

Village of Massena
BOARD OF TRUSTEES
Meeting Minutes

DATE/TIME: February 15, 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 (Via-Zoom)
Trustee Chad Simpson
Trustee Matthew LeBire

Staff:
Monique N. Chatland (Village Administrator/Clerk)
Kevin Felt (Treasurer)
Marty Miller (Supt. Of Public Works)
Aaron Hardy (Fire Foreman/Code Enforcement Officer)
Cody Wilson (Lieutenant, Massena PD)

Guests: Carl Seyfarth (Seyfarth & Seyfarth CPA's) (Exit: 5:49pm)

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

Residents/Other: Mary Elman (Housing Authority), Joe Savoca, Diane Dufresne (Village Justice), Joe Brown (Town Justice)

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: PHYSICALLY DISABLED TAX EXEMPTION

Trustee LeBire offered a motion, seconded by Trustee Winston and carried to open the public hearing at 5:31 p.m. to hear comments/concerns 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 NY State Real Property Tax Law. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire)

After hearing no public comment, Trustee Winston offered a motion, seconded by Trustee Simpson 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 2052 for Notice of Public Hearing.)

RESOLUTION#05-2022: INCREASE TO MAX ANNUAL INCOME LEVEL FOR PERSONS WITH DISABILITIES AS PERMITTED UNDER RPTL 459-C

At a meeting of the Village of Massena Board of Trustees held on February 15, 2022 at 5:30 p.m., a motion to adopt the following resolution was made by Trustee LeBire and seconded by Trustee Winston, to wit:

RESOLUTION #05-2022
AUTHORIZING AN INCREASE TO THE MAXIMUM ANNUAL INCOME LEVEL FOR PERSONS WITH DISABILITIES AS PERMITTED UNDER RPTL §459-C

WHEREAS, Real Property Tax Law, section 459-C, gives local governments and public-school districts the option of granting a reduction in the amount of property taxes paid by qualifying property owners, and

WHEREAS, the Village of Massena duly noticed and held a public hearing, on February 15 2022 to hear from persons wishing to speak for or against the proposed change with no public comment being heard, and

WHEREAS, the Village of Massena currently grants a 50% exemption to qualifying physically disabled real property owners 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

THEREFORE, BE IT RESOLVED, that to qualify, real property must be owned by one or more persons with disabilities, or real property owned by a husband, wife or both, or by siblings, at least one of whom has a disability, and whose income, as hereafter defined is limited by reason of such disability, shall be exempt from taxation for Village purposes to the extent as provided in the schedule below; and

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

Qualifying disabled property owners 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 #05-2022 duly adopted.

PUBLIC HEARING: 2019 CDBG PUBLIC FACILITIES PROGRAM

Trustee LeBire offered a motion, seconded by Trustee Simpson and carried to open the public hearing at 5:34 p.m. to hear comments/concerns on the Village of Massena's 2019 Public Facilities grant funded in 2019 through the Community Development Block Grant (CDBG) program, #711PF149-19 in the amount of \$400,000 update on current CDBG project. **Motion Carried 5:0**(AYE=Paquin/Winston/Carvel/Simpson/LeBire).

Executive Director of the Massena Housing Authority Mary Ellman was on hand to explain the status and progress starting February 28 and hopefully complete by June 20, 2022. Project is geared toward complete modernization of both elevators for the one hundred one- bedroom apartments at Laurel terrace building.

After hearing no public comment, Trustee LeBire offered a motion, seconded by Trustee Winston and carried, to close the public hearing at 5:35 p.m. **Motion Carried 5:0**(AYE=Paquin/Winston/Carvel/Simpson/LeBire)
(Clerks Note: See page 2052 for Notice of Public Hearing.)

APPROVE MINUTES:

A motion was made by Trustee LeBire, seconded by Trustee Winston, to approve the minutes of the June 2021-January 2022 Village Board Meetings. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

PRESENTATION BY CARL SEYFARTH (SEYFARTH & SEYFARTH CPA'S) VILLAGE'S FINANCIAL STATEMENT AUDIT REPORT (FYE 05/31/21)

Carl Seyfarth of Seyfarth & Seyfarth CPAs reviewed the Village's Financial Statement/ Audit Report for fiscal year end May 31, 2021. He stated audit went very well, no adjustments to financial statements which is rare. Encourages staff to use Incode to its full potential and try to get rid of spreadsheets as soon as possible.

He stressed management responsibilities and his opinion financial statements are fairly presented but advised there will be additional changes to format of audit next year. He did have two findings in that the Village's meeting minutes need to kept up to date. Second finding was segregation of duties.

Carl's suggestions were use software if feasible and practical- branch out to other departments. Let them look at budget for example. Restore NY: make sure right people managing/oversee project. Make sure it has no liability to VOM, hold VOM harmless.

TREASURERS REPORT:

Village Treasurer Felt presented the following:

*Village of Massena
Treasurer's Report
February 15, 2022*

INFORMATION

1. You have been provided with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for January and the January summary follows:

Continued on Next Page

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,745,073	78.84%	6,610,068	64.13%	1,135,006
Refuse Fund	701,219	55.93%	777,033	50.20%	(75,814)
Water fund	1,139,418	55.44%	1,132,389	51.99%	7,029
Sewer Fund	956,597	53.74%	1,074,873	57.05%	(118,275)
Joint Rec	732,756	76.01%	753,807	67.67%	(21,050)
	11,275,064		10,348,168		

Rescue Squad Activity Summary YTD	Town Comparison
Resource Recovery Revenue	47,750
Equipment Expenses	-
Contractual Expense	44,455
Net Profit (Loss)	3,295

- Year-end projections for the above funds have been updated through January. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
- Quarterly sales tax payment received the first of February from the County was \$545,805 (up \$53,734 from the same period last year). This brings our total for the year to \$1,155,584, or 57% of our budgeted amount of \$2,025,000.
- On February 1st we paid \$66,840 principal payment on the long-term SIB bond for the CWSRF project (Wastewater Plant Improvement and Sewer Line Replacement Project). This is a zero-interest long-term financing that will be paid off in 2049.

ACTION

- Accept Draft Single Audit Report:** Request a motion to accept the draft Single Audit report for the Village of Massena, as presented by Carl Seyfarth this evening, to be finalized and filed with various regulatory agencies. LeBire/Winston/Carried
- Adoption of Independent Accountants' Report on Village Justice Court Records:** Accept the report for FYE 5/31/2021, performed by Seyfarth & Seyfarth CPAs. The Village is required to file this report with the Uniform Court System, per Section 2019-a of the Uniform Justice Court Act. (See separate agenda item) LeBire/Winston/Carried

COMMITTEE REPORTS:

Committee reports were presented for informational purposes, the following was notable:

ECONOMIC DEVELOPMENT: Trustee LeBire states things moving full steam ahead with DRI. Trustee LeBire attended last week's BDC meeting, new members for active with discussions.

JOINT REC: Trustee Winston explained JRC has been discussing the 3- Rivers bike trail looking for signage.

RESCUE: Mayor Paquin discussed meeting had with SLC to recruit more volunteers, good meeting, will be meeting regularly.

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

APPOINTMENT: MARTY MILLER, SUPERINTENDENT OF PUBLIC WORKS

A motion was made by Trustee LeBire and seconded by Trustee Winston to appoint Marty Miller Superintendent of Public Works (Permanent). **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

ESTABLISH PUBLIC HEARING DATE/TIME: TO CONSIDER ADOPTING LOCAL LAW REZONE ONE PARCEL ON COOK ST. FROM COMMERCIAL AUTO RELATE TO RES-B

A motion was made by Trustee LeBire and seconded by Trustee Simpson to hold a public hearing to consider adopting local law to rezone one parcel on Cook Street from Commercial Auto Related to Residential -B. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

REAPPOINTMENT: JOE MITTIGA- ZONING BOARD

A motion was made by Trustee LeBire and seconded by Trustee Simpson to appoint Joe Mittiga- Zoning Board. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire). This is a reappointment due to failure to sign Oath of Office within 30 days, as dictated by NYS Public Officers Law.

REAPPOINTMENT: KOURTNIE TROTTER NOEL- SCHOOL CROSSING GUARD

A motion was made by Trustee Simpson and seconded by Trustee LeBire to appoint Kourtnie Trotter Noel to school crossing guard. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire). This is a reappointment due to failure to sign Oath of Office within 30 days, as dictated by NYS Public Officers Law.

REAPPOINTMENT: JOEL GRIGG- PLANNING BOARD

A motion was made by Trustee LeBire and seconded by Trustee Simpson to appoint Joel Grigg to Planning Board. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire). This is a reappointment due to failure to sign Oath of Office within 30 days, as dictated by NYS Public Officers Law.

DISCUSSION: ARPA FUNDS

Mayor Paquin conveyed that the Fire Dept needs a new truck (E-28) which is used for everything, life of truck is approximately twenty years old. Plan is to have MVFD put money towards truck to buy outright and if American Rescue Plan Act funds are utilized can reimburse them to avoid paying for a bond which is \$50,000/year or 1% of tax. Fire Committee suggested a mask fitting machine currently sent to St. Lawrence County it would lower cost. Trustee Simpson questioned whether funds can be used for personnel. NYCOM suggested not to use for personnel because funds dry up. Mayor Paquin suggested a Grant Writer but will need to wait until we get next payment will have close to a million spent approximately \$60,000 now.

**RESOLUTION #06-2022: ACCEPT INDEPENDENTS REPORTS (SEYFARTH & SEYFARTH)
FOR VILLAGE JUSTICE COURT RECORDS FOR FYE MAY 31, 2021**

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

Resolution #06-2022

Accept Independent Accountants' Report from Seyfarth and Seyfarth for the Village Justice Court Records for Fiscal Year Ending May 31, 2021

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires Village Justices provide their court records and dockets to the Village Board of Trustees annually, and that such records then be examined, and that fact be entered into the minutes of the board's proceedings, and

WHEREAS, the Village of Massena has hired Seyfarth and Seyfarth CPA's, P.C. to complete the annual report for fiscal year ending May 31, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Massena, hereby accepts the report from Seyfarth and Seyfarth CPS's.

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 #06-2022 duly adopted (5:0).

RESOLUTION#07-2022: AGREEMENT BETWEEN THE VILLAGE OF MASSENA & MANAGEMENT PERSONNEL

At a meeting of the Village of Massena Board of Trustees Meeting held on February 15, 2022 at 5:30 p.m., a motion to adopt the following resolution was made by Trustee LeBire and seconded by Trustee Winston, to wit:

RESOLUTION #07-2022

Approve Agreement By and Between the Village of Massena And Management Personnel

(June 1, 2020 – May 31, 2024)

WHEREAS, the Village of Massena Contract Committee has negotiated a four-year Agreement (June 1, 2020 through May 31, 2024) with Management Personnel;

NOW, THEREFORE, BE IT RESOLVED, that the Agreement is hereby accepted by the Village of Massena Board of Trustees; and

BE IT FURTHER RESOLVED, that Gregory M. Paquin, as Mayor 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: Mayor Paquin, Trustee Winston, Trustee Simpson, Trustee LeBire

NAY: None

ABSTAIN: Trustee Carvel

Mayor Paquin declared Resolution #07-2022 duly adopted (4:0).

AUTHORIZATION TO CANVAS FOR PATROL OFFICER

A motion was offered by Trustee Simpson, seconded by Trustee LeBire, and carried, for Massena Police Department to canvas for a Patrolman in anticipation of a pending resignation. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

ESTABLISH BUDGET HEARING DATE/TIME:

A motion was made by Trustee Carvel and seconded by Trustee Winston to hold the Budget Hearing on the Mayor's Tentative Budget on March 15, 2022 at 5:30 p.m. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

ESTABLISH PUBLIC HEARING TO CONSIDER AUTHORIZING A PROPERTY TAX LEVY IN EXCESS OF THE 2% TAX CAP LIMIT:

A motion was offered by Trustee LeBire, seconded by Trustee Winston, to establish the public hearing date of March 15, 2022, at 5:35 p.m. to consider authorizing a property tax levy in excess of the 2% limit. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

DISCUSSION/ESTABLISH PUBLIC HEARING DATE: MORATORIUM ON ALL CRYPTOCURRENCY MINING OPERATIONS WITHIN VILLAGE

Trustee LeBire stated this is a topic with the town. A motion was then offered by Trustee LeBire, seconded by Trustee Winston to schedule a public hearing on Enacting a moratorium on all cryptocurrency mining operations within the Village of Massena. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

APPOINTMENT: ROBERT SERGUSON WATER DEPT. METER READER (PROVISIONAL/INTERDEPT.)

A motion was offered by Trustee LeBire and seconded by Trustee Winston to appoint Robert Serguson, Water Department Meter Reader (Provisional Appointment, Interdepartmental) **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

APPOINTMENT: JOSHUA TREMBLAY, WATER DEPARTMENT (INTERDEPT.)

A motion was offered by Trustee Simpson and seconded by Trustee Winston to appoint Joshua Tremblay, Water Department Meter Reader (Inter-departmental). Transfer will not take place until positions have been filled and new hires are in place. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

APPOINTMENT: MIKE ROMEO, WATER/WASTEWATER MEO

A motion was offered by Trustee LeBire and seconded by Trustee Winston to appoint Mike Romeo, Water Department MEO (inter-departmental) Transfer will not take place until positions have been filled and new hires are in place. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

APPOINTMENT: JUSTIN BRANNEN- REFUSE MEO

A motion was offered by Trustee Winston and seconded by Trustee Simpson to appoint Justin Brannen, Refuse MEO. Transfer will not take place until positions have been filled and new hires are in place. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

COMMUNICATION: BUDGET MESSAGE

Mayor Paquin stated that the start of the budget process is starting and department heads have turned in their wish list. Two goals with investments in downtown and problems in Massena I would like to see if can add two full time police officers
Which could possibly save in overtime costs and allow us to remain within tax cap.

VOUCHER WARRANT:

A motion was made by Trustee Carvel and seconded by Trustee Winston to approve Voucher Warrant #458. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

WARRANT#458 (Board Meeting 02/15/22)

229424-229431	01/19/22	61,861.02	Prepaid Payroll
229432	01/21/22	54.25	Jack Henry & Assoc. Inc.
229433	01/21/22	6,907.89	Liberty Utilities
229434	01/21/22	600.00	Town of Massena (Rent)
229435	01/21/22	142.98	U.S. Bank National Assoc.
229436	01/21/22	518.16	Verizon Wireless
229437	01/25/22	1,315.45	Cardmember Service (NBT Card)
229438	01/25/22	68.80	Grainger
229439-229446	01/26/22	89,697.05	Prepaid Payroll
229447	01/26/22	22,667.38	CSEA Employee Benefit Fund
229448	01/26/22	253,247.96	Excellus BCBS
229449	01/31/22	61.18	Capital-One (Wal-Mart)
229450	01/31/22	386.27	Liberty Utilities
229451	01/31/22	139.97	Massena Electric Dept.
229452-229458	02/03/22	43,515.42	Pre-Paid Payroll
229459	02/04/22	23,048.25	Massena Electric Dept.
229460	02/04/22	170.34	Verizon
229461	02/04/22	48.16	Verizon
229462	02/04/22	247.00	Verizon Wireless
229463	02/08/22	372.03	Charter Communications

229464	02/08/22	609.48	GreatAmerica Financial Svcs.
229465	02/08/22	166.74	The Home Depot Credit Svcs
229466-229473	02/09/22	82,545.57	Prepaid Payroll
229474	02/14/22	1,245.81	U.S. Postal Service
		589,637.16	Total Prepaid
229475-229572	02/15/22	<u>270,554.70</u>	Total Unpaid
		860,191.86	Total Warrant#458 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Jan. 2022)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Jan 2022)
- Explore Massena Branding Initiative (Jan- February 2022)

COMMUNICATIONS/CORRESPONDENCE:

Met with officials regards to the community cat problem

CLOSING PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee LeBire, seconded by Trustee Simpson, to enter into an Executive Session to discuss contractual issue and employment at 6:20 p.m. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire). Also in attendance Judge Joseph Brown (out 7:01pm) and Judge Diana Dufresne (out 7:01 p.m.)

A short Executive Session was held, and no action was taken.

At 7:24 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).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee LeBire 7:24 p.m. and seconded by Simpson. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk

LEGAL NOTICE FOR PUBLIC HEARING: PHYSICALLY DISABLED EXEMPTION-TAXATION

Village of Massena
Town Hall Building
Massena, New York
13662

**LEGAL NOTICE OF
PUBLIC HEARING**
Re: Physically Disabled
Exemption

**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 5:00
p.m. in Room #30 of the
Town Hall Building,
Massena, New York,
under the provisions 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
eligibility qualifications
under the provisions of
Section 459-c of the New
York State Real Property
Tax Law.

All such true and valid
persons interested in the
subject matter herein will
be heard concerning the
same.

Copies of the proposed
amendment are available at
the Office of the Village
Clerk, located at the
Town Hall Building, 90
Main Street, Massena, NY
during regular business
hours, for the purpose of
inspection or
acquisition by
interested parties.

By Order of the Village
Board of Trustees
Monique N. Chaband,
Village Clerk, Dated:
January 24, 2022.

LEGAL NOTICE FOR PUBLIC HEARING: PROGRESS 2019 CDBG PUBLIC FACILITIES PROGRAM

Village of Massena
Town Hall Building
Massena, New York
13662

PUBLIC NOTICE

The Village of Massena
Board of Trustees will
hold a public hearing at
5:00 p.m. on February 15,
2022 in Room #30 of the
Town Hall Building,
located at Main Street,
NY. The purpose of
this public hearing is
to hear the Village of
Massena 2019 Public
Facilities Program
CDBG project. The
Community Development
Block Grant (CDBG)
program authorized by
the amount of
\$400,000. The CDBG
program is authorized
by the New York State
Office of Community
Development. All
CDBG funds received by
the Village are
administered by the
Village Board of Trustees.
Public notice is given
to all persons with
an interest in the
subject matter herein
to be heard concerning
the same. The
purpose of this public
hearing is to hear the
Village of Massena
2019 Public Facilities
Program CDBG project.
The CDBG project will
be used to fund the
purchase of public
facilities. The CDBG
project will be used
to fund the purchase
of public facilities.
The CDBG project will
be used to fund the
purchase of public
facilities. The CDBG
project will be used
to fund the purchase
of public facilities.

BY ORDER OF THE
VILLAGE BOARD OF
TRUSTEES:
Monique N. Chaband,
Village Clerk