

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

October 15, 2019

5:30 P.M.

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

- [2] **Approval of Meeting Minutes:** December 4 & December 18, 2018

- [3] **Report of Officers and Committees**
 - A. Treasurer's Report: **Proposed Resolution:** Return of Tax Roll to St. Lawrence County

 - B. Committee Reports:
 - Code Enforcement (Carvel/LeBire)
 - Economic Development Committee (Winston/LeBire)
 - Fire Committee (Carvel/LeBire)
 - Personnel Committee (Winston/Deshaies)
 - Police Committee (Carvel/Deshaies)
 - Recreation Commission (Carvel/Deshaies)
 - Street Committee (Winston/LeBire)
 - Water & Sewer Committee (Winston/LeBire)

- [4] **INITIAL PUBLIC COMMENT PERIOD**

- [5] **Old Business**
 - A. **Discussion:** Request for Proposal for Contract Negotiator
 - B. **Discussion:** Tip411

- [6] **New Business**
 - A. **Appointment:** Dustin D. Currier, Police Department Sergeant
 - B. **Discussion:** Unsafe property 405, 407 S. Main Street
 - C. **Accept Resignation:** Cynthia L. Brock, Police Dispatcher
 - D. **Authorization to Canvas:** Police Dispatcher
 - E. **Authorization to Adjust Costs for Pipe Bursting Project**

- [7] **Voucher Warrant**

- [8] **Monthly Reports**
 - Massena Volunteer Fire Department Inc. (September 2019)
 - Massena Perm. Firefighters / Village of Massena Code Enforcement Office (September 2019)

- [9] **Communications / Correspondence**

- [10] **CLOSING PUBLIC COMMENT PERIOD**

- [11] **Adjournment**

REMINDER – NEXT MEETING

(Tues.) November 19, 2019 at 5:30 p.m.

Village of Massena

Treasurer's Report

October 15, 2019

INFORMATION

1. You have been provided with preliminary Balance Sheet and Budget to Actual Revenue/Expense reports for September and the September summary follows:

<u>2019/2020</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	6,169,854	65.65%	2,994,972	30.69%	3,174,882
Refuse Fund	265,225	21.28%	336,488	24.12%	(71,263)
Water fund	363,349	20.25%	607,253	27.45%	(243,904)
Sewer Fund	406,638	22.44%	587,897	27.23%	(181,260)
Joint Rec	217,665	23.28%	695,092	72.40%	(477,426)
	<u>7,422,731</u>		<u>5,221,703</u>		

Year-end projection spreadsheets have been updated with actual figures through September and have been distributed to the Board members and Department Managers.

2. Tax collection through the end of our collection period brought in \$5,886,847 or 92.35% of the total amount due. This compares to 92.29% last year. We are returning unpaid taxes in the amount of \$487,973.24 on 314 parcels to the County Treasurer for collection. The amount of interest and fees owed is \$34,845.20; therefore, we will be receiving a payment of \$522,818.44 from the County in February. This compares to \$519,394.05 received last year on 301 parcels. I placed copies of the unpaid roll in your mailboxes for your review and the official resolution returning the roll to St. Lawrence County is included under this evening's action items.
3. The lease-purchase payment for the fire pumper truck was processed in the September warrant. The payment consisted of \$42,027.41 principal and \$7,132.41 interest, leaving a remaining balance of \$227,425.
4. The Comptroller's Office has issued an estimated retirement invoice for the 2019-2020 budget year. This is the payment which would be due in February 2020 (we would use the December 2019 payment option). For the Police & Fire Retirement System the estimated bill is \$401,316 (.4% increase compared to last year's actual bill) and for the Employees' Retirement System it is \$457,607 (4.2% decrease compared to last year's actual bill). These numbers are based on the rates released last month by the Retirement System and salaries for the period April 1, 2018 to March 31, 2019, a variable that is subject to change according to the System.
5. I have been working on the GASB 34 statements for our auditors. Once completed the statements will be reviewed and footed. Seyfarth & Seyfarth, CPA's will begin the auditing process in the latter part of November.

6.

Delinquent Tax Resolution:

RESOLUTION

Return of Tax Roll to St. Lawrence County

The following Resolution is offered to transfer unpaid Village taxes to St. Lawrence County for collection:

WHEREAS the collection period for the Village of Massena's 2019-2020 Tax Warrant ended on September 30, 2019, and

WHEREAS there remained an amount of \$487,973.24 in unpaid taxes and an additional amount of \$34,845.20 in interest and fees due to the Village of Massena on 314 parcels, and

WHEREAS the Trustees have inspected the Delinquent Tax Listing, then therefore be it

RESOLVED, that the Village Board hereby instruct the Village Tax Collector to return the 2019-2020 Village of Massena Tax Warrant to the Office of the St. Lawrence County Treasurer at 48 Court St., Canton, NY for collection of those amounts still owed to the Village of Massena.

Village of Massena Fire Department



Code Enforcement Office

34 Andrews St. Massena, NY 13662

Phone (315)769-2380

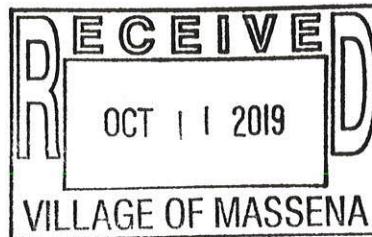
Fax (315)769-3178

To: Village of Massena Board of Trustees

Date: OCT - 15 - 2019

Re: 405, 407 S. Main

Trustees;



I Walter J. Bean, A duly sworn Village of Massena Code Enforcement Officer, hereby refer 405, 407 S. Main st. for Village Board action under Village Code 120-12 - EMERGENCIES (chapter 120 - Buildings, Unsafe) for the second story front porch roof assembly. This structure has become a safety hazard to existing tenants as well as the general public. It is visibly in danger of collapse as shown in attached pictures.

The owner of this property, John Sheehan, is aware of the issue and has refused to do or have any repairs done. Mr. Sheehan stated to me, W. Bean, that he "cannot afford to have repairs done and will let property be foreclosed on by county for delinquent taxes".

I'm requesting the Village Board take action to have the second story roof assembly removed.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Walter J. Bean".

Walter Bean

Chapter 120. Buildings, Unsafe

§ 120-12. Emergencies.

Where it reasonably appears that there is present a clear and imminent danger to the life, safety or health of any person or property, unless an unsafe building is immediately repaired and secured or demolished, the Village Board may, by resolution, authorize the Code Enforcement Officer to immediately cause the repair or demolition of such unsafe building. The expenses of such repair or demolition shall be a charge against the land on which it is located and shall be assessed, levied and collected as provided in § **120-11** hereof.

Village of Massena Fire Department



Code Enforcement Office

34 Andrews St. Massena, NY 13662

Phone (315)769-2380

Fax (315)769-3178

To: John Sheehan

Re: 405, 407 S. Main st

Mr. Sheehan,

As per the ORDER TO REMEDY dated June 6th, 2018, your property is still in violation of village code and is deemed a safety hazard. The Village of Massena Code Enforcement office must have a written plan as to what you are going to do to remedy this violation within (5) five days of receiving this letter. If no plan is received, you will be issued an Appearance ticket for the Village of Massena Justice Court.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Bean".

Walter Bean

Code Enforcement Officer

Memo

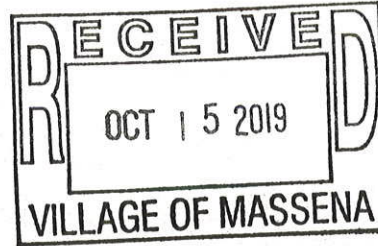
To: Timmy J. Currier, Mayor
Board of Trustees

From: Hassan A. Fayad, P.E.

CC: File

Date: October 15, 2019

Re: Cost Adjustment – Pipe Bursting Project



Mayor and Board of Trustees...

This memo is drafted to inform you of the status of the pipe bursting project(s) for 2019 and the associated costs.

The amount of money allocated in the 2019-2020 budget is reflected in the capital project section of the budget and is for a total of \$120,000. When the project was specified and bid, the only bid came in at \$80,000 submitted by Centerline Trenchless Construction. The total budget amount was for pipe materials and subcontractor cost.

The project did have some unforeseen issues (clamp on 6", casing with wood spacers and sand fill on 10") which resulted unanticipated work and costs by the contractor. The amount requested by the contractor is for an additional \$10,500 (3 days at \$3,500 per day) for these unforeseen issues.

The resulting total cost of the project will be \$117,733.20 which is less than the budget amount of \$120,000.

It is my recommendation to accept and approve the unanticipated change by the contractor.