

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: February 23, 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
 Trustee Matthew LeBire (Deputy Mayor)

Staff:
 Monique N. Chatland (Village Administrator/Clerk)
 Kevin Felt (Treasurer)
 Hassan A. Fayad (Supt. Of Public Works)
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)
 Jason Olson (Chief of Police)
 Cody Wilson (Lieutenant, Massena PD)
 Lisa Tyo (Deputy Treasurer)
 Nikki Debien (DPW Clerk)

Guests: Carl Seyfarth (Seyfarth & Seyfarth CPA's)

Press: Andy Gardner (North Country This Week), Bob Beckstead (Daily Courier Observer)

Residents/Other: Sue Bellor

Following the Pledge of Allegiance, Deputy Mayor LeBire 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

APPROVE MINUTES:

A motion was made by Trustee LeBire, seconded by Trustee Deshaies, to approve the minutes of the July 16, 22 and August 20, 2019 Village Board Meetings. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

PRESENTATION BY CARL SEYFARTH (SEYFARTH & SEYFARTH CPA'S) VILLAGE'S FINANCIAL STATEMENT AUDIT REPORT (FYE 05/31/20)

Carl Seyfarth of Seyfarth & Seyfarth CPAs reviewed the Village's Financial Statement/ Audit Report for fiscal year end May 31, 2020. 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. He did have one finding in that the Village's meeting minutes are behind. Trustee LeBire reassured him all meeting minutes will be caught up at next board meeting.

TREASURERS REPORT:

Village Treasurer Felt presented the following:

<i>Village of Massena Treasurer's Report February 23, 2021</i>					
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:					
2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	8,870,026	92.58%	7,130,300	72.17%	1,739,726
Refuse Fund	701,565	56.20%	842,606	65.03%	(141,041)
Water fund	1,310,419	63.76%	1,143,136	52.60%	167,283
Sewer Fund	1,039,880	57.78%	1,040,035	54.33%	(156)
Joint Rec	636,376	67.94%	664,884	65.72%	(28,508)
	12,558,266		10,820,962		

2. 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.
3. Quarterly sales tax payment received the first of February from the County was \$492,071 (down \$9,332 from the same period last year). This brings our total for the year to \$1,087,015, or 55% of our budgeted amount of \$1,975,000.
4. 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

5. **Bankruptcy – Discharge of Debt:** Pursuant to a Discharge of Debtor Notice received from US Bankruptcy Court for the Northern District of New York, it has been determined that a total debt of \$192.80 for water/sewer/refuse account #xxx1400 be discharged. Motion by the Board is required. **Paquin/Carvel Carried**
6. **Budget Amendments:** The DPW Superintendent is requesting to trade in a loader for a new one and take \$10,000 from the contingency accounts. The following accounts will be affected:

100-1990-400-000-00	lower by \$2,500
100-5110-200-000-00	increase by \$2,500
175-1990-400-000-00	lower by \$2,500
175-8160-200-000-00	increase by \$2,500
300-1990-400-000-00	lower by \$2,500
300-8340-200-000-00	increase by \$2,500
400-1990-400-000-00	lower by \$2,500
400-8120-200-000-00	increase by \$2,500

Carvel/ Paquin Carried
7. **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. **Carvel/ Winston Carried**
8. **Adoption of Independent Accountants' Report on Village Justice Court Records:** Accept the report for FYE 5/31/2020, 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 below) **Tabled until March Meeting.**
9. **Budget Amendments:** The Fire Department Foreman is requesting to move \$2,000 from the general fund contingency (100-1990-400-000-00) to his equipment account (100-3410-200-000-00) to cover half of the cost to upgrade the lighting at the fire department to LED. The MVFD will cover the other half of the cost. **Carvel/Winston Carried**

COMMITTEE REPORTS:

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

CODE: Discussion ensued regarding NYS legalization of marijuana and Film Massena.

ECONOMIC DEVELOPMENT: Trustee LeBire spoke to BDC about revisiting their message.

JOINT REC: Reimbursed for Springs Park DASNY grant, still considering on buying new Zamboni.

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

REAPPOINTMENT: JOE MITTIGA- ZONING BOARD

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

REAPPOINTMENT: JOHN MEDDINGS- JOINT REC COMMISSION

A motion was made by Trustee Carvel and seconded by Trustee Winston to appoint John Meddings- Joint recreation commission. **Motion Carried 4:0** (AYE=Winston/ Carvel/Paquin/LeBire).

REAPPOINTMENT: ROBERT VAN DUSEN- ZONING BOARD

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

REAPPOINTMENT: ROBERT VAN DUSEN -CHAIRMAN-ZONING BOARD

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

DISCUSSION: OFFICE OF THE VILLAGE MAYOR VACANCY

Mayor Currier resigned effective February 1, 2021. Trustee LeBire is not the "Mayor" but a Trustee and Deputy Mayor. LeBire explained it is the Board's job is to appoint someone to the position of Mayor either within or outside based on requirements. A discussion ensued regarding how to determine potential interested parties and suggested perhaps seeking those via advertisement.

RESOLUTION#07-2021: AUTHORIZE VILLAGE ADMINISTRATOR TO APPLY FOR UNCLAIMED FUNDS

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

Resolution#07-2021

Authorize Village Administrator to Apply for Unclaimed Funds

BE IT RESOLVED, that the Village of Massena Board of Trustees authorizes Village Administrator, Monique N. Chatland, to apply to the New York State Office of Comptroller Thomas P. DiNapoli's Office of Unclaimed Funds for unclaimed funds 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 #07-2021 duly adopted (4:0).

RESOLUTION#08-2021: APPROVE SHARED SERVICES AGREEMENT WITH NYS DOT

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

Resolution#08-2021

**Approve Shared Services Agreement Between
NYS Department of Transportation & Village of Massena**

BE IT RESOLVED that the Village of Massena Board of Trustees hereby approves a four-year Shared Services Agreement dated February 23, 2021, between the New York State Department of Transportation (NYSDOT) and the Village of Massena in the absence of a Governor's Emergency Declaration and/or suspension of Highway Law §55 in accordance with the terms and conditions in said Agreement; and

BE IT FURTHER RESOLVED that Deputy Mayor Matthew J. LeBire 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 #08-2021 duly adopted (4:0).

DISCUSSION/ESTABLISH A PUBLIC HEARING: APPLICATION FOR CDBG FOR HOUSING REHAB

A motion was offered by Trustee Winston and seconded by Trustee Carvel to hold a public hearing on March 16, 2021 at 5:30 p.m. to submit application for Community Development Block Grant for Housing Rehabilitation. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire). It was noted that CDBG Housing Rehab grants have been highly successful in the past.

RESOLUTION#09-2021: AUTHORIZING AN MOU WITH SLC PUBLIC HEALTH DEPT. FOR OPERATION OF POINT OF DISPENSING ACTIVITIES

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

Resolution#09-2021

**Authorize MOU with SLC Public Health Department for the
Operation of a Point of Dispensing Activities**

BE IT RESOLVED, in accordance with the State of New York COVID-19 emergency declaration, the County wishes to establish a Point of Dispensing ("POD") at the facilities of the Village for purposes of dispensing COVID-19 vaccinations ("the Event"); pursuant to MOU dated February 23, 2021; and

BE IT FURTHER RESOLVED that Deputy Mayor Matthew J. LeBire 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 #09-2021 duly adopted (4:0).

DISCUSSION: BRIDGE NY GRANT PROGRAM

Bridge New York Funding is available and was conveyed that is a good year to apply due to 100% project funding. DPW Supt. Fayad explained that in 2016 the Department of Transportation reconstructed Parker Avenue Bridge and Center Street, however, there was a culvert that needed to be replaced at a cost of approximately \$600,000. The DOT didn't replace it and the Village couldn't afford to do, so it wasn't replaced. The Bridge NY grant program may be able to cover the cost. Trustee Carvel stated he does not want this to turn into a situation like the Aluminum Trail Grant.

AUTHORIZE REQUEST FOR EXPRESSIONS OF INTEREST IN CONJUNCTION WITH THE BRIDGE NY GRANT PROGRAM

A motion was offered by Trustee Paquin and seconded by Trustee Winston to authorize request for expressions of interest in conjunction with the BridgeNY Grant program. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

VOUCHER WARRANT:

A motion was made by Trustee Carvel and seconded by Trustee Paquin to approve Voucher Warrant #445. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire)

WARRANT#445 (Board Meeting 02/23/2021)

227180-227187	01/20/21	55,530.40	Prepaid Payroll
227188	01/22/21	4,133.81	Cardmember Service
227189	01/22/21	20,802.38	CSEA Employee Benefit Fund
227190	01/22/21	38.75	Jack Henry & Assoc.
227191	01/22/21	3,469.46	Liberty Utilities
227192	01/22/21	142.98	U.S. Bank National Assoc.
227193	01/22/21	616.93	Verizon Wireless
227194	01/26/21	9.61	Lawson Products, Inc.
227195-227202	01/27/21	39,589.01	Prepaid Payroll
227203	01/27/21	462.40	Shelter Point Life
227204-227211	02/03/21	41,288.01	Prepaid Payroll
227212	02/05/21	19,705.42	Massena Electric Dept.
227213	02/05/21	171.39	Verizon
227214	02/05/21	48.68	Verizon
227215-227223	02/10/21	43,845.16	Prepaid Payroll
227224	02/12/21	1,166.32	United States Postal Service
227225	02/16/21	14,995.50	American Rock Salt Co.
227226	02/16/21	805.00	Aqualogics Systems Inc.
227227	02/16/21	42.96	Fleet Services
227228	02/16/21	449.55	Lawson Products Inc.
227229	02/16/21	4,966.52	Liberty Utilities
227230	02/16/21	178.48	Momar, Inc.
227231	02/16/21	153.65	Share Corp.
227232	02/16/21	15.27	Sherwin Williams
227233	02/16/21	1,523.12	Slack Chemical Co. Inc.
227234	02/16/21	1,794.36	Slic Network Solutions, Inc.
227235	02/16/21	187.25	Solvents & Petroleum Svcs.
227236	02/16/21	50.00	State of New York
227237	02/16/21	115.29	The Home Depot Credit Svcs
227238	02/16/21	450.16	Tifco Industries
227239	02/16/21	185.97	Tractor Supply Credit Plan
227240	02/16/21	550.25	Twinstate Technologies
227241	02/16/21	212.53	Tyler Business Forms
227242	02/16/21	1,827.50	UnitedHealthcare Insurance Co.
227243	02/16/21	221.08	Verizon
227244-227251	02/17/21	43,015.99	Prepaid Payroll
227252	02/19/21	20,666.16	CSEA Employee Benefit Fund
227253	02/19/21	230,643.77	Excellus BCBS
227254	02/19/21	27,072.50	UnitedHealthcare Ins. Co.
227255-227345	02/23/21	581,143.57	Total Prepaid
		207,602.04	Total Unpaid
		788,745.61	Total Warrant #445 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Jan. 2021)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Jan 2021)

COMMUNICATIONS/CORRESPONDENCE:

Certificate of recognition Cynthia J. Swingle, V.M.D for providing nearly forty years of service to community.

CLOSING PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee Carvel, seconded by Trustee Winston, to enter into an Executive Session to discuss collective bargaining /pending litigation at 6:19 p.m. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

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

At 6:55 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).

Resolution#10-2021

Authorize Agreement Number 2021-01-VOM-02-23-21

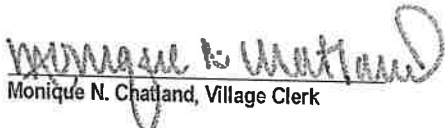
BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes Agreement Number: 2021-01-VOM-02-23-21; and

BE IT FURTHER RESOLVED that Deputy Mayor Matthew J. LeBire is hereby authorized and directed to execute all documents pertaining to the above on behalf of the Village of Massena.

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Carvel at 6:56 p.m. and seconded by Trustee Paquin. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk