

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: March 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)
 Adam Love (Chief of Police)
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)

Press: John Michaud III (WNTS Television), Bob Beckstead (Courier- Observer)

Residents/Other: Michael and Gina Snyder, Tom Seguin, John McDougall,
 Joseph Lundy, Joel Grigg, Shane Partiss (Enterprise Fleet Management)

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.

PRESENTATION: ENTERPRISE FLEET MANAGEMENT

Account Executive Shane Partiss explained that Enterprise Fleet Management completed a fleet synopsis for the Village of Massena and pitched information to the Board for their information and future, possible, consideration:

- In order to find a solution to lower the age of the Village's fleet and reduce operational costs, Enterprise proposes a managed vehicle plan.
- By utilizing an "open-end" lease there would be no early termination, mileage or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow and the Village receives flexibility of ownership, as well as net equity from sale at time of disposal.
- Enterprise suggests establishing a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses and increases safety.
- Within the first year, the Village would be able to replace 11 vehicles and stay within projected 2019 budget
- Over the next 10 years, they projected the Village would be able to reduce their current vehicle cycle to 5 years and have a projected estimated savings of \$146,703

Partiss fielded several questions from Board members. Mayor Currier then thanked Mr. Partiss for his synopsis and the information, letting him know budget season is approaching and they will be in contact. Mayor Currier clarified to Gina Snyder, during the closing public comment period, that currently the Village has no lease vehicles.

APPROVE MINUTES:

A motion was made by Trustee LeBire, seconded by Trustee Carvel, to approve the minutes of the July 17, 2018 Village Board Meetings. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire)

TREASURER'S REPORT:

Treasurer Kevin Felt presented the following:

<i>Village of Massena Treasurer's Report March 19, 2019</i>					
INFORMATION					
1. You have been provided with the Balance Sheet and Revenue/Expense Actual to Budget comparison reports for February and the February summary follows:					
2018/2019	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,801,795	84.15%	6,913,125	72.00%	888,670
Refuse Fund	780,314	62.44%	857,761	50.46%	(77,448)
Water fund	1,213,339	63.08%	1,311,967	54.71%	(98,628)
Sewer Fund	1,106,341	60.00%	1,404,475	62.06%	(298,134)
Joint Rec	772,645	82.05%	720,264	73.62%	52,381
	11,674,434		11,207,592		

Continued on next page

2. 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.
3. On February 28th, we received \$519,394.05 from St. Lawrence County for the balance of unpaid village taxes from the previous fiscal year's levy.
4. On February 4th, we received \$49,721.42 as the final reimbursement for the 2016 AHC Grant #7P23 that will complete the closure of this grant.
5. The final assessment amount for 2019, as supplied by the County Real Property Tax Office, is \$357,297,282, an increase of \$1,885,887 over last year's \$355,411,395 assessment (up approximately 0.5%).

ACTION

6. **Adoption of "Participation Agreement with Government Payment Service, Inc." Resolution:**
This is a resolution to give permission to the Treasurer to sign an agreement with Government Payment Service, Inc. (d/b/a GovPayNet) to accept credit cards as a form of payment for village taxes and fees. (See separate agenda item below)

COMMITTEE REPORTS:

Committee reports were presented for informational purposes only:

ECONOMIC DEVELOPMENT: Mayor Currier explained that he, Town Supervisor O'Shaughnessy, BDC President Bacon and Economic and Community Developer Murphy have started meeting every other month to discuss new and on-going initiatives.

FIRE: Trustee LeBire explained that they have received the pick-up truck that was purchased with the 2016 DASNY grant funds

INITIAL PUBLIC COMMENT PERIOD:

Resident John McDougall asked if there is any news on former Val Haven home, the location being proposed for the 60-bed rehab facility. Mayor Currier stated nothing has been heard and there hasn't been any paperwork filed with Code Office at this time.

DISCUSSION/ESTABLISH A PUBLIC HEARING DATE TO AMEND ART. 3 (OPEN BURNING) OF CHAP. 162 OF GENERAL CODE OF VILLAGE OF MASSENA

Trustee LeBire explained that he had received quite a bit of feedback from the public regarding the proposed amendment to the Code to allow for small recreational fires within the Village limits. While he has heard of some opposed to or concerned about the possibility of allowing small recreational fires, most of the feedback was positive. He said the proposed changes are quite specific with restrictions in place and if adopted would still allow the proper department(s) to shut down nuisance fires. The local law would not supersede New York State or St. Lawrence County issued burn bans.

A motion was made by Trustee LeBire and seconded by Trustee Carvel to hold a public hearing on April 16, 2019 at 5:30 p.m. to consider amending Art. 3 (Open Burning) of Chapter 162 of the General Code of the Village of Massena.
Motion Carried 4:0 (AYE=Winston/Carvel/Deshaises/LeBire)

DISCUSSION: SPRING CLEAN UP

DPW Supt. Fayad presented a memorandum to the Board which explains the voucher process. Mayor Currier explained the following:

- 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 22 thru May 4, 2019 (firm)
- 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-Transferrable (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 tarped/covered entering the transfer station. Any loads that arrive uncovered, shall be subject to a \$15.00 penalty.

Mayor Currier explained that there has been a great deal of discussion regarding eliminating the curbside pickup. He is asking Village residents to be flexible as this is the first year they are changing to no curb side pickup.

DISCUSSION: NAMING OF THE WATER STREET PARK UPDATE

Trustee Winston said the contest is going very well with one-hundred and fifty-six submissions originally. The school staff has helped to narrow it down to forty entries. The elementary kids will get to vote on the final ten for the winner.

RESOLUTION #04-2019 ONLINE PAYMENT OF VILLAGE TAXES WITH GOVERNMENT PAYMENT SERVICE, INC.

Treasurer Felt explained the Village will now be able to accept Village tax payments for those wishing to pay via credit card using GovPayNet. Payments collected via credit card will only be accepted in person at the Town Hall at this time.

Felt further explained that the fees for use of this service will be passed on to the customer and there is no cost to the Village. While waiting for confirmation of fee for debit cards, Felt said the fee for use of a credit card is 2.65% and that these fees are acknowledged by the user prior to processing payment.

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

RESOLUTION #04-2019
Authorize Participation Agreement to Accept Credit Card Payments for Village Taxes Between Village of Massena and Government Payment Service, Inc. (d/b/a. GovPayNet)

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes a Participation Agreement between the Village of Massena and Government Payment Service, Inc. to accept credit card payments for Village Taxes; and

BE IT FURTHER RESOLVED, that the Village of Massena will incur no cost associated with accepting above mentioned payments; and

NOW, THEREFORE BE IT RESOLVED, that Village Treasurer Kevin Felt 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 Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #04-2019 duly adopted (4:0)

APPOINTMENT: GAYLE L. HAMILTON, SUBSTITUTE SCHOOL CROSSING GUARD

Trustee LeBire offered a motion, seconded by Trustee Deshaies to appoint Gayle L. Hamilton as a substitute school crossing guard. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire).

RETIREMENT: AVIS HAZELTON, KEYBOARD SPECIALIST

Trustee LeBire offered a motion, seconded by Trustee Carvel to accept the retirement of Avis Hazelton (Keyboard Specialist) effective April 27, 2019. Avis has worked in the Code Office, Building Department and Housing Rehab Department throughout her twenty years of employment. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire)

ESTABLISH BUDGET HEARING DATE/TIME:

A motion was made by Trustee LeBire and seconded by Trustee Deshaies to hold the Budget Hearing on the Mayor's Tentative Budget on April 2, 2019 at 5:30 p.m. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

ESTABLISH BUDGET WORK SESSION DATES/TIMES:

A motion was made by Trustee LeBire and seconded by Trustee Deshaies to establish the following budget work session dates/times: 5:30 p.m. on April 2, 4, 9, and 11, (if necessary), 2019. **Motion Carried 4:0** (AYE= Winston/ Carvel/ Deshaies/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 LeBire, seconded by Trustee Deshaies, to establish the public hearing date of April 2, 2019 at 5:35 p.m. to consider authorizing a property tax levy in excess of the 2% limit. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

AWARD REQUEST FOR PROPOSAL TO PROVIDE PERSONNEL POLICY REVIEW, RECOMMENDATION AND REVISION SERVICES:

Mayor Currier explained that four proposals were received, noting two of the firms have provided services to the Village in the past. The responses received were as follows:

Contractor Name / Address	Amount	Hrs	Est. Completion
Roemer, Wallens, Gold & Mineaux, LLP Counselors at Law 13 Columbia Cir. Albany, NY 12203	(NTE) \$3,500	Est. 15 hrs	Within 30 days
Goldberger and Kremer 39 N. Pearl St., Suite 201 Albany, NY 12207	(NTE) \$6,000	Est. 20 hrs	6 weeks
Public Sector HR 14 Knollwood Dr., Glenville, NY 12302	(NTE) \$4,500	NA	NA
Bond, Shoeneck & King 110 W. Fayette St., Syracuse, NY 13202	(NTE) \$10,000 + mileage	23-30 hrs.	30-45 days

Mayor Currier reminded the Board that in the past Public Sector HR has conducted various trainings for Village employees previously, as well as the Town of Massena and Massena Electric. Currier stated he was very pleased with their professionalism. It was also noted that they are already familiar with Village policies.

Trustee Carvel stated his opinion he felt the manual conflicts with the collective bargaining agreements.

A motion was made by Trustee LeBire and seconded by Trustee Winston to award the proposal to Public Sector HR for review, recommendation and revision services of the Village of Massena Personnel Policy Manual. **Motion Carried 3:2** (AYE= Currier/Winston/LeBire) (NAY=Carvel/Deshaies). (Clerk's Note: See page 1729 for legal notice.)

DISCUSSION/AWARD BID: GRASSE RIVER BANK STABILIZATION- PERRAS EXCAVATING, INC.

DPW Supt. presented the following:

Village of Massena
 DEPARTMENT OF PUBLIC WORKS

Memo

To: Mayor and Board
 From: Hassan A. Fayad, P.E.
 CC: File
 Date: 3/4/19
 Re: Bank Stabilization 2018
 (2018-19 Budget amount \$0)

RECEIVED
 MAR - 4 2019
 VILLAGE OF MASSENA

Per your approval on Tuesday 5/15/18 board meeting, we bid the bank stabilization project at the Wastewater Treatment Plant. The opening was conducted on Friday, March 1, 2019 at 2:00 pm for the bank stabilization do to erosion adjacent the wastewater treatment plant. Bid specifications and plans as well as the bid opening were developed in-house by the DPW.

Following advertisement, seven (7) companies were contacted and sent specifications and bid packages. The following is a recap of the delivered bids and my recommendation.

COMPANY		BID AMOUNT (\$)
• Perras Excavating	(Massena, NY)	\$244,000
• TJ Fiocco	(Norwood, NY)	\$277,000
• Lavignes Construction	(Massena, NY)	No Bid
• J.E. Sheehan	(Watford, NY)	No Bid
• Barret Paving & Construction	(Watertown, NY)	No Bid
• Wm. Reddick Construction	()	No Bid
• Heritage Homes, Inc.	(Massena, NY)	No Bid

This unanticipated project was not included in this (2018-19) budget. At this time, I will be requesting our BDC office to search for grant assistance. Additionally, I will be reaching out to the Massena Electric Department to obtain foodhook and financial support, as the first component to be impacted by slope failure will be the electric utility poles at the top of the slope.

Following review of the submitted documents, I find the project should be awarded to the low bid of \$244,000 from PERRAS EXCAVATING. Work will be conducted during low flow of the Grasse River.

[This shall be funded via the Capital Improvement Fund line item account, 131-8130.000].

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to award the Bid to Perras Excavating for the Grasse River Bank Stabilization due to the erosion over the years it has grown close to the power pole, no longer can be delayed. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire). (Clerk's Note: See page 1730 for legal notice.)

DISCUSSION: SALE OF SURPLUS PROPERTY (56 1/2 N. MAIN STREET)

Mayor Currier told the Board that someone has shown interest in potentially purchasing the Village-owned property located at 56 1/2 North Main Street. Currier also reminded the Board that when Village-owned property is sold, it has to be sold for "fair and adequate consideration." The interested party will be informed of the process to follow to purchase this property.

APPOINTMENT: BEN MURTAUGH, BUSINESS DEVELOPMENT CORPORATION

Mayor Currier explained that Murtaugh was appointed at the January 15, 2019 meeting and that this is a re-appointment, as he missed the 30-day deadline to sign his Oath as required by Public Officers Law, as he was awaiting approval from his employer. Trustee LeBire offered a motion, seconded by Trustee Deshaies to reappoint Ben Murtaugh to the Business Development Board of Directors. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire). His term will expire December 31, 2019.

RESOLUTION #05-2019: URGING GOVERNOR CUOMO TO REMEMBER THE HELPFULNESS OF THE PEOPLE OF ST. LAWRENCE COUNTY IN TIMES OF CRISES WITH SOLUTIONS FOR CORRECTIONAL FACILITY PLACEMENT

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

RESOLUTION 05-2019

URGING GOVERNOR ANDREW CUOMO TO REMEMBER HOW HELPFUL THE PEOPLE OF THE COUNTY HAVE BEEN IN TIMES OF CRISES WITH SOLUTIONS FOR CORRECTIONAL FACILITY PLACEMENT

WHEREAS, New York State prisons in Ogdensburg and Gouverneur provide outstanding careers for members of over 1,000 families across St. Lawrence County, and

WHEREAS, the correctional facilities provide more than a \$100 million in payroll, benefit the citizens of the entire state of New York, while improving the quality of life and providing quality jobs for citizens in Northern New York, and

WHEREAS, in the summer of 2010, New York State Governor Andrew Cuomo personally told the citizens of Ogdensburg and St. Lawrence County, while he was marching in the Seaway Festival Parade, that he felt the State of New York owed a debt of gratitude to the citizens of the Maple City for the decision by the community in the early 1980s to accept a prison at a time when other communities across the state were protesting and objecting to the location of prisons in New York City, Long Island, and elsewhere, and

WHEREAS, then Candidate Cuomo promised that if he was elected governor, he would keep the Ogdensburg Correctional Facility open because the community had set an example for other communities across the State of New York by working hand in hand with the Department of Corrections to provide a place where inmates could be treated with dignity and respect while they serve their sentences, and

WHEREAS, the citizens of Ogdensburg again helped the State of New York in the late 1980s when New York City faced a severe jail crisis and Ogdensburg agreed to accept the construction of Riverview Correctional Facility at a time when the citizens of the largest city in the State again were refusing to allow the construction of a jail to house their own citizens who were facing dangerous conditions in the overcrowded and dangerous jail system in the New York Metropolitan area, and

WHEREAS, in 1989, the St. Lawrence County Board of Legislators voted unanimously to offer financial assistance in the amount of \$50,000 to assist the State of New York for land acquisition, infrastructure, and other costs to encourage the construction of an additional prison, and the offer helped lead to the choice to build the Gouverneur Correctional Facility, and

WHEREAS, the citizens of Gouverneur agreed in 1990 to accept a medium security prison, and later agreed to help the State of New York provide facilities for some of its most troubled inmates by agreeing to accept the construction of a Secure Housing Unit, within the facility, to provide a safe place where people could serve their sentences, and

WHEREAS, the prisons in Northern New York have demonstrated they are less costly to operate than downstate prisons, result in fewer injuries to staff and inmates, are more efficient in terms of operations and a cost-effective way to provide this important service to the people of the State of New York, and

NOW, THEREFORE, BE IT RESOLVED the Village of Massena Board of Trustees call upon Governor Andrew Cuomo to remember how the people of St. Lawrence County have a long history of helping the people of the State of New York and the City of New York when they have faced a crisis and needed a helping hand, and

BE IT FURTHER RESOLVED the Village of Massena Board of Trustees urges its citizens to show their support for their neighbors and the Correctional Facilities of New York by signing the electronic petition at <https://www.nysenate.gov/newsroom/press-releases/patty-ritchie/ritchie-blankenbush-and-walczyk-launch-petition-protect-0>, and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to Governor Andrew Cuomo, Senator Joseph Griffo, Senator Patricia Ritchie, Senator Elizabeth Little, Assemblyman Mark Walczyk, Assemblyman Billy Jones, Assemblyman Robert Smullen, Assemblyman Ken Blankenbush and partner agencies.

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

AYE: Mayor Currier, Trustee Winston, Trustee Carvel, Trustee Deshaies, Trustee LeBire

NAY: None

Mayor Currier declared Resolution #05-2019 duly adopted (5:0)

VOUCHER WARRANT:

A motion was made by Trustee Deshaies and seconded by Trustee Carvel to approve Voucher Warrant #420.

Motion Carried 4:0 (AYE= Winston/Carvel/Deshaies/LeBire)

WARRANT#420 (Board Meeting 03/19/19)

22843-222852	02/20/19	47,964.75	Prepaid Payroll
222853	02/22/19	19,350.92	CSEA Employee Benefit Fund
222854	02/22/19	31.25	Jack Henry Assoc. Inc.
222855	02/22/19	200.05	Verizon Wireless
222856-222865	02/27/19	45,996.83	Prepaid Payroll
222866	03/01/19	2,541.06	Keybank
222867-222875	03/06/19	44,668.20	Prepaid Payroll
222876	03/06/19	69,956.25	USDA Rural Development
222877	03/08/19	27,116.42	Massena Electric Dept.
222878	03/08/19	1,746.82	SLIC Network Solutions
222879	03/08/19	50.03	Verizon
222880	03/08/19	166.25	Verizon
222881	03/08/19	125.00	Wageworks, Inc.
222882	03/08/19	207.77	Walmart Community/RFCSLLC
222883-222892	03/13/19	45,719.79	Prepaid Payroll
222893	03/14/19	1,136.74	United States Postal Service
222894	03/15/19	203.56	AT&T Mobility
222895	03/15/19	40.81	AT&T Mobility
222896	03/15/19	76.90	AT&T Mobility
222897	03/15/19	99.99	Tractor Supply Credit Plan
		307,399.39	Total Prepaid
222898-223009	03/19/19	<u>473,125.81</u>	Total Unpaid
		780,525.20	Total Warrant#420 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

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

COMMUNICATIONS/CORRESPONDENCE:

Mayor Currier explained he received a letter back from Governor Cuomo's Director of Regional Affairs regarding Aid and Incentive for Municipalities (AIM) funding FY2020 Executive Budget Proposal. Currier reminded the Board that Cuomo cut AIM funding, which is approximately \$132,000 in aid for the Village. In Cuomo's newest budget modification, he has proposed that the internet sales tax bill, which has not yet been adopted, will require the counties who receive the internet sales tax revenue, make those municipalities whole. While it appears to be positive, the internet sales tax revenue would have been additional revenue in addition to the AIM funding. The final determination will be forthcoming, and Currier stated he would keep the Board informed.

During the closing public comment period, resident Joel Grigg asked Mayor Currier how he incorporated AIM funding into this year's budget. Mayor Currier replied that he is still currently working through budget at this time.

CLOSING PUBLIC COMMENT PERIOD:

Resident Tom Seguin asked if there is currently an ordinance or if there can be legislation that can be enforced that require garbage and recycle cans to have lids on them to prevent garbage and recycle from blowing around and covering the streets. Mayor Currier stated the Board will look into the matter.

EXECUTIVE SESSION:

A motion was offered by Trustee LeBire, seconded by Trustee Carve; to enter into Executive Session to discuss collective bargaining at 6:21 p.m. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire). A short Executive Session was held and no action was taken.

At 6:35 p.m. a motion was made by Trustee Carvel and seconded by Trustee LeBire to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Deshaies/LeBire).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Carvel at 6:36 p.m. and seconded by Trustee Winston. **Motion Carried 4:0** (AYE=Winston/Carvel/Deshaies/LeBire)

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk

**LEGAL NOTICE FOR REQUESTS FOR PROPOSALS TO PROVIDE PERSONNEL POLICY REVIEW,
RECOMMENDATION AND REVISION SERVICES**

Village of Massena
Town Hall Building
Massena, New York 13662

Legal Notice
REQUEST FOR PROPOSALS (RFP)

TO PROVIDE PERSONNEL POLICY REVIEW, RECOMMEN-
DATION AND REVISION SERVICES

The Village of Massena, St. Lawrence County, New York (herein called the "VOM") is seeking assistance from qualified applicants for human resources consulting services to provide personnel policy review, recommendation and revision services.

The current VOM personnel policy was adopted in 2000 and the Table of Contents includes 23 chapters. Various chapters have been revised since its adoption.

Three copies of your proposal are to be submitted no later than 2:00 PM on Friday, March 1, 2019 and an award is expected to be made at the March 19, 2019 Village of Massena Board of Trustees meeting.

Qualified applicants need to be able to:

A. Review, recommend and revise the Village of Massena Personnel Policy Manual, this includes ensuring compliance with all federal and state laws.

B. Communicate with various groups to ensure the scope of policies are effective, align with collective bargaining contracts* as well as current practices.

* Please note the VOM has three collective bargaining agreements: Department of Public Works (CBEA), Massena Police Protective Association (UPSEU) and Massena Permanent Firefighters (International Assoc. of Fire Fighters, Inc. Local #2220). The VOM also has four non-union group agreements, including: Management, Office, Recreation Management and Recreation Maintenance.

Proposal will include billing rates, estimated number of billable hours, other billable expenses and a "not-to-exceed" fee for the policy review and revision, along with description of proposer's billing practice and payment terms. It should also include the qualifications and relevant experience of the firm. Proposal will also include an estimated time frame for completion.

Each proposal must be submitted in a sealed envelope and addressed to the Village Clerk at the address listed below.

Village of Massena
Attn: Monique N. Chatland, Village Clerk
60 Main St. - Room 12
Massena, NY 13662

Each sealed envelope containing a proposal must be plainly marked on the outside "Personnel Policy Proposal" and the envelope should bear on the outside the bidder's name and address.

The VOM reserves the right to waive any informality in or to reject any or all proposal, or any part of any proposal. The VOM reserves the right to request additional information from all proposers. The VOM may select one or more firms for personal interviews (if required) and fee negotiations.

Minority and Women-Owned Businesses and Section 3 Businesses are strongly encouraged to respond to this request for proposal.

By Order of the Village Board of Trustees
February 12, 2019
Monique N. Chatland, Village Clerk

ADVERTISEMENT FOR BIDS FOR GRASSE RIVERBANK STABILIZATION PROJECT

**SECTION 00010 -
ADVERTISEMENT FOR
BIDS**

The Village of Massena, St. Lawrence County, New York will receive sealed bids for bank stabilization do to erosion, by placement of reinforcing fabric and 3 feet thick stone shot rock

Such proposals will be publicly opened and read aloud at the Village of Massena Town Hall on Friday, March 1, 2019 at 2:00 pm.

The information for Bidders, Form of Bid, Form of Contract, Specifications, Performance Bond and other contract documents may be examined at the following offices:

Village of Massena - Town Hall Building, 60 Main Street, Massena, NY 13662
Department of Public Works - 85 Robinson Road, Massena, NY 13662

Copies may be obtained at the Department of Public Works upon payment of \$10.00 for each set; deposit checks should be made payable to the Village of Massena. Any unsuccessful bidder, upon returning such set within 30-days of receipt of bids and in good condition, will be refunded his payment. A separate check in the amount of \$3.00 (non-refundable) shall be made payable to the Village of Massena, to cover the cost of mailing and handling the plans and specifications. Special overnight delivery service will be available for those prospective bidders that provide an overnight shipping account number.

The Owner reserves the right to waive any informality in or to reject any or all bids, or any part of any bid. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed.