

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

**DATE/TIME:** March 16, 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 (Exit 5:57pm)  
Deputy Mayor/Trustee Matthew LeBire

**Staff:**  
Monique N. Chatland (Village Clerk/Administrator)  
Hoss Fayad (DPW Supt.)  
Kevin Felt (Treasurer)  
Jason Olson (Chief of Police)  
Aaron Hardy (Fire Dept./Code Enforcement)  
Nikki Debien (DPW Clerk)  
Cody Wilson (Lieutenant-PD)

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

**Residents/Other:** Town Board Members Sue Bellor, Steve O'Shaugnessy, Pat Facticeau, Angela Lane (5:38pm), Sam Carbone (5:54pm)

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.

**PUBLIC HEARING: 2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
Trustee Paquin offered a motion, seconded by Trustee Carvel to open the meeting to a public hearing to Authorize Submission of Grant Application for 2020 NYS Office of Community Renewal at 5:31 p.m. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire) (*Clerks Note: See page 1947 for Notice of Public Hearing.*)

Deputy Mayor LeBire explained that the Village is seeking \$400,000 in funding which would assist in the rehabilitation of up to ten owner-occupied homes.

Hearing no public comment, Trustee Paquin made a motion, seconded by Trustee Winston to close the public hearing at 5:33p.m. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

**RESOLUTION #11-2021: AUTHORIZE SUBMISSION OF AN APPLICATION OF FUNDING FOR A COMMUNITY DEVELOPMENT BLOCK GRANT**

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

**RESOLUTION #11-2021**

**Authorize Submission of an Application for Funding from NYS Office of Community Renewal for a Community Development Block Grant**

**WHEREAS**, the New York State Community Development Block Grant program provides financial assistance to eligible cities, towns, and villages with populations under 50,000 and counties with an area population under 200,000, in order to develop viable communities by providing decent, affordable housing, and suitable living environments, as well as expanding economic opportunities, principally for persons of low and moderate income; and

**WHEREAS**, the Village of Massena is eligible to apply for such funding in the 2020 competition under the NYS Community Development Block Grant (CDBG) Program; and

**WHEREAS**, the Village Board of Trustees has determined to seek \$400,000 of funding and, if awarded, will be used to assist in the rehabilitation approximately 10 owner-occupied households, located within the Village of Massena, with incomes at or below 80% of Housing and Urban Development's area median income for St. Lawrence County; and

**WHEREAS**, this proposal has been considered at a Public Hearing conducted by the Village Board of Trustees on March 16, 2021;

**NOW, THEREFORE, BE IT RESOLVED**, that Deputy Mayor/Village Trustee Matthew J. LeBire is hereby authorized to sign and submit the Community Development Block Grant application for consideration; and

*Continued on next page*

**BE IT FURTHER RESOLVED** that Deputy Mayor/Village Trustee LeBire is hereby authorized to sign all agreements, certifications and other documents required to complete the application and to accept grants and administer the programs that are proposed for this funding.

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 #11-2021 duly adopted (4:0)

**RESOLUTION #12-2021: CERTIFY AND AUTHORIZE SUBMISSION OF PLAN FOR NYS  
POLICE REFORM & REINVENTION COLLABORATIVE**

Chief Olson and Village Administrator/Clerk Chatland explained the process that was followed in order to develop the Reform and Reinvention Collaborative Plan. He further explained that Village Administrator/Clerk Chatland and he both worked together to be certain that all the required processes were completed pursuant the Executive Order No. 203.

No public comment was heard.

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

**Resolution #12-2021**

**Certify and Authorize Submission of the Village of Massena's Reform and Reinvention Collaborative Plan**

**WHEREAS**, on June 12, 2020 New York State Governor Andrew M. Cuomo issued Executive Order No 203 requiring each local government in the State of New York to adopt a policing reform plan prior to April 1, 2021; and

**WHEREAS**, the Village of Massena has conducted a comprehensive review of current policy force deployments, strategies, policies, procedures, and practices; and

**WHEREAS**, the Village of Massena has developed a plan to improve such deployments, strategies, policies, procedures and practices; and

**WHEREAS**, the Village of Massena has consulted with stakeholders regarding the plan as well as offered the plan in draft form for public comment to all citizens prior to adoption of plan and considered all and every comment submitted; and

**NOW, THEREFORE, BE IT RESOLVED** that Deputy Mayor Matthew J. LeBire is authorized to certify and sign the Village of Massena's Reform and Reinvention Collaborative plan pursuant to Executive Order No. 203.

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 #12-2021 duly adopted (4:0)

**RESOLUTION #13-2021: CERTIFY AND AUTHORIZE SUBMISSION OF PLAN FOR NYS  
PUBLIC EMPLOYER HEALTH EMERGENCY PLAN**

Village Administrator/Clerk Chatland explained that NYS Governor Andrew M. Cuomo signed legislation requiring State and Local Governments, as well School Districts, to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. The plan includes protection(s) for essential workers and protocols for securing PPE. Chatland explained she developed the plan and had presented it, prior to adoption, to the Board of Trustees and members of the various collective bargaining units, required by legislation.

No comment, public or otherwise, regarding the plan was heard.

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

**Resolution #13-2021**

**Certify and Authorize Submission of the Village of Massena's Public Employer Health Emergency Plan**

**WHEREAS**, New York State Governor Andrew M. Cuomo signed legislation requiring each local government in the State of New York to adopt a public employer health emergency plan prior to April 1, 2021; and

**WHEREAS**, the Village of Massena has devised a public employer health emergency plan as required pursuant to Governor Cuomo's executive order; and

**NOW, THEREFORE, BE IT RESOLVED** that Deputy Mayor Matthew J. LeBire is authorized to certify and sign the Village of Massena's Public Employer Health Emergency Plan.

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 #13-2021 duly adopted (4:0)

**APPROVE MINUTES:**

A motion was made by Trustee Paquin, seconded by Trustee Carvel, to approve the minutes of the September 17, October 15, November 19, December 10, 2019 Village Board Meetings. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire)

**TREASURERS REPORT:**

Village Treasurer Felt presented the following:

*Village of Massena  
Treasurer's Report  
March 16, 2021*

**INFORMATION**

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

2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	9,432,579	98.46%	7,758,682	78.53%	1,673,897
Refuse Fund	794,868	63.68%	922,696	71.21%	(127,828)
Water fund	1,501,585	73.06%	1,261,738	58.06%	239,847
Sewer Fund	1,178,235	65.47%	1,128,767	58.96%	49,468
Joint Rec	736,321	78.61%	716,140	70.79%	20,181
	13,643,587		11,788,022		

- Year-end projections for the above funds have been updated through the end of February. Projection spreadsheets have been distributed to the Mayor and Board, as well as the Department Managers.
- On February 25<sup>th</sup>, we received \$529,565.56 from St. Lawrence County for the balance of unpaid village taxes from the previous fiscal year's levy.
- The final assessment amount for 2021, as supplied by the County Real Property Tax Office, is \$362,048,522, an increase of \$3,154,092 over last year's \$358,894,430 assessment (up approximately 0.88%).

**ACTION**

- Budget Amendments:** The Justice Court is requesting to move \$1,200 from the general fund contingency (100-1990-400-000-00), as well as increase state aid revenue account (100-3089-000-000-00) for \$3,900 to purchase equipment for the partially funded 20-21 JCAP grant. The total of \$5,100 will be added to their equipment account (100-1110-200-000-00). **Carvel/Winston/Carried**

**COMMITTEE REPORTS:**

Committee reports were presented for informational purposes only:

**CODE ENFORCEMENT:** No legalizing of marijuana in the Village as of yet, not allowing them to come in from anywhere and set up shop until regulations are in place.

**JOINT REC:** In process of buying new Zamboni. MCSD Graduation is tentatively scheduled at the arena, however there will be no Sportsman's Expo or Shriners Circus due to the pandemic. The ice will remain until May 2.

**STREET:** Patching with cold patch, received request from Post Office regarding 15-minute only parking.

**INITIAL PUBLIC COMMENT PERIOD:**

No public comment was heard at this time.

**RESOLUTION #14-2021: ACCEPT REPORT FROM SEYFARTH & SEYFARTH FOR VILLAGE JUSTICE COURT RECORDS FOR FYE MAY 31, 2020**

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

**Resolution #14-2021**

**Accept Independent Accountants' Report from Seyfarth and Seyfarth for the Village Justice Court Records for FYE 05/31/2020**

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, 2020; 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:** Trustee Winston, Trustee Carvel, Trustee LeBire

**NAY:** None

Deputy Mayor LeBire declared Resolution #14-2021 duly adopted (3:0)

**DISCUSSION: TOWN/VILLAGE BRANDING & IDENTITY UPDATE**

Deputy Mayor LeBire explained that work on the rebranding and "explore Massena" website is continuing. There will also be an app. Village has updated letterhead so going forward shows one community despite having two boards remain consistent.

**DISCUSSION: OFFICE OF THE VILLAGE MAYOR -VACANCY**

Deputy Mayor LeBire explained that a total of five resumes have been received for office of the Village Mayor vacancy. He further explained that there were three resumes with letter of interest, one resume without letter of interest, and one letter of interest with no resume. He expressed that he is hopeful to take action at next board meeting

**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 29, 2021 at 5:00 p.m. **Motion Carried 3:0** (AYE= Winston/Carvel/ LeBire).

**ESTABLISH BUDGET WORK SESSION DATES/TIMES:**

A motion was made by Trustee Winston and seconded by Trustee Carvel to establish the following budget work session dates/times: 5:00 p.m. on March 29, 30, and 31, (if necessary), 2021. **Motion Carried 3:0** (AYE= Winston/Carvel/ LeBire).

**ESTABLISH PUBLIC HEARING DATE/TIME TO CONSIDER AUTHORIZING A PROPERTY TAX LEVY IN EXCESS OF THE 2% LIMIT**

A motion was offered by Trustee Carvel, seconded by Trustee Winston, to establish the public hearing date of March 29, 2021 at 5:05 p.m. to consider authorizing a property tax levy in excess of the 2% limit. **Motion Carried 3:0** (AYE= Winston/Carvel/LeBire).

**REQUEST FOR PROPOSALS: MOWING OF TALL GRASS CITED BY CODE OFFICE**

A motion was offered by Trustee Carvel, seconded by Trustee Winston to request proposals for mowing of properties cited by code enforcement office for tall grass. **Motion Carried 3:0** (AYE= Winston/Carvel/LeBire).

**ANNOUNCE SPRING CLEAN UP DATES**

DPW Supt. Fayad explained the following:

All..

I am drafting this memo regarding Spring Cleanup 2021. Because there are many communities who perform cleanup, the County is requesting us to designate the timeframe which we will perform this. I chose the last week of April and first week of May (Monday April 26 thru Saturday May 8) as conducted many years in the past.

What follows is a summary of the process and, in part, what is included on the voucher which we will be mailing to homeowners. The voucher shall have a detailed procedure of the process.

- Vouchers will be mailed in April within two weeks of the start date
- Dates: April 26 thru May 8, 2021 (fina)
- Days and Hours: Monday - Saturday 8:00 am to 3:00 pm,
- Vouchers will be mailed to landlords. Landlords must get said voucher to tenant
- Vouchers are Non-Transferable (assigned to the intended property shown)
- No commercial accounts or residents not serviced by Village refuse collection program, will be allowed.
- Voucher template attached
- All loads shall be weighed/overed entering the transfer station. Any loads that arrive unweighed, shall be subject to a \$15.00 penalty.

**APPOINTMENT:** JON-PAUL GAGNER- DPW MAINTENANCE REPAIRMAN II  
A motion was made by Trustee Carvel and seconded by Trustee Winston to appoint Jon-Paul Gagner to Motor Equipment Operator- Maintenance Repairman II. **Motion Carried 3:0** (AYE=Winston/ Carvel/LeBire).

**RESIGNATION:** ALYSSA WILSON- ACCOUNT CLERK  
A motion was made by Trustee Carvel and seconded by Trustee Winston to accept the resignation of Alyssa Wilson, Deputy Tax Collector and Account Clerk in the Water Department (eff.03/26/2021) **Motion Carried 3:0** (AYE=Winston/ Carvel/LeBire).

**AUTHORIZATION TO CANVAS:** ACCOUNT CLERK  
A motion was made by Trustee Carvel and seconded by Trustee Winston to authorize to canvas for Account Clerk due to the recent resignation of Alyssa Wilson (eff.03/26/2021) **Motion Carried 3:0** (AYE=Winston/ Carvel/LeBire).

**VOUCHER WARRANT:**  
A motion was made by Trustee Carvel and seconded by Trustee Winston to approve Voucher Warrant #446. **Motion Carried 3:0** (AYE= Winston/Carvel/ LeBire)

**WARRANT#446 (Board Meeting 03/16/21)**

227346-227353	02/24/21	40,702.75	Prepaid Payroll
227354	02/26/21	892.16	Liberty Utilities
227355	02/26/21	505.08	Verizon Wireless
227356-227363	03/03/21	41,067.57	Prepaid Payroll
227364	03/08/21	20,808.40	Massena Electric Dept.
227365	03/08/21	171.39	Verizon
227366	03/08/21	48.68	Verizon
227367-227375	03/10/21	43,559.60	Prepaid Payroll
227376	03/12/21	250.74	The Home Depot Credit Svcs.
227377	03/12/21	1,178.58	U.S. Postal Service
		149,184.95	Total Prepaid
227378-227464	03/16/21	190,530.83	Total Unpaid
		339,715.78	TotalWarrant#446 Including Prepaid Payroll

**MONTHLY REPORTS:**

The following monthly reports were presented and reviewed:

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

**COMMUNICATIONS/CORRESPONDENCE:**

The following communications and correspondence was heard:

- National Library Week (April 4-10, 2021)
- Local Waterfront Revitalization Program Public Information meeting.
- COVID-19 Pandemic-Related Updates

**CLOSING PUBLIC COMMENT PERIOD:**

No public comment heard at this time.

**EXECUTIVE SESSION:**

A motion was offered by Trustee Carvel, seconded by Winston; to enter into Executive Session to discuss collective bargaining at 6:29p.m. **Motion Carried 3:0** (AYE= Winston/Carvel/LeBire). A short Executive Session was held and no action was taken.

At 7:39 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 3:0** (AYE= Winston/Carvel/LeBire).

**ADJOURNMENT:**

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Carvel at 7:40 p.m. and seconded by Trustee Winston. **Motion Carried 3:0** (AYE=Winston/Carvel/LeBire)

**MINUTES PREPARED BY:**

  
Monique N. Chatland, Village Clerk

**LEGAL NOTICE OF PUBLIC HEARING: CDBG HOUSING REHABILITATION GRANT APPLICATION**

**LEGAL NOTICE**

**Notice of Public Hearing**

The Village of Massena will hold a public hearing on March 16, 2021 at 5:30 PM, virtually for the purpose of hearing public comments on the Village of Massena community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2020 program year. Due to COVID-19, the above mentioned public hearing will be held virtually via Zoom, by using the following link: <https://us02web.zoom.us/j/81236243147>. The CDBG program is administered by the New York State Office of Community Renewal (OCR) and will make available to eligible local governments approximately \$400,000 per program year for housing, economic development, public facilities, and planning activities with the primary purpose of assisting low/moderate income persons. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop eligible projects. Comments on the CDBG program or proposed projects will be received at this time. Comments will

be heard virtually. Written comments will be accepted in advance of the meeting and conveyed at the hearing for those unable to attend virtually. The hearing is being conducted pursuant to Section 87(2)(b), Subpart 1 of the CPLR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

Please contact Village Administrator Monique N. Chatard via email: [monique@villageofmassena.org](mailto:monique@villageofmassena.org) or via phone at 315-759-8625. If special accommodations are needed for persons with disabilities, those with hearing impairment, or those in need of translation from English, those individuals should contact Monique N. Chatard, Village Administrator, at least one week in advance of the hearing date to allow for necessary arrangements.

**BY ORDER OF THE VILLAGE BOARD OF TRUSTEES:**

**DATED: February 26, 2021**  
Monique N. Chatard,  
Village Administrator/ Clerk