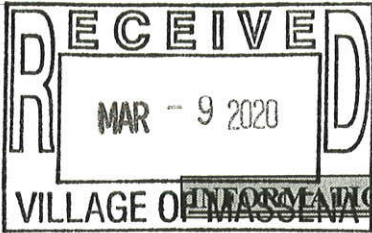


Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

March 17, 2020

5:30 P.M.

- [1] **Call to Order / Silence of Electronic Devices / Roll Call**
- [2] **Approve Meeting Minutes:** June 18 & July 2, 2019
- [3] **Report of Officers and Committees**
A. Treasurer's Report
- B. Committee Reports:
- Code Enforcement (Carvel/LeBire)
 - Economic Development Committee (Winston/LeBire)
 - Fire Committee (Carvel/LeBire)
 - Personnel Committee (Winston/Deshaies)
 - Police Committee (Carvel/Deshaies)
 - Recreation Commission (Carvel/Deshaies)
 - Street Committee (Winston/LeBire)
 - Water & Sewer Committee (Winston/LeBire)
- [4] **INITIAL PUBLIC COMMENT PERIOD**
- [5] **Old Business**
None
- [6] **New Business**
A. **Proposed Resolution:** Holding Harmless St. Lawrence County for Providing Services to the Village in 2020
B. **Proposed Resolution:** Authorize Agreement with Barton & Loguidice for Professional Planning Services Related to the Local Waterfront Revitalization Program
C. **Proposed Resolution:** Notice of Determination of Non-Significance Pursuant to SEQRA at Proposed Old Mill Site (38 Water Street)
D. **Award RFP for Mowing of Properties Cited by Code Enforcement Office for Tall Grass:** Northrop's Hill Top Nursery & Landscaping
E. **Retirement:** Timothy Kearns, Senior Motor Equipment Mechanic (Mechanic Foreman)
- [7] **Voucher Warrant**
- [] **Monthly Reports**
Massena Volunteer Fire Department Inc. (February 2020)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (February 2020)
- [10] **Communications / Correspondence**
Massena Volunteer Fire Department, Inc. 120 Year Anniversary
Massena Country Club
- [11] **CLOSING PUBLIC COMMENT PERIOD**
- [12] **Adjournment**
- REMINDER – NEXT MEETING**
- (Tues.) March 31, 2020, 5:30 p.m. **Special Meeting** (Mayor's FY20/21 Tentative Budget Hearing & Budget Work Sessions)
(Thurs.) April 2, 2020 at 5:30 p.m. (Budget Work Session)
(Tues.) April 7, 2020 at 5:30 p.m. (Budget Work Session)
(Wed.) April 8, 2020 at 5:30 p.m. (Budget Work Session, If Necessary)



Village of Massena
Treasurer's Report
 March 17, 2020

1. You have been provided with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for February and the February summary follows:

2019/2020	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,188,916	85.12%	7,050,529	70.16%	1,138,388
Refuse Fund	787,975	63.23%	788,912	56.54%	(936)
Water fund	1,177,780	65.63%	1,335,424	58.27%	(157,644)
Sewer Fund	1,100,708	60.74%	1,235,524	57.23%	(134,816)
Joint Rec	782,437	83.69%	1,068,334	111.27%	(285,897)
	<u>12,037,817</u>		<u>11,478,722</u>		

2. Year-end projections for the above funds have been updated through the end of February. Projection spreadsheets have been distributed to the Mayor and Board, as well as the Department Managers.
3. On February 27th, we received \$522,818.44 from St. Lawrence County for the balance of unpaid village taxes from the previous fiscal year's levy.
4. On February 28th, we received \$4,500 for the first reimbursement for the consolidation study grant. We are in the process of requesting an extension to the grant timeframe so that we can request the final amount for reimbursement.
5. On February 27th, we received \$12,810.73 from St. Lawrence County for NYPA's High-Flow Distribution.
6. The final assessment amount for 2020, as supplied by the County Real Property Tax Office, is \$358,894,430, an increase of \$1,605,923 over last year's \$357,288,507 assessment (up approximately 0.45%).

ACTION



VILLAGE OF MASSENA

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

PROPOSED RESOLUTION

Authorize Agreement with Barton & Loguidice For Professional Planning Services Related to Village of Massena Local Waterfront Revitalization Program Grant

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes the Agreement, dated March 10, 2020 between the Village of Massena and Barton & Loguidice for Professional Planning Services related to the Village of Massena Local Waterfront Revitalization Program Grant; and

BE IT FURTHER RESOLVED that in consideration of services provided by Barton & Loguidice, an amount not to exceed **\$79,900** is hereby appropriated from Budget Account # 106-8989.400 (LWRP Grant Fund); and

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

DATED: March 17, 2020

Barton & Loguidice

March 10, 2020

Timmy J. Currier, Mayor
Village of Massena
60 Main St., Town Hall
Massena, New York 13662

Re: Professional Planning Services for the Village of Massena Local Waterfront Revitalization Program
Subj: Modifications to B&Ls Scope of Service and Fee
File: P710.1343

Dear Mayor Currier:

Barton & Loguidice, D.P.C. (B&L), is pleased to provide this modified proposal for Professional Planning Services to assist the Village of Massena with the preparation of a Local Waterfront Revitalization Program (LWRP). Our response to the Village's original Request for Proposals (RFP) was submitted on January 10, 2020, and contained a not-to-exceed fee of \$93,000. The original proposal Scope of Service is included as an attachment hereto.

Scope of Service Modifications

This letter proposal shall serve to modify the original Scope of Service to reflect the technical assumptions developed through conversations with Mr. Jim Murphy, Executive Director of the Greater Massena Business Development Corporation.

Technical Assumptions

The original Scope of Services provided by B&L in our January 2020 submission, attached hereto, shall be modified as follows:

1. Reduce the overall MWBE participation of Aubertine & Currier to reflect a percentage of the grant award rather than the overall contract amount.
2. Combine Project Advisory Committee Meeting #2 with Public Informational Meeting #1, enabling B&L to consolidate meeting preparation activities and travel related expenses.
3. Combine Project Advisory Committee Meeting #5 with Public Informational Meeting #2, enabling B&L to consolidate meeting preparation activities and travel related expenses.
4. The Village Attorney will assist the Village with satisfying the SEQRA requirements associated with this project. B&L will provide supplementary technical support, as needed.
5. The Village or Business Development Corporation staff will complete DOS and MWBE Reporting forms and submission requirements for receiving payments. B&L will provide supplementary technical support, as needed.

Timmy J. Currier, Mayor
Village of Massena
March 10, 2020
Page 2



Revised Fee Proposal

Barton & Loguidice, D.P.C. proposes to complete the Scope of Service, as modified herein, for a lump sum fee of **\$79,900.00**. An estimated lump sum fee breakdown by Scope Task is as follows:

1. Project Kickoff & Boundary Determination:	\$6,800
2. Public Outreach Process & Plan:	\$14,000
3. Inventory & Analysis:	\$6,700
4. LWRP Policy & Project Recommendations:	\$15,700
5. Techniques for Implementation, Federal & State Actions, Local Commitment:	\$12,350
6. Draft LWRP:	\$10,350
7. SEQRA Compliance Support:	\$2,600
8. Final LWRP:	\$5,500
9. MWBE / DOS Reporting Support:	\$1,100
Reimbursable Expenses:	\$4,800

TOTAL LUMP SUM FEE:	\$79,900.00
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If additional services are required beyond this scope, we will prepare a supplemental proposal at that time. Work can commence upon receipt of authorization from the Village of Massena. Following your review and concurrence with this proposal, we have provided for countersignature approval below.

We thank you for this opportunity to submit a revised proposal and look forward to working with the Village on this project. Should you require any further information please do not hesitate to contact me or Robert at (518) 218-1801 (rmurphy@bartonandloguidice.com).

Sincerely,
BARTON & LOGUIDICE, D.P.C.

Kenneth M. Knutsen, P.E.
Senior Vice President

KMK/rjm/tms

Enc: Original Scope of Service, dated January 10, 2020
Standard Terms and Conditions

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by the Village of Massena to proceed with the services described herein in accordance with the attached Terms and Conditions.

Timmy J. Currier, Mayor
Village of Massena

Date