

Village of Massena
BOARD OF TRUSTEES MEETING

AGENDA

June 15, 2021

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Amend Chap. 280 (Through Highways), Schedule VI of the General Code of the Village of Massena to Install a Traffic Control Device (Stop Sign) on Woodlawn Ave. at Cedar St.
A. PUBLIC HEARING (5:35 p.m.)
B. Proposed Resolution: Adopt Local Law
- [3] Amend Chap. 280 (Through Highways), Schedule VI of the General Code of the Village of Massena to Install a Traffic Control Device (Stop Sign) on Woodlawn Ave. at Poplar St.
A. PUBLIC HEARING (5:40 p.m.)
B. Proposed Resolution: Adopt Local Law
- [4] Approval of Meeting Minutes: February 18, March 17, and March 31, 2020
- [5] 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)
- [6] INITIAL PUBLIC COMMENT PERIOD
- [7] Old Business
A. Authorization to Modify Purchasing Practices at DPW for Items Approved in Fiscal Year Budget
- [8] New Business
A. Discussion: Branding & Identity Agreement with H-3 Designs
B. Proposed Resolution: Authorize Extension of Agreement with Strategic Development Specialists
C. Appointment: Trista Drake, Police Department Matron
D. Resignation: Belson Heme, Part Time Non-Competitive Police Officer for the Justice Court
E. Resignation: Emily Dishaw, Patrol Officer, Massena Police Department
F. Appointment: Jody Daggett, Part Time Non-Competitive Police Officer for the Justice Court
G. Authorization to Canvas: Patrol Officer, Massena Police Department
H. Proposed Resolution: Authorize Agreement with Massena Central School District (Solid Waste Management Program)
- [9] Voucher Warrants
- [10] Monthly Reports
Massena Volunteer Fire Department Inc. (May 2021)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (May 2021)
- [11] Communications / Correspondence
- [12] CLOSING PUBLIC COMMENT PERIOD
- [13] Adjournment

REMINDER – NEXT MEETING

(Tues.) July 20, 2021, 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 15th day of June, 2021 at 5:35 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 a stop sign at the corner of Woodlawn Ave. and Cedar St. at the north and south bound approaches.

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

June 1, 2021
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 20²¹

A local law AMENDING THE GENERAL CODE OF THE VILLAGE OF MASSENA TO INSTALL

(Insert Title)

A STOP SIGN AT THE CORNER OF WOODLAWN AVE. AND CEDAR ST. AT THE

NORTH AND SOUTH BOUND APPROACHES

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 and Traffic

ARTICLE IX: Schedules

Schedule VI: Through Highways

(Add):

Name of Through Street	Name of Entrance Street	Direction From Which Entering	Traffic Control Device
Woodlawn Ave	Cedar Street	North & South	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

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

Notice of Public Hearing on Proposed Local Law

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County City Town Village
(Select one.)

of MASSENA

Local Law No. _____ of the year 20²¹

A local law AMENDING THE GENERAL CODE OF THE VILLAGE OF MASSENA TO INSTALL
(Insert Title)
A STOP SIGN AT THE CORNER OF WOODLAWN AVE. AND POPLAR AVE. AT THE
NORTH AND SOUTH BOUND APPROACHES

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 and Traffic
ARTICLE IX: Schedules
Schedule VI: Through Highways

(Add):

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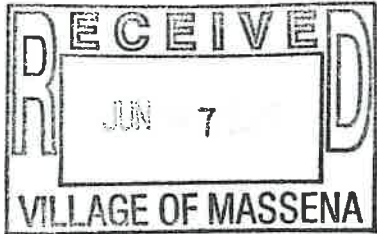
(End)

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



Memo

To: Tim Ahlfeld, Mayor
Board of Trustees
From: Hassan A. Fayad, P.E.
CC: Village Administrator, File
Date: June 7, 2021
Re: Material and Equipment Purchase



Mayor Ahlfeld and Board...

This memo is drafted to recap the purchase of materials and equipment by the DPW.

The typical municipal budget for Villages must be adopted by May 1 of each year. Included in said budget are the materials and equipment needed for upcoming fiscal year activities.

Most materials such as Asphalt, Stone, Crusher-Run, Geotextile... needed by the DPW are publicly bid for by St. Lawrence County and made available to municipalities for purchase. Items needed which are not on the County's Material Summary book list, will need to be purchased in a different way, as defined below

Effective August 1, 2012, NYS adopted a cooperative purchasing program allowing municipalities to purchase items let by the federal government or any State, County or local political subdivision without bidding themselves. This program is considered a "piggy-back" purchase and has proven to be very efficient in many ways.

The program even allows the purchase of items from other municipal agencies and states such as HGAC (Houston-Galveston Area Council, TX) and NJPA (National Joint Powers Alliance, MN).

In many cases, Village items (equipment and vehicles) of purchase are acquired via the "piggy-back" program. Most vendors in the municipal field have been through the bidding rigors to be State compliant and are listed on many contracts, include but not limited to Onondaga County, Oneida County, Sorcewell, OGS (Office of General Services) which are some of the popular forums we have used. The purchase of any piece considers cost and availability. Lately however, vendors are attaching a fantom cost known as a "steel surcharge" which adds thousands of unexpected dollars to the value of the unit. This itself will make any purchase prohibitive unless budgeted.

In the event the chosen piece is not available, the DPW shall seek permission from the Village Board to develop specifications to bid the unit. Additionally, the DPW will choose and recommend a purchase based on equal specifications (apples to apples) and lowest responsible bidder. The recommendation made will consider unit cost, vendor service and responsibility, product quality and availability.

Non-vehicle/heavy-equipment items (such as water line locators, manhole castings and sections...) not on any list are purchased via NYS Procurement which the Village adopted January 1992. In this case, there are certain values and thresholds we must follow.

The breakdown for Purchase Contracts is as follows:

Est. Amt.	below \$1,000	No quotes required.
Est. Amt. of	\$1,000 - \$2,999	Verbal Quotes (VoM obtains written quotes)
Est. Amt. of	\$3,000 - \$9,999	Written/Fax Quotes

Moving forward, materials and equipment approved by the Board of Trustees during the budget process that are to be obtained via the NYS Cooperative Purchasing Program (piggy-back) or via the Village procurement policy and are the lowest bid (when applicable) shall be obtained without further board action being required as long as the costs do not exceed the limits approved by the board at the time of budget adoption. In the event the purchase costs do exceed the budgeted amount, or if the lowest bid is not being selected, the DPW shall approach the board defining the reasons and requesting an adjustment and/or approval.

As of this date, the remaining items to be procured by the DPW for this 2021-22 budget are as follows:

EQUIPMENT:	¾ Tn 4x4 P.U.	Refuse/Recycle Truck	SS Sander
VENDOR:	Parker Chevrolet		Viking Cives (USA)
MODEL:	2500 Work Truck		Smith SS V-Box, 6.4CY
PURCHASE:	State Contract		Oneida County
VILLAGE COST			\$14,339
WITHIN BUDGET	Yes (\$42,000)	(\$155,000 w/trade)	Yes (\$14,339)

EQUIPMENT:	Hoist, 12,000#	Band Saw
VENDOR:	Rotary Lift	
MODEL:	SPO12-wide	
PURCHASE:	NYS Contract	
VILLAGE COST	\$7,799.99	
WITHIN BUDGET	Yes (\$8,500)	(\$3,500)

I truly hope this is understood and identifies the practices of the purchasing at the DPW. Any deviation of this practice will not be supported, and purchase of items will not be pursued without Board involvement and approval.



VILLAGE OF MASSENA

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

PROPOSED RESOLUTION

Authorize Six-Month Extension of Professional Services Agreement with Strategic Development Specialists, LLC for Grant Writing Services

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes a six-month extension, June 16 – December 16, 2021, of the current agreement between the Village of Massena and Strategic Development Specialists, LLC for professional services related to grant writing services as detailed in attached agreement; and

THEREFORE, BE IT RESOLVED that in consideration of services provided by Strategic Development Specialists, LLC, monies are hereby appropriated from Budget Account #100.6789.400; Economic Development – Other (Grant Writing) at a rate of \$4,250 per month for the term of the Agreement; and

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

DATED: June 15, 2021



VILLAGE OF MASSENA

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

PROPOSED RESOLUTION

Approve Memorandum of Agreement Between the Village of Massena and Massena Central School District

[SOLID WASTE MANAGEMENT PROGRAM]

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 purpose of implementing a cooperative solid waste management program as detailed in said Memorandum of Agreement effective July 1, 2020 and ending June 30, 2026; and

BE IT FURTHER RESOLVED, that Timothy J. Ahlfeld, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Memorandum of Agreement on behalf of the Village of Massena.

Dated: June 15, 2021

MEMORANDUM OF AGREEMENT

By and Between
Village of Massena, New York
And
Massena Central School District
July 1, 2021 – June 30, 2026

This Agreement is made by and between the Village of Massena, with a mailing address of 60 Main St., Massena, NY 13662 hereinafter called “Village” and the Massena Central School District, with a mailing address of 84 Nightengale Ave., Massena, NY 13662;

WHEREAS the parties have determined that the management of the District’s refuse and recyclable materials can be accomplished in the most environmentally sound and cost effective manner through the implementation of a cooperative solid waste management program with the Village.

NOW THEREFORE, be it resolved, that the Parties, believing it to be in the best interest of the taxpayers, do hereby authorize this memorandum of agreement between each other with regard to solid waste management; and it is

RESOLVED, that the terms and conditions of the solid waste management plan are as follows:

1. This is a five (5) year agreement commencing on July 1, 2021 and ending on June 30, 2026. The parties agree that after one (1) year, the parties will evaluate the terms of this agreement for possible renegotiation.
If, after renegotiations, an acceptable agreement is not reached, either party may terminate this agreement, with or without cause, upon 30 days written notice to the other party hereto.
2. The fee that shall be paid to the Village from the District will be \$47,800 (July 2021- June 2022), \$ 47,800 (July 2022 – June 2023), \$ 48,660 (July 2023 – June 2024), \$ 48,660 (July 2024 – June 2025), \$49,520 (July 2025 – June 2026) per annum which shall be deposited in four payments on or before the following dates: September 30, December 30, March 30, and June 30 of each school fiscal year, see attached payment schedule.

3. The Village will provide the equipment and manpower necessary to remove and dispose of the District's refuse and recyclable materials, as outlined below, without additional costs to the District.
4. Pick up and disposal of solid waste will be made as follows:
 - A. The Village will pick up and dispose of refuse and solid waste from the District two (2) days per week, such days to be established by agreement of those persons responsible for waste management within each entity.
 - B. The Village shall pick-up and dispose of recyclable materials from the District one (1) day per week, such day to be established by agreement of those persons responsible for waste management within each entity.
5. The District agrees to separate its refuse from the materials which are recyclable pursuant to the laws of the State of New York.
6. The school will provide, at its own expense, an appropriate number of dumpsters sufficient to hold its refuse and will place such dumpsters in locations accessible by Village equipment and personnel. The exact location of such dumpsters shall be agreed upon by those persons responsible for waste management within each entity.
7. Pick-up pursuant to the schedule to be adopted in Paragraphs 4(A) and 4(B) above will be made at each of the following locations, the addresses and locations of which are known to the parties;
 - a. Massena Central High School;
 - b. J.W. Leary Junior High School;
 - c. Madison Elementary School;
 - d. Nightengale Elementary School;
 - e. Jefferson Elementary School;
 - f. Massena Central School District Central Administration Building;
 - g. Massena Central School District Bus Garage.

8. Negotiations for the next contract shall commence in March 2026.

Dated:

MASSENA CENTRAL SCHOOL DISTRICT
By: Patrick Brady, Superintendent

Dated:

MASSENA CENTRAL SCHOOL DISTRICT
By: Patrick Bronchetti, Board of Education
President

Dated:

MASSENA CENTRAL SCHOOL DISTRICT
By: Paul Haggett, Board of Education
Vice President

Dated:

VILLAGE OF MASSENA
By: Timothy J. Ahlfeld, Mayor