

**Village of Massena**  
**BOARD OF TRUSTEES MEETING**  
**AGENDA**  
**January 18, 2022**  
5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Authorization to Adopt Local Law to Designate No Parking/No Standing on Portions of Highland Park near JW Leary Junior High School  
A. Public Hearing (5:30 P.M.)  
B. Proposed Resolution: Adopt Local Law
- [3] Senior Citizen Property Tax Exemption Limits  
A. Public Hearing (5:35)  
B. Proposed Resolution: Authorization to Amend Tax Exemption Rates for Qualified Senior Citizens
- [4] 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)  
Rescue Squad (Paquin/Simpson)  
Street Committee (Winston/LeBire)  
Water & Sewer Committee (Winston/LeBire)
- [5] INITIAL PUBLIC COMMENT PERIOD
- [6] Old Business  
A. Authorize Release of Request for Proposals for Grant Consulting & Administration
- [7] New Business  
A. Proposed Resolution: Correcting & Refunding Erroneous Taxes  
B. Proposed Resolution: Holding Harmless St. Lawrence County for Providing Services to the VOM  
C. Discussion/Establish Public Hearing Date & Time: Physically Disabled Exemption Limits  
D. Resignation: Shane Farmer, Motor Equipment Operator  
E. Authorization to Canvas a Motor Equipment Operator  
F. Resignation: Mikel Kelso, Assistant Foreman, Massena Fire Department  
G. Appointment: Walter Bean, Assistant Foreman, Massena Fire Department  
H. Discussion/Establish Public Hearing Date & Time: CDBG Public Facilities Grant Progress  
I. Annual Appointment of Fire Chiefs Nominated by Volunteer Fire Department (2022):  
Paul Brownell (Chief); Patrick O'Brien (First); Thomas Miller (Second)
- [8] Voucher Warrants
- [9] Monthly Reports  
Massena Volunteer Fire Department Inc. (December 2021)  
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (December 2021)
- [10] Communications / Correspondence
- [11] CLOSING PUBLIC COMMENT PERIOD
- [12] Adjournment

**REMINDER – NEXT MEETING**

(Tues.) February 15, 2022 5:30 p.m.

# Village of Massena

Town Hall Building  
Massena, New York 13662

## Notice of Public Hearing on Proposed Local Law

### **Designate No Parking/No Standing on Portions of Highland Park Near JW Leary Junior High School**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 18<sup>th</sup> day of January, 2022, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a proposed Local Law to amend the Code of the Village of Massena, New York, **CHAPTER 280 – VEHICLES AND TRAFFIC** to designate No Parking/No Standing near JW Leary Junior High School on Highland Park (both sides of Highland Park from 7:00 am – 3:30 pm between Highland Ave and Garvin Ave.)

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, 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 Clerk

January 10, 2022

# 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. 01 (ONE) of the year 20<sup>22</sup>

A local law AMENDING Chapter 280 - Vehicles and Traffic of the General Code of the Village of  
(Insert Title)  
Massena to designate No Parking/No Standing on Portions of Highland Park (both sides)  
near JW Leary Junior High School from 7:00 a.m. - 3:30 p.m. from Highland Avenue to  
Garvin Avenue

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 280 – VEHICLES AND TRAFFIC ARTICLE IX - Schedules

### Section XI: Limited Time Parking

(Add): No parking/standing on Highland Park (both sides of Highland Park), near JW Leary Junior High School, between Highland Avenue and Garvin Avenue from 7:00 a.m. until 3:30 p.m.

### Section xx: Effective Date

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

(End)

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

# Village of Massena

Town Hall Building  
Massena, New York 13662

## LEGAL NOTICE OF PUBLIC HEARING

### Re: Senior Citizens Property Tax Exemption

**NOTICE IS HEREBY GIVEN** that the Board of Trustees of the Village of Massena, New York, shall conduct a public hearing on the **18th day of January, 2022 at 5:35 p.m.** in Room #30 of the Town Hall Building, Massena, New York, under the provision of Section 467 of the New York State Real Property Tax Law to consider amending the tax exemption to raise the maximum income eligibility level of qualified senior citizens to receive a property tax exemption on qualified real property.

At such time and place all persons interested in the subject matter thereof will be heard concerning the same.

Copies of the proposed language are available in the Office of the Village Clerk, located in the Town Hall Building, 60 Main Street Massena, NY during regular business hours, for the purposed of inspection or procurement by interested parties.

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

**Dated:**

*Monique N. Chatland*

January 10, 2022

**Monique N. Chatland, Village Clerk**



## 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: January 18, 2022

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

Final / Extra

# PROPOSED RESOLUTION

## **AUTHORIZING AN INCREASE TO THE MAXIMUM ANNUAL INCOME LEVEL FOR SENIOR CITIZENS EXEMPTION AS PERMITTED UNDER RPTL §467**

**WHEREAS**, Real Property Tax Law, section 467, gives local governments and public school districts the option of granting a reduction in the amount of property taxes paid by qualifying senior citizens, and

**WHEREAS**, to qualify, seniors must be 65 years of age or older, meet certain income limitations, and other requirements, and

**WHEREAS**, the Village of Massena currently grants a 50% exemption to qualifying seniors whose income is \$21,000 or less, and

**WHEREAS**, the Village of Massena wishes to increase the current income limit to the maximum income limit allowed under the law, and

**WHEREAS**, the Town of Massena duly noticed and held a public hearing on January 18, 2022 to hear from persons wishing to speak for or against the proposed change,

**NOW, THEREFORE, BE IT RESOLVED** by the Village of Massena Board of Trustees as follows:

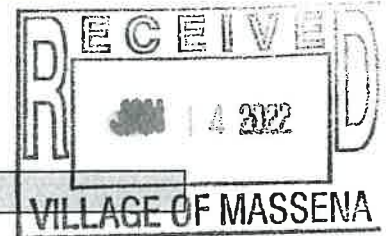
Qualifying seniors shall be exempt from taxation for Village purposes to the extent as provided in the following schedule:

<u>Annual Income Equal to But Less Than</u>	<u>% Exempt</u>
\$29,000	50%

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately.

**DATED:** January 18, 2022

Village of Massena  
 Treasurer's Report  
 January 18, 2022



**INFORMATION**

- I have provided you with the Balance Sheet and Revenue/Expense Actual to Budget Comparison reports for December and a summary of the major funds follows:

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,297,776	85.52%	6,526,941	64.07%	1,770,835
Refuse Fund	590,052	47.06%	659,404	42.60%	(69,353)
Water fund	964,599	46.93%	1,018,232	46.75%	(53,633)
Sewer Fund	813,847	45.72%	938,016	49.79%	(124,168)
Joint Rec	657,019	68.15%	693,299	62.23%	(36,280)
	<u>11,323,293</u>		<u>9,835,892</u>		

Rescue Squad Activity Summary YTD

Resource Recovery Revenue	-
Equipment Expenses	-
Contractual Expense	-
Net Profit (Loss)	-

- Year-end projections have been updated with actual figures through December and have been distributed to the Board and department heads.
- Mortgage tax received from St. Lawrence County this month was in the amount of \$23,298, an increase of \$7,535 for the same period last year.
- We are currently in the process of completing quarterly and calendar year-end reporting. W-2's will be completed and distributed to employees by the end of the January. The vendor 1099 reports are being calculated and will be printed, mailed, and filed by the end of the month.

**ACTION**

- Budget Amendments:** The Fire Dept Foreman is requesting to increase the Rescue Squad equipment budget account (100-4540-200-000-00) by \$10,000 and the contractual budget account (100-4540-400-000-00) by \$111,235 to cover the estimated expenses to be incurred from January 2022 to May 2022. The Resource Recovery revenue account (100-1640-000-000-00) will need to be increased by \$121,235 as well.
- Adoption of Annual "Correcting and Refunding Erroneous Taxes" Resolution:** This is a recommendation of the County Director of Real Property Taxes which enables us to more efficiently deal with issues related to erroneous assessments and taxes levied thereon in the amount less than \$2,500. (See separate agenda item below)





REQUEST FOR PROPOSAL (RFP)  
VILLAGE OF MASSENA

**GRANT CONSULTING AND ADMINISTRATION SERVICES**

**I. Introduction**

The Village of Massena is seeking assistance with grant consulting, possible application for new grants, and administration of select previous and current grants federal, state and local entities, which relate to various functions of Village government. It is anticipated that this term agreement will be in effect for one year, with an option to renew for an additional year.

**II. Scope of Work**

Each project assignment or task will have a separate scope of work and schedule which includes but is not limited to:

- Assist and guide the Village with meeting financial, administrative, and bookkeeping requirements of new and select existing grants, including preparation of drawdown requests.
- Completion and organization of meeting record keeping requirements, including the establishment and maintenance of acceptable filing systems.
- Complete contract administration and compliance monitoring requirements on behalf of the Village and/or private investors.
- Furnishing the Village with forms necessary for the implementation of project activities included in approved grant applications.
- Acting as liaison between Massena, its other consultants and contractors, and applicable regulatory and funding agencies to ensure efficient, smoothly managed grant programs.
- Prepare program amendments as necessary during execution of grant project.
- Prepare and coordinate the submission of the appropriate documents for grant closeout and
- Possible identification of and application for future grant opportunities

In addition to grant administration services in support of future grant awards, the chosen Respondent will also provide administrative support to select active grants currently being managed by Village staff which are detailed in Attachment A. Proposers should include the estimated annual cost of administrative services associated with these existing grants in their cost proposal for grant consulting administration services.

**IV. Qualifications of Grant Consultant**

The Village of Massena is seeking a firm that has the expertise and experience necessary to perform thorough and comprehensive grant consulting and administration services typical for municipalities.

## V. Contents of the Qualification Statement

The following shall be the minimum information submitted in the qualification statement:

1. Experience of the firm with possible grant identification, grant writing and grant awards and administration of those.
2. Experience of the proposed staff with grant administration.
3. Capacity and resources of the firm to complete the assignments in an expeditious manner.
4. Performance on the past relevant projects (please provide references and other sources). Qualified firms must have secured at least \$10 million in grant funding for clients in the past 3 years.
5. Resumes of key staff members who will be involved in the programs.
6. Fee proposal for each calendar year and total contract amount.

The qualification statements are limited to **10 pages**, not including cover sheet or resumes.

The qualifications statements are to be submitted to:

Monique N. Chatland,  
Village Administrator  
Village of Massena  
Town Hall – 60 Main Street  
Massena, NY 13662

Six (6) copies of each qualification package are to be included in the submission and the package is to be clearly marked **“Grant Consulting and Administration Services.”**

The proposals are to be submitted no later than **3:00 p.m. February 11, 2022**. An award is anticipated to be made at the Village Board meeting scheduled for March 15, 2022.

## VI. Selection Process:

The consultant will be selected by utilizing the competitive negotiations method outlined in the Uniform Administrative Requirements. Proposals will be reviewed and ranked according to the following criteria:

1. Technical Capacity: Technical skill of the consultant that are applicable to the project.
2. Experience: Relevant experience of the consultant and individual staff members who will be assigned to the projects.
3. Familiarity with Programs: Familiarity of the consultant with federal, state and other funding programs for local community development activities.
4. Fee Proposal: Cost for services.



The Village of Massena reserves the right to waive any informalities in the selection process and to reject any or all proposals at its option. Additional information may be requested during the review and selection process.

One or more consultants may be selected for personal interviews (if required) and fee negotiations.

**VII. Minority and Women-Owned businesses and Section 3 Businesses are strongly encouraged to respond to this request for proposal.**

**VIII. Questions:**

Questions should be directed to Monique N. Chatland, Village Administrator via email at [villageclerk@village.massena.ny.us](mailto:villageclerk@village.massena.ny.us).

**Attachment A**

Grant	Funding Source	Recipient	Date	Amount	Status
Old Mill Restoration	RESTORE NY, NYS ESD	Village of Massena	2017	\$987,000	In Progress
Creamery	NYS ESD	Go Co Ventures	2019	\$97,000	Awarded
JJ Newberry Renovations	HCR, NYMS	Village of Massena	2021	\$500,000	Awarded
JJ Newberry Renovations – Phase 1	ESD	Go Co Massena LLC	2021	\$163,680	Awarded
NYS DRI	Various	Village of Massena	2021	\$10,000,000	Awarded



## Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

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TDD: 711

# PROPOSED RESOLUTION

## CORRECTING AND REFUNDING ERRONEOUS TAXES

**WHEREAS**, Chapter 515 of the Laws of 1997 provides for a local option for erroneously levied taxes in the amount of \$2500 or less to be corrected or refunded upon application according to Section 554 and 556, respectively, of the Real Property Tax Law upon recommendation of the County Director of Real Property Tax Services and approval of the Village Treasurer for the Village of Massena, and

**WHEREAS**, the Village Treasurer for the Village of Massena and the St. Lawrence County Director of Real Property Tax Services recommend that this option be adopted in order to make these corrections and/or refunds to the taxpayer erroneously assessed in a timelier and efficient fashion,

**NOW, THEREFORE, BE IT RESOLVED**, that this Village Board of Trustees of the Village of Massena adopt the provisions set forth in Chapter 515 of the Laws of 1997 allowing the Village Treasurer to correct tax bills or issue a check for the refund where taxes have been paid upon the recommendation of the St. Lawrence County Director of Real Property Tax Services and the approval of the Village Treasurer for the Village of Massena for the calendar year 2021, and

**BE IT FURTHER RESOLVED**, that on or before the 15th day of each month, the Village Treasurer for the Village of Massena shall submit a report to the Village Board of Trustees of the corrections or refunds processed by the Village Treasurer during the preceding month indicating the name of each recipient, the location of the property, and the amount of the correction or refund.

**Dated:** January 18, 2022



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## PROPOSED RESOLUTION

### **Holding Harmless the County of St. Lawrence for Providing Services to the Village of Massena**

**WHEREAS**, the Village of Massena is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Village; and

**WHEREAS**, both the Village of Massena and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County; and

**WHEREAS**, in this joint cooperative endeavor, the Village of Massena and the County of St. Lawrence desire to be reimbursed for their expenditures; and

**WHEREAS**, the Village is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard;

**NOW, THEREFORE, BE IT RESOLVED**, that to the fullest extent permitted by law, the Village of Massena will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Village of Massena or any of its directors, officers, employees, contractors, representatives or agents.

**BE IT FURTHER RESOLVED**, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance  
On an "Occurrence" basis, with the following limits:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$1,000,000 Personal Injury
- \$ 50,000 Fire Damage Legal Liability
- \$ 5,000 Medical Payment Expense

**BE IT FURTHER RESOLVED**, that St. Lawrence County shall be named an additional insured on the General Liability Certificate of Insurance.

**Dated:** January 18, 2022