

**Village of Massena
BOARD OF TRUSTEES MEETING**

AGENDA

August 17, 2021

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Jody Wenzel, St. Lawrence County Risk Manager / Compliance Officer
- [3] 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)
Street Committee (Winston/LeBire)
Water & Sewer Committee (Winston/LeBire)
- [4] INITIAL PUBLIC COMMENT PERIOD
- [5] Old Business
Discussion: 104 E. Orvis Street Demolition & Removal of Real Property
- [6] New Business
A. Proposed Resolution: Renew Contract with Harold Granger Services for Insurance Claims Administration & Risk Management Services (September 1, 2021 – September 1, 2022)
B. Proposed Resolution: Renew Liability Insurance & Risk Management Services Through Arthur J. Gallagher & Co (September 1, 2021 – September 1, 2022)
C. Resignation: Martha Granger, Part Time Justice Court Clerk
D. Authorization to Advertise: Part Time Justice Court Clerk
E. Authorization to Conduct Surplus Sale
F. Discussion: New York State Downtown Revitalization Initiative
G. Discussion: Request to Re-Zone Parcel No. 16.027-2-39 from Commercial Auto-Related (CAR) to Residential B (Res-B)
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Volunteer Fire Department Inc. (July 2021)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (July 2021)
- [9] Communications / Correspondence
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING

(Tues.) September 21, 2021, 5:30 p.m.

Village of Massena
Treasurer's Report
 August 17, 2021

INFORMATION

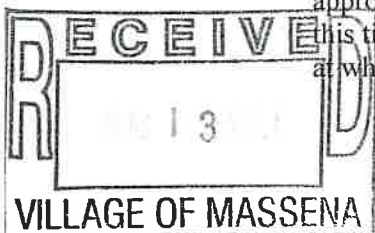
1. **FINAL** year-end projections have been updated through May 31, 2021. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers. Summary as follows:

| <u>2020/2021</u> | <u>Revenue</u> | <u>% Collected</u> | <u>Expense</u> | <u>% Spent</u> | <u>Net Favorable (Unfavorable)</u> |
|------------------|-------------------|--------------------|-------------------|----------------|--|
| General Fund | 11,614,968 | 103.21% | 11,109,886 | 96.17% | 505,082 |
| Refuse Fund | 1,279,546 | 102.51% | 1,254,623 | 96.83% | 24,923 |
| Water fund | 2,562,994 | 124.70% | 1,878,568 | 86.44% | 684,426 |
| Sewer Fund | 2,073,339 | 115.21% | 1,694,789 | 88.53% | 378,551 |
| Joint Rec | 936,049 | 94.83% | 940,011 | 88.51% | (3,962) |
| | <u>18,466,897</u> | | <u>16,877,877</u> | | |

2. You have been provided with copies of the **FINAL** 2020/2021 Budget Report and Balance Sheet.
3. You have been provided with the Balance Sheet and Budget Report for July and the summary is as follows:

| <u>2021/2022</u> | <u>Revenue</u> | <u>% Collected</u> | <u>Expense</u> | <u>% Spent</u> | <u>Net Favorable (Unfavorable)</u> |
|------------------|------------------|--------------------|------------------|----------------|--|
| General Fund | 6,196,676 | 64.03% | 1,646,015 | 16.20% | 4,550,661 |
| Refuse Fund | 59,871 | 4.78% | 192,597 | 12.91% | (132,726) |
| Water fund | 25,244 | 1.23% | 307,900 | 14.14% | (282,657) |
| Sewer Fund | 107,241 | 6.02% | 323,014 | 17.14% | (215,773) |
| Joint Rec | 187,531 | 19.45% | 174,260 | 15.64% | 13,271 |
| | <u>6,576,563</u> | | <u>2,643,786</u> | | |

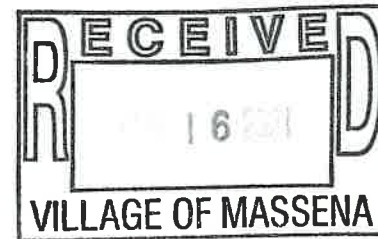
4. Year-end projections have been updated through July. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
5. The Annual State Report (AUD) for the Joint Recreation Commission was electronically filed with the Office of the State Comptroller on July 19th. The Annual Report for the Village is due to be filed by August 31. I am currently working on the report and hope to have it completed by that time. Both reports will be available in my office for your review.
6. Through close of business Thursday (8/12/2021), we had collected \$5,773,082, approximately 91.39% of the total adjusted warrant of \$6,316,652 (percentage last year at this time was 88.8%). 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.



7. Sales tax received from St. Lawrence County for the 4th quarter of our fiscal year was in the amount of \$587,471 (a \$147,897 increase, or 33.65%, from the same period last year), which brought our total tax revenue for the 20/21 fiscal year to \$2,154,469. This is an overall increase of \$229,995 (11.95%) from the amount received last year. In terms of the budget, we came in \$179,469 over the budgeted amount of \$1,975,000.
8. A bond payment was made on July 15th for the Sidewalk Plow bond in the amount of \$25,000 principal and \$1,598 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 \$12,000 out of the General Fund contingency account (100-1990-400-000-00) to be moved to his contractual account (100-3410-400-000-00) for the unexpected repairs needed to the outrigger system on the Tower-3 truck. This is a 21-22 budget modification.
2. **Budget Amendments:** The DPW Superintendent is requesting to recognize an additional \$25,000 in unanticipated 21-22 CHIPS revenue (100-3501-000-000-00) to purchase a paving machine that was not budgeted for in the 21-22 budget (100-5112-200-000-00).



MEMO

Date: 08/16/21

To: Mayor, Village Board of Trustees,

From: Aaron Hardy, Fire Dept. Foreman / Code Officer Village & Town of Massena

Re: 104 E. Orvis Demolition Bids

Mayor, Village Board of Trustees,

At the recommendation of the Board, a second advertisement for bids for the demolition and removal of real property located at 104 E. Orvis Street was published, with bids due on Monday, August 16, 2021. Three bids for the above reference project:

| | |
|-----------------------------|-------------|
| TJ Fiacco Construction | \$47,700.00 |
| JEDA Environmental Services | \$51,975.00 |
| AM Equipment LLC | \$57,860.00 |

As a reminder, the first attempt to solicit bids yielded one bid:

| | |
|-----------------------------|-------------|
| JEDA Environmental Services | \$46,975.00 |
|-----------------------------|-------------|

Please advise how you wish to proceed.

Thank You

Aaron Hardy

Village of Massena Fire Department / Code Officer

34 Andrews St. Massena NY 13662 (315)769-2380

aaron.hardy@massenafd.org

ADVERTISEMENT FOR BID FOR DEMOLITION AND REMOVAL OF REAL PROPERTY

THE INTENT OF THIS SPECIFICATION IS TO DESCRIBE, IN GENERAL, THE IDENTIFICATION, REMOVAL AND PROPER DISPOSAL OF REAL PROPERTY LOCATED AT:

104 East Orvis Street

THIS CONDEMNED PROPERTY IS CONSIDERED TO BE IN VIOLATION OF VILLAGE OF MASSENA CODE, CHAPTER 120. THE IMPLEMENTATION AND EXERCISE OF THIS WORK WILL PROVIDE COMPLIANCE OF SAME.

THE FOLLOWING WILL OUTLINE THE RESPONSIBILITIES AND REQUIREMENTS OF THE PROSPECTIVE AND SUCCESSFUL CONTRACTOR.

CONTRACTOR RESPONSIBILITIES:

- NOTIFY PROPER AGENCIES FOR UTILITY STAKE OUT AND DISCONNECT
- ENSURE DISCONNECTION OF ALL SERVICES
- CONTRACTOR MUST HAVE ASBESTOS SURVEY & ABATEMENT COMPLETED OR STRUCTURE AND ALL DEBRIS SHALL BE TREATED AS ASBESTOS-LADEN
- PROVIDE SAFETY BARRIERS AND ISOLATE AREA PROHIBITING INGRESS
- DEMOLISH STRUCTURE
- REMOVE ALL DEBRIS, PROPERLY DISPOSE OF
- DEMOLISH FOUNDATION WALLS 1.5 FEET BELOW FINISH GRADE
- BACKFILL ENTIRE VOID WITH SAND, GRAVEL, OR OTHER APPROVED FILL
- PLACE 4" OF TOPSOIL ON DISTURBED AREA
- PLACE GRASS SEED AND STRAW COVERING OR HYDRO SEED
- REPLACE ANY/ALL DAMAGED PUBLIC SIDEWALKS, ROADWAYS OR OTHER AS A RESULT OF DEMOLITION ACTIVITY
- REPAIR ALL DAMAGED STRUCTURES (NOT INCLUDED) AND ALL UTILITIES AS A RESULT OF DEMOLITION ACTIVITY

● PROVIDE INSURANCE AS FOLLOWS:

| | |
|---|----------------|
| General Liability | \$ 1,000,000 |
| Automobile Liability | \$ 1,000,000 |
| Workers Compensation and Employers Liability | written proof. |
| [VILLAGE OF MASSENA SHALL BE NAMED AS ADDITIONAL INSURED] | |

- TIMEFRAME, TO COMMENCE AND COMPLETE THIS ACTIVITY IS ESTABLISHED FOR **September 20, THROUGH November 30, 2021, FIRM.**

PROJECT IS OFFERED "WHERE IS" AND "AS IS"

IT IS STRONGLY RECOMMENDED THAT INTERESTED PARTIES PERFORM A SITE VISIT PRIOR TO BID.

DATE OF PROPOSAL SUBMITTAL IS **Monday, August 16, 2021 AT 02:00 PM.**

PLEASE FORWARD ALL PROPOSALS TO:

VILLAGE OF MASSENA

60 Main St

MASSENA, NEW YORK 13662

ATTN: Monique Chatland, VILLAGE ADMINISTRATOR



VILLAGE OF MASSENA

Town Hall Building • 60 Main Street
Massena, New York 13662

PROPOSED RESOLUTION

Renew Contract with Harold Granger Services for
Insurance Claims Administration and
Risk Management Services
(September 1, 2021 – September 1, 2022)

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes renewal of a Contract between the Village of Massena and Harold Granger Services for insurance claims and risk management services for the period September 1, 2021 through September 1, 2022 for an annual fee in the amount of \$15,070; and

BE IT FURTHER RESOLVED that Timothy J. Ahlfeld, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Contract.

DATED: August 17, 2021



VILLAGE OF MASSENA

Town Hall Building • 60 Main Street
Massena, New York 13662

PROPOSED RESOLUTION

Renew Liability Insurance and Risk Management Services
Through Arthur J. Gallagher & Co.
(September 1, 2021 – September 1, 2022)

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, 2021 through September 1, 2022 in accordance with the proposal presented August 11, 2021 for an annual fee in the amount of \$143,505.65; 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, 2021 through September 1, 2022 in accordance with the proposal presented August 11, 2021 for an annual fee in the amount of \$4,333.00; and

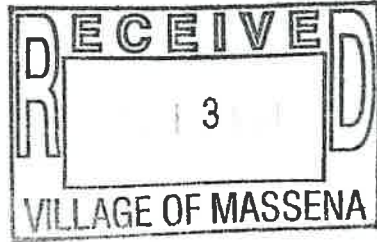
NOW, THEREFORE, BE IT RESOLVED that Timothy J. Ahlfeld, as Mayor of the Village of Massena, is hereby authorized and directed to execute any and all documents concerning this renewal.

DATED: August 18, 2020



Memo

To: Mayor and Board
From: Hassan A. Fayad, P.E.
Date: 8/16/2021
Re: Surplus Sale - 2021



At this time, I am requesting board approval to liquidate surplus equipment via auction, EBAY and/or local bidding, for the equipment indicated on the attached pages.

There are several criteria that must be fulfilled prior to selling items on EBAY. One of which shall be to obtain fair and adequate consideration of the property¹. This figure shall be used as a benchmark to the sale price.

Most of the equipment listed has no value to the Village. There are few items that are operational or require minimal work to get operational yet may currently have some salvage value. We should liquidate those items before they lose any more market worth. Any parts that we are able to use have been stripped and the remaining pieces have been placed on the selling block.

With your approval, I shall begin the process immediately.

¹- (see NYCOM bulletin 26 May-June 2004)

SURPLUS EQUIPMENT

| | |
|---------------|--|
| VILLAGE ID # | 117 |
| YEAR | |
| DESCRIPTION | <i>Spanco 3-ton Jib Crane</i> |
| SERIAL NUMBER | |
| CONDITION | <i>Operational</i> |
| MILAGE/HOURS | |
| MISCELLANEOUS | <i>Requires Assembly</i> |
| VILLAGE ID # | DPW 03500 |
| YEAR | 2007 |
| DESCRIPTION | <i>Konica Bizhub 200 Copy Machine</i> |
| SERIAL NUMBER | 31124711 |
| CONDITION | <i>Poor</i> |
| MILAGE/HOURS | |
| MISCELLANEOUS | <i>Does not work properly</i> |
| VILLAGE ID # | DPW 0007 |
| YEAR | 2003 |
| DESCRIPTION | <i>Chevrolet Pickup, Double Cab</i> |
| SERIAL NUMBER | 2GCEK19V831163654 |
| CONDITION | <i>Poor</i> |
| MILAGE/HOURS | 106989 |
| MISCELLANEOUS | <i>Rotted Frame</i> |
| VILLAGE ID # | DPW 00102 |
| YEAR | 2003 |
| DESCRIPTION | <i>Wacker Plate Tamper Model 7060</i> |
| SERIAL NUMBER | 7060 |
| CONDITION | <i>Poor</i> |
| MILAGE/HOURS | |
| MISCELLANEOUS | <i>For parts only</i> |
| VILLAGE ID # | DPW 00127 |
| YEAR | 1986 |
| DESCRIPTION | <i>Mark-Rite Paint machine with spray gun and tube</i> |
| SERIAL NUMBER | 38545 |
| CONDITION | <i>Unknown</i> |
| MILAGE/HOURS | |
| MISCELLANEOUS | |
| VILLAGE ID # | DPW 00145 |
| YEAR | 1985 |
| DESCRIPTION | <i>Target Port Concrete Saw</i> |
| SERIAL NUMBER | 8592E |
| CONDITION | |
| MILAGE/HOURS | |
| MISCELLANEOUS | <i>Last used in 2006</i> |
| VILLAGE ID# | DPW 01002 |
| YEAR | 1997 |
| DESCRIPTION | <i>Wacker Tamper Model DPU 7060R</i> |
| SERIAL NUMBER | 749745400 |
| CONDITION | <i>Parts missing</i> |
| MILAGE/HOURS | |
| MISCELLANEOUS | <i>Used for part salvage</i> |

SURPLUS EQUIPMENT

| | |
|---------------|---------------------------------------|
| VILLAGE ID # | DPW 1502 |
| YEAR | 2006 |
| DESCRIPTION | Sewer Inspection Camera, Aries SK3300 |
| SERIAL NUMBER | 6052701 |
| CONDITION | No camera, only real and monitor |
| MILAGE/HOURS | |
| MISCELLANEOUS | No camera, only real and monitor |
| VILLAGE ID # | DPW 2012 |
| YEAR | 2000 |
| DESCRIPTION | Wacker Rammer Tamper, Model BS600 |
| SERIAL NUMBER | 5126000 |
| CONDITION | |
| MILAGE/HOURS | |
| MISCELLANEOUS | Bad motor |
| VILLAGE ID # | |
| YEAR | |
| DESCRIPTION | |
| SERIAL NUMBER | |
| CONDITION | |
| MILAGE/HOURS | |
| MISCELLANEOUS | |
| VILLAGE ID # | |
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