

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

**DATE/TIME:** April 12, 2022 (5:30 p.m.)  
**PLACE:** Town Hall Building, 60 Main Street, Massena, New York

**PRESENT:** **Board of Trustees:**  
 Mayor Greg Paquin  
 Trustee Christine Winston  
 Trustee Francis Carvel  
 Trustee Chad Simpson  
 Trustee Matthew LeBire

**Staff:**  
 Monique Chatland (Village Clerk/Administrator)  
 Kevin Felt (Village Treasurer)  
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)  
 Walt Bean (Firefighter)  
 Marty Miller (DPW Supt.)  
 Cody Wilson (Lieutenant)

**Press:** Jeff Chudzinski (North Country this Week), John Michaud III (WNTS Television)

**Residents/Other:** Ryne Martin (via phone)

Following the Pledge of Allegiance, Mayor Paquin asked that all electronic devices be silenced, proceeded to call the meeting to order at 5:32 p.m. and conducted a roll call of Board members present.

**TREASURER'S REPORT:**

Village Treasurer Felt presented the following:

**Village of Massena  
 Treasurer's Report  
 April 12, 2022**

**INFORMATION**

- I have provided you with the Balance Sheet and Budget Reports for the month of March and the March summary follows:

2020/2021	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
<b>General Fund</b>	8,772,014	89.29%	8,462,477	81.27%	309,536
<b>Refuse Fund</b>	904,902	72.18%	931,859	60.21%	(26,957)
<b>Water fund</b>	1,510,418	73.49%	1,356,453	62.28%	153,965
<b>Sewer Fund</b>	1,266,123	71.12%	1,431,068	75.96%	(164,945)
<b>Joint Rec</b>	898,789	93.23%	886,710	79.60%	12,079
	<u>13,352,245</u>		<u>13,068,567</u>		

<u>Rescue Squad Activity Summary YTD</u>	<u>Town Comparison</u>	
Resource Recovery Revenue	101,438.85	142,955.00
Equipment Expenses	567.83	-
Contractual Expense	<u>121,088.14</u>	<u>195,607.00</u>
Net Profit (Loss)	<b>(20,217.12)</b>	<b>(52,652.00)</b>

- Year-end projections for the above funds have been updated through the end of March. Projection spreadsheets have been distributed to the Mayor and Board as well as Department Managers.
- On March 3<sup>rd</sup>, we received \$4,196.70 from St. Lawrence County for NYPA high flow distribution.

4. Payment on the refunded Community Center bond was processed for the March 15<sup>th</sup> due date. The total amount of the payment was \$75,560, made up of \$65,000 in principal and \$10,560 in semi-annual interest. The next interest payment is due in September. The outstanding balance is \$1,035,000 and is scheduled to be paid off in 2036.
5. On March 3<sup>rd</sup>, we received \$392,991.58 from St. Lawrence County for the amount of uncollected 21/22 property tax collections.
6. On March 10<sup>th</sup>, we received \$222,518.55 in CHIPS, PAVE NY, and WIRP funding.

**ACTION**

7. **GASB 75 Full Evaluation:** I have been in contact with the Burke Group regarding the GASB 75 valuation for post-retirement health insurance. We are required to disclose this information as part of our Annual Report (AUD) to the State Comptroller and our entity-wide financial statements. Because we have less than 200 participants, we are only required to have a full valuation done every third year. A full valuation is needed this coming year-end, so the price we were quoted is \$5,750. Seeking Board's permission to proceed with the Burke Group.  
**LEBIRE/SIMPSON/CARRIED**
8. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover the shortfall needed to encumber a dump truck he has on order. He is asking to reduce his snow removal contractual account (100-5142-400-000-00) in the amount of \$600 and move to his snow removal equipment account (100-5142-200-000-00). **LEBIRE/WINSTON/CARRIED**
9. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover a \$9,600 surcharge added to the 2 dump trucks that are currently on order. With the purchase being split between multiple funds, here is the breakdown on where the decreases and increases will be: **WINSTON/LEBIRE/CARRIED**

300-1990-400-000-00	Decrease	\$4,800
400-1990-400-000-00	Decrease	\$4,800
300-8340-200-000-00	Increase	\$4,800
400-8120-200-000-00	Increase	\$4,800
10. **Budget Amendments:** The DPW Superintendent is requesting to modify the 2021-2022 budget to cover an analyzer for the water department in the amount of \$2,200 from the Water Contingency account (300-1990-400-000-00). The account to increase will be the equipment account (300-8330-200-000-00). **LEBIRE/SIMPSON/CARRIED**

**COMMITTEE REPORTS:**

Committee reports were presented for informational purposes only with no Village Board action taken at this time. The following was notable:

**Joint Rec:** Tennis & Basketball project coming up in July will take 3 days, Ice out May 1 or 2.

**Street:** Brush pick up April, May. Leaves year round.

**INITIAL PUBLIC COMMENT PERIOD:**

Nothing heard at this time.

**AWARD BID: CLEANING/MOWING OF PROPERTIES IN VIOLATION OF VILLAGE CODE**

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to award the bid for the 2022 mowing violations to Northrop's Hilltop Nursey & Landscaping in the amount of \$45 per yard and \$45 per hour for pruning and trimming. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire). (Clerks Note: See page 2078 for legal notice.)

**ESTABLISH PUBLIC HEARING DATE: CHAPTER 270 TAXICABS AND VEHICLES FOR HIRE**

A motion was offered by Trustee LeBire, seconded by Trustee Winston to establish public hearing date of May 17, 2022 @ 5:30 p.m. regarding Chapter 270 Taxicabs and Vehicles for Hire. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

**APPOINTMENT: MELISSA WARD, DEPUTY VILLAGE CLERK (FULL TIME)**

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to appoint Melissa Ward to Full time Deputy Village Clerk (eff.04/13/2022) **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire)

**AUTHORIZATION TO CANVAS: TWO PATROL OFFICERS – POLICE DEPT.**

A motion was offered by Trustee Simpson, seconded by Trustee Winston to authorize Lieutenant Wilson to canvass two additional Patrol Officers in order to fight crime. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

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**NOTICE OF RETIREMENT: NICK ZAPPIA, CHIEF WATER & WWTP OPERATOR**

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to accept Nick Zappia's, Chief Water and Wastewater Operator, notice of retirement. (eff.06/29/2022) **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

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**AUTHORIZATION TO CANVAS: CHIEF WATER & WWTP OPERATOR**

A motion was offered by Trustee Winston, seconded by Trustee Carvel to authorize DPW Supt. Marty Miller to canvass for a chief Water & Wastewater Operator due to recent retirement notice of Nick Zappia. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

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**RESIGNATION: JAMIE PLOURDE MEO**

A motion was offered by Trustee Simpson, seconded by Trustee Winston to accept the resignation of Jamie Plourde as DPW Motor Equipment Operator (eff.4/5/2022). **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson /LeBire).

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**AUTHORIZATION TO CANVAS: DPW MOTOR EQUIPMENT OPERATOR**

A motion was offered by Trustee Winston, seconded by Trustee Carvel to authorize DPW Supt. Marty Miller to canvass for a Motor Equipment Operator due to resignation of Jamie Plourde. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

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**AUTHORIZATION TO ADVERTISE FOR BIDS: WATER TREATMENT PLANT SUPPLIES**

A motion was offered by Trustee Carvel and seconded by Trustee Winston to authorize Plant Superintendent Zappia to solicit bids for the following items:

Water Treatment Plant Materials and Supplies:

- [1] Diatomaceous Earth Filter Aid
- [2] Liquid Chlorine & Hydrofluosilic Acid (Flouride)

The bid opening will be held on May 13, 2022 @ 7:00a.m. **Motion 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire)

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**RESIGNATION: MARC PLANTE – POLICE OFFICER**

A motion was offered by Trustee Carvel, seconded by Trustee Winston to accept the resignation of Police Officer Marc Plante (eff.04/03/2022). **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson/LeBire).

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**DISCUSSION: 108 NORTH MAIN STREET CODE VIOLATIONS**

Situation has been in code departments hands for a several years for various reasons. Whole front porch is collapsing on itself. Order to remedy sent out in April 2021 to owner but can back undelivered and have heard nothing. DPW has been asked to address safety concerns with property. DPW Supt. Marty Miller assessed the property. Trustee LeBire asked to check with Attorney McArdle to see if whoever is handling assets for property is able to seek reimbursement from responsible party.

After discussion a motion was offered by Trustee Carvel, seconded by Trustee LeBire to authorize DPW to remove front porch and roof (if able) from 108 North Main Street. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel /Simpson/LeBire)

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**RESOLUTION#13-2022 AGREEMENT WITH MASSENA CENTRAL FOR SCHOOL RESOURCE OFFICER**

Trustee Carvel questioned fellow board members why the village has to absorb the liability when St. Lawrence County already has the program. School districts tax base is made up of six other entities other than the Village taxpayers why does the Village have to pay the price while others have no accountability for the cost. As long as this position (SRO) is employed by the Village of Massena we are liable. Mayor Paquin pointed out section 3.2 of the agreement stating the school district will pay the village the per diem rate of \$166.66 based upon the actual service of the SRO, plus cost of all of the employee benefits incurred by Village on behalf of SRO. Payments will be made quarterly to Village within thirty days of receipt of a voucher by the school district. Trustee LeBire questioned whether the Village attorney has reviewed agreement changes. Mayor Paquin stated he has not yet but can. Trustee LeBire is in agreement to proceed forward but would like Village Attorney McArdle to review first.

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

**RESOLUTION#13-2022**

**Approve Memorandum of Agreement  
Between the Village of Massena and  
Massena Central School District**

**[ SCHOOL RESOURCE OFFICER]**

**BE IT RESOLVED**, that the Village of Massena Board of Trustees hereby approves a Memorandum of Agreement between the Village of Massena and the Massena Central School District, for the purposes of entering

into Agreement for the Massena Central School District to obtain from the Village of Massena the services of a School Resource Officer to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools as detailed in said Memorandum of Agreement effective July 1, 2022 and ending June 30, 2023; and

BE IT FURTHER RESOLVED, that Gregory M. Paquin, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement on behalf of the Village of Massena.

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

**AYE: Mayor Paquin, Trustee Winston, Trustee Simson, Trustee LeBire**

**NAY: Trustee Carvel**

Mayor Paquin declared Resolution #13-2022 duly adopted (4:1)

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**RESOLUTION#14-2022: AUTHORIZE REIMBURSEMENT FROM BRIDGE NY FUNDING FOR 100% COSTS  
BRIDGE NY CULVERT PROJECT**

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DPW Supt. Marty Miller will submit to Department of Transportation then one approved will move forward with Greenman Pedersen Inc. Department of Transportation approves scope would like to have resolution to allow Greenman Pedersen to proceed, which they are very confident costs can be kept under one million.

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

**RESOLUTION#14-2022**

**AUTHORIZING THE IMPLEMENTATION AND FUNDING OF 100% OF THE COSTS OF THE BRIDGE NY  
CULVERT PROJECT (P.I.N. 775415), OF WHICH QUALIFIED COSTS MAY BE REIMBURSED FROM BRIDGE  
NY FUNDS**

WHEREAS, a project for the Village of Massena, P.I.N. 775415 (the "Project") is eligible for reimbursement of qualified costs from Bridge NY funding that calls for the post-reimbursement apportionment of the qualified costs to be borne at the ratio of 100% Bridge NY funds and 0% non-Bridge NY funds; and

WHEREAS, the Village of Massena will design, let, and administer all phases of the Project; and

WHEREAS, the Village of Massena desires to advance the Project by making a commitment of 100% of the costs for all phases of this Project or portions thereof.

NOW, THEREFORE, the Village of Massena Board of Trustees, duly convened does hereby

RESOLVE, that the Village of Massena Board of Trustees hereby approves the Project; and it hereby further

RESOLVED, that Village of Massena Board of Trustees hereby authorizes the Village of Massena to pay 100% of the cost of all phases of work for the Project or portions thereof, with the understanding that qualified costs will be reimbursed from Bridge NY funding; and it is further

RESOLVED that funds will be made available to cover the cost of participation in the above phase(s) of the project; and it is further

RESOLVED that the Village of Massena Board of Trustees hereby agrees that the Village of Massena shall be responsible for all costs of the Project, including costs which exceed the amount from the NY Bridge Funding awarded to the Village of Massena; and it is further

RESOLVED, that in the event of the costs of the Project exceed the amount appropriated, the Village of Massena shall convene as soon as possible to appropriate said excess amount immediately upon the notification thereof, and it is further

RESOLVED, that the Village of Massena Board of Trustees hereby agrees to hereby commits that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED that the Mayor of the Village of Massena Board of Trustees be and is hereby authorized to execute all necessary agreements, certifications, or reimbursement requests with NYSDOT for State Aid and/or Bridge NY funding on behalf of the Village of Massena in connection with the advancement or approval of the Project for the administration of the Project and the municipality's funding of the Project costs, and it is further

RESOLVED, that the Village of Massena will be responsible for all maintenance of the Project; and it is further

RESOLVED, that a certified copy of this Resolution be filed with the New York State Commission of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, this Resolution shall take effect immediately.

**AYE: Mayor Paquin, Trustee Winston, Trustee Carvel, Trustee Simpson, Trustee LeBire**

**NAY: None**

Mayor Paquin declared Resolution #14-2022 duly adopted (5:0)

**RESOLUTION#15-2022: TECHNICAL SERVICES AGREEMENT WITH DANC FOR AHC GRANT #7R22**

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

**Resolution#15-2022**

**Authorizing Technical Services Agreement with the Development Authority of the North Country for Program Delivery and Administration Services in Relation to NYS AHC Grant # 7R22**

WHEREAS, the Village of Massena seeks to enter into a Technical Services Agreement with the Development Authority of the North Country ("DANC") for the purpose of providing technical services to provide program delivery and administration services for the New York State Affordable Housing Corporation Home Improvement Grant #7R22; and

THEREFORE, BE IT RESOLVED, that the Village of Massena will compensate DANC \$35,000 for Grant Administration and Program Delivery as identified in the above referenced Agreement; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor Gregory M. Paquin is hereby authorized and directed to execute the above referenced Technical Services Agreement with the Development Authority of the North Country.

AYE: Mayor Paquin, Trustee Winston, Trustee Carvel, Trustee Simpson, Trustee LeBire

NAY: None

Mayor Paquin declared Resolution #15-2022 duly adopted (5:0)

**DISCUSSION: ENTERPRISE FLEET MANAGEMENT**

Mayor Paquin conveyed to the board that Connor Kimball will give a presentation April 26, 2022 at a special meeting on the Enterprise fleet management program. Key factors will be over a ten- year period could see a savings of over four-hundred thousand dollars. Will include fleet management for Police, Fire, DPW, Joint Recreation, and Rescue Squad. Currently Village of Canton, Ogdensburg & St. Lawrence County participate in program and if we decide to move forward will need to discuss policy surrounding vehicles being brought home.

**AUTHORIZATION TO PURCHASE A TRACTOR**

DPW Supt. Marty Miller explained they cannot get a purchase order for a pickup truck which already have money allocated in budget for and would like to request to use those funds for a used tractor instead which are in need for.

A motion was offered by Trustee LeBire, seconded by Trustee Winston to authorize DPW Supt. Marty Miller to purchase a used tractor with a substantial savings to the Village instead of a new purchase down the road. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/Simpson/LeBire).

**AUTHORIZATION TO ADVERTISE FOR CUSTODIAL SERVICES AT COMMUNITY CENTER**

A motion was offered by Trustee LeBire, seconded by Trustee Carvel to authorize DPW Supt. Marty Miller to advertise for Custodial Services at the Community Center. **Motion Carried 5:0** (AYE=Paquin/Winston/Carvel/ Simpson/LeBire).

**DISCUSSION: DUMP TRUCK PURCHASES**

DPW Supt. Marty Miller informed the board with discussions he recently had with sales rep from Tracey Road and Equipment sales. Conversation was to inform him about the two dump trucks that were approved for purchase out of the 2021/2022 budget year. The trucks will not be available until the fourth quarter of 2022 so will be encumbering the funds until 2022/23. Each truck price will be increased by \$4,800 will all that has transpired in the world these days. I would like to move funds from the contingent water and sewer account to cover for the added expenses.

**VOUCHER WARRANT:**

A motion was made by Trustee Carvel and seconded by Trustee Winston to approve Voucher Warrant #460. **Motion Carried 5:0** (AYE= Paquin/Winston/Carvel/Simpson/LeBire).

**WARRANT#460 (Board Meeting 04/12/22)**

229725-229731	03/16/22	61,478.35	Prepaid Payroll
22732-229802	03/21/22	36,180.00	Medicare Reimbursement Warrant#564
229803	03/22/22	22,231.87	CSEA Employee Benefit Fund
229804	03/22/22	240,571.34	Excellus Blue Cross Blue Shield
229805	03/22/22	11,810.60	Liberty Utilities
229806	03/22/22	1,233.98	Massena Electric Dept.
229807	03/22/22	142.98	U. S. Bank National Assoc.
229808	03/22/22	22,655.84	UnitedHealthcare Ins. Co.
229809	03/22/22	526.40	Verizon Wireless
229810-229815	03/23/22	42,934.15	Prepaid Payroll
229816	03/25/22	1,926.23	Cardmember Service
229817	03/25/22	4,947.00	Fuller Insurance Agency
229818	03/25/22	2,000.00	Reserve Account
229819	03/25/22	6,445.66	Twinstare Technologies
229820	03/29/22	420.02	Charter Communications

229821	03/29/22	306.61	Liberty Utilities
229822-229827	03/30/22	43,519.37	Prepaid Payroll
229828	04/04/22	171.04	Verizon
229829	04/04/22	48.51	Verizon
229830	04/04/22	247.00	Verizon Wireless
229831	04/04/22	2,000.00	Massena Police Dept.
229832-229837	04/06/22	64,561.88	Prepaid Payroll
229838	04/11/22	30,983.56	Massena Electric Dept.
		597,342.39	Total Pre-Paid
229839-229948	04/12/22	<u>477,317.60</u>	Total Unpaid
		1,074,659.99	Total Warrant#460 Including Prepaid Payroll & Medicare Reimbursement Warrant#564

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**MONTHLY REPORTS:**

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (March 2022)
- Massena Permanent Firefighters/ Code Enforcement Office/Rescue Squad (March 2022)

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**COMMUNICATIONS/CORRESPONDENCE:**

Reminder of Spring Clean Up dates April 25-May 7, 2022 concerns surrounding not doing curbside pick up, discuss others ideas to do like every three years. Pros and Cons both ways but will discuss with committee. Meeting with attorneys from both Town and Village along with boards to discuss new public water district, still have years for issues with districting but happy to have new customers.

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**CLOSING PUBLIC COMMENT PERIOD:**

Nothing Heard at this time


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**ADJOURNMENT:**

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Carvel at 6:17 p.m. and seconded by Trustee LeBire. **Motion Carried 5:0** (AYE=(AYE=Paquin/Winston/Carvel/Simpson/LeBire).

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**MINUTES PREPARED BY:**

  
Monique N. Chatland, Village Clerk

**LEGAL NOTICE: CLEANING AND MOWING OF PROPERTIES IN VIOLATION OF VILLAGE CODE**

**VILLAGE OF MASSENA  
REQUEST FOR PROPOSALS  
MOWING OF PROPERTIES  
(2022 Season)**

The Village of Massena is seeking professional services for mowing properties found in violation of the General Code of the Village of Massena. Various properties will be identified throughout the season and a list generated by the local code office. Said list will be forwarded to the successful vendor for immediate action to address the issues.

The successful bidder shall have 1 year experience in the field and have proper insurance for this activity (see below).

**SCOPE OF WORK**

Upon being notified by the Village Code Office, the mowing firm is to perform the following tasks:

- Visually inspect the subject property for the purposes of identifying the code violations (height, height of grass, weeds, tree limbs, etc.)
- Schedule and address the violations within 24 hours of being notified
  - Debris to be collected and properly disposed of
  - Grass to be mowed, weeds and tree limbs trimmed and hauled away, if necessary
- Forward a bill within 7 days of the service provided for each property
  - a. Bill shall:
    - include the date of service
    - include the address of service
    - be billed on a flat rate fee or hourly
    - indicate the number of hours spent at each property
    - not include any federal, state or local tax
- Successful bidder shall provide proof of:
  - Commercial General Liability Insurance \$1,000,000
  - Workman's Compensation: Statutory
  - Automobile Liability: \$500,000

Provide Certificate of Insurance listing the Village of Massena as a Certificate Holder.  
All sealed proposals are due on the bid mail station stamped by 2:00 pm on Tuesday, April 12, 2022.

Village of Massena  
Attn: Monique Chartrand, Village Clerk  
Town Hall Bldg, 83 Main Street, Room 13  
Massena, NY 12882

Please indicate on the outside of the envelope "MOWING SERVICE 2021"

Bid qualification statement may be obtained at the Village of Massena Code Enforcement Office (Massena Fire Station, 34 Andrews Bl., Massena) or by calling 315/709-8802.

Choice of provider will be based on three factors: cost, qualifications and experience.

The Village of Massena reserves the right to select any or all bids. Minority and Women Owned businesses and Section 2 Businesses are strongly encouraged to respond to this request for proposal.

By Order of the Village Board of Trustees