

Village of Massena
BOARD OF TRUSTEES MEETING

AGENDA

August 15, 2023

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] SLIC Network Solutions Fiber Optics Upgrades
- [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: Establishing Energy Benchmarking Requirements for Certain Municipal Buildings
B. Discussion: Upgrade of Water Billing Software
C. Appointment: Steve Wiggins, Motor Equipment Mechanic
D. Appointment: Kelly Zakaruskas, Deputy Treasurer (eff. 09/05/23)
E. Authorization to Canvass: Motor Equipment Operator
F. Authorization to Canvass: Motor Equipment Mechanic
G. Authorization to Replace Boiler Control Boards at Community Center
H. Authorize Agreement with Usherwood Technologies for DPW Multi-Function Printer
I. Authorize Agreement with Usherwood Technologies for Folder/Inserter in Water Department
J. Authorization to Purchase Professional Guidance & NextStep Repair Toolbox
K. Resignation: Anthony Diagostino, Village of Massena Zoning Board of Appeals
L. Report of Unsafe Property: 23 ½ E. Orvis Street
M. Proposed Resolution: Authorize Emergency Repair and/or Securing of Unsafe Building (53 E. Orvis St.)
N. Proposed Resolution: Authorize Service Contract with Frenchies for Maintenance & Repair of Massena Rescue Department Vehicles
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (July 2023)
Massena Rescue Squad (July 2023)
Explore Massena Monthly Progress Report (July 2023)
- [9] Communications / Correspondence
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING
(Tues) September 19, 2023, 5:30 p.m.

Village of Massena
Treasurer's Report
 August 15, 2023

INFORMATION

1. **INTERIM** year-end projections have not been updated through May 31, 2023. Summary as follows:

<u>2022/2023</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	11,639,759	103.87%	10,768,747	92.22%	871,012
Refuse Fund	1,060,305	82.08%	1,123,774	70.73%	(63,469)
Water fund	1,694,536	81.73%	1,924,480	80.55%	(229,945)
Sewer Fund	1,360,709	76.44%	1,650,308	83.06%	(289,599)
Joint Rec	1,222,912	100.84%	1,285,414	96.59%	(62,502)
	16,978,220		16,752,723		

2. You have been provided with the Balance Sheet and Budget Report for July 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	6,367,609	56.89%	1,621,020	13.94%	4,746,589
Refuse Fund	255,821	19.40%	160,875	12.20%	94,946
Water fund	387,553	18.85%	232,951	10.39%	154,602
Sewer Fund	353,846	19.88%	258,306	12.91%	95,540
Joint Rec	265,634	26.14%	214,668	21.12%	50,966
	7,630,463		2,487,819		

Rescue Squad Activity Summary 23-24 YTD

Resource Recovery Revenue	152,959.48
Equipment Expenses	-
Contractual Expense	104,425.68
Recruit & Retent	181.57
Net Profit (Loss)	48,352.23

3. Year-end projections have been updated through July. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
4. The Annual State Report (AUD) for the Joint Recreation Commission has been filed with the NYS Comptroller for fiscal year 22-23. The Annual Report for the Village has not been started. I hope to begin working on the report in the next 3-4 weeks. Upon completion, both reports will be available in my office for your review.
5. Through close of business Thursday (8/10/2023), we had collected \$6,067,700, approximately 88.6% of the total adjusted warrant of \$6,846,178.39 (percentage last year

at this time was 88.5%). We will continue to collect at the office until the end of September, at which time we turn the unpaid taxes over to the County.

6. Sales tax received from St. Lawrence County for the 4th quarter of our fiscal year was in the amount of \$593,065 (a \$47,608 increase, or 8.7%, from the same period last year), which brought our total tax revenue for the 22/23 fiscal year to \$2,402,098. This is an overall increase of \$195,146 (8.8%) from the amount received last year. In terms of the budget, we came in \$147,098 over the budgeted amount of \$2,255,000.
7. A bond payment was made on July 15th for the Sidewalk Plow bond in the amount of \$30,000 principal and \$518 interest. This bond is scheduled to mature on July 15th 2025.

ACTION

8. At our last board meeting, it was agreed that the Village pay 10% down for our new ambulance. It was brought to our attention that if we, instead, pay 20% down plus \$100,000, we will be able to lock in a lower price for the equipment being added to the chassis. Seek approval to change the amount that will be the down payment.
9. **Budget Amendments:** The Treasurer is requesting that the DPW Superintendent transfer \$6,000 from the Water Fund contingency account, 300-1990-400-000-00, to his Water Credit Card Fees account, 300-1375-400-000-00, to cover an expected shortfall in the annual credit card processing fees. Only \$6,000 was budgeted, but it will likely be close to \$12,000.
10. **Budget Amendments:** The DPW Superintendent is requesting to transfer \$7,050 from the Refuse, Water Fund and Sewer contingency accounts (175-1990-400-000-00, 300-1990-400-000-00, and 400-1990-400-000-00) to the his Central Garage equipment account (100-1640-200-000-00), for the purchase of a JPRO Professional automotive scanner to diagnose vehicle repairs.



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

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PROPOSED RESOLUTION

ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS

WHEREAS, buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Massena is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Village of Massena's Mayor and Board of Trustees desires to use Building Energy Benchmarking - a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings - to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Massena and

WHEREAS, the Village of Massena's Mayor and the Board of Trustees desires to establish procedure or guideline for Village staff to conduct such Building Energy Benchmarking; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific policies and procedures are hereby adopted;

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

(A) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) "Commissioner" shall mean the head of the Department.

(4) "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Village that is 1,000 square feet or larger in size.

(5) "Department" shall mean the Superintendent of Public Works.

(6) "Energy" shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) "Energy Performance Score" shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) "Weather Normalized Site EUI" shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

§2. APPLICABILITY

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than May 1, 2017, and no later than May 1 every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than September 1, 2017 and by September 1 of each year thereafter for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Mayor and the Board of Trustees including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

§7. EFFECTIVE DATE

This policy shall be effective immediately upon passage.

§8. SEVERABILITY

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

Dated: August 15, 2023



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PROPOSED RESOLUTION

Authorize Service Contract for Maintenance & Repair on Massena Rescue Department Vehicles

BE IT RESOLVED that the Village of Massena Board of Trustees hereby approves the Service Contract for Maintenance and Repair on Massena Rescue Department Vehicles, pursuant to Agreement dated August 15, 2023 between the Village of Massena and Frenchie's for any and all service and maintenance performed on Massena Rescue Department Vehicles at a labor rate of \$90.00 per hour for heavy duty vehicles; and

BE IT FURTHER RESOLVED that Frenchie's will be the sole repair shop for service and maintenance performed from August 15, 2023 through August 1, 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 Agreement.

Dated: August 15, 2023