

**Village of Massena  
BOARD OF TRUSTEES MEETING  
AGENDA**

**September 18, 2018**

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
  
- [2] Report of Officers and Committees
  - A. Treasurer's Report
  - B. Committee Reports:
    - Code Enforcement (Carvel/LeBire)
    - Economic Development Committee (Ahlfeld/LeBire)
    - Fire Committee (Carvel/LeBire)
    - Personnel Committee (Ahlfeld/Deshaies)
    - Police Committee (Carvel/Deshaies)
    - Recreation Commission (Carvel/Deshaies)
    - Street Committee (Ahlfeld/LeBire)
    - Water & Sewer Committee (Ahlfeld/LeBire)
  
- [3] INITIAL PUBLIC COMMENT PERIOD
  
- [4] Old Business
  - A. Discussion: Blighted and Nuisance Property Abatement (22-24 Main St.)
  - B. Discussion: Parkland Alienation
  - C. Discussion: Downtown Overlay District & Overlay District Guidelines
  
- [5] New Business
  - A. Appointment: Amy Taddonio, School Crossing Guard
  - B. Appointment: Kourtne Trotter-Noel, Substitute School Crossing Guard
  - C. Authorization to Canvas: Fire-Driver/Firefighter
  - D. Award Bid: Daman Construction, LLC, New Water Main Crossings, SR 37 at Prospect & SR 37 at Amherst Rd.
  - E. Discussion: Police Fleet
  - F. Authorization to Canvas: Code Office Secretary (Secretary 1)
  - G. Proposed Resolution: Authorization to Execute SLC Snow & Ice Control Agreement (2018-2019)
  
- [6] Voucher Warrant
  
- [7] Monthly Reports
  - Massena Volunteer Fire Department Inc. (August 2018)
  - Massena Perm. Firefighters / Village of Massena Code Enforcement Office (August 2018)
  
- [8] Communications / Correspondence
  - Employee Health Insurance
  - Request for Proposals for Consultant in Conjunction with the CREG Grant
  
- [9] CLOSING PUBLIC COMMENT PERIOD
  
- [10] Adjournment

**REMINDER – NEXT MEETING**

(Tues.) October 2, 2018, 11:00 am (Voucher Warrant Meeting)

(Tues.) October 16, 2018, 5:30 pm (Regular Meeting)

*Village of Massena*  
*Treasurer's Report*  
**September 18, 2018**

**INFORMATION**

1. The final summary of Revenue/Expense to Budget for FYE May 31, 2018 follows:

<u>2017/2018</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	9,401,498	105.69%	9,496,350	99.16%	(94,852)
Refuse Fund	1,265,462	101.43%	1,274,971	103.88%	(9,509)
Water fund	2,179,050	100.14%	2,068,981	91.61%	110,069
Sewer Fund	1,816,283	99.02%	1,478,145	87.16%	338,138
Joint Rec	979,041	105.39%	932,404	97.74%	46,637
	<u>15,641,334</u>		<u>15,250,851</u>		

2. You have been provided with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for August and the August summary follows:

<u>2018/2019</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	5,997,341	64.69%	2,276,636	23.71%	3,720,705
Refuse Fund	150,798	12.07%	240,476	14.15%	(89,678)
Water fund	206,156	10.72%	426,921	17.80%	(220,765)
Sewer Fund	250,271	13.57%	333,277	14.73%	(83,006)
Joint Rec	196,514	20.87%	302,263	30.89%	(105,749)
	<u>6,801,080</u>		<u>3,579,573</u>		

3. The Village's Annual State Report (AUD) for FYE May 31, 2018 was electronically filed with the Office of the State Comptroller on August 24. The report is available in my office for your review. We will begin work on the Financial Statements (GASB 34) later this week.
4. Through close of business Friday, September 14, we had collected \$5,720,252, approximately 91.0% of the total adjusted tax warrant of \$6,289,483, slightly ahead of last year (90.4%). The last day for collection in the Village Office will be October 1.
5. On September 4, we made a payment in the amount of \$24,956.25 to USDA Rural Development for semi-annual interest on the Community Center bonds.
6. The NYS Retirement System has released the rates to utilize in preparing our budget estimates for the 2019-2020 fiscal year:

<u>ERS Rates:</u>	<u>FY 19/20</u>	<u>FY 18/19</u>	<u>Change</u>
Tier 4	15.8%	15.8%	0.0%
Tier 5	13.2%	13.0%	0.2%
Tier 6	9.3%	9.3%	0.0%

<u>PFRS Rates:</u>			
Tier 2	24.3%	24.0%	0.3%
Tier 3	24.2%	23.7%	0.5%
Tier 5	23.2%	22.9%	0.3%
Tier 5*	19.8%	19.4%	0.4%
Tier 6	14.6%	14.4%	0.2%

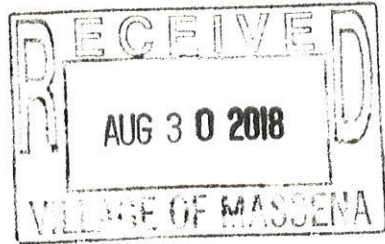
7. We have received the Village's apportionment of the 2019-2020 Worker's Compensation bill from the County. We will be paying \$317,970, a decrease of \$6,366 from this year.
8. We have now completed the CWSRF Wastewater Plant Improvement and Sewer Line Replacement Project. In the coming weeks, I will process the paperwork for the final draw and begin the closeout process to convert the note to a traditional bond.

**ACTION**



# Memo

To: Mayor and Board  
 From: Hassan A. Fayad, P.E.  
 CC: File  
 Date: 8/29/18  
 Re: New Water Main Crossings, SR 37 at Prospect Ave and SR 37 at Amherst Road  
 (2018-19 Budget amount \$240,000)



Per your approval on Tuesday 5/15/18 board meeting, bid specifications were drafted and sent to several vendors. The opening was conducted on Wednesday, August 29, 2018 at 2:00 pm for the replacement of the various pipe mains (CI and A/C) crossing SR 37 at Prospect Avenue and Amherst Road, via "pipe bursting".

In conjunction with advertisement, four (4) companies were sent specifications and bid packages. The following is a recap of the delivered bids and my recommendation.

COMPANY		BID AMOUNT (\$)
• Daman Construction, LLC	(Blossvale, NY)	\$67,000
• SKANEX	(Victor, NY)	No Bid
• Portland Utility Construction	(Portland, TN)	No Bid
• Perras Companies	(Massena, NY)	No Bid

It is obvious this process is extremely specialized. It is my opinion, that pipe bursting is most economical for these two pipe projects. The documents submitted via the above bidder, include a Bid, Bid Bond and check, Non-Collusion Form, Site Visit and Contractors Qualifications. Additional requirements will be forthcoming.

Additionally, we retained a soil boring company to identify the material surrounding the existing pipe. Because our project is in the NYS ROW, NYS Permits requires the Village retained a firm which specializes in soil boring. The annual St. Lawrence County 2018 Materials Bids Summary has listed one company (Atlantic Testing Labs.) who perform such work however, said company calculated a higher cost (\$3,026) than did Northeast Specialized Drilling, (NSD - \$2,200) whom we contracted. The cost of the company in the 2018 Material Bid Summary exceeded the quoted amount from NSD.

Following review of the submitted documents and the time of year to commence projects, the bid should be awarded to the sole bidder of Daman Construction, LLC for a total lump sum \$67,000.

[This shall be funded via the Capital Improvement Fund line item account, 900-8340.200.000-30].



*St. Lawrence County*  
**HUMAN RESOURCES DEPARTMENT**  
48 Court Street, Court House  
Canton, New York 13617-1169

(315)379-2210  
FAX: (315)379-2388

September 12, 2018


Timmy J. Currier  
Mayor, Village of Massena  
60 Main Street Rm 11  
Massena, NY 13662

RE: Classification

The St. Lawrence County Personnel Office has completed a review of the Classification Questionnaire received on September 5, 2018. We have determined that the title of the position described in the questionnaire is SECRETARY I - COMPETITIVE. A copy of the job specification for this title is enclosed for your review. There is currently an active civil service list for this title. A certification of eligibles list request form has also been enclosed. When you are ready to start the canvassing process please return this form to our office.

If you have questions, or disagree with our determination, please feel free to contact me.

Sincerely yours,

  
Deanna Fenton  
Human Resource Assistant

Enclosures

Cc: Aaron Hardy

*Jonnie Dorothy*  
Director of Human Resources

0051

JURISDICTIONAL CLASS: C  
GRADE: 20

APPROVED: CSB  
DATE: 08/12/09



SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer or program manager. Incumbents typically spend approximately one half of the work time keyboarding and the rest of the time on record keeping and routine administrative tasks. Employees in this class work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Administrative Assistant by the increased time spent on keyboarding activities and the more limited scope and decision-making responsibilities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Types correspondence, memorandums, reports and other documents using a typewriter, word processor or personal computer;

Transcribes correspondence from dictation equipment;

Composes and types correspondence on matters where policies and procedures are well-defined;

Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;

Schedules conferences, meetings and makes travel arrangements;

Maintains and establishes confidential and general office files;

Receives, sorts and distributes incoming mail;

Checks, codes and processes requisitions, claims and bills;

Prepares and maintains financial, statistical and personnel records;

Orders supplies and materials;

Collects information to be used as a basis for reports and memoranda and prepares summaries;

Answers telephone and gives out information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practices and procedures;

Good knowledge of business arithmetic and English;

Good knowledge of the organization and functions of the office to which assigned;

Ability to handle routine administrative details independently;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;

Ability to prepare and maintain program records and routine reports;

Ability to establish cooperative relations with the public and the staff in other governmental and private agencies;

Ability to carry out oral and written directions;

Ability to collect information for program operations.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one (1) year of clerical experience which involved typing or keyboarding primarily for word processing; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.





# VILLAGE OF MASSENA

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

## **PROPOSED RESOLUTION**

### **Authorization to Execute St. Lawrence County Snow and Ice Control Agreement (2018-2019 Snow Season)**

**BE IT RESOLVED** that Mayor Timmy J. Currier is hereby authorized and directed to execute the Agreement to Extend the Snow and Ice Control Agreement Between St. Lawrence County and the Village of Massena for the 2018-2019 snow season.

Dated: September 18, 2018