

Village of Massena  
**BOARD OF TRUSTEES**  
 Meeting Minutes

**DATE/TIME:** January 19, 2021 (5:30 p.m.)  
**PLACE:** Town Hall Building, 60 Main Street, Massena, New York  
**PRESENT:**

**Board of Trustees:**  
 Trustee Christine Winston  
 Trustee Francis Carvel  
 Trustee Greg Paquin  
 Deputy Mayor/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)  
 Cody Wilson (Lieutenant)  
 Aaron Hardy (Fire Dept Foreman & Code Enforcement Officer)  
 Lisa Tyo (Deputy Treasurer)  
 Nikki Debien (DPW Clerk)

**Press:** John Pirsos (WWNY Television), Andy Gardner (North Country This Week), Bob Beckstead (Daily Courier Observer)

**Residents/Other:** Courtney Elizabeth, Darlene Facticeau, Tammy Blanchard, Sue Bellor, Tim Ahlfeld, Sam Carbone, Michael LeBire, Michelle Blair

Following the Pledge of Allegiance, Deputy Mayor LeBire asked that all electronic devices be silenced, proceeded to call the meeting to order at 5:31 p.m. and conducted a roll call of Board members present.

**TREASURER'S REPORT:**

Village Treasurer Felt presented the following:

*Village of Massena  
 Treasurer's Report  
 January 19, 2021*

**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:

2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,734,224	91.17%	6,491,191	65.70%	2,243,033
Refuse Fund	577,693	46.28%	761,996	58.81%	(184,303)
Water fund	1,123,837	54.68%	1,042,852	47.99%	80,985
Sewer Fund	895,409	49.75%	939,630	49.08%	(44,221)
Joint Rec	563,313	60.14%	609,328	60.23%	(46,015)
	11,894,474		9,844,996		

2. Year-end projections have been updated with actual figures through December and have been distributed to the Board and department heads.
3. Mortgage tax received from St. Lawrence County this month was in the amount of \$15,763, a decrease of \$15,881 for the same period last year.
4. 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.
5. For the tax collection period beginning June 1, 2020 through September 30, 2020, the Village retained ten cents due to tax overpayments that were less than ten dollars. A report summarizing the overpayments has been provided to you.

**ACTION**

6. **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:** There were nine holiday ice sponsors. They are researching solutions for the Zamboni, as it needs new batteries at a cost of approximately \$20,000 and current value of machine is only \$5-10,000.

**INITIAL PUBLIC COMMENT PERIOD:**

No public comment was heard at this time.

**REAPPOINTMENT: CARRIE-LYNN HARVEY, SCHOOL CROSSING GUARD**

A motion was made by Trustee Carvel and seconded by Trustee Paquin to appoint Carrie Lynn Harvey as a School Crossing Guard. This is a reappointment, as she did not file her Oath within the required time pursuant to NYS law. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

**REAPPOINTMENT: NICOLE LAPRADD, SCHOOL CROSSING GUARD**

A motion was made by Trustee Carvel and seconded by Trustee Paquin to appoint Nicole LaPradd as a School Crossing Guard. This is a reappointment, as she did not file her Oath within the required time pursuant to NYS law. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

**RESIGNATION: TIMMY J. CURRIER, MAYOR**

Deputy Mayor LeBire explained that Village Law states when there is a vacancy in an elected position, the Board is required to appoint a replacement until the next general election for the remainder to the unexpired term. LeBire explained that current Mayor Timmy J. Currier submitted his resignation letter to the Village Clerk and his resignation will be effective at noon on February 1, 2021. LeBire stated he believed resigning was the appropriate thing for Currier to do. He further explained that it will require some time to proceed with next step and he will continue to update the Board.

**RESOLUTION #01-2021: CORRECTING AND REFUNDING ERRONEOUS TAXES**

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

***Resolution #01-2021  
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: Trustee Winston, Trustee Carvel, Trustee Paquin, Trustee LeBire**

**NAY: None**

Deputy Mayor LeBire declared Resolution #01-2021 duly adopted (4:0).

**ANNUAL APPOINTMENT OF FIRE CHIEFS NOMINATED BY VOLUNTEER FIRE DEPARTMENT (2021)**

A motion was made by Trustee Carvel and seconded by Trustee Winston to approve the appointment of the following Fire Chiefs to serve during 2021 as nominated by the Massena Volunteer Fire Department. **Motion Carried 4:0** (AYE: Winston/Carvel/Paquin/LeBire)

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

**APPOINTMENT: ANDREW BEAULIEU, BACKHOE OPERATOR**

A motion was made by Trustee Paquin and seconded by Trustee Carvel to appoint Andrew Beaulieu to Backhoe Operator at DPW he will be replacing John Bowles. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire).

**APPOINTMENT/EXECUTIVE SESSION: THOMAS BLAIR, ASSISTANT STREET FOREMAN**

A motion was made by Trustee Carvel, seconded by Trustee Winston to enter into an Executive Session to discuss appointment at 5:50 p.m. **Motion Carried 3:1** (AYE= Winston/Carvel/LeBire) (NAY= Carvel) Village Administrator Monique Challand also in attendance.

An Executive Session was held and no action was taken.

At 6:17 p.m. a motion was made by Trustee Carvel and seconded by Trustee Winston to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

A motion was made by Trustee Paquin and seconded by Trustee Winston to appoint Thomas Blair to Assistant Street Foreman. **Motion Tabled. 2:2** (AYE=Winston/Paquin) (NAY=LeBire/Carvel).

**REAPPOINTMENT: ANTHONY CURLEY, PLANNING BOARD**

A motion was made by Trustee Carvel and seconded by Trustee Paquin to appoint Anthony Curley to the Planning Board. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**REAPPOINTMENT: LARRY LOGAN, PLANNING BOARD**

A motion was made by Trustee Carvel and seconded by Trustee Paquin to appoint Larry Logan to the Planning Board. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**REAPPOINTMENT: ROBERT VANDUSEN, ZONING BOARD**

A motion was made by Trustee Paquin and seconded by Trustee Carvel to appoint Robert VanDusen to the Zoning Board. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**REAPPOINTMENT: ROBERT VANDUSEN, ZONING BOARD CHAIRMAN**

A motion was made by Trustee Winston and seconded by Trustee Carvel to appoint Robert VanDusen as Chairman to the Zoning Board. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**REAPPOINTMENT: JEFF DOBBINS, BUSINESS DEVELOPMENT CORPORATION**

A motion was made by Trustee Paquin and seconded by Trustee Carvel to appoint Jeff Dobbins to the Business Development Corporation. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**REAPPOINTMENT: EILEEN BOOTS, MASSENA HOUSING AUTHORITY**

A motion was made by Trustee Carvel and seconded by Trustee Winston to appoint Eileen Boots to the Massena Housing Authority Board of Commissioners. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**RESOLUTION #02-2021: ANNUAL AGREEMENT WITH CHAMBER**

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

***Resolution #02-2021***

***Approve Annual Agreement with Greater Massena Chamber of Commerce***

***BE IT RESOLVED, that the Village of Massena enter into an agreement with the Greater Massena Chamber of Commerce for the fiscal year June 1, 2020 – May 31, 2021 whereby the Village will allocate an amount not to exceed \$2,500.00 to the Chamber for services provided; and***

***BE IT FURTHER RESOLVED, that Matthew J. LeBire, as Deputy Mayor of the Village of Massena, is hereby authorized and directed to execute said agreement on behalf of the Village of Massena.***

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

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

NAY: None

Deputy Mayor LeBire declared Resolution #02-2021 duly adopted (4:0).

**RESOLUTION #03-2021: AUTHORIZE PROFESSIONAL SERVICES AGREEMENT WITH  
DANC FOR HOUSING REHAB GRANT WRITING SERVICES**

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

**Resolution #03-2021**

***Authorizing Technical Services Agreement with the Development Authority of the North Country for Grant Writing Services and Submission of a Community Development Block Grant Application***

*WHEREAS, the Village of Massena seeks to enter into a Technical Services Agreement with the Development Authority of the North Country ("DANC") for the purpose of providing technical services in grant writing and submission of a Community Development Block Grant ("CDBG"); and*

*THEREFORE, BE IT RESOLVED, that the Village of Massena will compensate DANC for technical services in grant writing for an CDBG grant at the labor hour burdened rate for the specific job classification performing the services plus direct expenses where applicable, pursuant to the attached Agreement at a total amount not to exceed \$2,750; and*

*NOW, THEREFORE, BE IT RESOLVED, that Deputy Mayor Matthew J. LeBire is hereby authorized and directed to execute the above referenced Technical Services Agreement with the Development Authority of the North Country.*

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

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

NAY: None

Deputy Mayor LeBire declared Resolution #03-2021 duly adopted (4:0).

**RESOLUTION#04-2021: DESIGNATE TRUSTEE MATTHEW LEBIRE AS CERTIFYING  
OFFICER FOR CDBG PUBLIC FACILITIES GRANT**

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

**RESOLUTION #04-2021**

***Designation of Village Trustee Matthew J. LeBire as the Certifying Officer for an Environmental Review Record in Conjunction with the 2019 Community Development Block Grant Application Public Facilities Grant***

*WHEREAS, the Village of Massena was awarded funding by the New York State Office of Community Renewal (the "OCR") under the NYS CDBG Public Facilities program to provide resources to improve structures to house or serve special-needs populations; senior services; child care centers; removal of architectural barriers for the disabled; sidewalks; and multi-purpose buildings housing several qualifying activities where benefits are provided principally to low-and moderate-income persons; and*

*WHEREAS, the Village of Massena has entered into a sub-recipient Agreement with the Massena Housing Authority ("MHA") for the purpose of making improvements to its facilities, more specifically for the modernization of the existing elevators at Laurel Terrace; and*

*WHEREAS, the Village of Massena is responsible for the development and adoption of an Environmental Review Record for the program to demonstrate consistency with federal and state environmental protection laws, rules, and regulations; and*

*NOW THEREFORE, BE IT RESOLVED that the Village of Massena Board of Trustees hereby designates the Village Trustee Matthew J. LeBire as the Village's certifying officer for the purposes of the review, and hereby authorizes and directs the certifying officer to execute the Environmental Review Record or attendant certifications as may be required for completion of the Environmental Review Record*

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

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

NAY: None

Deputy Mayor LeBire declared Resolution #04-2021 duly adopted (4:0).

**DISCUSSION: 2019 CAT BACKHOE**

DPW Supt. Fayad presented the following to the board:

**Memo**

To: Deputy Mayor and Board  
From: Henson A. Fayad, P.E.  
CC: File  
Date: January 14, 2021  
Re: 2019 CAT Loader Motor Problem

All,

Several weeks ago, the DPW experienced equipment failure with our new loader. The machine is a 2019 920M Caterpillar Loader having 807 hours and the machine would not travel forward or backwards. The vendor (Milton Caterpillar) was contacted, and the machine transported to their Syracuse facility. The diagnosis indicated the main pump (aka "Charge Pump") failed and sent metal filings through the hydraulic powertrain system infecting all other main components.

This is an obvious concern to the DPW for we do not know the outlook and performance of this machine. I proposed options from the vendor (Milton Caterpillar) and this is their offer.

- Option 1. Trade the 2019 CAT 920M Loader with 807 hours for a new 2021 CAT Loader. This option would require the Village to also pay \$10,000 for this option.
- Option 2. Have the 2019 CAT Loader repaired, which is covered under full powertrain warranty.

Again, because of the severity of the damage and the unknown future performance of the existing machine, I would recommend accepting option 1. Since the machine is utilized by all four (4) accounts (sewer, refuse, water and sewer), the \$10,000 can be divided and absorbed by the contingency fund in each account.

I respectfully wait your direction.

After brief discussion a motion was made by Trustee Winston, seconded by Trustee Carvel to vote for Option #1 as stated in DPW Supt. Fayad memo above. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire)

**RESOLUTION #05-2021: EXTEND FIRST FAMILY COVID RELIEF ACT UNTIL MARCH 31, 2021**

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

**Resolution #05-2021**

***Extending the Families First Coronavirus Response Act: Employee Paid Leave Rights***

***WHEREAS, the Families First Coronavirus Response Act required certain employees to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19; and***

***WHEREAS, the requirement for employers to provide the benefits their employees expired December 31, 2020; and***

***NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Village of Massena Board of Trustees desire to provide their eligible employees the same paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 until March 31, 2021.***

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

**AYE: Trustee Winston, Trustee Carvel, Trustee Paquin, Trustee LeBire**

**NAY: None**

Deputy Mayor LeBire declared Resolution #05-2021 duly adopted (4:0).

**APPOINTMENT: JAYDEN PERNICE, SERGEANT MASSENA POLICE DEPT.**

Trustee Carvel offered a motion, seconded by Trustee Paquin to appoint Jayden Pernice as Sergeant at the Massena Police Department. His appointment is a result **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire)

**RESOLUTION #06-2021: AGREEMENT WITH TRANE FOR EQUIPMENT AT DPW**

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

**RESOLUTION #06-2021**

***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 17, 2020 proposal (no. 2930466/2774028) – "Scheduled Service Agreement"; and***

***BE IT FURTHER RESOLVED that in consideration of services provided an amount of \$1,710.80 is hereby approved; and***

***BE IT FURTHER RESOLVED that Matthew J. LeBire, as Deputy Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement.***

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

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

NAY: None

Deputy Mayor LeBire declared Resolution #06-2021 duly adopted (4:0).

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**VOUCHER WARRANT:**

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A motion was made by Trustee Carvel, seconded by Trustee Winston to approve Voucher Warrant #444. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire)

WARRANT#444 (Board Meeting 01/19/2021)

226955-226962	12/16/20	40,504.78	Prepaid Payroll
226963-227024	12/16/20	27,372.60	Medicare Reimbursement Warrant#559
227025	12/22/20	32.55	Advance Auto Parts
227026	12/22/20	20,529.94	CSEA Employee Benefit Fund
227027	12/22/20	231,954.58	Excellus Blue Cross/ Blue Shield
227028	12/22/20	41.00	Jack Henry & Assoc.
227029	12/22/20	399.16	Lawson Products, Inc.
227030	12/22/20	3,126.97	Liberty Utilities
227031	12/22/20	26,239.50	United Healthcare Ins. Co.
227032	12/22/20	737.91	Verizon Wireless
227033	12/22/20		Void
227034-227041	12/23/20	41,278.19	Prepaid Payroll
227042	12/24/20	2,583.91	Cardmember Service
227043	12/24/20	192.01	Consolidated Electrical Distribution
227044	12/24/20	3,702.36	Liberty Utilities
227045	12/24/20	142.98	U.S. Bank National Assoc.
227046-227053	12/30/20	45,275.72	Prepaid Payroll
227054	12/31/20	2,200.00	ReachOut Of St. Lawrence County
227055-227062	01/06/21	43,881.38	Prepaid Payroll
227063	01/06/21	19,426.14	Massena Electric Dept.
227064	01/06/21	47.93	Verizon
227065	01/06/21	169.89	Verizon
227066	01/11/21	228.00	Domain Listings
227067	01/11/21	1,626.65	SLIC Network Solutions
227068	01/11/21	38.79	The Home Depot Credit Svcs.
227069	01/11/21	553.36	The Home Depot Credit Svcs.
227070	01/11/21	283.22	Town of Louisville Water Dept.
227071-227079	01/13/21	43,030.56	Prepaid Payroll
227080	01/14/21	1,152.65	United States Postal Service
		556,752.73	Total Prepaid
227081-227179	01/19/21	<u>447,200.80</u>	Total Unpaid
		1,003,953.53	Total Warrant#444 Including Prepaid Payroll & Medicare Reimbursement Warrant#559

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**MONTHLY REPORTS:**

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The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Dec. 2020)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Dec 2020)

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**COMMUNICATIONS/CORRESPONDENCE:**

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Kaitlyn Dostie and Christine Grant were recognized as recipients of the Girl Scouts of America "Silver" Award

Deputy Mayor LeBire announced that the February Board of Trustees Meeting date has been changed to February 23, 2021, from February 16, 2021.

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**CLOSING PUBLIC COMMENT PERIOD:**

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Andy Gardner of North Country Now inquired what the outcome of the 2:2 split on the Blair appointment will be. Deputy Mayor LeBire explained that the appointment has been tabled for now.

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**EXECUTIVE SESSION:**

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A motion was made by Trustee Carvel, seconded by Trustee Winston to enter into an Executive Session to discuss Collective Bargaining negotiations pursuant to Taylor Law at 6:35 p.m. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

An Executive Session was held and no action was taken.

At 6:57p.m. a motion was made by Trustee Carvel and seconded by Trustee Winston to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

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**ADJOURNMENT:**

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Paquin at 6:57 p.m. and seconded by Trustee Carvel. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

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**MINUTES PREPARED BY:**

  
Monique N. Chatland, Village Clerk