

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA
January 19, 2021
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 (Paquin/LeBire)
- Fire Committee (Carvel/LeBire)
- Personnel Committee (Winston/Paquin)
- Police Committee (Carvel/Paquin)
- Recreation Commission (Carvel/Winston)
- Street Committee (Winston/LeBire)
- Water & Sewer Committee (Winston/LeBire)

[3] **INITIAL PUBLIC COMMENT PERIOD**

[4] **Old Business**

A. Reappointment: Carrie-Lynn Harvey, School Crossing Guard

B. Reappointment: Nicole LaPradd, School Crossing Guard

[5] **New Business**

A. Resignation: Timmy J. Currier, Village Mayor (Effective February 1, 2021)

B. Proposed Resolution: Correcting & Refunding Erroneous Taxes

C. Annual Appointment of Fire Chiefs Nominated by Volunteer Fire Department (2021):

Paul Brownell (Chief); Patrick O'Brien (First); Thomas Miller (Second)

D. Appointment: Andrew Beaulieu, Backhoe Operator

E. Appointment: Thomas Blair, Assistant Street Foreman

F. Reappointment: Anthony Curley, Village of Massena Planning Board

G. Reappointment: Larry Logan, Village of Massena Planning Board

H. Reappointment: Robert VanDusen, Village of Massena Zoning Board of Appeals

I. Reappointment: Robert VanDusen, Chairman, Village of Massena Zoning Board of Appeals

J. Reappointment: Jeff Dobbins, Business Development Corporation

K. Reappointment: Eileen Boots, Massena Housing Authority Board of Commissioners

L. Proposed Resolution: Authorize Annual Agreement with Greater Massena Chamber of Commerce (06/01/2020 – 05/31/2021)

M. Proposed Resolution: Authorize Professional Services Agreement with DANC for Grant Writing Services for Housing Rehabilitation Grant

N. Proposed Resolution: Designate Trustee Matthew J. LeBire as Certifying Officer in conjunction with the CDBG Public Facilities Grant

O. Discussion: 2019 CAT Backhoe

P. Proposed Resolution: Extending Family First Coronavirus Relief Act until March 31, 2021

Q. Appointment: Jayden Pernice, Sergeant, Massena Police Department (Effective 01/20/2021)

R. Proposed Resolution: Approve Service Agreement with Trane for Inspection & Maintenance of HVAC Equipment at the Department of Public Works

[6] **Voucher Warrants**

(Continued on Next Page)

[7] Monthly Reports
Massena Volunteer Fire Department Inc. (December 2020)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (December 2020)

[8] Communications / Correspondence
Girl Scouts of America "Silver" Award
Board of Trustees Meeting Date Change: February 23, 2021, 5:30 p.m.

[9] CLOSING PUBLIC COMMENT PERIOD

[10] Adjournment

REMINDER – NEXT MEETING

(Tues.) February 23, 2021, 5:30 p.m.

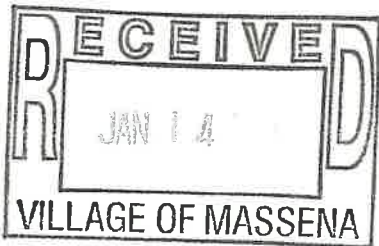
*Village of Massena
Treasurer's Report
January 19, 2021*

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:

2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,734,224	91.17%	6,491,191	65.70%	2,243,033
Refuse Fund	577,693	46.28%	761,996	58.81%	(184,303)
Water fund	1,123,837	54.68%	1,042,852	47.99%	80,985
Sewer Fund	895,409	49.75%	939,630	49.08%	(44,221)
Joint Rec	563,313	60.14%	609,328	60.23%	(46,015)
	11,894,474		9,844,996		

- 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 \$15,763, a decrease of \$15,881 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. 1099-MISC reports are being calculated and will be printed, mailed, and filed by the end of the month.
- For the tax collection period beginning June 1, 2020 through September 30, 2020, the Village retained ten cents due to tax overpayments that were less than ten dollars. A report summarizing the overpayments has been provided to you.



ACTION

- 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)



VILLAGE OF MASSENA

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

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 2021, 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 19, 2021



P. O. Box 6411

Massena, NY 13662

Email: chief@massenafd.org

(315)769-2380 or (315)769-3408 Fax: (315)705-2047 or (315)769-3178

Mr. Paul Brownell
Chief

Mr. Patrick O'Brien
1st Assistant Chief

Mr. Thomas Miller
2nd Assistant Chief

At the election of officers meeting held on Saturday January 9, 2021 the following slate of officers were approved.

DEPARTMENT ELECTIONS:

- Chief – Paul Brownell
- 1st Asst Chief – Patrick O'Brien
- 2nd Asst Chief – Thomas Miller
- Secretary - Michael Macaulay
- Treasurer - Thomas Macaulay
- Sergeant at Arms – James R. Debien
- Trustee (Three Year Term) – Jason Horan (Exp: 2024)

COMPANY ELECTIONS:

Hose One

Captain: James Debien Jr
Lieutenant: Shawn Hartford

Hose Two:

Captain: Michael Macaulay
Lieutenant: Jason Newcombe

Hook and Ladder:

Captain: Corey Debien
Lieutenant: Matt Chontosh

Fire Police:

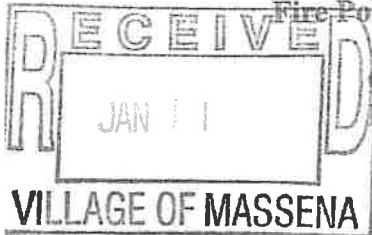
Captain: Tom St. Pier
Lieutenant: George Brouse

DISTRIBUTION

01/19/21 Chiefs Approved at Village Board Mtg

01/19/21 Copies To:

- Mayor (Officials Binder-Tab 3-Emergency Notification)
- Mayor (Peacetime Disaster Plan Briefcase)
- Trustees
- Fire Department Foreman
- Chief of Police
- Clerk (Officials Binder-Front Pocket)
- Clerk (Officials Binder-Tab E-Update Chief/Fire Police)
- Clerk (Fire Department File) (Original)





VILLAGE OF MASSENA

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PROPOSED RESOLUTION

Approve Annual Agreement with Greater Massena Chamber of Commerce

BE IT RESOLVED, that the Village of Massena enter into an agreement with the Greater Massena Chamber of Commerce for the fiscal year June 1, 2020 – May 31, 2021 whereby the Village will allocate an amount not to exceed \$5,000.00 to the Chamber for services provided; and

BE IT FURTHER RESOLVED, that Matthew J. LeBire, as Deputy Mayor of the Village of Massena, is hereby authorized and directed to execute said agreement on behalf of the Village of Massena.

Dated: January 19, 2021



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PROPOSED RESOLUTION

Authorizing Technical Services Agreement with the Development Authority of the North Country for Grant Writing Services and Submission of a Community Development Block Grant Application

WHEREAS, the Village of Massena seeks to enter into a Technical Services Agreement with the Development Authority of the North Country (“DANC”) for the purpose of providing technical services in grant writing and submission of a Community Development Block Grant (“CDBG”); and

THEREFORE, BE IT RESOLVED, that the Village of Massena will compensate DANC for technical services in grant writing for an CDBG grant at the labor hour burdened rate for the specific job classification performing the services plus direct expenses where applicable, pursuant to the attached Agreement at a total amount **not to exceed \$2,750**; and

NOW, THEREFORE, BE IT RESOLVED, that Deputy Mayor Matthew J. LeBire is hereby authorized and directed to execute the above referenced Technical Services Agreement with the Development Authority of the North Country.

Dated: January 19, 2021



Memo

To: Deputy Mayor and Board
 From: Hassan A. Fayad, P.E.
 CC: File
 Date: January 14, 2021
 Re: 2019 CAT Loader Major Problem

All...

Several weeks ago, the DPW experienced equipment failure with our newest loader. The machine is a 2019 926M Caterpillar Loader having 807 hours and the machine would not travel forwards or backwards. The vendor (Milton Caterpillar) was contacted, and the machine transported to their Syracuse facility. The diagnosis indicated the main pump (aka "Charge Pump") failed and sent metal filings throughout the machines powertrain system infecting all other major components.

This is an obvious concern to the DPW for we do not know the outlook and performance of this machine. I requested options from the vendor (Milton Caterpillar) and this is there offer.

- Option 1. Trade the 2019 CAT 926M Loader with 807 hours for a new 2021 CAT Loader. This option would require the Village to also pay \$10,000 for this option.
- Option 2. Have the 2019 CAT Loader repaired, which is covered under full powertrain warranty.

Again, because of the severity of the damage and the unknown future performance of the existing machine, I would recommend accepting option 1. Since the machine is utilized by all four (4) accounts (general, refuse, water and sewer), the \$10,000 can be divided and absorbed by the contingency fund in each account.

I patiently wait your direction.

