

Village of Massena
BOARD OF TRUSTEES
Meeting Minutes

DATE/TIME: January 18, 2022 (5:30 p.m.)
PLACE: Town Hall Building, 60 Main Street, Massena, New York
PRESENT:

Board of Trustees:

Mayor Greg Paquin
Trustee Christine Winston
Trustee Francis Carvel
Trustee Chad Simpson
Trustee Matthew LeBire

Staff:
Monique N. Chatland (Village Administrator / Village Clerk)
Kevin M. Felt (Treasurer)
Hassan A. Fayad (Supt. Of Public Works)
Jason Olson (Chief of Police)
Marty Miller (Supt. of Public Works)
Aaron Hardy (Fire Dept Foreman & Code Enforcement Officer)
Walter Bean (Firefighter) (5:41p.m.)
Nikki Debien (DPW Clerk)

Press: Jeff Chudzinski (North Country This Week), Bob Beckstead (Courier Observer)

Residents/Other: Patricia Fanning, Joseph Savoca

Following the Pledge of Allegiance, Mayor Paquin 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.

PUBLIC HEARING: **NO PARKING/STANDING ON PORTIONS OF HIGHLAND PARK NEAR JR. HIGH**
Trustee LeBire offered a motion, seconded by Trustee Carvel and carried to open the public hearing at 5:31 p.m. to hear comments concerning amending chapter 280 Vehicles and Traffic of General Code 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 Ave. to Garvin Avenue. **Motion Carried 5:0(AYE=Paquin/Winston/Carvel/Simpson/LeBire)**

After hearing no public comment, Trustee LeBire offered a motion, seconded by Trustee Carvel and carried, to close the public hearing at 5:32 p.m. **Motion Carried 5:0(AYE=Paquin/Winston/Carvel/Simpson/LeBire)**
(Clerks Note: See page 2014 for Notice of Public Hearing.)

RESOLUTION#01-2022: AMEND CHAPTER 280 NO PARKING/STANDING ON PORTIONS OF HIGHLAND PARK (BOTH SIDES) FROM 7AM-3PM FROM HIGHLAND TO GARVIN AVE.

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

RESOLUTION #01-2022
ADOPT LOCAL #01-2022

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.

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

AYE: Mayor Paquin, Trustee Winston, Trustee Carvel, Trustee Simpson, Trustee LeBire
NAY: None

Mayor Paquin declared Resolution #01-2022 duly adopted (5:0).

PUBLIC HEARING: SENIOR CITIZENS PROPERTY TAX EXEMPTION LIMITS

Trustee LeBire offered a motion, seconded by Trustee Carvel and carried to open the public hearing at 5:35 p.m. to authorize an increase to the maximum annual income level for senior citizens exemption as permitted under RPTL 467. **Motion Carried 5:0(A)E=Paquin/Winston/Carvel/Simpson/LeBire)**

After hearing no public comment, Trustee LeBire offered a motion, seconded by Trustee Carvel and carried, to close the public hearing at 5:32 p.m. **Motion Carried 5:0(A)E=Paquin/Winston/Carvel/Simpson/LeBire)**
(Clerks Note: See page 2014 for Notice of Public Hearing.)

RESOLUTION#02-2022: AMEND TAX EXEMPTION RATES FOR QUALIFIED SENIOR CITIZENS

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

RESOLUTION #02-2022

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.

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

Trustee Carvel-----	Voting Aye
Trustee LeBire-----	Voting Aye
Trustee Simpson-----	Voting Aye
Trustee Winston-----	Voting Aye
Mayor Paquin-----	Voting Aye

Mayor Paquin declared Resolution #02-2022 duly adopted.

RECOGNITION: HASSAN FAYAD – DPW SUPT.

Mayor Paquin and Board presented Hoss Fayad with a certificate of recognition and thanked him for his years of service and wished him well during his retirement. Mr. Fayad thanked them for the honor to work for the Village of Massena

TREASURER'S REPORT:

Village Treasurer Felt presented the following:

*Village of Massena
Treasurer's Report
January 18, 2022*

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:

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)
	11,323,293		9,835,892		

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. LeBire/Simpson/Carvel
- 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: January 21 & 22 Mark Tyo Tournament. \$132,000 total cost for Zamboni.
MASSENA RESCUE SQUAD: Board of Managers stay in and sign bills until at least February
ECONOMIC DEVELOPMENT: DRI- Monique Chatland and Mayor Paquin weekly meetings will start tomorrow, plan to kick off meeting with tour, sit down and discuss. Turned in recommendations for LPC have not heard back. "transformational projects"

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

AUTHORIZE RELEASE OF REQUEST FOR PROPOSALS FOR GRANT CONSULTING & ADMINISTRATION

A motion was made by Trustee LeBire and seconded by Trustee Carvel to Authorize Request for proposals for Grant Consulting and Administration Services. Proposals should be submitted no later than 3:00 p.m. on February 11, 2022. Award anticipated at Village Board meeting on March 15, 2022. Motion Carried 5:0 (AYE=Paquin/Winston/Carvel/Simpson/LeBire). (Clerks Note: See page 2015 for Legal Notice.)

RESOLUTION #03-2022: 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#03-2022

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.

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

AYE: Mayor Paquin, Trustee Winston, Trustee Carvel, Trustee Simpson, Trustee LeBire

NAY: None

Mayor Paquin declared Resolution #03-2022 duly adopted (5:0).

RESOLUTION#04-2022: HOLDING HARMLESS SLC FOR PROVIDING SERVICES TO THE VILLAGE OF MASSENA

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

Resolution#04-2022

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.

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

AYE: Mayor Paquin, Trustee Winston, Trustee Carvel, Trustee Simpson, Trustee LeBire

NAY: None

Mayor Paquin declared Resolution #04-2022 duly adopted (5:0).

DISCUSSION/ESTABLISH PUBLIC HEARING: PHYSICALLY DISABLED EXEMPTION LIMITS

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to schedule a Public Hearing for Physically Disabled Exemption limits for February 15, 2022 @5:30 p.m. **Motion Carried 5:0** (AYE=(Paquin/Winston/Carvel/Simpson/LeBire).

RESIGNATION: SHANE FARMER, DPW-MEO

A motion was made by Trustee Carvel and seconded by Trustee Winston to approve the resignation of DPW Motor Equipment Operator Shane Farmer (eff.01/28/22). **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

AUTHORIZATION TO CANVAS A MOTOR EQUIPMENT OPERATOR

A motion was made by Trustee LeBire and seconded by Trustee Simpson for Authorization to Canvas for a Motor Equipment at DPW due to the recent resignation of Shane Farmer. Prefer to utilize same applicants for current pool. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/LeBire/Simpson).

RESIGNATION: MIKE KELSO, ASST.FOREMAN- FIRE DEPARTMENT

A motion was made by Trustee Carvel, seconded by Trustee Winston to accept the resignation of Mike Kelso as Assistant Foreman (only) at Fire Dept (eff. immediately) **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

APPOINTMENT: WALTER BEAN, ASST.FOREMAN- FIRE DEPARTMENT

A motion was made by Trustee Carvel, seconded by Trustee Winston to approve appointment of Walt Bean as Assistant Foreman at the Fire Dept (eff. immediately). **Motion Carried 5:0** (AYE=Paquin/Winston/ Carvel/Simpson/LeBire).

DISCUSSION/ESTABLISH PUBLIC HEARING: CDBG FACILITIES GRANT PROGRESS

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to schedule a Public Hearing for CDBG Facilities Grant Progress for February 15, 2022 @5:31 p.m. **Motion Carried 5:0** (AYE=(Paquin/Winston/Carvel/Simpson/LeBire).

ANNUAL APPOINTMENT OF FIRE CHIEFS NOMINATED BY VOLUNTEER FIRE DEPARTMENT (2022)

A motion was made by Trustee LeBire and seconded by Trustee Carvel to approve the appointment of the following Fire Chiefs to serve during 2022 as nominated by the Massena Volunteer Fire Department. **Motion Carried 5:0** (AYE: Paquin/ Winston/Carvel/Simpson/LeBire)

- Chief – Paul Brownell
- 1st Assistant Chief– Patrick O'Brien
- 2nd Assistant Chief – Thomas Miller

VOUCHER WARRANT:

A motion was made by Trustee Carvel, seconded by Trustee Winston to approve Voucher Warrant #457. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

WARRANT#457 (Board Meeting 01/18/22)

229209-229216	12/22/21	51,229.75	Prepaid Payroll
229217-229286	12/22/21	31,526.70	Medicare Reimbursement Warrant#563
229287	12/27/21	221.70	Liberty Utilities
229288	12/28/21	142.98	U.S. Bank National Assoc.
229289-229296	12/29/21	45,654.42	Prepaid Payroll
229297	01/03/22	12,169.34	Compass Minerals America Inc.
229298	01/03/22	21,271.40	Twinstate Technologies
229300	01/03/22	171.60	Verizon
229301	01/03/22	48.79	Verizon
229302-229309	01/05/22	1.00	Village of Massena
229310	01/07/22	45,879.35	Pre-Paid Payroll
229311	01/07/22	95.00	CST Group, Inc.
229312	01/10/22	18,568.75	Massena Electric Dept.
229313	01/10/22	271.74	The Home Depot Credit Svcs.
229314	01/10/22	263.70	Town of Louisville Water Dept.
229315-229323	01/10/22	999.00	White Cap, L.P.
229324	01/12/22	47,036.20	Prepaid Payroll
229325	01/12/22	3,086.90	Massena Electric Dept.
229326	01/12/22	53.94	The Home Depot Credit Svcs.
	01/13/22	1,256.24	United States Postal Service
		279,948.50	Total Prepaid
		403,587.42	Total Unpaid
229327-229423	01/18/22	683,535.92	Total Warrant#457 Including Prepaid Payroll & Medicare Reimbursement Warrant#563.

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Dec. 2021)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Dec 2021)
- H3 Designs (addition)

COMMUNICATIONS/CORRESPONDENCE:

No report at this time.

CLOSING PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

EXECUTIVE SESSION:

A motion was made by Trustee LeBire, seconded by Trustee Carvel to enter into an Executive Session to discuss salary of current employee, contract negotiations pursuant at 6:01 p.m. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/ Simpson/LeBire). Also, in attendance is Village Administrator Chatland, Jason Olson (out 6:25p.m.), Aaron Hardy (out 6:19p.m.) and Haas Fayad

An Executive Session was held and no action was taken.

At 6:58 p.m. a motion was made by Trustee LeBire and seconded by Trustee Simpson to close executive session and return to the open meeting. **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson/LeBire)

A motion was made by Trustee LeBire, seconded by Trustee Simpson to approve the salary increase of DPW Clerk Nikki Debien from \$17.99 per hour to \$22.99 (\$5/hr increase) and will be adding Engineering Aide III to her title this will take effect on January 26, 2022. **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson/LeBire).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee LeBire at 7:00 p.m. and seconded by Trustee Winston. **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk

Legal Notice of Public Hearing: No parking/Standing on portions of Highland Park near JW Leary Jr. High School

Notice of Public

Hearing on Proposed

Local Law

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

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

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 18th 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.)

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

Monique N. Chatland,
Village Clerk
Dated: January 10, 2022

LEGAL NOTICE OF PUBLIC HEARING: SENIOR CITIZENS PROPERTY TAX EXEMPTION LIMITS

Village of Massena
Town Hall Building
Massena, New York
13662

LEGAL NOTICE OF

PUBLIC HEARING

Re: Physically Disabled Exemption

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

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, shall conduct a public hearing on the 15th day of February 2022 at 5:30 p.m. in Room #30 of the Town Hall Building, Massena, New York, under the provision of Section 459-c of the New York State Real Property Tax Law to consider amending the tax exemption to raise the maximum income eligibility level for qualified property owned by persons with disabilities who meet the statutory qualifications under the provisions of Section 459-c of the New York State Real Property Tax Law.

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 purpose of inspection or procurement by interested parties.
By Order of the Village Board of Trustees
Monique N. Chatland,
Village Clerk Dated: January 24, 2022

LEGAL NOTICE: AUTHORIZE RELEASE OF RFP FOR GRANT CONSULTING & ADMINISTRATION

LEGAL NOTICE
Village of Massena

**REQUEST FOR
PROPOSALS
GRANT CONSULTING
AND ADMINISTRATION
SERVICES**

The Village of Massena, St. Lawrence County, New York is seeking assistance with grant consulting, possible application for new grants, administration of select previous and current grants from federal, state, and local entities which relate to various functions of Village government. Qualified applicants must have the expertise and experience necessary to perform thorough and comprehensive grant consulting and administration services typical for municipalities.

The Request for Proposal in its entirety may be obtained online here: <https://massena.us/D-Grant-Writing-Services-for-Village-2022> or by emailing villageclerk@village.masse

The statements are to be submitted no later than **3:00 p.m. on Friday, February 11, 2022**. All proposals should be clearly labeled "**Grant Consulting and Administration Services**" and submitted to:

Monique N. Chatland,
Village Administrator
Village of Massena
Town Hall - 60 Main St.
Massena, NY 13662

The Village of Massena will rank the responses received by utilizing the competitive negotiations method outlined in the Uniform Administrative Requirements.

The Village of Massena reserves the right to waive any informality in the selection process, reject any or all statements and to conduct interviews and/or fee negotiations at its sole discretion. MWBE and Section 3 Businesses are encouraged to participate.

By Order of the Village Board of Trustees
Monique N. Chatland,
Village Clerk
Dated: 01/18/2022