

Village of Massena
BOARD OF TRUSTEES MEETING

AGENDA

July 18, 2023

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call

- [2] AMENDING Chapter 240 (Solid Waste) §3 (Restrictions)
 - A. PUBLIC HEARING (5:30 p.m.)
 - 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: Accept Independent Accountants' Report (Seyfarth & Seyfarth) for Village Justice Court Records for FYE May 31, 2022
 - B. Appointment: Jordan Dishaw, Motor Equipment Operator
 - C. Appointment: Daniel Ware, Motor Equipment Operator
 - D. Appointment: Kelly Zakaruskas, Senior Account Clerk
 - E. Proposed Resolution: Authorize MOA with SLCIDA for Redevelopment of 22, 24 Main Street
 - F. Resignation: Edward John Roder, Village of Massena Zoning Board of Appeals
 - G. Appointment: Nathan Lashomb, Village of Massena Zoning Board of Appeals
 - H. Proposed Resolution: Authorize Emergency Repair and/or Securing of Unsafe Building (56, 58 Sycamore / 98 Woodlawn Ave)
 - I. Proposed Resolution: Authorize Emergency Repair and/or Securing of Unsafe Building (59, 61 Sycamore)
 - J. Proposed Resolution: Authorize Emergency Repair and/or Securing of Unsafe Building (63, 65, 67 Sycamore)
 - K. Proposed Resolution: Authorize Emergency Repair and/or Securing of Unsafe Building (69, 71 Sycamore)

- [7] Voucher Warrants

- [8] Monthly Reports
 - Massena Perm. Firefighters / Village of Massena Code Enforcement Office (June 2023)
 - Massena Rescue Squad (June 2023)
 - Explore Massena Monthly Progress Report (June 2023)

- [9] Communications / Correspondence
 - Local Waterfront Revitalization Program Public Information Meeting (July 24th 6:00 p.m.)

- [10] CLOSING PUBLIC COMMENT PERIOD

- [11] Adjournment

REMINDER – NEXT MEETING
(Tues) August 15, 2023, 5:30 p.m.

Village of Massena

Town Hall Building
Massena, New York 13662

Notice of Public Hearing on Proposed Local Law

Amendment to Village Code Re: Chap. 240 (Solid Waste)

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 July, 2023, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting proposed Local Law No. 6-2023 to amend the Code of the Village of Massena, New York, by revising **CHAPTER 240 – SOLID WASTE §3 (RESTRICTIONS)** to require all grass cutting and leaves to be placed in paper bags, removing “closed, clear bags.” At such time and place all persons interested in the subject matter thereof will be heard concerning the same.

Copies of the proposed local law in its entirety are 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

Dated:

Monique N. Chatland

June 21, 2023

Monique N. Chatland, Village Administrator/Clerk

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 Chap. 240-3 (SOLID WASTE, RESTRICTIONS) OF THE GENERAL CODE

(Insert Title)

OF THE VILLAGE OF MASSENA TO REQUIRE ALL GRASS CUTTING AND LEAVES

BE PLACED IN CLOSED PAPER BAGS

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 240 – Solid Waste
ARTICLE I – Storage, Collection & Disposal

§ Section 240-3: Restrictions

D. (1) All grass cutting and leaves shall be placed in closed paper bags

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.)

Chapter 240. Solid Waste

Article I. Storage, Collection and Disposal

§ 240-3. Restrictions.

- A. No person shall place, deposit or store any refuse on or in any street, highway, avenue, drain, ditch, watercourse or body of water or other public place within the Incorporated Village of Massena except in containers for such purpose by the Superintendent of Public Works, and in no event upon the premises of another except with the consent of the owner or occupant thereof.
- B. Any person responsible for refuse on premises not served by the Department of Public Works or for refuse not acceptable for collection by the Department of Public Works shall make suitable arrangements for the collection and disposal of such refuse.
- C. In the event of a violation of any of the provisions of this section which shall, in the opinion of the Code Enforcement Officer or the Superintendent of Public Works, be a hazard to the health, safety or well-being of the community, a notice directed to the owner or occupant of the premises upon which such violation occurs may be served, either personally or by posting the same on said premises, directing the removal of all material upon the premises in violation of this section within 24 hours. In the event that such material is not removed within 24 hours from the date of service or posting of said notice, the Village Department of Public Works may enter upon the premises, remove said material and charge the entire cost of said removal against the premises.
- D. Notwithstanding anything contained in this article to the contrary, the occupants of residential and commercial premises served by the Department of Public Works shall place or cause to be placed at the street or curblin of their premises yard waste, garbage and recyclable refuse originating on said premises, subject to the following rules and regulations:
 - (1) All grass cutting and leaves shall be placed in closed, clear bags, paper bags or in other DPW-approved container(s).
 - (2) Public works shall collect branches, tree trimming and hedge clippings during the months of April, May, September and October. When a special event occurs impacting a number of properties, at the discretion of the Superintendent of Public Works, additional collections may occur. All branches, tree trimmings and hedge clippings shall be cut into lengths no greater than 10 feet with the butt end placed towards the road. The largest diameter of limb allowed shall be no larger than eight inches. The amount of brush to be placed at curbside for DPW collection shall not exceed eight cubic yards, loose. No branches, tree limbs and hedges removed by a commercial business shall be placed at curbside for collection by DPW. Root balls shall be removed from all brush and hedges and disposed of by owner.
 - (3) No more than five thirty-four-gallon containers of garbage, waste or recycle shall be placed out for collection at any one time. No item or container shall weigh more than 40 pounds.
[Amended 9-17-2019 by L.L. No. 2-2019]
 - (4) Litter baskets provided by the Village are to be used for deposit of litter generated on the public right-of-way by pedestrians and motorists. The placing into litter baskets of refuse originating from homes, commercial or industrial establishments is prohibited.

**Village of Massena
Treasurer's Report
July 18, 2023**

INFORMATION

1. You have been provided with an updated preliminary Revenue/Expense Actual to Budget comparison reports 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	10,833,746	96.68%	10,764,148	92.18%	69,598
Refuse Fund	1,045,604	80.94%	1,123,594	70.72%	(77,990)
Water fund	1,650,032	79.58%	1,923,238	80.50%	(273,206)
Sewer Fund	1,330,935	74.77%	1,649,948	83.05%	(319,013)
Joint Rec	1,222,912	105.73%	1,284,720	100.78%	(61,808)
	<u>16,083,229</u>		<u>16,745,648</u>		

Rescue Squad Activity Summary YTD

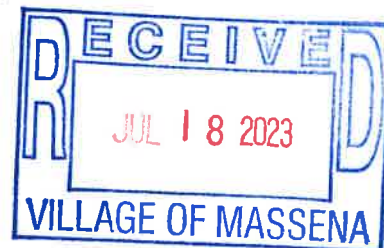
Resource Recovery Revenue	892,944.54
Equipment Expenses	42,210.39
Contractual Expense	525,188.13
Recruitment & Retention	-
Village Debt Payments	-
Debt Paid to Town	82,380.52
Net Profit (Loss)	<u>243,165.50</u>

2. The revenue amount for the General Fund above does **not** include the sales tax accrual we receive in August. Once I know the amount, I will accrue it back to May 31, 2023.
3. You have been provided with the Revenue/Expense Actual to Budget comparison reports for June and the summary is as follows:

<u>2023/2024</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	6,247,027	55.81%	999,350	8.78%	5,247,677
Refuse Fund	1,738	0.13%	80,020	6.07%	(78,281)
Water fund	29,553	1.44%	127,060	5.67%	(97,507)
Sewer Fund	639	0.04%	172,877	8.64%	(172,238)
Joint Rec	219,448	21.59%	106,762	909461.80%	112,686
	<u>6,498,406</u>		<u>1,486,069</u>		

Rescue Squad Activity Summary YTD

Resource Recovery Revenue	81,727.06
Equipment Expenses	-
Contractual Expense	63,875.74
Recruitment & Retention	138.32
Village Debt Payments	-
Debt Paid to Town	-
Net Profit (Loss)	<u>17,713.00</u>



4. I have begun making year-end entries to close out the fiscal year and I hope to have the Joint Recreation AUD submitted to the State by the July 31 deadline.
5. Through the close of business on July 14, we have collected \$5,449,037, approximately 80% of the total adjusted warrant of \$6,846,178. We were at approximately 83% through the same timeframe last year.
6. Mortgage tax was received on June 23rd for \$14,131, down from \$18,834 the same period last year.
7. Reporting on the current status of the General Banking and Payroll bank accounts. The Payroll account is reconciled through February 2023 and the General Checking account is reconciled through February 2023, with March almost complete.
8. A bond payment was made on June 1st for the Center St/Parker Ave sewer lines bond in the amount of \$35,000 principal and \$8,675.01 interest.
9. Twinstare has issued the Village a \$21,633.32 quote to relocate the village servers from the room that the town occupies for their servers, to the back room in the Water Department office. The Town of Massena had requested that the Village clean up our section of the server rack that is also combined with the Town equipment. Rather than cleaning it up, the wiser option was to get our servers away from their servers to alleviate computer issues that have occurred in the past. Budget modification below to be approved.

ACTION

10. **Adoption of Independent Accountants' Report on Village Justice Court Records:** Accept the report for FYE 5/31/2022, performed by Seyfarth & Seyfarth CPAs. The Village is required to file this report with the Uniform Court System, per Section 2019-a of the Uniform Justice Court Act. (*See separate agenda item*)
11. **Budget Amendments:** The Fire Foreman is requesting to utilize excess rescue squad funds left over from fiscal year 22-23, to purchase a new ambulance in fiscal year 23-24 for \$281,096. To do this, we will need to appropriate fund balance and increase the Rescue Squad equipment account (100-4540-200-000-00) in the amount of \$243,165. The remaining owed will be covered by the use of the 23-24 budgeted Rescue Squad ARPA funds (100-4540-200-ARP-00).
12. **Budget Amendments:** The Treasurer is requesting to increase the IT contractual accounts for a project with Twinstare to relocate the village servers. as follows:

100-1680-400-000-00	\$9,770
175-1680-400-000-00	\$1,955
300-1680-400-000-00	\$3,910
400-1680-400-000-00	\$3,910
500-1680-400-000-00	\$1,955

I will be lowering the contingency accounts in each of these funds:

100-1990-400-000-00	\$9,770
175-1990-400-000-00	\$1,955
300-1990-400-000-00	\$3,910
400-1990-400-000-00	\$3,910

500-1990-400-000-00 \$1,955

13. **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*****



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

PROPOSED RESOLUTION

Accept Independent Accountants' Report from Seyfarth and Seyfarth for the Village Justice Court Records for Fiscal Year Ending May 31, 2022

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires Village Justices provide their court records and dockets to the Village Board of Trustees annually, and that such records then be examined, and that fact be entered into the minutes of the board's proceedings, and

WHEREAS, the Village of Massena has hired Seyfarth and Seyfarth CPA's, P.C. to complete the annual report for fiscal year ending May 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Massena, hereby accepts the report from Seyfarth and Seyfarth CPS's.

DATED: July 18, 2023



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

PROPOSED RESOLUTION

Authorizing Memorandum of Agreement with the St. Lawrence County Industrial Development Agency (“SLCIDA”) for the Redevelopment of 22, 24 Main Street Downtown Revitalization Initiative Project

WHEREAS New York State provides funding for the Downtown Revitalization Initiative and gave the Department of State and Empire State Development the responsibility of implementing this program for the purpose of revitalizing communities and stabilizing neighborhoods; and

WHEREAS the Village of Massena was successful in applying for, and receiving, a Round 5 DRI designation in December 2021.

WHEREAS, as part of the DRI award, the Village and the SLCIDA worked together to propose a project for the redevelopment of 22, 24 Main Street (formerly the Massena School of Business) site; and

WHEREAS the proposed project was approved for funding by Empire State Development through a “Downtown Revitalization Initiative Incentive Proposal” provided to the SLCIDA by Empire State Development dated February 21, 2023; and

BE IT RESOLVED that the purpose of the aforementioned MOA is to clearly identify the roles and responsibilities of each party as they relate to the redevelopment of 22, 24 Main Street, tax map parcel 9.059-9-28; and

BE IT FURTHER RESOLVED that this MOA is intended to support the implementation of a Downtown Revitalization Initiative (“DRI”) grant application where the SLCIDA will act as the “developer” in so far as it is the authorized recipient of the DRI grant to be used for the benefit of the Village at the former Massena School of Business site; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor Gregory M. Paquin is hereby authorized and directed to execute the above referenced Memorandum of Agreement with the St. Lawrence County Industrial Development Agency.

Dated: July 18, 2023



YOU'RE INVITED!

Public Information Meeting #3 for the Local Waterfront Revitalization Program Village of Massena

Monday, July 24, 2023

Time: 6-7:30pm

Location: Massena Town Hall

Provide your input!

The Village of Massena is currently undertaking an update to its Local Waterfront Revitalization Program (LWRP). To create a successful and inclusive plan, participation from members of the public like you is needed.

The Project Team will be hosting a public workshop at the Town Hall on Monday, July 24 from 6:00-7:30PM. By participating in this meeting, residents and stakeholders will learn about the planning process and have an opportunity to provide feedback on the LWRP Update. More specifically, workshop attendees will be invited to review and provide feedback on the completed draft of the LWRP Update and the proposed projects included within it. Input received during the meeting will have a direct impact on the recommendations that will serve to shape our community.



Scan QR Code to view the project website
<https://massena.us/494/local-waterfront-revitalization-plan>

