

**Village of Massena
BOARD OF TRUSTEES MEETING**

AGENDA

August 16, 2022

5:30 P.M.

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

- [2] Approval of Meeting Minutes: May 31 and June 21, 2022

- [3] Report of Officers and Committees
 - A. Treasurer's Report
 - B. Committee Reports:
 - Code Enforcement (Carvel/LeBire)
 - Economic Development Committee (Simpson/LeBire)
 - Fire Committee (Carvel/LeBire)
 - Personnel Committee (Winston/Simpson)
 - Police Committee (Carvel/Simpson)
 - Recreation Commission (Carvel/Winston)
 - Rescue Squad Committee (Paquin/Simpson)
 - Street Committee (Winston/LeBire)
 - Water & Sewer Committee (Winston/LeBire)

- [4] INITIAL PUBLIC COMMENT PERIOD

- [5] Old Business
 - A. Proposed Resolution: Adopt and Implement Revised Village of Massena Personnel Policy Manual, Section 408 (Vehicle Usage)

- [6] New Business
 - A. Proposed Resolution: Renew Liability Insurance & Risk Management Services Through Arthur J. Gallagher & Co (September 1, 2022 – September 1, 2023)
 - B. Proposed Resolution: Authorize Appropriation of Funds for Branding and Identity Proposed by H3 Designs (2022-2023)
 - C. Resignation: Marissa Brock, Police Dispatcher
 - D. Authorization to Canvass a Police Dispatcher

- [7] Voucher Warrants

- [8] Monthly Reports
 - Massena Perm. Firefighters / Village of Massena Code Enforcement Office (July 2022)
 - Massena Rescue Squad (July 2022)
 - Branding and Identity (July 2022)

- [9] Communications / Correspondence

- [10] CLOSING PUBLIC COMMENT PERIOD

- [11] Adjournment

REMINDER – NEXT MEETING (Tues.) September 20, 2022, 5:30 p.m.



Village of Massena
 Treasurer's Report
 August 16, 2022

1. **INTERIM** year-end projections have not been updated through May 31, 2022. Summary as follows:

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	10,909,522	106.93%	11,205,852	97.95%	(296,330)
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)
	<u>16,333,435</u>		<u>17,051,489</u>		

2. You have been provided with the Balance Sheet and Budget Report for July and the summary is as follows:

2022/2023	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	6,280,846	56.15%	1,810,148	15.77%	4,470,698
Refuse Fund	206,915	16.02%	157,217	12.17%	49,697
Water fund	356,122	17.18%	288,899	12.86%	67,223
Sewer Fund	354,012	19.89%	408,529	21.60%	(54,517)
Joint Rec	203,651	22.54%	188,589	19.28%	15,062
	<u>7,401,546</u>		<u>2,853,382</u>		

Rescue Squad Activity Summary 22-23 YTD

Resource Recovery Revenue	128,101.17
Equipment Expenses	-
Contractual Expense	<u>65,803.51</u>
Net Profit (Loss)	<u>62,297.66</u>

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 not been completed yet. Once it is completed, I will file it with the NYS Comptroller's Office. 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 Friday (8/12/2022), we had collected \$6,034,063, approximately 88.5% of the total adjusted warrant of \$6,792,589 (percentage last year at this time was 91.39%). 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 \$545,457 (a \$42,014 decrease, or 7.15%, from the same period last year), which brought our total tax revenue for the 21/22 fiscal year to \$2,206,951. This is an overall increase of \$52,482 (2.44%) from the amount received last year. In terms of the budget, we came in \$181,951 over the budgeted amount of \$2,025,000.
7. A bond payment was made on July 15th for the Sidewalk Plow bond in the amount of \$30,000 principal and \$690 interest. This bond is scheduled to mature on July 15th 2025.

<u>ACTION</u>

1. **Budget Amendments:** The Fire Department Foreman is requesting to transfer \$32,512 from the rescue squad equipment account, 100-4540-200-000-00, to the capital purchases fund equipment account, 700-4540-200-000-00, for the down payment on the new ambulance.
2. **Budget Amendments:** The DPW Superintendent is requesting to transfer \$11,250 from the Refuse Fund contingency account, 175-1990-400-000-00, to the Refuse equipment account, 175-8160-200-000-00, for the purchase of containers.
3. **Budget Amendments:** The DPW Superintendent is requesting to transfer \$700 from the General Fund contingency account, 100-1990-400-000-00, to the Maintenance of Streets equipment account, 100-5110-200-000-00, for the increase in price of a new paint machine.

408 Vehicle Usage

Policy Statement – All vehicles and related equipment of the Village of Massena are owned and maintained for the purpose of conducting official business of the Village. Said vehicles and equipment may not be used for the personal use or private gain of any official or employee, nor for any other purpose which is not in the general public interest.

Standards – For the purpose of compliance with this policy, the following standards must be met at all times:

- Village vehicles and related equipment must remain under the general administrative jurisdiction and direction of the Department Head to which it is assigned.
- No Village vehicle shall leave the Town or Village of Massena unless it is on official Village business.
- No Village vehicle may leave the Town or Village of Massena while on meal and/or rest breaks.
- Accurate mileage must be recorded when fueling a Village vehicle.
- As a general rule, Village vehicles may not be taken home or driven for personal use, with exception of de minimus use. Positions that are designated by the Village Board as positions are permitted to take vehicles home in order to expedite response time. Positions include the following:
 - Police Chief
 - Police Lieutenant
 - Police Investigators
 - K-9 Officer
 - DPW Superintendent
 - Water Foreman
 - Street Foreman
 - Joint Recreation Director

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Personal use of an employer-provided vehicle is a taxable fringe benefit that may apply.

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- Village vehicles must always be operated in a safe and responsible manner and in compliance with all applicable motor vehicle and traffic laws in effect. Employees are responsible for any driving infractions or fines that result from their operation of Village vehicles and must report them to their Department Head. The Village is responsible and will pay for any fines which would typically be levied against the owner of the vehicle for infractions related to the vehicle itself.
- Any accident involving a Village vehicle, regardless of severity, must be reported immediately to the appropriate Department Head. The Department Head must file an accident report with the Mayor's Office within twenty-four hours.

- The use of a cell phone when driving on Village business must be compliant with all applicable laws and/or regulations.
- Village vehicles may not be used to transport persons who are not officials or employees of the Village of Massena, nor material not related to the conduct of official Village business, without direct authorization by the appropriate Department Head or the Mayor.
- Village vehicles must always be maintained in a safe and secure condition when not in use, including being locked and/or under direct observation; and all keys maintained under controlled and authorized jurisdiction of the appropriate Department Head.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on Village vehicles at any time, except those of a limited community service nature which have been authorized by the Village Board.



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

VILLAGE BOARD MEETING: AUGUST 16, 2022

Paquin

LeBire

Winston

Draft

Carvel

Simpson

Treasurer

PROPOSED RESOLUTION

Renew Liability Insurance and Risk Management Services Through Arthur J. Gallagher & Co. (September 1, 2022 – September 1, 2023)

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes renewal of the Village of Massena's insurance and risk management coverage through Arthur J. Gallagher & Co. for the period September 1, 2022 through September 1, 2023 in accordance with the proposal presented August 15, 2022 for an annual fee in the amount of \$146,796.63; and

BE IT FURTHER RESOLVED that the Village of Massena Board of Trustees wishes to purchase additional Cyber Liability and Cyber Deception coverage through Arthur J. Gallagher & Co. for the period of September 1, 2022 through September 1, 2022 in accordance with the proposal presented August 15, 2022 for an annual fee in the amount of \$7,298.52; and

NOW, THEREFORE, BE IT RESOLVED that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute any and all documents concerning this renewal.

DATED: August 16, 2022



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VILLAGE BOARD MEETING: AUGUST 16, 2022

Paquin

Carvel

LeBire

Simpson

Winston

Treasurer

Final

PROPOSED RESOLUTION

Authorize Appropriation of Funds for Branding & Identity Provided by H3 Designs

BE IT RESOLVED that the Town of Massena Town Council has entered into a contract for Branding & Identity with H3 Designs for the period of July 1, 2022 through June 30, 2023 for an fee of \$24,000 in accordance with the project proposal "Branding & Identity (2022-2023)"; and

BE IT FURTHER RESOLVED that the Village of Massena Board of Trustees wishes to appropriate the amount of **\$8,000** towards the total cost of \$24,000 for services provided by H3 Designs and further described in the above referenced project proposal; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Massena Board of Trustees hereby appropriates \$8,000 towards Branding & Identity and directs Mayor Gregory M. Paquin to execute any and all necessary documents concerning this matter.

DATED: August 16, 2022