

**Village of Massena  
BOARD OF TRUSTEES MEETING**

**AGENDA**

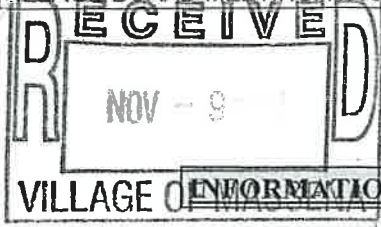
**November 16, 2021**

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
  
- [2] Discussion: "Mega-Reunion" (1980's)
  
- [3] Approval of Meeting Minutes
  
- [4] 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)
  
- [5] INITIAL PUBLIC COMMENT PERIOD
  
- [6] Old Business
  - A. Discussion: EMS Transfer from Town of Massena to the Village of Massena
  
- [7] New Business
  - A. Proposed Resolution: Approve Agreement Between with Village of Massena Office Personnel
  - B. Proposed Resolution: Approve Tentative Agreement with UPSEU (Massena Police & Protective Agency)
  - C. Proposed Resolution: Acknowledgement of Representation (Teamsters Local Union No. 687) by Joint Town and Village of Massena Recreation Employees
  - D. Authorization to Upgrade IT System(s)
  - E. Resignation: Jill Power, Village Zoning Board of Appeals
  - F. Proposed Resolution: Adopt Revisions to Chapter 7 (Section 708: Health, Dental and Vision Insurance for Retirees) of the Village of Massena Personnel Policy Manual
  
- [8] Voucher Warrants
  
- [9] Monthly Reports
  - Massena Volunteer Fire Department Inc. (October 2021)
  - Massena Perm. Firefighters / Village of Massena Code Enforcement Office (October 2021)
  
- [10] Communications / Correspondence
  
- [11] CLOSING PUBLIC COMMENT PERIOD
  
- [12] Adjournment

REMINDER – NEXT MEETING

(Tues.) December 21, 2021, 5:30 p.m. (Annual Organizational Meeting)



Village of Massena  
 Treasurer's Report  
 November 16, 2021

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

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,084,778	73.02%	4,713,755	46.27%	2,371,023
Refuse Fund	371,855	29.66%	446,577	28.85%	(74,722)
Water fund	600,477	29.21%	715,319	32.84%	(114,842)
Sewer Fund	530,491	29.80%	660,770	35.07%	(130,279)
Joint Rec	356,829	37.01%	426,147	48.46%	(69,318)
	<u>8,944,430</u>		<u>6,962,568</u>		

Year-end projection spreadsheets have been updated through October and have been distributed to the Board and Department Managers.

2. Tax collection through the end of our collection period brought in \$5,949,940 or 94.19% of the total amount due. This compares to 92.35% last year. We are returning unpaid taxes in the amount of \$366,711.86 on 285 parcels to the County Treasurer for collection. The amount of interest and fees owed is \$26,279.72; therefore, we will be receiving a payment of \$392,991.58 from the County in February. This compares to \$529,565.56 received last year on 337 parcels. I placed copies of the unpaid roll in your mailboxes for your review.
3. For the tax collection period beginning June 1, 2021 through September 30, 2021, the Village did not retain any tax overpayments that were less than ten dollars, as there were none. A report summarizing the overpayments has been provided to you.
4. The Comptroller's Office has sent out our pension system bills for the current budget year. The amounts due December 15<sup>th</sup> are \$481,052 for the Employees' Retirement System (a 4.4% increase from a year ago) and \$561,195 for the Police & Fire Retirement System (a 31.8% increase from a year ago). By utilizing the prepayment option of paying the invoices by December 15, we will save the Village \$8,606 (\$3,972 & \$4,634 respectively).
5. Sales Tax received from the County this month, for our first quarter, was \$609,779. This is a \$14,835 (2.49%) increase over the same period last year. We have budgeted \$2,025,000.
6. The Village closed on the Street Sweeper Bond on October 21, 2021, in the amount of \$218,000 for 5 years. The net interest rate was .9% over the 5 years. The bonds were purchased by Greene County Commercial Bank. Principal will be paid annually, and interest paid semi-annually.
7. We made the semi-annual interest payment on the Water Treatment Plant Upgrade serial bond, in the amount of \$23,062.50, on October 15. Our final payment on this bond will be April 2026.

8. The GASB 34 Statements and footnotes are nearly completed for our auditors. The MD&A portions will be completed by the end of the November. Seyfarth and Seyfarth, CPAs will conduct the internal controls portion of our audit on November 15 and 16. They will be returning in December to perform the financial portion of the audit.

<b>ACTION</b>
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9. **Engagement Letter – Village Audit:** Seek Authorization for the Mayor to sign a letter of agreement with Seyfarth & Seyfarth, CPAs to conduct the annual audit of the financial statements for the Village of Massena for the fiscal year ending 5/31/2021. (The estimated fee is \$16,500).
10. **Engagement Letter – Justice Court Audit:** Seek authorization for the Mayor to sign a letter of agreement with Seyfarth & Seyfarth, CPAs to conduct the annual review of the Village Justice Court's records, as is required by Section 2019-a of the Uniform Justice Court Act. (The estimated fee is \$1,350).



## 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: November 16, 2021

Ahlfeld  
Carvel  
LeBire  
Paquin  
Winston  
Treasurer  
Payroll  
Draft  
Extra

## PROPOSED RESOLUTION

### **Approve Agreement By and Between the Village of Massena and Office Personnel**

**(June 1, 2020 – May 31, 2024)**

**WHEREAS**, the Village of Massena Contract Committee has negotiated a four-year Agreement (June 1, 2020 through May 31, 2024) with Office Personnel;

**NOW, THEREFORE, BE IT RESOLVED**, that the Agreement is hereby accepted by the Village of Massena Board of Trustees; and

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

**DATE:** November 16, 2021



# VILLAGE OF MASSENA

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

## PROPOSED RESOLUTION

Approve Tentative Memorandum of Agreement By and Between the  
Village of Massena And United Public Service Employees Union  
(Massena Police Protective Association)

**WHEREAS**, the Village of Massena Contract Committee has negotiated a five-year Agreement (June 1, 2020 through May 31, 2025) with the Massena Police Protective Association (United Public Service Employees Union);

**NOW, THEREFORE, BE IT RESOLVED**, that the Tentative Memorandum of Agreement is hereby accepted by the Village of Massena Board of Trustees; and

**BE IT FURTHER RESOLVED**, that Timothy J. Ahlfeld, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Tentative Memorandum of Agreement on behalf of the Village of Massena.

**DATED:** November 16, 2021



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Ahlfeld  
Carvel  
LeBire  
Paquin  
Winston  
Treasurer  
HBA/Payroll  
Final  
Extra

# PROPOSED RESOLUTION

## **Adopt and Implement Revised Village of Massena Personnel Policy Manual**

**WHEREAS**, the Village of Massena Board of Trustees drafted and adopted a Personnel Policy Manual on March 7, 2000; and

**WHEREAS**, the Village of Massena Board of Trustees has adopted numerous revisions to the Personnel Policy Manual to date, however, has recognized the need for a complete review and revision to the manual, and

**THEREFORE**, the Village of Massena Board of Trustees entered into an Agreement with Public Sector HR Consultants LLC for the review, recommendation and revision services; and

**NOW THEREFORE, BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby adopts revisions made to the Village of Massena Personnel Policy manual dated July 21, 2020 and instructs employee review and implementation, Village-wide, immediately.

**Dated:** July 21, 2020