

**Village of Massena**  
**BOARD OF TRUSTEES MEETING**  
**AGENDA**  
**April 12, 2022**  
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 (LeBire/Simpson)

Fire Committee (Carvel/LeBire)

Personnel Committee (Winston/Simpson)

Police Committee (Carvel/Simpson)

Recreation Commission (Carvel/Winston)

Rescue Squad (Paquin/Simpson)

Street Committee (Winston/LeBire)

Water & Sewer Committee (Winston/LeBire)

[3] INITIAL PUBLIC COMMENT PERIOD

[4] Old Business

A. Award Bid: Cleaning and Mowing of Properties in Violation of Village Code

B. Establish Public Hearing Date/Time: Chap. 270 (Taxicabs & Vehicles for Hire) (May 17, 2022, 5:30 p.m.)

[5] New Business

A. Appointment: Melissa Ward, Full Time Deputy Village Clerk

B. Authorization to Canvass: Two Patrol Officers at the Massena Police Department

C. Notice of Retirement: Nick Zappia, Chief Water Treatment & Wastewater Treatment Plant Operator  
(Eff: June 29, 2022)

D. Authorization to Canvass: Chief Water Treatment & Wastewater Treatment Plant Operator

E. Resignation: Jamie Plourde, Motor Equipment Operator

F. Authorization to Canvass: Motor Equipment Operator

G. Authorization to Advertise Bids: Water Treatment Plant Materials

H. Resignation: Marc Plante, Patrol Officer at the Massena Police Department (Eff: April 3, 2022)

I. Discussion: 108 North Main Street Code Violations

J. Proposed Resolution: Authorize Agreement with Massena Central School District for School Resource Officer Services

K. Proposed Resolution: Authorizing the Implementation and Funding of 100% of the Costs of the Bridge NY Culvert Project, of which Qualified Costs May Be Reimbursed from Bridge NY Funding

L. Proposed Resolution: Authorize Technical Services Agreement with Development Authority of the North Country in Relation to the NYS AHC Home Improvement Grant #7R22

M. Discussion: Enterprise Fleet Management

N. Authorization to Purchase Tractor

O. Authorization to Advertise for Custodial Services at the Massena Community Center

P. Discussion: Dump Truck Purchases

[6] Voucher Warrants

[7] Monthly Reports

Massena Volunteer Fire Department Inc. (March 2022)

Massena Perm. Firefighters / Village of Massena Code Enforcement Office (March 2022)

Massena Rescue Squad (March 2022)

[8] Communications / Correspondence

Reminder: Spring Clean-Up Dates: April 25 – May 7

Special Meeting: April 26, 2022, 5:30 p.m.

[9] CLOSING PUBLIC COMMENT PERIOD

[10] Adjournment

**REMINDER – NEXT MEETING**  
(Tues.) April 26, 2022 5:30 p.m. (Special Meeting)  
(Tues.) May 17, 2022 5:30 p.m. (Regular Meeting)

**Village of Massena  
Treasurer's Report  
April 12, 2022**

**INFORMATION**

- I have provided you with the Balance Sheet and Budget Reports for the month of March and the March summary follows:

2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,772,014	89.29%	8,462,477	81.27%	309,536
Refuse Fund	904,902	72.18%	931,859	60.21%	(26,957)
Water fund	1,510,418	73.49%	1,356,453	62.28%	153,965
Sewer Fund	1,266,123	71.12%	1,431,068	75.96%	(164,945)
Joint Rec	898,789	93.23%	886,710	79.60%	12,079
	<u>13,352,245</u>		<u>13,068,567</u>		

Rescue Squad Activity Summary YTD	Town Comparison
Resource Recovery Revenue	101,438.85
Equipment Expenses	567.83
Contractual Expense	121,088.14
Net Profit (Loss)	<u>(20,217.12)</u>
	<u>195,607.00</u>
	<u>(52,652.00)</u>

- Year-end projections for the above funds have been updated through the end of March. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
- On March 3<sup>rd</sup>, we received \$4,196.70 from St. Lawrence County for NYPA high flow distribution.
- Payment on the refunded Community Center bond was processed for the March 15<sup>th</sup> due date. The total amount of the payment was \$75,560, made up of \$65,000 in principal and \$10,560 in semi-annual interest. The next interest payment is due in September. The outstanding balance is \$1,035,000 and is scheduled to be paid off in 2036.
- On March 3<sup>rd</sup>, we received \$392,991.58 from St. Lawrence County for the amount of uncollected 21/22 property tax collections.
- On March 10<sup>th</sup>, we received \$222,518.55 in CHIPS, PAVE NY, and WIRP funding.

**ACTION**

- GASB 75 Full Evaluation:** I have been in contact with the Burke Group regarding the GASB 75 valuation for post-retirement health insurance. We are required to disclose this information as part of our Annual Report (AUD) to the State Comptroller and our entity-wide financial statements. Because we have less than 200 participants, we are only required to have a full valuation done every third year. A full valuation is needed this coming year-end, so the price we were quoted is \$5,750. Seeking Board's permission to proceed with the Burke Group.

8. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover the shortfall needed to encumber a dump truck he has on order. He is asking to reduce his snow removal contractual account (100-5142-400-000-00) in the amount of \$600 and move to his snow removal equipment account (100-5142-200-000-00).

9. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover a \$9,600 surcharge added to the 2 dump trucks that are currently on order. With the purchase being split between multiple funds, here is the breakdown on where the decreases and increases will be:

300-1990-400-000-00	Decrease	\$4,800
400-1990-400-000-00	Decrease	\$4,800
300-8340-200-000-00	Increase	\$4,800
400-8120-200-000-00	Increase	\$4,800

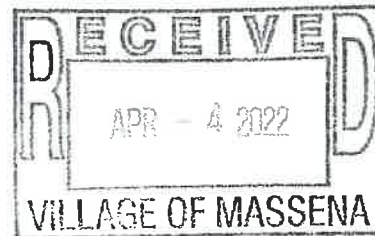
10. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover an analyzer for the water department in the amount of \$2,200 from the Water Contingency account (300-1990-400-000-00). The account to increase will be the equipment account (300-8330-200-000-00).

**VILLAGE OF MASSENA**  
**WATER / WASTEWATER TREATMENT PLANTS**  
302 EAST ORVIS STREET  
MASSENA, NEW YORK 13662

**NICK ZAPPIA**  
**PLANT SUPERINTENDENT**  
E-mail [zappia@outlook.com](mailto:zappia@outlook.com)

PHONE (315) 764-0653  
FAX (315) 764-9948

**To:** MAYOR & VILLAGE BOARD  
**From:** NICK ZAPPIA, PLANT SUPERINTENDENT  
**CC:** SUPERINTENDENT OF PUBLIC WORKS  
**Date:** 4/ 2022  
**Re:** APPROVAL TO ADVERTISE BIDS



I am requesting permission to advertise bids for the upcoming fiscal year for the Water Treatment Plant.

Bids are for:

- Diatomaceous Earth Filter Aid
- Liquid Chlorine & Hydrofluosilicic Acid (Fluoride)

Bid opening will be Friday, May 13, 2022 @ 7:00 A.M.  
Board approval for awards can be made at May 17<sup>th</sup> Board Meeting.

Thank you.  
NZ



## **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 Memorandum of Agreement Between the Village of Massena and Massena Central School District**

### **[ SCHOOL RESOURCE OFFICER ]**

**BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby approves a Memorandum of Agreement between the Village of Massena and the Massena Central School District, for the purposes of entering into Agreement for the Massena Central School District to obtain from the Village of Massena the services of a School Resource Officer to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools as detailed in said Memorandum of Agreement effective July 1, 2022 and ending June 30, 2023; 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:** April 12, 2022

# Memo

To: *Greg Paquin, Mayor*  
Board of Trustees

From: *Marty Miller*

CC: *Monique Chatland, Administrator*

Date: *3/17/2022*

Re: *Maple & Center Streets Culvert Project*

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As to the subject that I discussed at the March 15, 2022 Board Meeting about the proposed Culvert project on Maple Street and Center Street I was able to have some conversations on Wednesday March 16, 2022 with the NYSDOT liaison of said project. At this time I would like to recommend to the Board of Trustees to propose a Resolution for the Mayor to sign said Agreement with the NYSDOT to begin moving the Project forward. The steps after said agreement is in place, would be to reach out to consulting firm of Project that performed a scope of the Project for the Village in 2021, at that time there would need to be another Resolution passed by the Mayor and the Board of Trustees to sign an agreement with said consulting firm. At the April Board meeting I can provide some detailed information for the Mayor and the Board on the Project moving forward. Thank you Marty Miller.



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VILLAGE BOARD MEETING: APRIL 12, 2022

Paquin / Carvel / LeBire / Simpson / Winston / Felt / Miller /

Final

## PROPOSED RESOLUTION

### **AUTHORIZING THE IMPLEMENTATION AND FUNDING OF 100% OF THE COSTS OF THE BRIDGE NY CULVERT PROJECT (P.I.N. 775415), OF WHICH QUALIFIED COSTS MAY BE REIMBURSED FROM BRIDGE NY FUNDS**

**WHEREAS**, a project for the Village of Massena, P.I.N. 775415 (the "Project") is eligible for reimbursement of qualified costs from Bridge NY funding that calls for the post-reimbursement apportionment of the qualified costs to be borne at the ration of 100% Bridge NY funds and 0% non-Bridge NY funds; and

**WHEREAS**, the Village of Massena will design, let, and administer all phases of the Project; and

**WHEREAS**, the Village of Massena desires to advance the Project by making a commitment of 100% of the costs for all phases of this Project or portions thereof.

**NOW, THEREFORE**, the Village of Massena Board of Trustees, duly convened does hereby

**RESOLVE**, that the Village of Massena Board of Trustees hereby approves the Project; and it hereby further

**RESOLVED**, that Village of Massena Board of Trustees hereby authorizes the Village of Massena to pay 100% of the cost of all phases of work for the Project or portions thereof, with the understanding that qualified costs will be reimbursed from Bridge NY funding; and it is further

**RESOLVED** that funds will be made available to cover the cost of participation in the above phase(s) of the project; and it is further

**RESOLVED** that the Village of Massena Board of Trustees hereby agrees that the Village of Massena shall be responsible for all costs of the Project, including costs which exceed the amount from the NY Bridge Funding awarded to the Village of Massena; and it is further

**RESOLVED**, that in the event of the costs of the Project exceed the amount appropriated, the Village of Massena shall convene as soon as possible to appropriate said excess amount immediately upon the notification thereof, and it is further

**RESOLVED**, that the Village of Massena Board of Trustees hereby agrees to hereby commits that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

**RESOLVED** that the Mayor of the Village of Massena Board of Trustees be and is hereby authorized to execute all necessary agreements, certifications, or reimbursement requests with NYSDOT for State Aid and/or Bridge NY funding on behalf of the Village of Massena in connection with the advancement or approval of the Project for the administration of the Project and the municipality's funding of the Project costs, and it is further

**RESOLVED**, that the Village of Massena will be responsible for all maintenance of the Project; and it is further

**RESOLVED**, that a certified copy of this Resolution be filed with the New York State Commission of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

**RESOLVED**, this Resolution shall take effect immediately.

**Dated:** April 12, 2022



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VILLAGE BOARD MEETING: APRIL 12, 2022

Paquin / Carvel / LeBire / Simpson / Winston / Felt / Caruso /

Extra

# PROPOSED RESOLUTION

## **Authorizing Technical Services Agreement with the Development Authority of the North Country for Program Delivery and Administration Services in Relation to NYS AHC Grant # 7R22**

**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 to provide program delivery and administration services for the New York State Affordable Housing Corporation Home Improvement Grant #7R22; and

**THEREFORE, BE IT RESOLVED**, that the Village of Massena will compensate DANC \$35,000 for Grant Administration and Program Delivery as identified in the above referenced Agreement; and

**NOW, THEREFORE, BE IT RESOLVED**, that Mayor Gregory M. Paquin is hereby authorized and directed to execute the above referenced Technical Services Agreement with the Development Authority of the North Country.

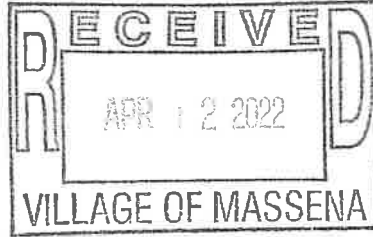
**Dated:** April 12, 2022





# Memo

To: Mayor and Board  
 From: Marty Miller  
 CC: Administrator, Treasurer  
 Date: 4/12/2022  
 Re: 2021-2022 Pick up Truck Funds



With the inability to secure a Purchase Order for a pick up truck , I am being told there will be none available until later in the year or next year. What I am asking the Mayor and the Board is for approval to search for a used Tractor to replace the 1980 model the DPW has now. The tractor was part of the 2022-2023 budget but was not funded. I am in hopes we could find a used tractor with a substantial savings to the village instead of the newer purchase down the road. This tractor is the workhorse for the mowing around the villages water and sewer infrastructure with an estimate of seventy to eighty percent is used for this purpose. Currently the funds would be coming out of the

300-8340-200 WATER	\$21,000.00
400-8130-200 SEWER	\$20,156.70
TOTAL:	\$41,156.70

Please advise the direction you would like me to take with this matter. Thank you.

# Memo

To: Greg Paquin, Mayor & Board of Trustees  
From: Marty Miller  
CC: Village Administrator , Treasurer  
Date: March 22,2022  
Re: 2021 Dump Truck Purchases

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Mayor and Board...

I am writing this memo to inform the Mayor and the Board about a discussion I had recently with the sales rep. from Tracey Road and Equipment Sales. This discussion was about the two dump trucks that were approved for purchase out of the 2021/2022 budget year. The trucks will not be available until the fourth quarter of 2022 so I will be encumbering the funds to the 2022/2023 budget year. However the rep. informed me that with all that has transpired in the world the last couple years, they could not honor the purchase order amounts. Tracey Road has increased the price of each truck by a amount of 4800.00 dollars. After speaking with Kevin , I would like to move funds from the contingent water account and the contingent sewer account to cover these added expenses. We currently have the funding available in said accounts, and there is funding from the water and sewer departments being used for truck purchases. Unfortunatley I don't think this will be the end of these kind of requests, we have some very trying times ahead of us with product availability and sky rocketing prices. The total amount of funds moving would be split equal with 4800.00 from sewer and 4800.00 from the water for the total of 9600.00. Please advise if you would like more information or explanations, I will do my best to answer any questions you may have. I will be awaiting your decision. Thank you.