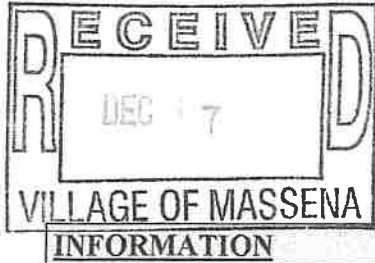


Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA
December 21, 2021
5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Approval of Meeting Minutes
- [3] Report of Officers and Committees
A. Treasurer's Report
B. Committee Reports: Code Enforcement (Carvel/LeBire)
Economic Development Committee (LeBire/Simpson)
Fire Committee (Carvel/LeBire)
Personnel Committee (Winston/Simpson)
Police Committee (Carvel/Simpson)
Recreation Commission (Carvel/Winston)
Street Committee (Winston/LeBire)
Water & Sewer Committee (Winston/LeBire)
- [4] INITIAL PUBLIC COMMENT PERIOD
- [5] Old Business
A. Discussion: IT Upgrades at the Massena Police Department
- [6] New Business
A. Proposed Resolution: Employee Assistance Program Annual Agreement (Reachout).
B. Proposed Resolution: Authorize Agreement with Massena Electric Department (24-Hour Emergency Telephone Service).
C. Proposed Resolution: Authorization of Departmental Cash Drawers & Petty Cash Accounts
D. Proposed Resolution: Authorize Intermunicipal Agreement with the Town of Massena for Court Officer Services
E. Proposed Resolution: Authorize Agreement with Robert Zwanenburg for Snow & Dirt Dumping
F. Proposed Resolution: Designate Banks of Deposit for 2022
G. Discussion / Establish Public Hearing Date: 2022 Exemptions / Income Ceiling Changes
H. Discussion / Establish Public Hearing Date: No Parking / Standing on Highland Park from Highland to Garvin
I. Notice of Retirement: Giovanni Jernano, Motor Equipment Operator
J. Authorization to Canvas and Hire a Motor Equipment Operator
K. Notice of Retirement: Patti Shirley, Dispatcher, Massena Police Department
L. Authorization to Canvas for a Dispatcher, Massena Police Department
M. Notice of Retirement: Hassan Fayad, Superintendent of Public Works
N. Proposed Resolution: Authorize Agreement of Municipal Cooperation for Operation & Maintenance of an Inter-Municipal Rescue Squad
O. Proposed Resolution: Authorize EMS/Rescue Squad Asset Transfer Agreement
P. Proposed Resolution: Authorize Agreement with Massena Volunteer Emergency Unit, Inc.
Q. Proposed Resolution: Authorize Agreement with E5 Support Services & Massena Volunteer Emergency Unit, Inc. for Purposes Related to Emergency Medical Services
R. Proposed Resolution: Authorize Agreement with the Town of Louisville & Massena Volunteer Emergency Unit, Inc. to Provide General Ambulance Services
S. Proposed Resolution: Authorize Agreement of Municipal Cooperation with Town of Massena for Joint Code Enforcement Office
T. Proposed Resolution: Approve Agreement with Trane for Inspection & Maintenance at DPW
U. Proposed Resolution: Authorize Lease Agreement with MVFD, Inc. for Lower Basement at Fire Dept.
V. Proposed Resolution: Authorize Two-Year Agreement with MVFD, Inc. for Fire Protection
W. Authorize Sludge Hauling Contract with Casella Waste Services
X. Appointment: Robert LeBlanc, Business Development Corporation (Joint Appointment)
- [7] Voucher Warrants
- [8] Monthly Reports
Massena Volunteer Fire Department Inc. (November 2021)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (November 2021)
- [9] Communications / Correspondence
- [10] CLOSING PUBLIC COMMENT PERIOD
- [11] Adjournment

REMINDER – NEXT MEETING (Tues.) January 18, 2022 5:30 p.m.



*Village of Massena
Treasurer's Report
December 21, 2021*

- I have provided you with the Balance Sheet and Revenue/Expense Actual to Budget Comparison reports for the month of November and the summary follows:

<u>2021/2022</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	7,760,267	79.98%	5,515,942	54.15%	2,244,324
Refuse Fund	484,373	38.63%	522,327	33.75%	(37,954)
Water fund	787,160	38.30%	827,431	37.99%	(40,270)
Sewer Fund	679,003	38.14%	770,490	40.90%	(91,487)
Joint Rec	505,116	52.40%	485,916	43.62%	19,200
	<u>10,215,918</u>		<u>8,122,105</u>		

- Year-end projections have been updated with actual figures through November. The spreadsheets have been provided to Board Members as well as Department Managers.
- Our auditors, Seyfarth & Seyfarth, CPAs, have completed the in-house portion of their field work on both the internal controls and financial portions of our audit. They expect to have a draft of their report to us by mid-January and plan to have the final report completed by the beginning of February.
- The last week of November we paid \$9,221 in interest to the Depository Trust Company for the Center St./Parker Ave Sewer Lines long-term bond (due December 1st). The next payment is due June 1st.
- Our health insurance provider, Excellus Blue Cross Blue Shield, updates premiums on a calendar year basis. The change will increase the costs for fiscal year 2021-2022 (January – May) and fiscal year 2022-2023 (June – December). Monthly health insurance rates are as follows:

<u>Tier</u>	<u>2021 Rates</u>	<u>2022 Rates</u>	<u>% Change</u>
Employee	930.58	1,013.15	8.87%
Employee + Spouse	1,861.15	2,026.29	8.87%
Employee + Children	1,581.98	1,722.35	8.87%
Family	2,652.15	2,887.46	8.87%

- The Prescription and Medicare Supplement plan for employees, retirees, and/or spouses age 65 and over from United Healthcare also runs on a calendar basis. The monthly rates are as follows:

<u>2021 Rate</u>	<u>2022 Rate</u>	<u>% Change</u>
416.50	408.17	-2.0%

ACTION



Village of Massena

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Massena, NY 13662

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TDD: 711

VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Treasurer /

Final / Extra

PROPOSED RESOLUTION

Authorize Agreement with ReachOut of St. Lawrence County, Inc. for Employee Assistance Program Services During 2022

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute an Agreement with ReachOut of St. Lawrence County, Inc. for employee assistance program services during 2022 in accordance with the terms and conditions stated in the Agreement dated December 21, 2021.

Dated: December 21, 2021



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Olson / Draft / Extra

PROPOSED RESOLUTION

Authorize Annual Agreement with Massena Electric Department (Police Answering 24-Hour Emergency Telephone)

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute an Agreement with the Massena Electric Department whereby it is mutually agreed:

- [1] That during the year **2022**, the Village of Massena Police Department will receive and transmit calls of an emergency nature for and on behalf of the Massena Electric Department during days and hours of day in which the general business office of the Massena Electric Department is not open for business; and
- [2] That in consideration thereof, the Massena Electric Department will pay to the Village of Massena on or before the 31st day of January 2022, the sum of \$7,750.

Dated: December 21, 2021



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PROPOSED RESOLUTION

Authorization of Departmental Cash Drawers and Petty Cash Accounts

WHEREAS, the Village of Massena Board of Trustees acknowledge that various departments within the Village of Massena utilize petty cash accounts and/or cash drawers in their daily operations; and

WHEREAS, the Village Board of Trustees recognize that in order to better and more efficiently serve the needs of the Massena community, the utilization of petty cash accounts and/or cash drawers are necessary; and

WHEREAS, the Village Board of Trustees acknowledges that each respective department is responsible for reconciling their cash accounts and/or cash drawers; and

THEREFORE, BE IT RESOLVED, the following petty cash accounts and/or departmental cash drawers have been established:

Departmental Cash Drawers:

Taxes 1	\$150
Taxes 2	150
Taxes 3	150
Taxes 4 (Change Pouch)	150
	<hr/>
	\$600

Petty Cash Accounts:

Treasurer	\$50
Code Enforcement	150
DPW	100
Joint Recreation	425
	<hr/>
	\$725

Dated: December 21, 2021



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PROPOSED RESOLUTION

**Authorize Intermunicipal Agreement
Between the Town and Village of Massena**

**RE: COURT OFFICER SERVICES
(2022)**

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes an Intermunicipal Agreement between the Town and Village of Massena for the compensation by the Town of Massena for **COURT OFFICER SERVICES** provided by the Village of Massena during 2022 in accordance with the terms contained in the 2022 Agreement; and

BE IT FURTHER RESOLVED, that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement on behalf of the Village of Massena.

DATED: December 21, 2021



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Paquin / Carvel / LeBire / Simpson / Winston / Treasurer /

Fayad / Final / Extra

PROPOSED RESOLUTION

**Authorize Agreement with Robert Zwanenburg
(Snow & Dirt Dumping on Center Street)**

(January 1, 2022 – December 31, 2022)

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, Mayor of the Village of Massena, to execute an Agreement with Robert Zwanenburg for snow and dirt dumping on Center Street in accordance with the terms and conditions stated in the Agreement dated December 21, 2021.

Dated: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Treasurer /

Draft / Extra

PROPOSED RESOLUTION

Designate Banks of Deposit for 2022

WHEREAS, the Village of Massena Board of Trustees has determined that Village Law §4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Clerk, and Tax Collector during 2022:

- [1] Community Bank
- [2] NBT Bank
- [3] NY Class

Dated: December 21, 2021

ST. LAWRENCE COUNTY



REAL PROPERTY TAX SERVICE AGENCY

*Courthouse Room 249, 48 Court Street
Canton, New York 13617-1169
Bruce Green, IAO
Director*

*VOICE (315)379-2272
FAX (315)229-3222*

WEB SITE: <http://www.stlawco.org/departments/realproperty/>

To: Town Clerks/Village Clerks/City Clerk/School Business Managers
From: Donna Brown *DMB*
Date: October 15, 2021
Subject: 2022 Exemptions/Income Ceiling Changes

If your jurisdiction plans to adopt a new, disallow an old, or change income limits on a current exemption, this change must be effective by your taxable status date. Taxable status day for towns, non-assessing unit villages and non-city school districts is March 1, 2022 and for the city and the city school district it is April 1, 2022. Towns, villages and the city should have adopted a local law or resolution originally. If you want to amend your income limits and your original legislation was by local law, then you must amend that local law. If your original legislation was by resolution, then you must adopt a new resolution. In either case a public hearing is required before the town board, village board, school board or city council adopts the change.

Please provide any information relating to these changes by February 1st, 2022. This will give the assessors time to properly process exemption applications. We will assume your current exemptions and their limits will remain the same as the prior year if we do not receive a response by this date.

I am enclosing a copy of the listings for income limits from last year for the Senior Citizen Exemption for your reference.

If you have any further questions, or would like more details regarding this matter, please contact our office.

DMB/JRC

Enclosures

cc: Town Supervisors
Sole Assessor/Assessor Chair
Village/City Mayors

G:\Account Clerk-Joycee \Letters-Memos\Town-Village-School Letters & Memos\2021 Memo to local govt on exemption changes.doc

*Donna Brown, Coordinator of Real Property Tax Services,
Joycee Chakranarayan, Account Clerk, Lisa Ciccirelli, Tax Map Tech /CAD Spec.
Patricia Fletcher, Senior Real Property Tax Service Aide, Lena Kanitz, Data Collector,
Tina Miller, Tax Aide Danielle Mitchell, Tax Aide Darlene Nelson, Tax Aide
Michael Pearson, Tax Map Tech/CAD Spec*

March 1, 2021

2021

SR. CITIZEN EXEMPTIONS

VILLAGE LIMITS

<u>JURISDICTION</u>	<u>BASE INCOME</u>	<u>MAX. INCOME</u>
Canton Village	\$20,000 (Sliding Scale to 5%)	\$28,399.99
Gouverneur Village	12,000 (Sliding Scale to 20%)	17,699.99
Hammond Village	NONE	NONE
Heuvelton Village	12,025	12,025
Massena Village	21,000	21,000
Morristown Village	18,000	18,000
Norwood Village	9,000	9,000
Potsdam Village	16,000 (Sliding Scale to 20%)	21,699.99
Rensselaer Falls Village	12,000	12,000
Richville Village	NONE	NONE
Waddington Village	11,400	11,400

All are non-assessing unit villages; town assessors process Sr. Citizen Exemption applications; taxable status day for these villages is March 1 of the year **prior** to their tax roll.



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Treasurer / Final / Extra

PROPOSED RESOLUTION

Approve Agreement of Municipal Cooperation for Operation and Maintenance of an Inter-Municipal Rescue Squad by and between the Village of Massena and Town of Massena for Purposes Related to Emergency Medical Services

WHEREAS, the Town and Village of Massena, pursuant to the authority contained in Article 5-G of the General Municipal Law of the State of New York and pursuant to the authority granted generally to municipalities, wish to cooperate with one another in connection with the Village of Massena providing EMS / Rescue Squad services within both the Town and Village; and

WHEREAS, each the Town and Village Board has considered the benefit to each in entering into this Agreement to have the Village provide EMS/Rescue Squad services to the Town and Village and, believing it to be in the best interest of the taxpayers of the Town and Village do hereby authorize the inter-municipal cooperation and assistance Agreement with and between the Town and Village for the Village to provide the services described in the Agreement dated to commence on January 1, 2022; and

NOW, THEREFORE, BE IT RESOLVED, that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement on behalf of the Village of Massena.

Dated: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Treasurer /

Hardy / Final / Extra

PROPOSED RESOLUTION

Approve EMS/Rescue Squad Asset Transfer Agreement

WHEREAS, the Town and Village have undertaken to study the desirability and feasibility of transferring Town assets used in connection with rescue squad services to the Village, and the Village providing emergency medical service (herein EMS/Rescue Squad) to the inhabitants of the Town and Village; and

WHEREAS, the Town and the Village, pursuant to the authority contained in Article 5-G of the General Municipal Law of the State of New York, and pursuant to the authority granted generally to municipalities, wish to cooperate with one another in connection with transferring certain assets owed by the Town, to the Village, for use in connection with the Village providing EMS/Rescue Squad services within the Town and Village, and to cooperate in the transfer of such assets from the Town to the Village; and

WHEREAS, the Town agrees to transfer to the Village all of the assets owned by the Town in connection with the provision of EMS/Rescue Squad services, as more specifically set forth in the Agreement to commence on January 1, 2022, and;

NOW, THEREFORE, BE IT RESOLVED, that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement on behalf of the Village of Massena.

Dated: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Treasurer

Hardy / **Final** / Extra

PROPOSED RESOLUTION

Approve Agreement of Municipal Cooperation
Between the Town and Village of Massena

RE: JOINT CODE ENFORCEMENT OFFICE (ICEO)
(January 1, 2022 – December 31, 2023)

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes an Agreement of Municipal Cooperation Between the Town and Village of Massena related to a **JOINT CODE ENFORCEMENT OFFICE** for the period January 1, 2022, through December 31, 2023, to operate in accordance with the terms contained in said Agreement; and

BE IT FURTHER RESOLVED, that Mayor Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement.

DATED: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Fayad /
Treasurer / Final / Extra

PROPOSED RESOLUTION

Approve a Service Agreement with Trane U.S. Inc.,
for Inspection and Maintenance of Covered Equipment
at the Department of Public Works (85 Robinson Road)

BE IT RESOLVED that the Village of Massena Board of Trustees hereby approves the Trane Service Agreement between the Village of Massena and Trane, a Division of American Standard Inc., *to inspect and maintain the covered equipment at the Department of Public Works* as outlined in the November 30, 2021 proposal (no. 3113990) – *“Scheduled Service Agreement”*, and

BE IT FURTHER RESOLVED that in consideration of services provided an amount of \$1,779.00 is hereby approved; and

BE IT FURTHER RESOLVED that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement.

Dated: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

Paquin / Carvel / LeBire / Simpson / Winston / Treasurer /
Hardy / Final / Extra

PROPOSED RESOLUTION

Authorize Lease Agreement with Massena Fire Department, Inc. (Volunteers) For Lower Basement of Premises at 34 Andrews Street

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute a Lease Agreement with the Massena Fire Department, Inc. (Volunteers) for the lease of the lower basement of the premises located at 34 Andrews Street for a term beginning January 1, 2022 and ending December 31, 2023 in accordance with the terms and conditions set forth in said Agreement.

Dated: December 21, 2021



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VILLAGE BOARD MEETING: December 21, 2021

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Hardy / Final / Extra


PROPOSED RESOLUTION

Authorize Two – Year Agreement with Massena Fire Department, Inc. (Volunteers) For Fire Protection (2022 & 2023)

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute a Two-Year Agreement with the Massena Fire Department, Inc. (Volunteers) for fire protection during 2022 and 2023 in accordance with the terms and conditions set forth in said Agreement.

Dated: December 21, 2021

Memo

To: Mayor Paquin and Board of Trustees
From: Hassan A. Fayad, P.E. 
CC: File
Date: 12/2/2021
Re: Sludge Hauling Contract Expiration

The five (5) year term limit with a three (3) year extension for hauling of Village sludge generated at the Wastewater Treatment Plant will expire on December 31, 2021.

On January 2014, the Village entered into a five (5) year contract with a three (3) year extension with Waste Stream Inc. (d/b/a Casella Waste Services) to collect and transport our sludge to a regional disposal site (Grasslands Facility) located in Chateaugay, NY. This disposal site is owned by Casella which accepts residuals from Casella clients.

The service Waste Stream provided this Village has been excellent with very little disturbance to our process. We have come to the end of the extended term and need to extend for another three (3) years.

Last year (2021) the Village generated approximately 800 tons of sludge (1,036 ton in 2019 and 1,049 ton in 2020) which was transported and disposed of by Waste Stream. Because of the current economic dynamics of the working class, the proposal by Waste Stream has a modest adjustment in rates. The overall increase in tip fees and transportation cost hovers approximately 10.5%. A slight increase in rates will occur in the second and third years of this contract as well.

At this time, it is my recommendation to extend the contract for the next three (3) years, 2022, 2023 and 2024 for the rates shown on the attached proposal from Waste Stream.

I patiently wait your directive.