

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: January 15, 2019 (5:30 p.m.)
PLACE: Town Hall Building, 60 Main Street, Massena, New York
PRESENT:

Board of Trustees:
 Mayor Timmy J. Currier
 Trustee Christine Winston
 Trustee Francis Carvel
 Trustee Albert (Herb) Deshaies
 Trustee Matthew LeBire

Staff:
 Monique N. Chatland (Village Clerk)
 Kevin M. Felt (Treasurer)
 Hassan A. Fayad (Supt. Of Public Works)
 Jason Olson (Lieutenant- Police Dept)
 Aaron Hardy (Assistant Fire Foreman/Code Enforcement Officer)

Press: John Michaud III (WNTS Television), Andy Gardner (North Country This Week), Bob Beckstead (Daily Courier Observer)

Residents/Other: R. Shawn Gray, Tom Seguin, Andy McMahon (MED Supt.), Bruce Green Sr., Bruce Green Jr., Gina & Mike Snyder, Barb Sanford, Mike Zakarauskas, Jonathan Zakarauskas, Ryan Frary, Dan Casey, Shakil Ahmad, Joseph Lundy, Kelly Zakarauskas

Following the Pledge of Allegiance, Mayor Currier asked that all electronic devices be silenced, proceeded to call the meeting to order at 5:30 p.m. and conducted a roll call of Board members present.

PRESENTATION: ARBORPRO FINDINGS

Massena Electric Department Superintendent and president of the Village Arbor Committee Andrew McMahon presented the Board with a PowerPoint presentation explaining the findings upon completion of ArborPro's tree inventory report and plan, in conjunction with the Urban and Community Forestry grant that the Village received. McMahon explained that 90.6% of the trees in the Village are considered in "fair" condition (60-80% healthy) and 66 different species of trees can be found in the Village. A tree maintenance plan was developed to address pruning and tree removal, as well as vacant planting sites were identified he explained.

The majority of Massena's ash trees are over 12 inches in diameter and in "fair" condition and McMahon told that it is important the Massena implement an emerald ash borer management strategy in order to prevent the spread of the destruction caused by the emerald ash borer. The best strategy, he told, was a combination of treatment and removal.

McMahon thanked the Arbor Committee for their work in this project, as well as NYS Department of Environmental Conservation and the Alcoa Foundation for their funds and support.

TREASURER'S REPORT:

Village Treasurer Felt presented the following:

*Village of Massena
 Treasurer's Report
 January 15, 2019*

INFORMATION

1. 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:

2018/2019	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,075,536	76.32%	5,522,955	57.52%	1,552,581
Refuse Fund	579,180	46.35%	705,123	41.48%	(125,943)
Water fund	880,491	45.78%	1,102,848	45.99%	(222,357)
Sewer Fund	825,523	44.77%	918,583	40.59%	(93,060)
Joint Rec	626,877	66.57%	593,266	60.64%	33,611
	<u>9,987,607</u>		<u>8,842,775</u>		

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2. Year-end projections have been updated with actual figures through December and have been distributed to the Board and department heads.
3. 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. 1099-MISC reports are being calculated and will be printed, mailed, and filed by the end of the month.
4. On December 28th, we received \$722,561.53 for the 80% reimbursed share of the NYS DOT Trail Grant (Footbridge). This should be the final payment to close out the grant.

ACTION

5. **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)

COMMITTEE REPORTS:

Committee reports were presented for informational purposes with no Village Board action taken at this time. The following was notable:

JOINT RECREATION: Repairs/replacement of the barrel roof at the Massena Arena are scheduled to begin April – June.

STREET: A complaint was received regarding parking on Erwin Avenue, especially during the winter months and when the Marine Corps. are hosting events. Trustee Winston explained that she will continue monitoring the situation and look for input from others as well.

WATER/SEWER: The Department of Public Works reported five water main breaks in four days in the Township and will begin another dialogue with Town regarding updating their system.

INITIAL PUBLIC COMMENT PERIOD:

Resident Gina Snyder asked who was paying for the work being completed at the Massena Arena and was informed that grant funding, provided by Senator Griffo, has allowed for the barrel roof to be replaced.

Ms. Snyder also spoke of her concerns with the Town of Massena including topics such as the Massena Airport and access to the financial statements. She encouraged residents and taxpayers to attend the Town Board meetings.

AWARD BID:

**LAVIGNE'S CONSTRUCTION; DEMOLITION OF FRONT PORCH
AT 104 E. ORVIS STREET**

DPW Supt. Hoss Fayad presented the following:

Memo

To: Timothy J. Carrier, Mayor
Board of Trustees

From: Hassan A. Fayad, P.E.

CC: File

Date: January 10, 2019

Re: Demolition of Porch at 104 East Orvis Street

Mayor ...

The Village has received four (4) written quotes for the demolition of the two-story porch located at 104 East Orvis Street. This memo is a recap of said quotes and my recommendation of award.

The quotes are based on:

- Demolish the remainder of the 2-story porch damaged by fire
- Remove and properly dispose of all debris
- Board up the remaining openings
- Provide proper paperwork including Insurance naming VoM as additional insureds

The contractors and their quotes are as follows:

1. Charlie Tringue	"Chuck of All Trades"	\$6,800
2. Paul Lavigne	"Lavigne's Construction"	\$6,750
3. Gerald Russell	"S&J Construction"	\$10,200
4. John Romeo	"John Romeo"	\$10,980
5. Steve Hayden	"Under Construction"	No Quote
6. Duane Brainard	"Brainard's Construction"	No Quote

Based on the above quotes, I would recommend the award be given to the lowest most qualified bidder of:
Lavigne's Construction for the amount of \$6,750.

I patiently wait your direction.

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VILLAGE OF MASSENA

Trustee Carvel asked if anyone else was optimistic of recouping the money spent on the demo. Mayor Currier reminded the Board that litigation is still pending on this property. Carvel said since, in his opinion, it is not likely the Village would be able to recoup the funds spent on the demo, it should be done as cheap as possible. Carvel further stated he believes the most cost-effective way is to have the DPW to do the work. DPW Supt. Fayad explained he had looked at completing the demolition but was not confident for the safety of employees due to not having the proper equipment.

A motion was offered by Trustee LeBire, seconded by Trustee Winston, to award the bid for the demolition of the front porch at 104 East Orvis Street to Lavigne's Construction. **Motion Carried 3:2** (AYE=Currier/Winston/LeBire) (NAY=Carvel/Deshaies)

RESOLUTION #01-2019: CORRECTING AND REFUNDING ERRONEOUS TAXES

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, and carried, to adopt the following resolution to wit:

RESOLUTION #01-2019
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 2019, 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.

Question of the adoption of the foregoing resolution resulted as follows:

AYE: Trustee Winston, Trustee Carvel, Trustee Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #01-2019 duly adopted (4:0).

ANNUAL APPOINTMENT OF FIRE CHIEFS NOMINATED BY VOLUNTEER FIRE DEPARTMENT (2019)

A motion was made by Trustee LeBire and seconded by Trustee Carvel to approve the appointment of the following Fire Chiefs to serve during 2019 as nominated by the Massena Volunteer-Fire Department. **Motion Carried 4:0** (AYE: Winston/Carvel/Deshaies/LeBire)

- Chief – Tim Quenneville
- 1st Assistant Chief– Paul Brownell
- 2nd Assistant Chief – Patrick O'Brien

DISCUSSION: CHAPTER 270 (TAXICABS AND VEHICLES FOR HIRE)

Ryan Frary, owner of Frary Taxi and Medical Transport, inquired about changing the local law for the number of taxi cabs to legally operate in the Village of Massena. He is currently operating medical transport vehicles, which does not have a limitation for vehicles, but in order to make his business more viable and prosperous he would like to add a taxicab. Currently, there are two businesses operating with five (5) vehicles each meeting the max quota for ten (10) taxi vehicles in the Village. Frary requested that the Board change the Village Code to allow for more than ten (10) taxicabs. Massena Transport and Green Cab Companies were in attendance to voice their position if changes occur.

Members of the Village Board stated that further information was needed, and additional discussions will be had, however, they were not willing to schedule a public hearing to amend the Village Code at this time.

AUTHORIZE REQUEST FOR PROPOSALS FOR UPDATING THE VILLAGE OF MASSENA PERSONNEL POLICY MANUAL

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, to authorize request for proposals for updating the Village of Massena Personnel Policy Manual. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire)

APPOINTMENT: BEN MURTAUGH, BUSINESS DEVELOPMENT CORPORATION

A motion was made by Trustee LeBire and seconded by Trustee Carvel to appoint Ben Murtaugh to serve as a member on the Massena Business Development Corporation Board of Directors to fill a term expiring 12/31/19. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire)

VOUCHER WARRANT:

A motion was made by Trustee Deshaies and seconded by Trustee Carvel to approve Voucher Warrant #418.
Motion Carried 4:0 (AYE= Winston/Carvel/Deshaies/LeBire)

WARRANT#418 (Board Meeting 01/15/19)

222321-222330	12/19/18	44,554.79	Prepaid Payroll
222331	12/20/18	19,097.28	CSEA Employee Benefit Fund
222332	12/20/18	23,826.00	UnitedHealthcare Insurance Co.
222333	12/20/18	1,707.75	UnitedHealthcare Insurance Co. (AARP)
222334	12/20/18	320.12	Verizon Wireless
222335-222438	12/21/18	0.00	Checks Voided Physical #s did not match
222439-222495	12/21/18	22,077.60	Medicare Reimbursement Warrant#551
222496-222505	12/26/18	48,221.80	Prepaid Payroll
222506	12/27/18	306.35	Cardmember Service
222507	12/27/18	171.68	St. Lawrence Gas
222508	12/27/18	588.51	Wissota Industries
222509-222518	01/02/19	46,789.87	Prepaid Payroll
222519	01/04/19	619.63	Massena Electric Dept.
222520	01/04/19	163.28	Verizon
222521	01/04/19	48.49	Verizon
222522	01/04/19	456.20	Walmart Community/RFCSELLC
222523	01/08/19	22,852.79	Massena Electric Dept.
222524-222534	01/09/19	68,770.63	Prepaid Payroll
222535	01/09/19	639.00	Roadtrip Travel and Events, LLC
222536	01/14/19	1,121.36	U.S. Postal Service
		302,333.13	Total Prepaid
222537-222639	01/15/19	<u>279,268.93</u>	Total Unpaid
		581,602.06	Total Warrant#418 Including Prepaid Payroll & Medicare Reimbursement Warrant#551

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Dec. 2018)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Dec 2018)

COMMUNICATIONS/CORRESPONDENCE:

The Re-Organization Study Committee will hold the first meeting January 17, 2019 at 1:00 p.m. to review the requests for proposals submitted.

CLOSING PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee LeBire at 6:21 p.m. and seconded by Trustee Carvel. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk