

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

**DATE/TIME:** February 19, 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 Felt (Treasurer)  
Hassan A. Fayad (Supt. Of Public Works)  
Jason Olson (Police Dept. Lieutenant)  
Aaron Hardy (Fire Foreman/Code Enforcement Officer)

**Guests:** Carl Seyfarth (Seyfarth & Seyfarth CPA's), Karen Bage (St. Lawrence Health Initiative), Clarkson CEM Consulting Group (C3G)

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

**Residents/Other:** Tim Quenneville, Tom Seguin, John McDougall, Sheila Ayotte, Joel Grigg, Mike Zakarauskas, Jonathan Zakarauskas, Rita Curran, Joseph Lundy, Dean Pearson, Mike & Gina Snyder

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.

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**COMPLETE STREETS PRESENTATION BY CLARKSON CEM CONSULTING GROUP (C3G)**

Karen Bage of the St. Lawrence Health Initiative explained that she co-administers a grant called "Creating Healthy Schools and Communities" funded by the NYS Department of Health, and one of the strategies for that grant, she told, is working with municipalities on writing, adopting and implementing Complete Streets policies. The Village of Massena has already adopted a Complete Streets policy and are now working to implement that policy. In exploring ways to make pedestrian enhancements throughout the Village, Bage continued, Clarkson University's C3G group were contracted to inventory particular sections of the municipality.

Team members of C3G provided a PowerPoint presentation and explained that the purpose of the study was to inventory existing pedestrian facilities within the Village: sidewalks, curb ramps, crosswalks, pedestrian signals and bike routes, focusing on areas near schools and the proposed Water Street Park. They created a GIS database with layers for pedestrian features that was delivered to the Village, as well as DANC for use in future planning projects. They explained they explored, mapped, and categorized over 50 miles of sidewalk, 122 crosswalks, 59 pedestrian signals, 570 curb ramps and 342 intersections providing date and time stamped photos that were also included in the digital files.

The Board expressed their appreciation for all the hard work that went into gathering the information and will be utilizing the data presented when focusing on the areas they recommended moving forward.

During the closing public comment period, resident Gina Snyder commented that she enjoyed the Complete Streets presentation and will be sharing that information with the Reorganization Study Committee due to the sidewalk need in West Massena.

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**APPROVE MINUTES:**

A motion was made by Trustee LeBire, seconded by Trustee Deshaies, to approve the minutes of the June 19 & July 5, 2018 Village Board Meetings. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire).

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**PRESENTATION BY CARL SEYFARTH (SEYFARTH & SEYFARTH CPA'S) VILLAGE'S FINANCIAL STATEMENT AUDIT REPORT (FYE 05/31/18)**

Carl Seyfarth of Seyfarth & Seyfarth CPA's reviewed the Village's Financial Statement/ Audit Report for fiscal year end May 31, 2018. He stated Village Treasurer Felt did ask for assistance on some matters but did an overall good job. Seyfarth explained that the financial statements are fairly presented, but they do show a negative net position in future

years which is due to benefits for active and retired employees. Unfortunately, he continued, not much can really be done about that position except during contract negotiations.

The new GASB 75 rules are changing the way things are done and calculated, however, Seyfarth explained all state and local governments in same situation. He reported that the fund balance is currently healthy but suggested not to get rid of it too quickly. He explained he was happy to see the new financial software and urged using it to its full advantage, as well as suggested using less spreadsheets.

Mr. Seyfarth explained that they only had one finding and it is the same one every year; segregation of duties, with a small office staff he told the Board to be sure to ask questions.

**TREASURERS REPORT:**

Village Treasurer Felt presented the following:

*Village of Massena  
Treasurer's Report  
February 19, 2019*

**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:

2018/2019	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,256,547	78.64%	6,106,593	63.60%	1,149,954
Refuse Fund	688,510	55.49%	776,801	45.69%	(88,291)
Water fund	1,048,817	54.90%	1,191,060	49.67%	(142,243)
Sewer Fund	972,141	53.10%	1,012,030	44.72%	(39,889)
Joint Rec	700,218	75.06%	646,741	66.10%	53,477
	10,666,234		9,733,225		

2. Year-end projections for the above funds have been updated through January 31, 2019. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
3. Departmental and Agency budget requests have been turned in to the Mayor (board members have each received copies of the requests in their budget binders). I have entered the submitted data into the financial system and have been working on revenue estimates as well as various employee benefit estimates (health insurance, retirement, workers' comp, life insurance, unemployment insurance).
4. Quarterly sales tax payment received from the County was \$471,586 (up \$21,673 from the same period last year). This brings our total for the year to \$954,807, or 52.6%, of our budgeted amount of \$1,815,000. Projecting this over the final two quarters would have us receiving approximately \$1,902,233 for the year, around a 4.69% increase from last year's actual total, and approximately 4.8% over our 2018-19 budgeted total.
5. On February 5<sup>th</sup> we paid \$52,000 principal payment on the short-term financing for the CWSRF project (Wastewater Plant Improvement and Sewer Line Replacement Project). We are now in the process of converting this to a long-term borrowing for 30 years at roughly \$2,005,000.

**ACTION**

1. **Accept Draft Audit Report:** Request a motion to accept the draft audit report for the Village of Massena, as presented by Carl Seyfarth this evening, to be finalized and filed with various regulatory agencies. **LeBire/Carvel/Carried**
2. **Independent Accountants' Report on Village on Village Justice Court Records:** Accept Independent Accountants' Report on Village Justice Court Records for FYE 5/31/2018, 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. Motion to accept report is required. **LeBire/Carvel/Carried**

**COMMITTEE REPORTS:**

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

**STREET:** Trustee Winston stated she is still looking into possible parking situations on Erwin Avenue.

**INITIAL PUBLIC COMMENT PERIOD:**

Liberty Avenue resident John McDougall and Woodlawn Avenue resident Sheila Ayotte expressed their concerns over rumors of a proposed 60-bed rehab to be located in their neighborhood. Ms. Ayotte stated she heard information regarding the proposed facility on the radio and stated that work is being done to the building. Mayor Currier clarified that that area is zoned residential B, which means single or double residency, so for anything different than those to go in that area various steps would have to be taken and is a very public process including notifying neighbors, public hearings and meetings and so on.

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**DISCUSSION: TAXI CABS AND VEHICLES FOR HIRE**

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Discussion regarding the request from Frary Taxi and Medical Transport to amend the Village Code to add an additional taxi cab at the January 15<sup>th</sup> meeting ensued amongst the Board. Current Code allows for a maximum of ten (10) taxi vehicles licensed, which are split evenly between two current taxi businesses, and there isn't a limit to the number of medical transport vehicles on road. Trustees discussed whether there was a need to increase the number of cabs in the Village and what Frary's intent was in asking for the additional cab.

No motion was made to take any action as this time.

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**RESOLUTION #03-2019: AUTHORIZE AGREEMENT WITH CENTER FOR GOVERNMENTAL RESEARCH ("CGR")**

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

**RESOLUTION #03-2019**

***Accept Proposal from and Authorize Agreement with Center for Governmental Research in Relation to the NYS DOS Citizens Reorganization Empowerment Grant***

***WHEREAS***, the Village of Massena Board of Trustees was awarded a Citizens Reorganization Empowerment Grant from New York State Department of State in order to examine the feasibility and impacts of local government reorganization; and

***WHEREAS***, the Village of Massena authorized the issuance of a Request for Proposal and Qualifications at the October 16, 2018 Board of Trustees meeting; and

***NOW, THEREFORE, BE IT RESOLVED*** that the Village of Massena, at the recommendation of the Reorganization Study Committee, hereby accepts and awards the Proposal submitted by the Center for Governmental Research (CGR) for comprehensive study of local government reorganization at an amount *not to exceed \$45,000.00*; and

***BE IT FURTHER RESOLVED*** that Timmy J. Currier, as 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 LeBire

**NAY:** Trustee Deshaies

Mayor Currier declared Resolution #03-2019 duly adopted (3:1).

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**DISCUSSION/ ESTABLISH PUBLIC HEARING DATE: OPEN BURNING**

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Trustee LeBire explained that he believes although there is no one perfect solution to the issue of regulating open burning in the Village by the use of fire pits as there are already people utilizing them. There are different definitions and parameters that need to be explored before holding a public hearing to change current local law. Trustee LeBire further explained that before he continues researching the topic, he wanted to be certain to reach out to the Board members, who were supportive of Trustee LeBire's suggestion, and begin seeking input from the public.

During the initial public comment period, Massena Volunteer Fire Department Chief Tim Quenneville addressed the Board and stressed that the members of the Massena Volunteer Fire Department would be in favor of changing code for open burning. He explained that many community members already have small fire pits and utilize them. He said the Volunteers are often harassed and threatened by those members when responding to calls for to small open fires and extinguishing them.

During the closing public comment period, resident John McDougal voiced his opposition to changing the current local law to allow for open burning. Tom Seguin, Urban Drive resident, voiced his opinion that fire pits sold in stores are safe for use.

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**APPOINTMENT: MADISON COX, SCHOOL CROSSING GUARD**

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A motion was offered by Trustee LeBire, seconded by Trustee Deshaies, to appoint Madison Cox as a school crossing guard to fill a vacant position. **Motion Carried 4:0** (AYE= Winston/ Carvel/Deshaies/LeBire).

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**DISCUSSION: NAMING OF THE WATER STREET PARK**

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Trustee Winston explained that the Village will be holding a contest among the fourth through six graders at the four elementary schools to propose names for the Water Street Park.

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**REQUEST FOR PROPOSALS: MOWING OF PROPERTIES CITED BY CODE ENFORCEMENT**

Code Enforcement Officer Aaron Hardy explained that this will be the second year that the Village would be using a subcontractor to mow properties in the Village that had been cited by the Code Enforcement Office pursuant to Chapter 110 of the General Code of the Village of Massena. He further explained that the subcontractor the Village had utilized the previous year was utilized approximately 90 times to take care of properties with in the Village.

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, to allow the Village of Massena to seek out proposals for professional services for mowing of properties which have been found in violation of the General Code of the Village of Massena. **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 #419. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire)

**WARRANT#419 (Board Meeting 02/19/19)**

222640-222649	01/16/19	44,256.61	Prepaid Payroll
222650	01/18/19	937.97	Cardmember Service
222651	01/18/19	928.20	Cardmember Service
222652	01/18/19	19,604.56	CSEA Employee Benefit Fund
222653	01/18/19	29.00	Jack Henry & Associates, Inc.
222654	01/22/19	559.59	Autozone, Inc.
222655	01/22/19	253.54	Deluxe
222656	01/22/19	10,410.93	St. Lawrence Gas
222657	01/22/19	936.90	W.B.Mason Co., Inc.
22658-222667	01/23/19	47,381.22	Prepaid Payroll
222668	01/25/19	33.99	Neveco Sports, LLC.
222669	01/25/19	4.40	PA Turnpike
222670	01/25/19	27,170.00	UnitedHealthcare Insurance Co.
222671	01/25/19	116.20	Verizon Wireless
222672	01/28/19	708.15	Keybank
222673	01/28/19	1,072.51	Keybank
222674	01/28/19	690.85	Massena Electric Dept.
222675	01/28/19	72.50	Twinstare Technologies, Inc.
222676	01/29/19	304.00	California State University
222677-222686	01/30/19	51,910.09	Prepaid Payroll
222687	01/30/19	242.65	Massena Electric Dept.
222688	02/01/19	224,317.81	Excellus Blue Cross/ Blue Shield
222689	02/01/19	493.63	Walmart Community/RFCFS LLC
222690	02/04/19	48.48	Verizon
222691	02/04/19	163.26	Verizon
222692	02/04/19	125.00	Wageworks, Inc.
222693	02/05/19	26,252.44	Massena Electric Dept.
222694-222703	02/06/19	47,091.37	Prepaid Payroll
222704	02/08/19	1,020.99	Purchase Power
222705	02/08/19	467.98	Safelite Autoglass
222706	02/08/19	13,000.00	Seyfarth & Seyfarth CPAS, PC
222707	02/12/19	1,102.21	AT&T Mobility
222708	02/12/19	36.45	AT&T Mobility
222709	02/12/19	1,857.95	SLIC Network Solutions
222710	02/12/19	61.96	The Home Depot Credit Svcs.
222711	02/12/19	249.18	The Home Depot Credit Svcs
222712-222722	02/13/19	44,876.23	Prepaid Payroll
222723	02/14/19	1,124.28	United States Postal Service
222724	02/15/19	77.08	AT&T Mobility
		569,990.16	Total Prepaid
222725-222842	02/19/19	698,934.08	Total Unpaid
		1,268,924.24	Total Warrant#419 Including Prepaid Payroll

**MONTHLY REPORTS:**

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Jan. 2019)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Jan 2019)

**COMMUNICATIONS/CORRESPONDENCE:**

Mayor Currier reminded the Board and public that there will be a School Resource Officer Public Forum on Wednesday, February 27<sup>th</sup> at 6:30 p.m., at the Massena Central High School, Room 314

**CLOSING PUBLIC COMMENT PERIOD:**

Resident Gina Snyder encouraged residents to attend Town Board meetings for benefit of community.

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**EXECUTIVE SESSION:**

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A motion was offered by Trustee LeBire, seconded by Trustee Carvel, to enter into an Executive Session to discuss collective bargaining at 5:48 p.m. DPW Hoss Fayad was also in attendance. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

A short Executive Session was held and no action was taken. At 6:20 p.m. a motion was made by Trustee LeBire and seconded by Trustee Winston to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

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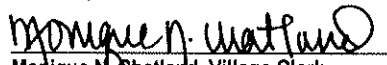
**ADJOURNMENT:**

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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).

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**MINUTES PREPARED BY:**

  
Monique N. Chatlard, Village Clerk