

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

**October 17, 2023**

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] AMENDING Chapter 125 (Cannabis) of the General Code of the Village of Massena  
A. PUBLIC HEARING (5:30 p.m.)  
B. Proposed Resolution: Adopt Local Law
- [3] REVISING the General Code of the Village of Massena (Rental Property Registration)  
A. PUBLIC HEARING (5:31 p.m.)  
B. Proposed Resolution: Adopt Local Law
- [4] Report of Officers and Committees  
A. Treasurer's Report: Proposed Resolution: Return of Tax Roll to St. Lawrence County  
  
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)
- [5] INITIAL PUBLIC COMMENT PERIOD
- [6] Old Business  
A. Authorization to Bid: Demolition & Removal of Unsafe Real Property (23 ½ E. Orvis Street)
- [7] New Business  
A. Appointment: Nicholas Herbstler, Motor Equipment Operator  
B. Appointment: Austin Lashomb, Motor Equipment Mechanic  
C. Appointment: Harry Forney, School Crossing Guard (Fill-In)  
D. Appointment: Alice Giroux, School Crossing Guard (Fill-In)  
E. Discussion: Nuisance Properties
- [8] Voucher Warrants
- [9] Monthly Reports  
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (Sept. 2023)  
Massena Rescue Squad (Sept. 2023)  
Explore Massena Monthly Progress Report (Sept. 2023)
- [10] Communications / Correspondence
- [11] CLOSING PUBLIC COMMENT PERIOD
- [12] Adjournment

**REMINDER – NEXT MEETING**  
(Tues) November 21, 2023, 5:30 p.m.

# Village of Massena

Town Hall Building  
Massena, New York 13662

## Notice of Public Hearing on Proposed Local Law

### **Amendment to Village Code Re: Chap. 125 (Cannabis)**

**NOTICE IS HEREBY GIVEN** that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 17<sup>th</sup> day of October, 2023, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a Local Law to amend the Code of the Village of Massena, New York, by revising **CHAPTER 125 – CANNABIS** to further define locations where cannabis retail locations and cultivation facilities may operate. At such time and place all persons interested in the subject matter thereof will be heard concerning the same.

Copies of the proposed local law in its entirety are available in the Office of the Village Clerk located in the Town Hall Building – Room 12, 60 Main Street, Massena, New York, during regular business hours, for the purpose of inspection or procurement by interested parties.

**By Order of the Village Board of Trustees**

**Dated:**

Monique N. Chatland  
**Monique N. Chatland, Village Administrator**

September 26, 2023

# Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  City  Town  Village

(Select one:)

of MASSENA

Local Law No. \_\_\_\_\_ of the year 20<sup>23</sup>

A local law AMENDING Chapter 125 (Cannabis) the General Code of the Village of Massena to

(Insert Title)

further define cannabis retail locations and cultivation facilities and locations in which

they are prohibited from operating

Be it enacted by the BOARD OF TRUSTEES of the  
(Name of Legislative Body)

County  City  Town  Village

(Select one:)

of MASSENA

as follows:

REVISE CHAPTER 125 (Cannabis) to include:

§ 125-xx Definitions.

Cannabis Retail Location

Any location that sells, exchanges, or carries cannabis products containing Tetrahydrocannabinol (THC), or any other products that contains Tetrahydrocannabinol (THC). This includes any existing retail location that decides to sell any products that contain THC.

Cannabis Cultivation Facility

Any location indoors or outdoors that prepares and grows any cannabis plants containing Tetrahydrocannabinol (THC) for the purpose of resale.

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(If additional space is needed, attach pages the same size as this sheet, and number each.)

**§ 125-xx Cannabis Retail and Cultivation Facilities Locations**

Cannabis retail locations and cultivation facilities shall only be permitted within zones Central Business District (CBD), Commercial Transitional District (CTD) and Commercial Auto Related District (CAR).

Cannabis retail locations and cultivation facilities are prohibited from operating at any parcel that contains road frontage located on the following:

Street Name

- Andrews Street
- Church Street
- West Orvis Street
- Water St Street
- Glenn Street
- Phillips Street
- Pratt Place
- East Orvis Street: Between Main Street and Bayley Rd.
- Main Street: Between Maple Street and State Route 37.
- Center Street: East of Main Street to Park Avenue.
- Maple Street: East of Main Street to Center Street.

The sale of any cannabis products outside of a licensed cannabis retail location is prohibited.

**§ 125-xx Other Provisions**

All cannabis retail locations and/or cultivation facilities must have planning board approval before the sale or cultivating of any cannabis items may occur.

All cannabis retail stores, retail locations and/or cultivation facilities must have appropriate New York State cannabis license.

The sale of any cannabis products outside of a licensed cannabis retail location is prohibited. outdoor cultivation facilities are prohibited.

Outdoor cultivation facilities are prohibited.

**§ 125-xx Penalties for Offenses**

Any person, firm or corporation violating any of the provisions of this article shall be guilty of a violation punishable by a fine not exceeding \$250 or by imprisonment for a term not exceeding 15 days, or both such fine and imprisonment. Each day the offense is continued shall constitute a separate and distinct violation hereunder. These penalties shall be in addition to any other penalty provided by law. The Village may also seek injunctive relief to prevent the continued violation of this article.

**Section xx: Effective Date**

This local law shall take effect immediately upon filing with the Secretary of State.

(End)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

**1. (Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20<sup>23</sup> of the ~~(County)(City)(Town)~~ (Village) of MASSENA was duly passed by the BOARD OF TRUSTEES on OCTOBER 17 20<sup>23</sup>, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted *(Elective Chief Executive Officer\*)* on \_\_\_\_\_ 20   , in accordance with the applicable provisions of law.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. *(Elective Chief Executive Officer\*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20 \_\_\_\_\_, became operative.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20 \_\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph   1   above.

\_\_\_\_\_  
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: \_\_\_\_\_

(Seal)

# Village of Massena

Town Hall Building  
Massena, New York 13662

## Notice of Public Hearing on Proposed Local Law

### **Amendment to Village Code Re: Rental Property Registration**

**NOTICE IS HEREBY GIVEN** that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 17<sup>th</sup> day of October at 5:31 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a proposed Local Law amend the Code of the Village of Massena, New York, adding legislation regarding a **RENTAL PROPERTY REGISTRY** for the enforcement and administration of a rental property registry requirement for all rental units within the corporate boundaries of the Village of Massena and for the periodic registration of all landlords and rental property owners for the purpose of regulating rental property conditions.

Copies of the proposed local law in its entirety are available in the Office of the Village Clerk located in the Town Hall Building – Room 12, 60 Main Street, Massena, New York, during regular business hours, for the purpose of inspection or procurement by interested parties.

**By Order of the Village Board of Trustees**

**Dated:**

Monique N. Chatland

October 10, 2023

**Monique N. Chatland, Village Administrator/ Clerk**

# Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  City  Town  Village  
(Select one.)

of MASSENA

Local Law No. \_\_\_\_\_ of the year 20<sup>23</sup>

A local law AMENDING the General Code of the Village of Massena to include legislation regarding  
(Insert Title)  
a RENTAL PROPERTY REGISTRATION

Be it enacted by the BOARD OF TRUSTEES of the  
(Name of Legislative Body)

County  City  Town  Village  
(Select one.)

of MASSENA

as follows:

CHAPTER 291 - RENTAL PROPERTY REGISTRATION

§ 291-1 Purpose.

The Board of Trustees of the Village of Massena hereby establishes a program for the enactment, enforcement and administration of a rental property registry requirement for all rental units within the corporate boundaries of the Village of Massena and for the periodic registration of all landlords and rental property owners for the purpose of regulating rental property conditions.

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(If additional space is needed, attach pages the same size as this sheet, and number each.)



## **SUBSTANDARD**

Any deficiency in a structure or housing unit as defined by the New York State Uniform Fire Prevention, Building Code, Property Maintenance Code, and General Code of the Village of Massena.

### **§ 291-3 General requirements.**

- A.** All landlords must register with the Village of Massena on or before December 31 of each and every calendar year. Upon adoption of this chapter, initial registration will begin as soon as practicable after this Chapter is effective. It is the responsibility of the property owner to register any rental property or properties, and failure to do so shall constitute a violation of this Chapter and is subject to the penalties set forth herein. Registration of properties shall be at no cost.
- B.** All absentee landlords must have a resident agent for each rental unit regardless of number of dwelling units.
- C.** All rental properties with three or more dwelling units must have a valid rental certificate as set forth herein, and must be inspected on an annual basis by such person as may be designated by the Village of Massena Board of Trustees, from time to time.
- D.** Any substandard condition identified during an inspection must be corrected by the property owner before a rental certificate shall be issued. Fees for inspection shall be assessed as set forth in §300-29 Building Permits, certificates of occupancy and other fees.
- E.** No housing unit shall be let, rented or occupied by someone other than the owner or his immediate family until the rental property has been registered.

### **§ 291-4 Registration of Landlords.**

- A.** All property owners that, as of the effective date of this Chapter, rent a housing or dwelling unit within the Village of Massena, must register their property with the code enforcement office no less than 30 days after the effective date of this Chapter. Such registration shall be on a form designated by the code enforcement office from time to time.
- B.** Any property owner that rents a housing or dwelling unit after the effective date of this Chapter must register their property with the code enforcement office no less than 5 days prior to renting such housing or dwelling unit. Such registration shall be on a form designated by the code enforcement office from time to time.
- C.** All landlords must renew their registration annually with the Village of Massena code enforcement office on or before December 31 of each and every calendar year.
- D.** Absentee landlords must designate a resident agent for service of process that resides within the corporate boundaries of St. Lawrence County. The contact information for such resident agent must be provided to the Village code enforcement office at the time of each and every registration as set forth above. If a resident agent's residence should be removed from St. Lawrence County at any time during a yearly registration period, a new agent must be designated by the property owner, and the contact information for the new resident agent must be provided to the code enforcement within 30 days of the prior resident agent moving from St. Lawrence County.

## **SUBSTANDARD**

Any deficiency in a structure or housing unit as defined by the New York State Uniform Fire Prevention, Building Code, Property Maintenance Code, and General Code of the Village of Massena.

### **§ 291-3 General requirements.**

- A. All landlords must register with the Village of Massena on or before December 31 of each and every calendar year. Upon adoption of this chapter, initial registration will begin as soon as practicable after this Chapter is effective. It is the responsibility of the property owner to register any rental property or properties, and failure to do so shall constitute a violation of this Chapter and is subject to the penalties set forth herein. Registration of properties shall be at no cost.
- B. All absentee landlords must have a resident agent for each rental unit regardless of number of dwelling units.
- C. All rental properties with three or more dwelling units must have a valid rental certificate as set forth herein, and must be inspected on an annual basis by such person as may be designated by the Village of Massena Board of Trustees, from time to time.
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- C. All landlords must renew their registration annually with the Village of Massena code enforcement office on or before December 31 of each and every calendar year.
- D. Absentee landlords must designate a resident agent for service of process that resides within the corporate boundaries of St. Lawrence County. The contact information for such resident agent must be provided to the Village code enforcement office at the time of each and every registration as set forth above. If a resident agent's residence should be removed from St. Lawrence County at any time during a yearly registration period, a new agent must be designated by the property owner, and the contact information for the new resident agent must be provided to the code enforcement within 30 days of the prior resident agent moving from St. Lawrence County.

- E. In the event of a resident agent no longer representing a property, the contact information for a new resident agent must be reported to the code enforcement office within 30 days of such change.
- F. It shall be a violation of this Chapter for any property owner to offer any housing or dwelling unit for rent, or to allow any housing or dwelling unit to be occupied, without registering with the code enforcement office as set forth herein.
- G. Failure to receive notice of registration deadlines will not excuse failure to register as set forth herein. It is the property owner's responsibility to fulfill registration requirements.

## § 291-5 Rental Certificate Requirements.

- A. No rental unit with 3 or more dwelling units may be occupied without a valid rental certificate. No rental certificate shall be issued until the housing unit has been inspected by a Code Enforcement Official or Building Safety Inspector to determine that the requirements of this Chapter and the New York State Uniform Fire Prevention, Building Code, Property Maintenance Code, and General Code of the Village of Massena have been met.
- B. Any rental unit with 3 or more dwelling units that is occupied at the time of the effective date of this Chapter may continue to be occupied, even if substandard, so long as that unit does not constitute an unsafe structure as defined in Chapter 120.4 of the Village Code and/or the New York State Uniform Fire Code. Such units will be issued a provisional rental certificate valid for up to 30 days to allow the property owner to bring the property and all dwelling units therein up to minimal standards. Such provisional rental certificate shall be valid only for the tenants in possession or residence at the time of effective date of this Chapter.
- C. Any rental unit with 3 or more dwelling units that is not occupied at the time of the effective date of this Chapter must obtain an initial rental certificate prior to allowing occupancy by any any tenant.
- D. A rental certificate shall be valid for a period of one year from the date it is issued. Upon the expiration of a rental certificate, an updated and renewed rental certificate must be issued by the code enforcement office.
- E. Rental units determined to be unsafe according to the provisions of Chapter 120.4 of the Village Code, and/or the New York State Uniform Fire Code will be designated as an unsafe structure as provided by those chapters and must be vacated. The notice to vacate the unit and any expenses resulting from that eviction are the sole responsibility of the property owner. The Village will not issue eviction notices, nor assume any responsibility for relocation or displacement expenses.
- F. If the unit passes inspection, a rental certificate shall be issued within ten business days of the date of inspection. If the unit does not pass inspection, a notice of violation and work description shall be issued within ten business days of the date of the inspection.
- G. In the event that the Village does not perform the specified action within the time period stated, the previous rental certificate will be considered valid for the time that the tenant in possession or residence at the time of application for certificate remains in possession or residence of the unit in question.
- H. Landlords or their agents must present the previous rental certificate when applying for a new certificate. Date of the last inspection will be verified from the previous certificate.

will not issue eviction notices, nor assume any responsibility for relocation or displacement expenses when that eviction is a result of the owner's noncompliance with these regulations.

- F. Each week that any violation continues after notification that such violation exists shall be considered a separate offense. These penalties shall be in addition to any other penalty provided by law. The Village may also seek injunctive relief to prevent the continued violation of this chapter.

## § 291-8 Penalties for offenses

This article shall take effect on upon filing with the Secretary of State

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

**1. (Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20<sup>23</sup> of the ~~County~~(City)(Town)(Village) of MASSENA was duly passed by the BOARD OF TRUSTEES on OCTOBER 17 20<sup>23</sup>, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted *(Elective Chief Executive Officer\*)* on \_\_\_\_\_ 20  , in accordance with the applicable provisions of law.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, *(Elective Chief Executive Officer\*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local *(Elective Chief Executive Officer\*)* law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.

\* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_ 20 \_\_\_\_\_, became operative.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20 \_\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

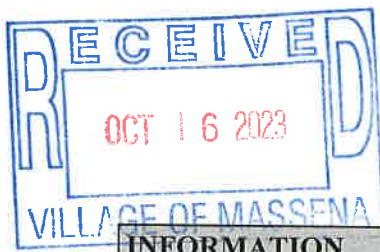
**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph \_\_\_\_\_<sup>1</sup> above.

\_\_\_\_\_  
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: \_\_\_\_\_

(Seal)



*Village of Massena*  
*Treasurer's Report*  
 October 17, 2023

**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>2023/2024</u> | <u>Revenue</u>   | <u>% Collected</u> | <u>Expense</u>   | <u>% Spent</u> | <u>Net Favorable<br/>(Unfavorable)</u> |
|------------------|------------------|--------------------|------------------|----------------|--|
| General Fund     | 7,167,622        | 63.99%             | 3,820,186        | 32.29%         | 3,347,437                              |
| Refuse Fund      | 340,425          | 25.81%             | 343,046          | 20.28%         | (2,620)                                |
| Water fund       | 456,324          | 22.20%             | 569,890          | 23.00%         | (113,566)                              |
| Sewer Fund       | 373,919          | 21.00%             | 519,664          | 24.14%         | (145,745)                              |
| Joint Rec        | 282,890          | 27.84%             | 419,239          | 41.25%         | (136,349)                              |
|                  | <u>8,621,181</u> |                    | <u>5,672,025</u> |                |  |

Rescue Squad Activity Summary 23-24 YTD

|                           |                  |
|---------------------------|------------------|
| Resource Recovery Revenue | 294,558.17       |
| Equipment Expenses        | -                |
| Contractual Expense       | 193,911.88       |
| Recruit & Retent          | 2,770.50         |
| Debt to Town              | 37,918.76        |
| Village Debt              | <u>37,852.90</u> |
| Net Profit (Loss)         | <b>22,104.13</b> |

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

2. A semi-annual interest debt payment was made in September to Greene County Commercial Bank for the refunded Community Center bonds in the amount of \$9,312.
3. Our first debt payment was made in September on the ambulance in the amount of \$37,853. We will have this debt until September 2030.
4. The Comptroller's Office has issued an estimated retirement invoice for the 2023-2024 budget year. This is the payment which would be due in February 2024 (we would use the December 2023 payment option to obtain the discount). For the Employees' Retirement System (ERS) it is \$397,073, an 8.8% increase compared to last year's actual bill, and for the Police & Fire Retirement System (PFRS) the estimated bill is \$651,502, a 10.3% increase 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, 2022, to March 31, 2023, a variable that is subject to change according to the System.

5. I will soon be 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. The server move project was completed on Monday October 9<sup>th</sup> with Twinstare. By modifying the scheduled crossover, opting for a day that the office was already closed for the holiday, we saved roughly \$2,100 on the project cost. It was initially quoted as an overnight crossover.

## **ACTION**

1. **Budget Amendments:** The Police Chief is requesting to increase his Police equipment account (100-3120-200-000-00) by \$21,295 for the purchase of a new Live Scan machine that will be funded by NYS DCJS. The revenue will be received to his State Aid – Criminal Justice Services revenue account (100-3389-000-000-00) for \$21,295.
2. **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 2023-2024 Tax Warrant ended on October 2, 2023, and

**WHEREAS** there remained an amount of \$561,247.96 in unpaid taxes and an additional amount of \$39,981.46 in interest and fees due to the Village of Massena on 315 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 2023-2024 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.



## 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:

### 23 ½ 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 **December 1<sup>st</sup>, 2023, THROUGH April 30<sup>th</sup>, 2024, 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 **FRIDAY, November 10, 2023 AT 10:00 AM.**

PLEASE FORWARD ALL PROPOSALS TO:

VILLAGE OF MASSENA

60 Main St

MASSENA, NEW YORK 13662

ATTN: Monique Chatland, VILLAGE ADMINISTRATOR