

Village of Massena
BOARD OF TRUSTEES MEETING

AGENDA

April 18, 2023

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Consider Amending Chapter 280 (Vehicles & Traffic) of the General Code of the Village of Massena
A. PUBLIC HEARING (5:30 p.m.): Consider Adopting a Local Law (Install Stop Signs on Liberty Avenue)
B. Proposed Resolution: Adopt Local Law
- [3] Report of Officers and Committees
A. Treasurer's Report
B. Committee Reports: Code Enforcement (McGowan/Simpson)
Economic Development Committee (Peets/McGowan)
Fire Committee (Winston/Simpson)
Personnel Committee (Winston/Peets)
Police Committee (Winston/Simpson)
Recreation Commission (Winston/McGowan)
Rescue Squad Committee (Paquin/Simpson)
Street Committee (McGowan/Peets)
Water & Sewer Committee (McGowan/Peets)
- [4] INITIAL PUBLIC COMMENT PERIOD
- [5] Old Business
None
- [6] New Business
A. Proposed Resolution: Approve Agreement with LaBella Associates for Grant Screening, Writing Services/Applications & Administration
B. Proposed Resolution: Authorize Agreement with Fust Charles Chambers LLP Certified Public Accountants
C. Authorization to Advertise for Bids: Water Treatment Plant Supplies
D. Authorization to Advertise for Bids: DPW Supplies and Equipment
E. Award Proposal for Cleaning and Mowing Properties in Violation of Village Code
F. Authorization to Advertise for Custodial Services at the Massena Community Center
G. Discussion: Brush Pick Up
H. Proposed Resolution: Intermunicipal Cooperation Agreement with Town of Stockholm
I. Request to Use Fire Department Capital Reserve Funds (\$15,000)
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (March, 2023)
Massena Rescue Squad (March 2023)
Explore Massena Monthly Progress Report March 2023)
- [9] Communications / Correspondence
Reminder: Spring Clean-Up Dates April 22 through May 6
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING
(Tues) May 16th, 5:30 p.m.

VILLAGE OF MASSENA

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

Notice of Public Hearing on Proposed Local Law RE: Chapter 280 Vehicles and Traffic

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 18th day of April 2023 at 5:30 p.m. in the Town Hall Building, Massena, New York, to consider amending the Code of the Village of Massena, New York, **CHAPTER 280 - VEHICLES AND TRAFFIC** to install stop signs at the north and south bound sides of Liberty Ave at Spruce and at the east and west bound corners of Spruce Street at Liberty Ave.

Copies of the proposed local law amendment in its entirety is available in the Office of the Village Clerk located in the Town Hall Building – Room 12, 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

Monique N. Chatland, Village Clerk
Monique N. Chatland, Village Clerk

April 4, 2023
Dated



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 20²³

A local law AMENDING Chapter 280 (Vehicles & Traffic) of the General Code of the Village of
(Insert Title)
Massena to include the installation of stop signs at the north and south bound sides of

Liberty Ave at Spruce St and at the east and west bound corners of Spruce St at

Liberty Ave

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

County City Town Village
(Select one.)

of MASSENA _____ as follows:

CHAPTER 280 (Vehicles & Traffic)
ARTICLE IX: Schedules
Schedule VI: Through Highways

(Add):

Name of Through Street	Name of Entrance Street	Direction From Which Entering	Traffic Control Device
Liberty Ave	Spruce St	North & South	Stop Sign
Spruce St	Liberty St	East & West	Stop Sign

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
April 18, 2023**

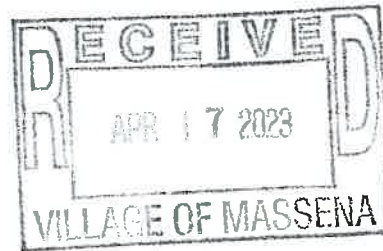
INFORMATION

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

2022/2023	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	9,712,308	86.67%	8,508,161	73.44%	1,204,147
Refuse Fund	815,947	63.17%	837,119	52.69%	(21,172)
Water fund	1,344,560	64.85%	1,396,219	58.44%	(51,659)
Sewer Fund	1,080,357	60.69%	1,389,290	69.93%	(308,933)
Joint Rec	1,090,924	94.32%	1,091,513	85.62%	(589)
	14,044,096		13,222,302		

Rescue Squad Activity Summary YTD

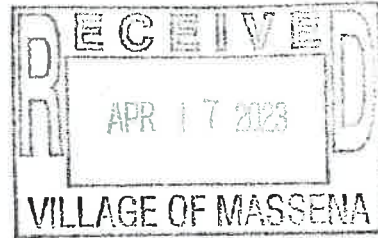
Resource Recovery Revenue	719,570.14
Equipment Expenses	35,807.31
Contractual Expense	435,018.14
Recruitment & Retention	-
Village Debt Payments	-
Debt Paid to Town	82,380.52
Net Profit (Loss)	166,364.17



- 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 17th, we received \$4,378.44 from St. Lawrence County for NYPA high flow distribution.
- Payment on the refunded Community Center bond was processed for the March 15th due date. The total amount of the payment was \$74,936, made up of \$65,000 in principal and \$9,936 in semi-annual interest. The next interest payment is due in September. This bond is scheduled to be paid off in 2036.
- On March 2nd, we received \$632,948.16 from St. Lawrence County for the amount of uncollected 22-23 property tax collections.
- On March 14th, we received \$315,238.80 in CHIPS, PAVE NY, and WIRP funding.
- To facilitate the Police Department collecting parking fines again, I opened a new bank account with NBT that will be used to hold the funds until each month end.

ACTION

8. **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. An interim valuation is needed this coming year-end, so the price we were quoted is \$2,500. I'm seeking the Board's permission to proceed with the Burke Group.



MEMO

Date: 4/17/23

To: Mayor, Village Board of Trustees

From: Aaron Hardy, Fire Dept. Foreman / Code Officer Village & Town of Massena

Re: Grass Mowing bid approval

Mayor, Village Board of Trustees

I am requesting the Village Board's approval of the mowing bid from Northrop's HillTop Nursery & Landscaping.

\$50 per property mowing

\$50 per hour trimming of hedges and limbs

\$50 per hour for mowing of large commercial properties

Thank you,

Aaron Hardy

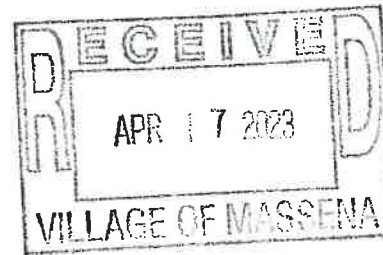
Village of Massena Fire Department / Code Officer

34 Andrews St. Massena NY 13662 (315)769-2380

aaron.hardy@massenafd.org



MEMO



Date: 4/17/23

To: Mayor, Village Board of Trustees

From: Aaron Hardy, Fire Dept. Foreman / Code Officer Village & Town of Massena

Re: Capital Reserve funds use

Mayor, Village Board of Trustees

I am requesting the use of \$15,000 out of the fire department capital reserve fund for the purchase of extrication equipment. This amount has been approved by the volunteer fire department. We will need approval from the Village Board as well as a 30 day public referendum.

Thank you,

Aaron Hardy
Village of Massena Fire Department / Code Officer
34 Andrews St. Massena NY 13662 (315)769-2380
aaron.hardy@massenafd.org



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

VILLAGE SPECIALBOARD MEETING: April 18, 2023

Paquin

Peets

Winston

Draft

McGowan

Simpson

Treasurer

PROPOSED RESOLUTION

Authorize Professional Services Agreement with LaBella Associates, D.P.C. for Grant Consulting and Administration Services

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes a Professional Services Agreement between the Village of Massena and LaBella Associates, D.P.C. for professional services related to grant screening, grant writing services/applications and administration services as detailed in agreement dated March 28th, 2023; and

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

DATED: April 18, 2023



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VILLAGE SPECIALBOARD MEETING: April 18, 2023

Paquin

Peets

Winston

Draft

McGowan

Simpson

Treasurer

PROPOSED RESOLUTION

Approve Professional Services Agreement with Fust Charles Chambers LLP

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes a Professional Services Agreement dated April 5, 2023 between the Village of Massena and Fust Charles Chambers LLP (Certified Public Accountants); 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.

DATED: April 18, 2023

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

TAYLOR ZAPPIA
PLANT SUPERINTENDENT
E-mail plantsuper@village.massena.ny.us

PHONE (315) 764-0653

To: MAYOR & VILLAGE BOARD
From: TAYLOR ZAPPIA, PLANT SUPERINTENDENT
CC: SUPERINTENDENT OF PUBLIC WORKS
Date: 4/10/ 2023
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)

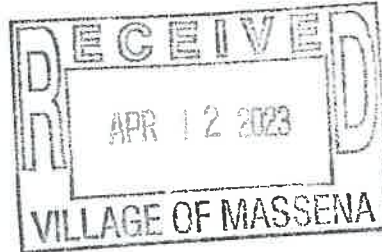
Bid opening will be Thursday May 12, 2023 @ 7:00 A.M.
Board approval for awards can be made at the May 16th Board Meeting.

Thank you,

Taylor Zappia

Memo

To: Mayor and Board
From: Marty Miller
Re: 2023-24 Bid Items
Date: April 18th, 2023



At this time, I am requesting permission to solicit bids and quotes for the next fiscal year, 2023-2024. The following items will be specified, prices obtained and purchase made following Village/State procurement policy¹. The date(s) established for the purchase of items will be determined over the next 12 months.

ALL MATERIALS, EQUIPMENT AND SUBCONTRACT WORK WERE BUDGETTED FOR AND APPROVED AT THE ADOPTION OF THE 2022-2023 BUDGET.

MATERIALS AND SUPPLIES:

MANHOLE AND CATCHBASIN CASTINGS
PRECAST MANHOLE SECTIONS
PVC SEWER PIPE
WATER DEPARTMENT SUPPLIES

EQUIPMENT:

DOUBLE DRUM ROLLER
BACK HOE
HYDRO-VAC TRUCK
NUMEROUS APPROVED EQUIPMENT FOR WASTEWATER PLANT
APPROVED EQUIPMENT FOR WATER PLANT
MOWER FOR WATER/WASTEWATER PLANTS

Again, materials and equipment which do not need to be bid, will be purchased via the Village of Massena's procurement procedure, including but not limited to State Contract and "Piggy Back" purchases.

Your prompt response is important to the continued transition of the budget process.

A new concept endorsed by Governor Cuomo in 2012, enables municipalities to "Piggy Back" off a contract let by the Federal Government (GSA) or any State, County or political subdivision, if such contract was let in a manner that constitutes competitive bidding consistent with New York State law. [Municipal Bulletin Fall 2012]

Memo



To: Mayor and Board

From: Marty Miller

CC: Village Administrator

Date: 4/18/2023

Re: RFP FOR CLEANING AND MAINTENANCE OF THE MASSENA COMMUNITY CENTER

With the current contract set to expire on May 31,2023 for the cleaning and maintenance of the Massena Community Center, I am requesting approval from the Mayor and the Board to begin advertising for Request for Proposals for this service. Thank you.



Village of Massena

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VILLAGE BOARD MEETING: April 18, 2023

Paquin

Peets

Winston

Final

McGowan

Simpson

Miller

PROPOSED RESOLUTION

Authorize Intermunicipal Cooperation Agreement Between the Village of Massena and the Town of Stockholm

WHEREAS, it is in the interest of taxpayers of the Village of Massena and Town of Stockholm to share resources in the undertaking of public works and other municipal improvement projects and services; and

WHEREAS, each party hereto has certain highway, non-highway, specialty equipment and/or personnel (including equipment operators) which may be available from time-to-time; and

WHEREAS, it is possible to make such equipment and/or personnel for use by others when it is in the public interest; and

WHEREAS, it is expected that assistance, in whatever form, will be reciprocal and roughly equal over a period of time, and that the exchange and sharing of equipment and personnel will result in more cost-effective work performance at minimal extra cost to either party; and

WHEREAS, each party has authorized their respective highway or public works superintendent and/or other appropriate department heads to act using their discretion pursuant to this Agreement and

WHEREAS, general oversight by appropriate municipal officials will be accomplished through regular, periodic and annual reports by the appropriate department heads to their Town Board / Board of Trustees; and

WHEREAS, it is determined that liability risks are inherent when undertaking public works and other construction or maintenance projects, no substantial additional risk is occasioned by crossing a municipal boundary line when assisting other municipalities pursuant to this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Village of Massena and Town of Stockholm, believing it to be in the best interest of the taxpayers of the respective municipalities do hereby authorize Intermunicipal cooperation and assistance with and between each other for the conduct of public works and other municipal improvement projects and services; and

BE IT RESOLVED that this authorization includes the periodic loaning, sharing, renting, exchanging and use of highway, non-highway and specialty equipment, materials and personnel and/or equipment operators at the discretion of designated superintendents and/or other department heads on an as needed basis; and

BE IT FURTHER RESOLVED, Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized to sign Intermunicipal Cooperation Agreement with the Town of Stockholm, pursuant to Town of Stockholm Resolution #14-2023, for the period of January 1, 2023 until December 31, 2024 and shall be reconsidered on a two year schedule thereafter.

Dated: April 18, 2023