

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

July 19, 2022

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Amending NYS Open Meeting Law to Allow Videoconferencing
A. PUBLIC HEARING (5:30 p.m.): Consider Adopting a Local Law
B. Proposed Resolution: Adopt Local Law
- [3] Approval of Meeting Minutes: April 26, May 17, 2022
- [4] 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)
Rescue Squad Committee (Paquin/Simpson)
Street Committee (Winston/LeBire)
Water & Sewer Committee (Winston/LeBire)
- [5] INITIAL PUBLIC COMMENT PERIOD
- [6] Old Business
A. Discussion: Village Vehicle Usage
B. Discussion: Water Main Replacement (South Main Street, Racquette River Crossing)
C. Discussion: Ambulance Purchase
- [7] New Business
A. Notice of Special Meeting: Wednesday, July 27th, 11:30 am
B. Establish Public Hearing Date/Time: Consideration of Submission of a NYS Community Development Block Grant (CDBG) Engineering Planning Grant Program (Water Treatment Plant Evaluation) (July 27th, 11:30 am)
C. Appointment: David Maynard, Water Department Meter Reader (Provisional)
D. Resignation: Michael Olson, Part-Time Non-Competitive Police Officer for the Justice Court
E. Authorization to Canvass Part-Time Non-Competitive Police Officer for the Justice Court
F. Appointment: Shannon MacCuaig, Village Justice Court Clerk
G. Proposed Resolution: Authorize Professional Services Agreement with PMA Management Corp. as Third-Party Administrator for General Liability and Auto-Claims Programs (September 1, 2022 – September 1, 2025)
H. Discussion: Revisions of Chap. 240 (Solid Waste), Art. 1 (Storage, Collection and Disposal), §240-3 Restrictions
I. Award Bids: 2022-2023 DPW Supplies and Materials
1. PVC Grade Rings: Jefferson Concrete (\$816.00)
2. Manhole and Catch Basin Castings: East Jordan Iron Works (\$17,666.64)
J. Discussion: Chap. 204 (Peace & Good Order) Art. 1 (Alcoholic Beverages)
- [8] Voucher Warrants
- [9] Monthly Reports
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (June 2022)
Massena Rescue Squad (June 2022)
- [10] Communications / Correspondence
- [11] CLOSING PUBLIC COMMENT PERIOD
- [12] Adjournment

REMINDER – NEXT MEETING

Special Meeting: (Wed) August 27, 2022, 11:30 a.m.
(Tues.) August 16, 2022, 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:** **Allowing Videoconferencing Pursuant to NYS Open Meetings Law**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 19th day of July 2022, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a proposed Local Law to amend the Code of the Village of Massena, New York, by creating a new legislation **authorizing the use of videoconferencing to conduct its open public meetings** pursuant to NYS Open Meetings Law, Article 7 of Public Officers Law. 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
Monique N. Chatland, Village Clerk

July 11, 2022

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. FIVE (05) of the year 2022

A local law AMENDING the General Code of the Village of Massena to include legislation
(Insert Title)
authorizing the use of videoconferencing to conduct its open public meetings pursuant
to NYS Open Meetings Law, Article 7 of NYS Public Officers Law

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 XXX – Open Meetings
ARTICLE XX – Videoconferencing

Section xxx-xx: Legislative Intent

The Village of Massena desires to adopt legislation which authorizes the use of videoconferencing to conduct open meetings and establishes written procedures to hold open meetings pursuant to the Open Meetings Law, Article 7 of the Public Officers Law.

Section xxx-xx: Procedures

The Village of Massena ("Village") hereby authorizes the use of videoconferencing to conduct its meeting pursuant to this Chapter provided that a minimum number of members are present to fulfill the public bodies quorum requirements in the same physical location or locations where the public can attend, and the following criteria are met:

- A. The Village hereby authorizes the use of videoconferencing:
 1. For all Village Board of Trustees meetings
- B. This Chapter shall constitute the written procedures governing member and public attendance consistent with Public Officers Law §103-a; and these procedures shall be conspicuously posted on the Village's website.

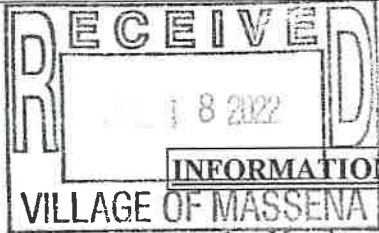
(If additional space is needed, attach pages the same size as this sheet, and number each.)

- C. A quorum of members of the Board of Trustees must be physically present at the meeting location at which the public can attend in person unless the member is unable to physically present due to extraordinary circumstances, which include disability, illness, caregiving responsibilities, or an unexpected factor or event which precludes the member's physical attendance at such meetings.
- D. Except in the case of executive sessions conducted pursuant to Public Officers Law §105, the Village shall ensure that members of the Board can be heard, seen, and identifiable while meetings are being formally conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
- E. Minutes of meetings performed by videoconferencing must include which, if any, members participated remotely and must be made available to the public pursuant to Public Officers Law §106.
- F. The public notice for the meeting must:
 - 1. Inform the public
 - a. That videoconferencing will be used,
 - b. Where the public can view and/or participate in such meetings,
 - c. Where required documents and records will be posted or available, and
 - d. Identify the physical location(s) where members of the Board will be participating in the meeting and where the public can attend the meeting in person
- G. The Village shall record each meeting that uses videoconferencing, and such recordings must be posted on or linked to the Village's website within five (5) days of the meeting. The recordings will remain on the Village's website for five (5) years.
- H. The Village must provide the public the opportunity to view the meeting via video. At meetings where public comment or participation is authorized, members of the public must be able to participate in the proceedings via videoconference in real time. The Village must ensure that the videoconferencing provides the same opportunities for public participation or testimony as in-person participation or testimony.

Section xx: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

(End)



Village of Massena
Treasurer's Report
July 19, 2022

1. You have been provided with an updated preliminary Revenue/Expense Actual to Budget comparison reports for May and the May summary follows:

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	10,357,845	101.53%	11,205,652	97.94%	(847,807)
Refuse Fund	1,133,371	90.40%	1,197,320	77.36%	(63,948)
Water fund	1,707,404	83.07%	1,890,897	86.82%	(183,493)
Sewer Fund	1,560,165	87.64%	1,689,443	89.67%	(129,277)
Joint Rec	1,022,971	106.12%	1,067,977	95.87%	(45,006)
	15,781,757		17,051,289		

2. The revenue amount for the General Fund above does **not** include the sales tax accrual that we receive the first week of August. Once I know the amount, I will accrue it back to May 31, 3022.

3. You have been provided with the Revenue/Expense Actual to Budget comparison reports for June and the summary is as follows:

2022/2023	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	6,207,213	55.49%	1,100,047	9.58%	5,107,167
Refuse Fund	93,216	7.22%	82,587	6.39%	10,629
Water fund	176,495	8.51%	166,180	7.40%	10,315
Sewer Fund	208,574	11.72%	185,599	9.82%	22,975
Joint Rec	3,872	0.43%	90,875	9.29%	(87,004)
	6,689,370		1,625,288		

Rescue Squad Activity Summary YTD	Town Comparison
Resource Recovery Revenue	-
Equipment Expenses	-
Contractual Expense	-
Net Profit (Loss)	-

4. Due to being short in the office, I have not yet begun working on year-end adjustments and the Annual Update Reports for the State. I hope to have the Joint Recreation AUD submitted to the State by the July 31 deadline.

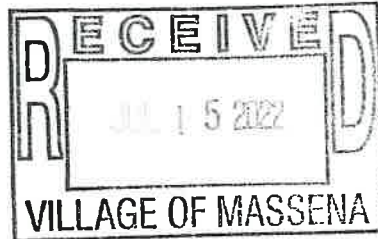
5. Through the close of business on July 15, we have collected \$5,657,395, approximately 83% of the total adjusted warrant of \$6,800,843. We were at approximately 82% through the same timeframe last year.

6. Mortgage tax was received on June 16th for \$18,834, down from \$22,272 the same period last year.
7. 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 \$9,222 interest.

ACTION

Village Vehicle Take Home Committee

Winston
Hardy
Simpson



The committee reached out to department chairs for input as well as other communities. We are beginning a new phase for vehicle usage as we move toward a new fleet. As with all of our duties we looked at fiscal responsibility and essential services.

Because the fleet of new vehicles are leased, tracking the use and mileage of vehicles becomes paramount. It is impossible to limit the use of our standard use fleet as those vehicles are here to conduct village business. We do, however, have some type of cost/ use control of take home (after hours) vehicles.

The committee agreed that an all encompassing policy would be ineffective and chose to look at the essential needs and missions of each department.

Police

We are all aware of the current workload of our police department. The committee thinks it is in the best interest of the taxpayers that the Chief, Lieutenant, and 3 detectives all have take home vehicles. A timely response to crime is essential. A delay in response could mean the difference between life and death. The committee would like to add that we also believe that any police vehicles that are taken home, be locked and be in a locked garage as a safety precaution.

DPW

The DPW responds to situations as well. These situations are at times urgent but do not reach the same level of urgency as our police department. The committee believes that the time required for an employee to go to the DPW to pick up a vehicle is not the difference between life or death. Most DPW work requires a crew and equipment, and not often a sole responder. We do not feel it is a necessity to take a vehicle home. There will be situations that will arise and an after hour vehicle use may be needed. This is a case by case situation. The committee would like to recommend that this authority be left up to the Superintendent. Example- If there is a known water line break that has the potential to worsen off hours or a major after hours road problem that has a high probability of endangering the public and these staff members are capable of mitigating these issues before they become a bigger problem for our community, it may be worth having vehicles at home. This assumes it would prevent further damage from happening to our infrastructure and to our residents' homes. If the employee has no means to make an immediate impact on the problem then there is really no reason that they can't go to work and pick up a vehicle like all other employees being called in.

Recreation

The committee, again, looked at essential use of vehicles in conducting their department responsibilities. It is the opinion of the committee that the Recreation Department's service/mission does not call for the use of a take home vehicle.

There will be situations that arise that will call for after hour vehicle usage that wasn't addressed in this proposal. We recommend that exceptions can be approved on a case by case situation with Mayor approval, and/ or Board approval. Lastly, the committee believes it is responsible to revisit this new policy every 6 months for the next 2 years to gauge the impact these recommendations have on each department. We can then assess positive/ negative impacts these recommendations have made financially and functionally, and to possibly address/ remedy any negative situations and unforeseen issues.

Village of Massena
DEPARTMENT OF PUBLIC WORKS

Memo

To: Greg Paquin Mayor & Board of Trustees
From: Marty Miller
CC: Monique Chatland, Files
Date: 7/19/2022
Re: Repairs on the Raquette River water main crossing



Just looking to give the Mayor and the Board an update on the river crossing repair of the water main by the Springs Park. The repair was completed by Hunt Underwater Specialists, the process to locate , and remove the section of water main took him three days, with the help of the villages crew on shore to assist. After flushing and testing procedures were completed and approved by the DOH the line is now back in service. The cost of the repair was a little over eleven thousand dollars. I am still in hopes to receive permission from the NYSDOT and the DOH to upgrade the villages distribution system in that area as we are still monitoring water loss in the vicinity. I will keep you posted as updates come in. Thank you.



Memo

To: Greg Paquin Mayor & Board of Trustees
From: Marty Miller
CC: Monique Chatland, Files
Date: 7/18/2022
Re: NYSDOT Update

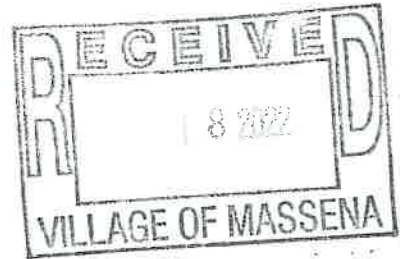


Would like to give the Mayor and the Board a update on the responses from the NYSDOT on the water main replacement of the existing line that is not in use on the NYSDOTS bridge structure. I was contacted on 7/14/2022 informing the village to put together an engineered plan for what we are looking to do with the water main at said location. I would like the Mayor and the Boards permission to move forward with retaining a engineering firm to draw this project up for the village. I have two firms in mind that I will be in contact with to get pricing on putting this together for the village. I can provide the Mayor and the Board with the pricing for the engineering for approval. NYSDOT will work with the village when they have a set of engineered plans in hand to see if this project can move forward. Thank you.

Village of Massena
DEPARTMENT OF PUBLIC WORKS

Memo

To: Greg Paquin Mayor & Board of Trustees
From: Marty Miller
CC: Monique Chatland, Files
Date: 7/18/2022
Re: Additional Brush Pick Up Period



In my short time here at the Village of Massena, it has become evident that we should offer a one time, one pass brush pick up of the village. I am looking at the first full week of July the DPW crews would make a one pass of the village for pick up of brush piles at curbside. Also I would like to add that I would like to open the gate on Saturday mornings from 7:00 A.M. to 12:00 P.M. at the old DPW location to encourage more residents if possible to deliver there brush to the site that do not have the capabilities to deliver the brush Monday through Friday, as the gate is open from 7:00 A.M. until 8:00 P.M. during the week. The gate is closed on Holidays. The spring and fall pick ups would remain the same.

On another note I would like to see the usage of plastic bags for leaves be replaced with the paper bags. Any questions or discussions on these items please feel free to contact me to discuss. Thank you.

Chapter 240. Solid Waste

Article I. Storage, Collection and Disposal

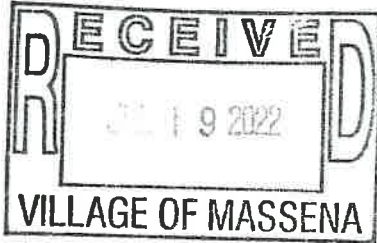
§ 240-3. Restrictions.

- 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.



Memo

To: Mayor and Board
From: Marty Miller
Re: 2022-2023 Bid Items
Date: July 19, 2022



In preparing for our upcoming project year and per your authorization, we have completed this phase of the bid process for materials for the 2022-2023 fiscal year. What follows is a general recap of results and bidders

MATERIALS AND SUPPLIES:

PVC GRADE RINGS:

JEFFERSON CONCRETE CORP.	\$816.00
EAST JORDAN IRON WORKS	NO BID

My recommendation to this board is to award to Jefferson Concrete Corp.

MANHOLE AND CATCHBASIN CASTINGS:

JEFFERSON CONCRETE CORP.	\$20,124.00
EAST JORDAN IRON WORKS	\$17,666.64

My recommendation to this board is to award to East Jordan Iron Works.