicles & Traffic), Schedule IX, (No Parking at Any Time) of the General Code of the Village of Massena
A. PUBLIC HEARING (5:30 p.m.): Consider Adopting a Local Law (No Parking on Southside of Willow Street from Somerset Ave. to Woodlawn Ave.)
B. Proposed Resolution: Adopt Local Law
- [3] Report of Officers and Committees
A. Treasurer's Report
B. Committee Reports:
- | | |
|--|------------------------|
| Code Enforcement/ Code Book Committee | McGowan/Simpson |
| DPW Committee
(Water / Sewer / Streets / Safety) | Peets/McGowan |
| Economic & Community Development Committee | Peets/McGowan |
| Emergency Services Committee
(Police / Fire / Rescue) | Simpson/Winston/Paquin |
| Fire Committee | Simpson/Winston |
| Personnel Committee | Peets/Winston |
| Recreation Commission | Winston/McGowan |
- [4] INITIAL PUBLIC COMMENT PERIOD
- [5] Old Business
A. Proposed Resolution: Authorize Revised Agreement with E5 Support Services & Massena Volunteer Emergency Unit, Inc. for Purposes Related to Emergency Medical Services
- [6] New Business
A. Proposed Resolution: Holding Harmless St. Lawrence County for Providing Services for 2024
B. Proposed Resolution: Approve Community Center Tenant Lease Agreement with UAW Local #465
C. Appointment: Dylan McCarthy, Dispatcher at Massena Police Department (Eff. 02/06/24)
D. Resignation: Grant LeBeau, Patrol Officer at Massena Police Department (Eff. 01/20/24)
E. Appointment: McCartney Countryman, Patrol Officer at Massena Police Department (Eff. 01/22/24)
F. Authorize Sale of DPW Surplus Items
G. Proposed Resolution: Authorize Memorandum of Agreement to the Village of Massena and the Massena Volunteer Fire Department, Inc. Fire Protection Agreement
H. Annual Appointment of Fire Chiefs Nominated by Volunteer Fire Department (2024):
Patrick O'Brien (Chief); Thomas Miller (First); Corey Debien (Second)
I. Appointment: Jonathan Russell, Motor Equipment Operator
J. Proposed Resolution: Correcting and Refunding Erroneous Taxes
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (Dec. 2023)
Massena Rescue Squad (Dec. 2023)
Explore Massena Monthly Progress Report (Dec. 2023)
- [9] Communications / Correspondence
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING
(Tues) February 13, 2024* (One week early)

Village of Massena

Town Hall Building
Massena, New York 13662

Notice of Public Hearing on Proposed Local Law

No Parking on South Side of Willow Street from Somerset Ave. to Woodlawn Ave.

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 16th day of January, 2024, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a proposed Local Law to amend the Code of the Village of Massena, New York, **CHAPTER 280 – VEHICLES AND TRAFFIC** to designate NO PARKING on the South Side of Willow Street from Somerset Avenue to Woodlawn Avenue.

At such time and place all persons interested in the subject matter thereof will be heard concerning the same.

Copies of the proposed local law in its entirety are available in the Office of the Village Clerk located in the Town Hall Building, 60 Main Street, Massena, New York, during regular business hours, for the purpose of inspection or procurement by interested parties.

By Order of the Village Board of Trustees

Dated:

Monique N. Chatland

Monique N. Chatland, Village Clerk

January 3, 2024

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

of MASSENA

Local Law No. _____ of the year 2024

A local law (Insert Title) AMENDING Chap. 280 (Vehicles & Traffic), Article IX (Schedules) of the General Code
of the Village of Massena to eliminate parking on the South side of Willow Street between
Somerset Avenue and Woodlawn Avenue

Be it enacted by the BOARD OF TRUSTEES of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of VILLAGE OF MASSENA as follows:

CHAPTER 280 – VEHICLES AND TRAFFIC
ARTICLE IX - Schedules

Section XI: No Parking

(Add): No parking on Willow Street (south side), between Somerset Avenue and Woodlawn Avenue.

Section xx: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

(End)

(If additional space is needed, attach pages the same size as this sheet, and number each.)

*Village of Massena
Treasurer's Report
January 16, 2024*

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>2023/2024</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	8,879,413	78.43%	6,629,579	55.46%	2,249,834
Refuse Fund	709,952	53.84%	699,317	41.34%	10,635
Water fund	1,059,744	51.56%	1,113,202	44.93%	(53,458)
Sewer Fund	801,157	45.01%	961,196	44.65%	(160,039)
Joint Rec	707,004	68.86%	760,798	74.10%	(53,794)
	<u>12,157,270</u>		<u>10,164,093</u>		<u>1,993,177</u>

- Year-end projections have been updated with actual figures through December and have been distributed to the Board and department heads.
- Mortgage tax received from St. Lawrence County this month was in the amount of \$17,592, a decrease of \$7,505 for the same period last year.
- 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. The vendor 1099 reports are being calculated and will be printed, mailed, and filed by the end of the month.
- After over 6 years of no activity, I will be closing out the 2002 GOSC Grant NBT Bank account (#8400024007). The estimated \$18,739 will be transferred to the General Fund.

ACTION

- Budget Amendments:** The Fire Foreman is requesting to decrease the village's contingency account (100-1990-400-000-00) and increase his Fire contractual account (100-3410-400-000-00) in the amount of \$525 to pay for the monthly data plan for the 5 new tablets that were installed into the fire trucks. This will cover the cost for the remainder of the 23/24 fiscal year.
- Budget Amendments:** The Clerk/Administrator is requesting to utilize the \$1,500 reward the village received from built up credit card usage points towards the purchase of new office chairs and the Trustee table. The funds were received to the Gifts & Donations account (100-2705-000-000-00), thus needing to increase the Records Management equipment account (100-1460-200-000-00) in the amount of \$1,500.

8. **Budget Amendments:** The Police Chief is requesting to increase his equipment account (100-3120-200-000-00) by utilizing \$3,100 in donation revenue he received and was applied to the Gifts & Donations account (100-2705-000-000-00) so that he can purchase additional equipment needed this fiscal year.



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

PROPOSED RESOLUTION

Approve Revised Agreement by and between the Village of Massena, the Massena Volunteer Emergency Unit and E5 Support Services for Purposes Related to Emergency Medical Services

WHEREAS, the Massena Volunteer Emergency Unit, Inc. d/b/a Massena Rescue Squad is a rescue and emergency medical services agency in need of certain staff and other professional services offered by E5 Support Services; and

WHEREAS, E5 Support Services is a professional staffing, training, consulting and billing agency for Emergency Medical Services agencies; and

WHEREAS, the Village of Massena Board of Trustees has an interest in maintaining an emergency medical services agency that is fully staffed and equipped to meet the needs of the residents; and

THEREFORE, the Village of Massena approves and authorizes a Professional Services Agreement by and between the Village of Massena, the Massena Volunteer Emergency Unit, Inc. d/b/a Massena Rescue Squad and E5 Support Services further described in the Agreement dated effective January 1, 2024; and

BE IT RESOLVED, that the above reference Professional Services Agreement has a term of six months, commencing 12:01 am on January 1, 2024 and ending on May 31, 2024 at 11:59 pm; and

BE IT FURTHER RESOLVED, that in consideration of the services provided pursuant to the Agreement referenced above the Village will pay a sum of \$222,985.65; and

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

Dated: January 16, 2024



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PROPOSED RESOLUTION

Holding Harmless the County of St. Lawrence for Providing Services to the Village of Massena

WHEREAS, the Village of Massena is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Village; and

WHEREAS, both the Village of Massena and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County; and

WHEREAS, in this joint cooperative endeavor, the Village of Massena and the County of St. Lawrence desire to be reimbursed for their expenditures; and

WHEREAS, the Village is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard;

NOW, THEREFORE, BE IT RESOLVED, that to the fullest extent permitted by law, the Village of Massena will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Village of Massena or any of its directors, officers, employees, contractors, representatives or agents.

BE IT FURTHER RESOLVED, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be named an additional insured on the General Liability Certificate of Insurance.

Dated: January 16, 2024



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PROPOSED RESOLUTION

Approve Community Center Tenant Lease Agreement with United Auto Workers Local #465

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby approves the **LEASE AGREEMENT** between the Village of Massena and United Auto Workers Local #465 for rental space at the Massena Community Center commencing on the first day of January 2024 and in accordance with the terms and conditions stated in the Agreement; and

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

DATED: January 16, 2024



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Proposed Resolution

Addendum No. 1 to Agreement

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute Addendum No. 1 to the Fire Protection Agreement between the Village of Massena and the Massena Fire Department, Inc. (Volunteers) for fire protection during 2024 and 2025 in accordance with the terms and conditions set forth in said Agreement to revise item number [16] to read and implement as follows:

[16] *"When agreed upon between the Village of Massena and the Massena Fire Department, Inc. that a fire truck or similar apparatus is to be purchased, the Chief and the truck committee, will design the specifications of the vehicle/apparatus in consultation with the fire committee, foreman, and two (2) additional representatives from I.A.F.F. Local 2220 who shall serve on any design committee."*

Dated: January 16, 2024



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PROPOSED RESOLUTION

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 2023, 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.

Dated: January 16, 2024