

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

June 20, 2023

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] 2023 NYS Office of Community Renewal Community Development Block Grant Application
A. PUBLIC HEARING (5:30 p.m.) (Preliminary Engineering Report for Public Water Systems Improvements)
B. Proposed Resolution: Authorization for Submission of Grant Application
- [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
A. Consideration of Adoption of Local Law to Require Paper Bags for Grass Cutting and Leaves Collection:
Public Hearing to be Held July 18th at 5:30 p.m.
B. Discussion: Commercial Driver's License Training for Motor Equipment Operators
- [6] New Business
A. Appointment (Permanent): Kaitlyn Northrup, Police Department Dispatcher
B. Proposed Resolution: Authorize Agreement with Massena Central School District for Crossing Guards
C. Authorization to Award Bid: DPW Supplies and Materials
D. Authorization to Canvass: Senior Clerk, Massena Police Department
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (May 2023)
Massena Rescue Squad (May 2023)
Explore Massena Monthly Progress Report (May 2023)
- [9] Communications / Correspondence
Veteran's Memorial Park Project
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING
(Tues) July 18, 2023, 5:30 p.m.

Village of Massena
Notice of Public Hearing
Community Development Block Grant Application

Village of Massena will hold a public hearing on June 20, 2023, at 5:30 p.m. in Room #30 of the Town Hall Building for the purpose of hearing public comments on the Village of Massena's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2023 program year. The CDBG program is administered by the New York State Office of Community Renewal (OCR) and will make available to eligible local governments approximately \$20 million in Federal Fiscal Year 2023 NYS CDBG Program funds for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. Village of Massena is applying for \$50,000 in CDBG funds for Preliminary Engineering Report for Public Water System Improvements. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Town Hall Building is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Monique N. Chatland, at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to Monique N. Chatland, 60 Main Street-Room 12 Massena, NY 13662 until 4:00 p.m. June 23, 2023.

Dated: June 7, 2023

Village of massena

2023

**Community Development Block Grant (CDBG)
Community Planning**

**Grant Application
Summary and Questions**

2023 CDBG Program

The Housing Trust Fund Corporation (HTFC) will make available approximately \$20 million in Federal Fiscal Year (FFY) 2023 NYS CDBG Program funds through this Request for Applications (RFA).

Village of Massena Activities

The Village of Massena plans to request CDBG funds for the following activities:

Grant request for development of a Preliminary Engineering Report to support public infrastructure community planning. The report is proposed to evaluate the Village of Massena Water System Planning including, but not limited to, Bower Street Water Storage Tank Replacement, River Crossing Water Line Replacement.

Estimated Amount of CDBG Funds

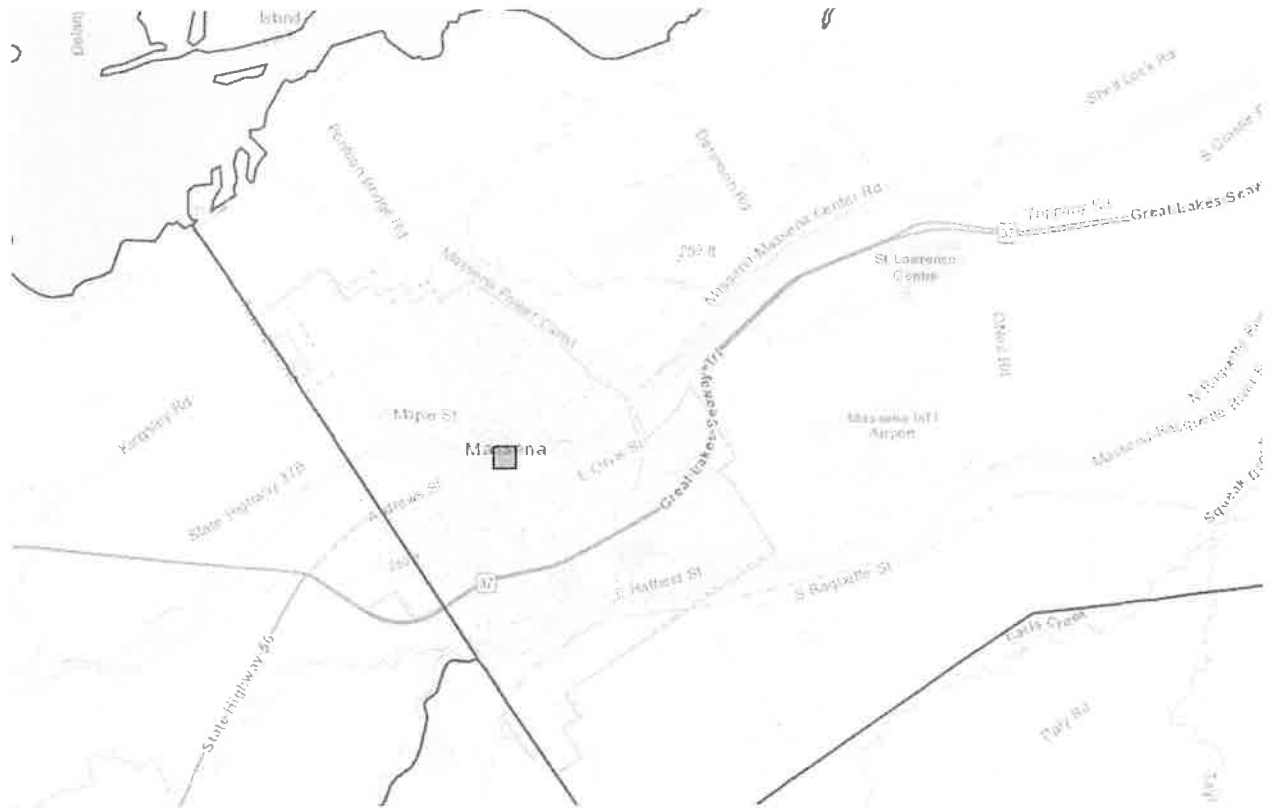
The Village of Massena plans to request \$50,000 in CDBG funds for activities that benefit LMI National Objective.

Displacement

The proposed CDBG activities likely to result in displacement and the municipality's anti-displacement and relocation plan are required under 24 CFR 570.488. Consistent with the other goals and objectives of this part, grantees (or States or state recipients, as applicable) shall assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of activities assisted under this part. The Village of Massena Water System Planning is not likely to result in displacement of persons.

Project Area

The following map provides Village limits.



Village of Massena
Treasurer's Report
 June 20, 2023

INFORMATION

1. You have been provided with the preliminary Projections and Revenue/Expense Actual to Budget comparison reports, as well as the Balance Sheets for May and the May summary follows:

<u>2022/2023</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	10,785,221	96.24%	9,807,434	83.98%	977,787
Refuse Fund	1,045,604	80.94%	1,022,014	64.33%	23,590
Water fund	1,649,906	79.58%	1,830,559	76.62%	(180,654)
Sewer Fund	1,330,935	74.77%	1,588,389	79.95%	(257,454)
Joint Rec	1,222,912	105.73%	1,241,849	97.42%	(18,937)
	<u>16,034,578</u>		<u>15,490,245</u>		

Rescue Squad Activity Summary YTD

Resource Recovery Revenue	892,944.54
Equipment Expenses	40,883.41
Contractual Expense	509,489.20
Recruitment & Retention	-
Village Debt Payments	-
Debt Paid to Town	<u>82,380.52</u>
Net Profit (Loss)	260,191.41

2. Work on year-end entries is just beginning; therefore, there will be adjustments to these figures (especially on the revenue side, due to accruals).
3. Village tax collection began June 1. Through the close of business Friday (6/16), we had collected \$1,489,480 which is 22% of the total tax warrant of \$6,846,824 (same time last year was 24%).
4. Set up as a continuing agreement, the contract we have with People Systems to handle the Village's unemployment claims will continue for 2023-2024. Should the Village decide that we no longer wish to continue the agreement, we just need to notify them by the end of next March to not renew the following year.
5. The Treasurer applied for FEMA COVID Response Aid, claiming eligible expenses the Village incurred during COVID, and was received 5/17 in the amount of \$11,784.88.
6. Reporting on the current status of the General Banking and Payroll bank account reconciliations. The Payroll account is reconciled through February 2023 and the General Checking account is reconciled through October 2022.

ACTION

7. **Budget Amendments/Transfers 22/23:** (Per attached schedules – Need motion to adopt, one at a time or altogether). *****TO CAPTURE THE PREVIOUS FISCAL YEAR'S EXPENSES PAID IN THIS JUNE WARRANT, I WILL BEGIN DOING THIS PROCESS AT THE JULY MEETING, INSTEAD OF JUNE*****

8. **Budget Amendments:** The Fire Foreman is requesting to modify the 2023-2024 budget to recognize revenue received from a grant they sought from FM Global to purchase tablets for the fire department vehicles. I will need to increase the donations revenue account (100-2705-000-000-00) and offset an increase to his fire equipment account (100-3410-200-000-00) in the amount of \$3,745.



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

[CROSSING GUARDS]

WHEREAS, the VILLAGE previously employed six (6) crossing guards to provide services for the SCHOOL DISTRICT; and

WHEREAS, the VILLAGE informed the SCHOOL DISTRICT that due to budgetary constraints, it would be reducing the number of crossing guards to three (3) moving forward; and

WHEREAS, the SCHOOL DISTRICT and VILLAGE have determined that it is in their mutual best interest to enter into this Agreement for the SCHOOL DISTRICT to obtain from the VILLAGE the services of CROSSING GUARDS to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the VILLAGE agrees to increase the number of school crossing guards performing services to the SCHOOL DISTRICT from three (3) to six (6) upon the SCHOOL DISTRICT's payment of certain costs; and

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 retaining three (3) crossing guards pursuant to Agreement dated June 20, 2023 for a term ending May 31, 2024; and

BE IT FURTHER RESOLVED, that Gregory M. Paquin, 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 20, 2023

Memo

To: Greg Paquin, Mayor
Board of Trustees

From: Marty G. Miller

Date: 6/20/2023

Re: Material Bids 2023-24

In preparing for our upcoming project year and per your authorization, we have completed this phase of the bid process for materials for the 2023-24 fiscal year. What follows is a general recap of results and bidders.

MATERIALS & SUPPLIES:

PRECAST CONCRETE SECTIONS & PVC GRADE RINGS

JEFFERSON CONCRETE - PVC GRADE RINGS	\$3,060.00
EJ USA - PVC GRADE RINGS	\$4,159.80

My recommendation to this board is to give the award to the lowest bidder (**boxed & shaded**)

MANHOLE AND CATCHBASIN CASTINGS

EJ USA	\$16,710.24
JEFFERSON CONCRETE	\$16,302.00

My recommendation to this board is to give the award to the lowest bidder (**boxed & shaded**)

PRECAST CONCRETE SECTIONS

JEFFERSON CONCRETE-	\$4,304.00
EJ USA-	NO-BID

My recommendation to this board is to give the award to the lowest bidder (**boxed & shaded**)

I patiently wait your direction.