

**Village of Massena  
BOARD OF TRUSTEES  
SPECIAL MEETING**

**BUDGET WORK SESSION**

**Meeting Minutes**

**DATE/TIME:** MARCH 30, 2021 (5:00 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  
Deputy Mayor/ Trustee Matthew LeBire

**Staff:**  
Kevin Felt (Village Treasurer)  
Monique Chatland (Village Administrator-Clerk)  
Hoss Fayad (DPW Supt.)  
Steve Dailey (Water Dept. Foreman)  
Chief Jason Olson (Police Dept.)  
Nikki Debien (DPW Clerk)  
Mike McCabe (Recreation)

**Press:** Tom Graser (WDT)

**Residents/Others:** Angela Lane, Sam Carbone, Sue Bellor, Steve O'Shaughnessy, Albert Nicola, Bob Elsner, (Town Board), Jeannine Brouse (Town Clerk)

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Deputy Mayor LeBire opened a Special Meeting of the Village Board of Trustees at 5:00 p.m. and conducted a roll call of board members present. A motion was offered by Trustee Paquin and seconded by Trustee Winston to dispense with the regular agenda and enter into a Budget Work Session regarding the 2021-2022 Village Budget. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire). Town Supervisor O'Shaughnessy also opened a Special Meeting of the Town Board for the purpose of joint discussion by both boards concerning the JRC budget.

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**BUDGET WORK SESSION: JOINT RECREATION COMMISSION (JRC)**

Representatives from the Town Board and Recreation Director Mike McCabe were in attendance during review of the proposed JRC portion of the budget. Following review of the JRC budget, Town Board representatives approved Joint Recreation Budget as presented. A motion was then offered By Town Councilman Elsner, seconded by Councilman Nicola to approve Joint Rec budget as presented. **Motion Carried 4:0.** With no further business, it was moved by Councilwoman Bellor and seconded by Councilman Carbone to adjourn the Town of Massena's open meeting at 5:31p.m. **Motion Carried 4:0** (AYE=Bellor/Elsner/Carbone/Nicola).

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**Final Review and Revision of Proposed FY 2021/2022 Budget:**

Village Treasurer Felt reviewed all budget modifications to date as agreed upon at previous work sessions. Further discussion was held by the board concerning additional changes for consideration.

The following is an overview of the modifications agreed to during this and all previous budget work sessions:

(Continued on next page)

Village of Massena 2021-2022 Budget Proposal

General Fund

Tax Levy Calculation	Adopted Budget 2020-2021	Dept Request 2021-2022	Mayor Budget 2021-2022	Trustee Budget 2021-2022	Adopted Budget 2021-2022
Total Expenditures	9,830,519	10,408,434	10,157,655	10,157,655	10,157,655
Total Non-Tax Revenue	3,619,990	3,611,335	3,657,598	3,657,598	3,657,598
Approp Fund Balance	250,000	685,701	479,923	479,923	479,923
Tax Levy	5,960,529	6,111,398	6,020,134	6,020,134	6,020,134
Desired Tax Levy Needed to Cut			6,075,057 (54,923)		
Estimated Beginning Fund Balance		2,429,400	2,429,400	2,429,400	2,429,400
Estimated Ending Fund Balance		1,743,699	1,949,477	1,949,477	1,949,477
Percent of Budget		16.75%	19.19%	19.19%	19.19%

Tax Cap Calculation		Tax Change
2020-2021 Levy	5,960,529	5,960,529
2021-2022 Levy Cap	6,111,598	6,020,134
Tax Cap Percentage Change (+/-)	2.53%	1.00%

Tax Rate Calc (Assessed Values)	2020-2021	2021-2022			
- Massena	332,553,209	335,539,130			
- West Massena	26,290,521	26,473,892			
- Norfolk	35,500	35,500			
Total Assessed Values	358,879,230	362,048,522			
Tax Rate Per 1,000 (Blended)	16.608732	16.880052	16.627976	16.627976	16.627976

For every 1% change in last year's  
levy, the impact will be on this year  
A \$1.00 change in the tax rate is  
equivalent to approximately:

	Adopted Budget 2020-2021	Dept Request 2021-2022	Mayor Budget 2021-2022	Trustee Budget 2021-2022	Adopted Budget 2021-2022
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Revenue Summary

Real Property Taxes	5,960,529	6,111,398	6,075,057		
Real Property Tax Items	216,707	222,314	222,314		
Non-Property Tax Items	2,202,500	2,221,500	2,221,500		
Departmental Income	177,644	189,335	189,335		
Intergovernmental Income	259,024	229,474	229,474		
Use of Money & Property	26,000	8,000	8,000		
Licenses & Permits	3,700	3,700	3,700		
Fines & Forfeitures	50,000	31,000	31,000		
Sale of Prop & Comp for Loss	1,000	2,000	2,000		
Misc. Local Sources	190,791	165,257	178,520		
Interfund Revenues	192,624	199,755	199,755		
State Aid	300,000	339,000	347,000		
Federal Aid	-	-	-		
Interfund Transfers	-	-	-		
Bond Proceeds	-	-	-		
Total	9,580,519	9,722,733	9,707,655	-	-

Expense Summary

General Govt. Support	1,108,546	1,055,460	1,040,810		
Education					
Public Safety	2,943,976	3,112,188	3,024,635		
Health					
Transportation	1,462,344	1,617,574	1,552,443		
Econ Assistance & Opportunity	38,600	35,850	30,350		
Culture and Recreation	366,920	458,735	426,818		
Home & Community Svcs	80,162	84,434	84,434		
Employee Benefits	3,591,001	3,834,730	3,788,702		
Debt Service	145,360	49,161	49,161		
Interfund Transfer	93,610	160,302	160,302		
Total	9,830,519	10,408,434	10,157,655	-	-

**RESOLUTION #15-2021: ADOPT FY 2021/22 VILLAGE BUDGET**

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

**RESOLUTION #15-2021**

**ADOPT FY 2021/22 VILLAGE BUDGET**

*WHEREAS the Board of Trustees of the Village of Massena has met and considered the tentative budget for the fiscal year beginning June 1, 2021 and has conducted a public hearing thereon as require by Section 5-508 of the Village Law;*

*NOW, THEREFORE, BE IT RESOLVED, that the preliminary budget as amended and revised and as hereinafter set forth is hereby adopted and that the several funds appropriated for the objects and purposes specified and the salaries and wages of such budget shall be and are hereby fixed at the amounts shown therein effective June 1, 2021.*

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 #15-2021 duly adopted (4:0).

**Exhibit A  
Summary of Budget by Funds  
FYE 2021/2022**

General Fund	Refuse Fund	Water Fund	Sewer Fund	Recreation Fund	Debt Service Fund	Capital Fund	Special Grants Fund	Community Center Fund	TOTAL APPROPRIATIONS
10,157,655	1,492,332	2,176,533	1,882,530	1,114,021	464,676	156,387	-	83,500	17,527,634
Estimated Revenues (Other than Real Estate Taxes):									TOTAL REVENUES
3,657,598	1,253,750	2,055,383	1,780,150	964,021	464,676	156,387	-	83,500	10,415,465
Appropriated (Generated) Surplus:									TOTAL SURPLUS
479,923	238,582	121,150	102,380	150,000	-	-	-	-	1,092,035

**BALANCE OF APPROPRIATIONS TO BE RAISED BY TAXES:** 6,020,134

**TAX RATE:** 16.347160 Per Thousand (Town of Massena)  
20.181679 Per Thousand (Town of Louisville)  
20.692676 Per Thousand (Town of Norfolk)

**BUDGET ADOPTED:** March 30, 2021

**PUBLIC HEARING: CONSIDER ADOPTING A LOCAL LAW TO AUTHORIZE A REAL PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW**

Deputy Mayor LeBire explained that with changes to proposed budget there would be a 1.1% tax levy increase and no need to adopt a local law to authorize a real property tax levy in excess of the limit established by general municipal law. Trustee LeBire made a motion, seconded by Trustee Carvel, to close the public hearing that was opened and adjourned at 5:38p.m. on March 29, 2021. (Clerk's Note: Legal notice is included in March 29, 2021 Village Board of Trustees Meeting minutes)

**RESOLUTION #16-2021: SEQR- ELEVATOR PROJECT AT LAUREL TERRACE**

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

**Resolution#16-2021**

**Conduct Environmental Impact Assessment and Declare Type II Action Related to the Elevator Modernization Project at Laurel Terrace Apartments Pursuant to State Environmental Quality Review (SEQR) Requirements**

WHEREAS, the Village of Massena is the recipient of a public facilities Community Development Block Grant for the modernization of two existing elevators at Massena Housing Authority's Laurel Terrace Apartments, located at 9 Laurel Avenue; and

WHEREAS, such activity is subject to the requirements of the State Environmental Quality Review Act (SEQR); and

WHEREAS, it has been determined that the proposed project would be a Type II Action, as defined under SEQR; and

WHEREAS, a Short Environmental Assessment Form has been prepared and reviewed by the Village Board as part of its review of the Project as proposed;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the requirement of SEQR, the Village Board determines that it is a lead agency for the purposes of review of this Type II Action; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees has determined, based on its review, that no significant adverse environmental impacts will result from the project as proposed; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees directs the Village Trustee Matthew J. LeBire to prepare and declare a Type II Action for the project, as required by SEQR, noting the conclusions of the Village Board of Trustees with respect to its environmental review of the project impacts.

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 #16-2021 duly adopted (4:0).

**RESOLUTION #17-2021: AUTHORIZE PERSONNEL POLICY CHANGES**

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

**RESOLUTION #17-2021**

**Adopt Revisions to the Village of Massena Personnel Policy Manual**

WHEREAS, the Village of Massena Board of Trustees updated, adopted and implemented a Village of Massena Personnel Policy manual dated July 21, 2020; and

WHEREAS, after further review and considerations the Village of Massena Board of Trustees instructs the following be revised and incorporated into the Policy manual dated July 21, 2020:

**Section 103-Purpose of this Personnel Policy Manual**

Revision:

*The collective bargaining agreement will govern if it is in conflict with this agreement.*

**Section 104-Changes of Modifications**

Revision:

*The Village agrees, however, not to make unilateral changes to those matters that have MANDATED BY LAW AS mandatory subjects of bargaining.*

**Section 307-Corrective Action and Discipline-Investigations**

Revision:

*Employees may be able to represent themselves and they would have an inherent right to interview witnesses and discuss their own disciplinary investigations.*

**Section 309-Separation from Employment-Notice of Resignation**

Revision:

*"unless exigent circumstances exist."*

**Section 408-Vehicle Usage**

Revision:

*ADD K-9; REMOVE "ON CALL" (LANGUAGE BELOW)*

*Continued on next page*

- As a general rule, Village vehicles may not be taken home or driven for personal use, with exception of de minimus use. Positions that are designated by the Village Board as "on-call" positions are permitted to take vehicles home in order to expedite response time **INCLUDING THE FOLLOWING:** "On-call" positions include the following:

**Section 411: Telephone / Cell Phone Usage**

Revision:

*Personal Cell Phone / Electronic Device Usage – Employees must adhere to the following guidelines regarding the use of personal cell phones. These guidelines do not apply to Village-owned cell phones that are issued for the specific use of an employee's job duties. Where the term cell phone is used in these guidelines, it shall be considered to include all types of portable electronic devices (e.g. iPads, Kindles, MP3 players, etc.)*

- ~~Cell phones may not be used for personal purposes during work hours except on a limited basis as outlined above, unless the employee is on an authorized break or has permission from a supervisor.~~
- ~~Use of a cell phone for personal text messaging during work hours is permissible only on a limited basis for family matters; texting must not interfere with the performance of the employee's job duties~~
- USE OF PERSONAL CELL PHONES MUST NOT INTERFERE WITH THE PERFORMANCE OF AN EMPLOYEE'S JOB DUTIES**
- No excessive web browsing, inappropriate or music that is a distraction to others, or watching movies, or all other uses of cell phones will be allowed during working hours.

**Section 413-Social Media**

Revision:

*Usage During Working Hours – Unless the use of Social Media is pertinent to Village business or authorized by a Department Head, employees are prohibited from using Social Media during working hours, UNLESS ON A MEAL OR REST BREAK. This applies regardless of whether or not such usage occurs on Village-owned computers or communication equipment or a device personally owned by the employee.*

**Section 507-Time Off to Vote**

ADD CITATION REFERRING TO NYS ELECTION LAW § 3-110

**Section 508-Family and Medical Leave Policy**

"... WITH THE EXCEPTION OF THE POLICE DEPARTMENT WHO WILL HAVE THE OPTION OF USING VACATION, LIEU OR UNPAID TIME OFF."

NOW THEREFORE, BE IT RESOLVED, that the Village of Massena Board of Trustees hereby adopts and instructs the above stated revisions be incorporated into the Personnel Policy manual dated July, 21, 2020.

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 #17-2021 duly adopted (4:0).

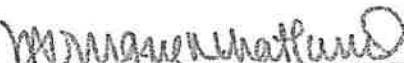
**PUBLIC COMMENT PERIOD**

Resident Angela Lane was curious about adopting budget. Deputy Mayor LeBire reiterated that we just adopted the budget.

**ADJOURNMENT**

With no further business, it was moved by Trustee Paquin and seconded by Trustee Winston that the special meeting be closed. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire). It was so ordered by Deputy Mayor LeBire at 5:54 p.m.

**MINUTES PREPARED BY:**

  
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Monique N. Chatland, Village Clerk