

**Village of Massena**  
**BOARD OF TRUSTEES MEETING**  
**AGENDA**

**June 18, 2019**

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 (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)

[3] **INITIAL PUBLIC COMMENT PERIOD**

[4] **Old Business**

A. Award Bids: Material Bids (2019/20)

1. Ductile Iron Material:

Ferguson Waterworks (\$66,564.50)

2. HDPE Material:

Blair Supply (\$14,469.02)

B. Award Bid: Water Main Crossings SR 37 at Urban Dr. and SR 420 at Depot St.: Centerline Trenchless Construction, LLC (\$80,000.00)

[5] **New Business**

A. Proposed Resolution: Approve Intermunicipal Agreement with Massena Central School District RE: Mower

B. Proposed Resolution: Approve Professional Services Agreement with Public Sector HR, LLC for Employee Family Medical Leave Act Administration

C. Discussion/Establish Public Hearing Date: Authorization to Submit Grant Application to NYS OCR for Community Development Block Grant Public Facilities Program

D. Discussion/Establish Public Hearing Date: Authorization to Submit Grant Application to NYS OCR for Community Development Block Grant Microenterprise Program

E. Discussion/Establish Public Hearing Date: Authorization for Submission of an Application for Funding in the Consolidated Funding Application Process (Grasse River Dairy project)

F. Discussion/Establish Public Hearing Date: Authorization for Submission of an Application for Funding in the Consolidated Funding Application Process (START Center project)

G. Discussion: Town of Massena Branding and Identity Proposal by H3 Designs

H. Discussion: Milling and Paving of Main Street (Maple Street to SR 37)

[6] **Voucher Warrant**

[7] **Monthly Reports**

Massena Volunteer Fire Department Inc. (May 2019)

Massena Perm. Firefighters / Village of Massena Code Enforcement Office (May 2019)

[8] **Communications / Correspondence**

[9] **CLOSING PUBLIC COMMENT PERIOD**

[10] **Adjournment**

REMINDER – NEXT MEETING

(Tues.) July 16, 2019 at 5:30 p.m.

*Village of Massena  
Treasurer's Report  
June 18, 2019*

**INFORMATION**

- You have been provided with the **preliminary** Projections and Revenue/Expense Actual to Budget comparison reports for May and the May summary follows:

| <u>2018/2019</u> | <u>Revenue</u>    | <u>% Collected</u> | <u>Expense</u>    | <u>% Spent</u> | <u>Net Favorable<br/>(Unfavorable)</u> |
|------------------|-------------------|--------------------|-------------------|----------------|--|
| General Fund     | 9,057,154         | 98.05%             | 9,526,027         | 99.21%         | (468,873)                              |
| Refuse Fund      | 1,102,620         | 88.86%             | 1,398,222         | 82.54%         | (295,601)                              |
| Water fund       | 1,685,998         | 88.26%             | 2,157,819         | 87.08%         | (471,821)                              |
| Sewer Fund       | 1,521,189         | 83.09%             | 1,929,169         | 85.58%         | (407,980)                              |
| Joint Rec        | 976,413           | 104.67%            | 917,471           | 94.35%         | 58,942                                 |
|                  | <u>14,343,375</u> |                    | <u>15,928,708</u> |                |  |

Work on year-end entries is just beginning; therefore, there will be adjustments to these figures (especially on the revenue side, due to accruals).

- Village tax collection began June 3. Through the close of business Friday (6/14), we had collected \$1,199,838 which is 18.8% of the total tax warrant of \$6,377,181.
- Mortgage tax, received from the St. Lawrence County Treasurer on June 5, was \$12,258.02, down from \$16,629.88 for the same period last year (a decrease of \$4,371.86 or 26%).

**ACTION**

- Budget Amendments/Transfers 18/19:** (Per attached schedules – Need motion to adopt, one at a time or altogether).
- Budget Amendments:** The Police Chief is requesting to transfer \$7,932 from the General Fund contingency account (100-1990-400-000-00) to the Police equipment account 100-3120-200-000-00 for the purchase of 7 new computers reaching end of life that was not budgeted for in the 2019-2020 budget.
- Budget Amendments:** The DPW Superintendent is requesting to allocate \$80,000 from the Unappropriated Fund Balance in the Water Fund (300) for three projects (Bayley Road, South Main Street Pipe Bursting, and Route 37/Malby to Stephanville). The accounts affected will be to transfer \$80,000 from the Water Fund to the Water System Capital Fund (300-9950-900-900-10 to 900-5031-000-000-00). The shortfall of \$1,033.52 to complete the projects will come from the unappropriated fund balance in the Water System Capital Fund.
- Budget Amendments:** The DPW Superintendent is requesting to allocate \$70,000 from the Unappropriated Fund Balance in the Sewer Fund (400) for the Slipline Footbridge project. The accounts affected will be to transfer \$70,000 from 400-9950-900-120-10 to 120-5031-000-000-00 to spend out of 120-8120-200-000-20.

## 2018-2019 Fiscal Year-End Budget Transfers

**Budget Transfer - General Fund**

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded to authorize the Village Treasurer to transfer from the specified accounts to cover end-of-year overages in the 2018-2019 budget

\$ 450,704.58

**To Account:**

| Account             | Type    | Description                             | Budget       | Actual       | Over Budget (Neg) | Adjustment |
|---------------------|---------|---|--------------|--------------|-------------------|------------|
| 100-3120-100-000-00 | Expense | POLICE-PERS SERV                        | 1,751,033.00 | 1,889,340.51 | (138,307.51)      | 138,307.51 |
| 100-5110-100-000-00 | Expense | MAINT OF STREETS-PERS SERV              | 196,740.00   | 263,724.51   | (66,984.51)       | 66,984.51  |
| 100-3120-200-000-00 | Expense | POLICE-EQUIP & CAP OUTLAY               | 63,600.00    | 130,487.22   | (66,887.22)       | 66,887.22  |
| 100-3650-400-000-00 | Expense | DEMO OF UNSAFE BUILDINGS-CONTR EXP      | -            | 26,250.00    | (26,250.00)       | 26,250.00  |
| 100-5142-100-000-00 | Expense | SNOW REMOVAL-PERS SERV                  | 352,955.00   | 375,167.82   | (22,212.82)       | 22,212.82  |
| 100-3120-400-000-00 | Expense | POLICE-CONTR EXPEND                     | 144,000.00   | 160,596.94   | (16,596.94)       | 16,596.94  |
| 100-1910-400-000-00 | Expense | UNALLOCATED INSURANCE-CONTR EXP         | 94,656.00    | 109,278.52   | (14,622.52)       | 14,622.52  |
| 100-5142-400-000-00 | Expense | SNOW REMOVAL-CONTR EXPEND               | 82,200.00    | 95,952.75    | (13,752.75)       | 13,752.75  |
| 100-9901-900-600-00 | Expense | TRANSFER - TO SPEC GRANTS FUND          | -            | 13,451.00    | (13,451.00)       | 13,451.00  |
| 100-1989-400-000-00 | Expense | MASSENA ECON DEV COUNCIL-CONTR EXP      | -            | 12,500.00    | (12,500.00)       | 12,500.00  |
| 100-3989-410-000-00 | Expense | BLDG&FIRE CODE-VIOLATION-CONTR EXP      | 8,000.00     | 18,523.83    | (10,523.83)       | 10,523.83  |
| 100-1640-400-000-00 | Expense | CENTRAL GARAGE-CONTR EXPEND             | 291,000.00   | 300,674.49   | (9,674.49)        | 9,674.49   |
| 100-9050-800-000-00 | Expense | UNEMPLOYMENT INS-EMPL BNFTS             | 1,214.00     | 8,924.88     | (7,710.88)        | 7,710.88   |
| 100-8170-100-000-00 | Expense | STREET CLEANING-PERS SERV               | 31,917.00    | 39,044.83    | (7,127.83)        | 7,127.83   |
| 100-9060-800-001-00 | Expense | EMPLOYEE CONT-HEALTH INSURANCE (ACTIVE) | (74,178.00)  | (68,987.33)  | (5,190.67)        | 5,190.67   |
| 100-1940-200-000-00 | Expense | PURCHASE OF LAND-EQUIP & CAP OUTLAY     | -            | 4,408.25     | (4,408.25)        | 4,408.25   |
| 100-3120-412-000-00 | Expense | POLICE-ASSET FORF DEA-CONTR EXPEND      | -            | 4,000.00     | (4,000.00)        | 4,000.00   |
| 100-3120-211-000-00 | Expense | POLICE-ASSET FORF CBP-EQUIP & CAP       | -            | 2,243.35     | (2,243.35)        | 2,243.35   |
| 100-1650-200-000-00 | Expense | CENTRAL COMM SYSTEM-EQUIP & CAP         | 800.00       | 2,832.01     | (2,032.01)        | 2,032.01   |
| 100-5010-100-000-00 | Expense | STREET ADMIN-PERS SERV                  | 36,626.00    | 38,314.05    | (1,688.05)        | 1,688.05   |
| 100-3410-100-000-00 | Expense | FIRE-PERS SERV                          | 585,721.00   | 587,397.55   | (1,676.55)        | 1,676.55   |
| 100-3989-100-000-00 | Expense | BLDG & FIRE CODE-PERS SERV              | 54,119.00    | 55,775.13    | (1,656.13)        | 1,656.13   |
| 100-5142-200-000-00 | Expense | SNOW REMOVAL-EQUIP & CAP OUTLAY         | 13,809.00    | 14,397.60    | (588.60)          | 588.60     |
| 100-3510-400-000-00 | Expense | CONTROL OF ANIMALS-CONTR EXPEND         | 500.00       | 780.00       | (280.00)          | 280.00     |
| 100-9710-700-000-00 | Expense | DEBT INTEREST-SERIAL BONDS              | 49,784.00    | 49,912.50    | (128.50)          | 128.50     |
| 100-1989-400-LGR-00 | Expense | LOCAL GOVT RE-ORGANIZATION STUDY        | -            | 76.88        | (76.88)           | 76.88      |
| 100-1950-400-000-00 | Expense | TAX & ASSESS ON MUN PROP-CONTR EXP      | -            | 51.24        | (51.24)           | 51.24      |
| 100-1640-200-000-00 | Expense | CENTRAL GARAGE-EQUIP & CAP OUTLAY       | -            | 47.26        | (47.26)           | 47.26      |
| 100-5680-400-000-00 | Expense | CAR CHARGING STATION - CONTR EXP        | 150.00       | 176.75       | (26.75)           | 26.75      |
| 100-1430-400-000-00 | Expense | PERSONNEL-CONTR EXPEND                  | 100.00       | 108.01       | (8.01)            | 8.01       |
| 100-1460-100-000-00 | Expense | RECORDS MANAGEMENT-PERS SERV            | 16,400.00    | 16,400.03    | (0.03)            | 0.03       |

|                      |         |                                      |              |              |            |              |  |  |
|----------------------|---------|--------------------------------------|--------------|--------------|------------|--------------|--|--|
| <b>From Account:</b> |         |                                      |              |              |            |              |  |  |
| 100-9060-800-000-00  | Expense | HOSPITAL/DENTAL/VISION INS-EMPL BNFT | 2,598,516.00 | 2,407,742.53 | 190,773.47 | (190,773.47) |  |  |
| 100-9010-800-000-00  | Expense | STATE RETIREMENT-EMPL BNFTS          | 235,170.00   | 159,436.58   | 75,733.42  | (75,733.42)  |  |  |
| 100-9015-800-000-00  | Expense | POLICE & FIRE RETIREMENT-EMPL BNFTS  | 452,929.00   | 394,002.00   | 58,927.00  | (58,927.00)  |  |  |
| 100-5112-100-000-00  | Expense | PERM IMPROVE ROADS-PERS SERV         | 150,534.00   | 117,871.30   | 32,662.70  | (32,662.70)  |  |  |
| 100-1640-100-000-00  | Expense | CENTRAL GARAGE-PERS SERV             | 199,002.00   | 177,950.11   | 21,051.89  | (21,051.89)  |  |  |
| 100-5112-400-000-00  | Expense | PERM IMPROVE ROADS-CONTR EXPEND      | 255,848.00   | 226,613.05   | 29,234.95  | (20,593.57)  |  |  |
| 100-1990-400-000-00  | Expense | CONTINGENT ACCOUNT-GENERAL           | 19,698.05    | -            | 19,698.05  | (19,698.05)  |  |  |
| 100-5182-400-000-00  | Expense | STREET LIGHTING-CONTR EXPEND         | 145,000.00   | 128,519.97   | 16,480.03  | (16,480.03)  |  |  |
| 100-1420-400-000-00  | Expense | LAW-CONTR EXPEND                     | 25,000.00    | 10,215.55    | 14,784.45  | (14,784.45)  |  |  |

**Budget Transfer - Refuse Fund**  
 Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded to authorize the Village Treasurer to transfer from  
 \$ 9,344.41 the specified accounts to cover end-of-year overages in the 2018-2019 budget

|                     |         |  |            |            |            |          |  |  |
|---------------------|---------|--|------------|------------|------------|----------|--|--|
| <b>To Account:</b>  |         |  |            |            |            |          |  |  |
| 175-8160-400-000-00 | Expense | REFUSE & GARBAGE-CONTR EXPEND            | 130,538.00 | 138,964.11 | (8,426.11) | 8,426.11 |  |  |
| 175-9060-800-002-00 | Expense | EMPLOYEE CONT HEALTH INSURANCE (RETIREE) | (1,040.00) | (520.00)   | 520.00     | 520.00   |  |  |
| 175-1670-400-000-00 | Expense | CENTRAL PRINT & MAIL-CONTR EXPEND        | 215.00     | 447.06     | (232.06)   | 232.06   |  |  |
| 175-1940-200-000-00 | Expense | PURCHASE OF LAND-EQUIP & CAP OUTLAY      | -          | 98.25      | (98.25)    | 98.25    |  |  |
| 175-1950-400-000-00 | Expense | TAX & ASSESS ON MUN PROP-CONTR EXP       | -          | 51.24      | (51.24)    | 51.24    |  |  |
| 175-1430-400-000-00 | Expense | PERSONNEL-CONTR EXPEND                   | -          | 16.75      | (16.75)    | 16.75    |  |  |

**From Account:**  
 175-1990-400-000-00 Expense CONTINGENT ACCOUNT-REFUSE & GARB 24,137.00 - 24,137.00 (9,344.41)

|                                     |         |   |             |             |            |          |  |  |
|-------------------------------------|---------|---|-------------|-------------|------------|----------|--|--|
| <b>Budget Transfer - Water Fund</b> |         |   |             |             |            |          |  |  |
| Trustee _____                       |         | moved and Trustee _____                                     |             |             |            |          |  |  |
| \$ 8,330.61                         |         | the specified accounts to cover end-of-year overages in the |             | 2018-2019   |            | budget   |  |  |
| <b>To Account:</b>                  |         |   |             |             |            |          |  |  |
| 300-8340-400-000-00                 | Expense | WATER TRANS & DISTR-CONTR EXPEND                            | 190,000.00  | 195,939.22  | (5,939.22) | 5,939.22 |  |  |
| 300-9060-800-001-00                 | Expense | EMPLOYEE CONT HEALTH INSURANCE (ACTIVE)                     | (11,303.00) | (10,006.53) | (1,296.47) | 1,296.47 |  |  |
| 300-1375-400-000-00                 | Expense | CREDIT CARD FEES  | 4,500.00    | 5,217.52    | (717.52)   | 717.52   |  |  |
| 300-1670-400-000-00                 | Expense | CENTRAL PRINT & MAIL-CONTR EXPEND                           | 360.00      | 571.16      | (211.16)   | 211.16   |  |  |

|                      |         |                                     |           |       |           |            |
|----------------------|---------|-------------------------------------|-----------|-------|-----------|------------|
| 300-1940-200-000-00  | Expense | PURCHASE OF LAND-EQUIP & CAP OUTLAY | -         | 98.25 | (98.25)   | 98.25      |
| 300-1950-400-000-00  | Expense | TAX & ASSESS ON MUN PROP-CONTR EXP  | -         | 51.24 | (51.24)   | 51.24      |
| 300-1430-400-000-00  | Expense | PERSONNEL-CONTR EXPEND              | -         | 16.75 | (16.75)   | 16.75      |
| <b>From Account:</b> |         |                                     |           |       |           |            |
| 300-1990-400-000-00  | Expense | CONTINGENT ACCOUNT-WATER            | 24,363.00 | -     | 24,363.00 | (8,330.61) |

**Budget Transfer - Sewer Fund**

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded to authorize the Village Treasurer to transfer from the specified accounts to cover end-of-year overages in the 2018-2019 budget

\$ 21,408.64

**To Account:**

|                      |         |   |            |            |            |             |
|----------------------|---------|---|------------|------------|------------|-------------|
| 400-9901-900-192-40  | Expense | TRANSFER TO DEBT SERVICE-CENTER SEW     | -          | 9,933.04   | (9,933.04) | 9,933.04    |
| 400-8130-100-000-00  | Expense | SEWAGE TREAT DISP-PERS SERV             | 345,840.00 | 350,744.63 | (4,904.63) | 4,904.63    |
| 400-8120-400-000-00  | Expense | SANITARY SEWERS-CONTR EXPEND            | 125,000.00 | 129,850.36 | (4,850.36) | 4,850.36    |
| 400-9060-800-001-00  | Expense | EMPLOYEE CONT HEALTH INSURANCE (ACTIVE) | (9,497.00) | (8,153.79) | (1,343.21) | 1,343.21    |
| 400-1670-400-000-00  | Expense | CENTRAL PRINT & MAIL-CONTR EXPEND       | 360.00     | 571.18     | (211.18)   | 211.18      |
| 400-1940-200-000-00  | Expense | PURCHASE OF LAND-EQUIP & CAP OUTLAY     | -          | 98.25      | (98.25)    | 98.25       |
| 400-1950-400-000-00  | Expense | TAX & ASSESS ON MUN PROP-CONTR EXP      | -          | 51.22      | (51.22)    | 51.22       |
| 400-1430-400-000-00  | Expense | PERSONNEL-CONTR EXPEND                  | -          | 16.75      | (16.75)    | 16.75       |
| <b>From Account:</b> |         |   |            |            |            |             |
| 400-9010-800-000-00  | Expense | STATE RETIREMENT-EMPL BNFTS             | 76,047.00  | 49,672.26  | 26,374.74  | (21,408.64) |

**Budget Transfer - Joint Rec Fund**

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded to authorize the Village Treasurer to transfer from the specified accounts to cover end-of-year overages in the 2018-2019 budget

\$ 24,642.02

**To Account:**

|                     |         |                                  |           |            |             |           |
|---------------------|---------|----------------------------------|-----------|------------|-------------|-----------|
| 500-7140-200-713-00 | Expense | GENERAL-EQUIP & CAP OUTLAY       | -         | 10,257.42  | (10,257.42) | 10,257.42 |
| 500-7140-100-720-00 | Expense | ARENA-PERS SERV                  | 99,083.00 | 104,030.96 | (4,947.96)  | 4,947.96  |
| 500-7140-100-714-20 | Expense | MAINTENANCE SUPERVISOR-PERS SERV | 27,206.00 | 28,776.80  | (1,570.80)  | 1,570.80  |
| 500-7140-100-713-10 | Expense | GENERAL-PLAYGROUNDS-PERS SERV    | 22,450.00 | 23,985.30  | (1,535.30)  | 1,535.30  |
| 500-7140-100-714-30 | Expense | CONCESSION MANAGER-PERS SERV     | 7,671.00  | 8,982.69   | (1,311.69)  | 1,311.69  |
| 500-7140-100-720-10 | Expense | ARENA-SKATE MONITOR-PERS SERV    | 1,030.00  | 2,170.48   | (1,140.48)  | 1,140.48  |
| 500-7140-400-721-00 | Expense | WINTER CONC-CONTR EXPEND         | 11,100.00 | 12,133.91  | (1,033.91)  | 1,033.91  |

|                      |         |   |            |            |           |             |
|----------------------|---------|---|------------|------------|-----------|-------------|
| 500-7140-100-718-00  | Expense | SUMMER THERAPEUDIC PROG-PERS SERV       | 6,000.00   | 6,734.00   | (734.00)  | 734.00      |
| 500-1680-400-000-00  | Expense | CENTRAL DATA PROCESS-CONTR EXPEND       | 1,715.00   | 2,272.71   | (557.71)  | 557.71      |
| 500-7140-100-712-20  | Expense | TOWN BEACH-GATE ATTEND-PERS SERV        | 5,896.00   | 6,338.80   | (442.80)  | 442.80      |
| 500-7140-400-720-00  | Expense | ARENA-CONTR EXPEND                      | 84,906.00  | 85,288.62  | (382.62)  | 382.62      |
| 500-7140-400-714-00  | Expense | ADMINISTRATION-CONTR EXPEND             | 4,600.00   | 4,884.95   | (284.95)  | 284.95      |
| 500-7140-400-711-00  | Expense | ALCOA FIELD-CONTR EXPEND                | 19,516.00  | 19,741.78  | (225.78)  | 225.78      |
| 500-9060-800-001-00  | Expense | EMPLOYEE CONT HEALTH INSURANCE (ACTIVE) | (5,294.00) | (5,142.06) | (151.94)  | 151.94      |
| 500-7140-100-714-00  | Expense | ADMINISTRATION-PERS SERV                | 59,037.00  | 59,101.66  | (64.66)   | 64.66       |
| <b>From Account:</b> |         |   |            |            |           |             |
| 500-9060-800-000-00  | Expense | HOSPITAL/DENTAL/VISION INS-EMPL BNFT    | 240,067.00 | 226,192.89 | 13,874.11 | (8,407.16)  |
| 500-9010-800-000-00  | Expense | STATE RETIREMENT-EMPL BNFTS             | 40,871.00  | 24,636.14  | 16,234.86 | (16,234.86) |



# VILLAGE OF MASSENA

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

## PROPOSED RESOLUTION

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

**BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby authorizes an Intermunicipal Agreement Between the Village of Massena and the Massena Central School District related to a used 15-foot **Woods batwing mower** for the period of April 15, 2019 through April 14, 2020 to operate in accordance with the terms contained in said Agreement; and

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

DATED: June 18, 2019



# VILLAGE OF MASSENA

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

## PROPOSED RESOLUTION

### **Approve Professional Services Agreement with Public Sector HR Consultants LLC For Employee Family Medical Leave Act (FMLA) Administration**

**BE IT RESOLVED** that the Village of Massena Board of Trustees hereby approves the Professional Services Agreement dated June 18, 2019 between the Village of Massena and Public Sector HR Consultants LLC for the administration of employee FMLA requests; and

**BE IT FURTHER RESOLVED** that in consideration of services provided by Public Sector HR Consultants LLC, a fixed amount of **\$165.00** for each distinct leave of absence request, allocated to the XXX-9060-800 account based on the employee's location; and

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

**DATED:** June 18, 2019