

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: April 20, 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 (Absent)
 Trustee Greg Paquin
 Trustee Matthew LeBire (Deputy Mayor)

Staff:
 Monique Chatland (Village Clerk/Administrator)
 Kevin Felt (Village Treasurer)
 Jason Olson (Chief of Police)
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)
 Steve Dailey (Water Foreman)
 Nikki Debien (DPW Clerk)
 Mike McCabe (Rec Director)
 Cody Wilson (Lieutenant)

Press: Bob Beckstead (Courier- Observer)

Residents/Other: James Hidy, Sue Bellor (Town Council), Tim Ahlfeld

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 Winston, seconded by Trustee Paquin, to approve the minutes of the December 17 & 23, 2019 and January 21, 2020 Village Board Meetings. **Motion Carried 3:0** (AYE=Winston/Paquin/LeBire).

TREASURER'S REPORT:

Village Treasurer Felt presented the following:

**Village of Massena
 Treasurer's Report
 April 20, 2021**

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)
General Fund	9,515,606	99.28%	8,503,926	86.04%	1,011,680
Refuse Fund	905,643	72.53%	994,024	76.72%	(88,381)
Water fund	1,686,412	82.05%	1,602,611	73.75%	83,801
Sewer Fund	1,327,424	73.76%	1,455,953	76.06%	(128,528)
Joint Rec	761,309	81.28%	776,757	76.78%	(15,449)
	14,196,394		13,333,270		

- 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 8th, we received \$17,100 from NYS for the final reimbursement for the consolidation study grant. NYS withheld 5% (\$900) due to their revenue shortfalls due to the pandemic.
- On March 18th, we received \$15,683.56 from St. Lawrence County for NYPA high flow distribution.
- Payment on the refunded Community Center bond was processed for the March 15th due date. The total amount of the payment was \$67,980.80, made up of \$60,000 in principal and \$7,980.80 in semi-annual interest. The next interest payment is due in September. The outstanding balance is \$1,100,000 and is scheduled to be paid off in 2036.

ACTION

6. **GASB 75 Interim 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. Only an interim valuation is needed this coming year-end, so the price we were quoted is \$2,500. Seeking Board's permission to proceed with the Burke Group. **PAQUIN/WINSTON/CARRIED**
7. **Budget Amendments:** The Police Chief is requesting to modify the 2020-2021 budget to recognize \$8,849 from an expense reimbursement (100-2701-000-000-00) from an overpayment and re-allocate the remaining \$688 from his contractual account (100-3120-400-000-00) to increase his equipment budget (100-3120-200-000-00) in the amount of \$9,537 for the purchase of new bullet-proof vests. **WINSTON/PAQUIN/CARRIED**
8. **Close Bank Account:** Seeking Board's permission to close the "CSO Debt Service" bank account (xxx9343) held at NBT Bank. The final debt payment was made in April for the CSO bond, so there is no longer the need for this account. It has a zero balance, so there will be no financial benefit from its closing. **PAQUIN/WINSTON/CARRIED**
9. **Close Bank Account:** Seeking Board's permission to close the "Debt Service CSO Project" bank account (xxx0006) held at NY Class. The final debt payment was made in April for the CSO bond, so there is no longer the need for this account. It has a balance of \$202,635.58, which will be transferred from the debt service fund (192) back to the sewer fund (400). The funding came from sewer, so any excess needs to be given back to the sewer fund. **WINSTON/PAQUIN/CARRIED**
10. **Open Bank Account:** Seeking Board's permission to open an interest-bearing bank account for Joint Recreation for the purpose of collecting online registrations. Due to the complexity of the online payment process, it should not be deposited directly into the Village's General Checking account. **PAQUIN/WINSTON/CARRIED**

COMMITTEE REPORTS:

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

Code: Busy Building season, three additional properties cited with blight.

Joint Rec: Playgrounds and fields open no restrictions, Ted Kot Fishing Day.

Street: Busy Spring Cleaning, CHIPS and Pave NY may increase if so, may be able to do an extra road.

INITIAL PUBLIC COMMENT PERIOD:

Nothing heard at this time.

APPOINTMENT:

TIMOTHY AHLFELD, OFFICE OF VILLAGE MAYOR

A motion was offered by Trustee LeBire, seconded by Trustee Paquin to appoint Timothy Ahlfeld to fill the unexpired term of Tim Currier to the office of Village of Massena Mayor (eff.05/01/2021). **Motion Carried 3:0** (AYE=Winston/Paquin/LeBire).

DISCUSSION/ESTABLISH PUBLIC HEARING DATE: FILM MASSENA (PERMIT)

Deputy Mayor LeBire explained the intent of this permitting process for those filming within the Village of Massena for commercial purposes.

A motion was offered by Trustee Winston, seconded by Trustee Paquin to establish public hearing date of May 18, 2021 @ 5:30 p.m. regarding Film Massena Permit. **Motion Carried 3:0** (AYE=Winston/Paquin/LeBire).

DISCUSSION:

CHANGE IN TAX RATES FOR 2021 VILLAGE TAXES

Due to notification from the St. Lawrence County Real Property Office that there were recent changes to the taxable assessed value for the Village of Massena (Town of Massena portion), the recent tax rates published for the 2021 Village of Massena tax bills need to be updated. The updated tax rates are as follows:

Village of Massena (portion)	Taxable Assessed Value	Tax Rate (after county changes)
Town of Massena	334,890,930	16.375984
Town of Louisville	26,473,892	20.217264
Town of Norfolk	35,500	20.729014
	361,400,322	

Deputy Mayor LeBire explained and reiterated that it is still a decrease in tax for majority of taxpayers.

AUTHORIZATION TO ADVERTISE FOR BIDS: WATER TREATMENT PLANT SUPPLIES

A motion was offered by Trustee Paquin 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, 2021 @ 7:00a.m. **Motion Carried 3:0** (AYE=Winston/Paquin/LeBire).

AUTHORIZATION TO ADVERTISE FOR BIDS: DPW SUPPLIES, EQUIPMENT & CAPITAL PROJECTS

DPW Supt. Fayad presented the following to the board:

MEMO TO: DEPUTY MAYOR AND BOARD
FROM: HASSAN A. FAYAD, SUPT. OF PUBLIC WORKS
RE: 2021-22 BID ITEMS
DATE: APRIL 6, 2021

At this time, I am requesting permission to solicit bids and quotes for the next fiscal year, 2021-2022. The following items will be specified, prices obtained, and purchase made following Village/State procurement policy¹. The date(s) established for the purchase of items will be determined over the next 12 months.

ALL MATERIALS, EQUIPMENT AND SUBCONTRACT WORK WAS BUDGETTED FOR AND APPROVED AT THE ADOPTION OF THE 2021-2022 BUDGET ON TUESDAY, MARCH 30, 2021.

<u>MATERIALS AND SUPPLIES:</u>	TENTATIVE DATE
MANHOLE/CATCHBASIN CASTINGS	TO BE DETERMINED
PRECAST MANHOLE SECTIONS	“
PVC SEWER PIPE	“
<u>EQUIPMENT:</u>	
BACKHOES (STREET DEPT)	HGAC “piggy back” ¹
DUMPTRUCKS CAB & CHASSIS	GSA/NJPA “Piggy Back” ¹
WING PLOW, PLOW AND DUMPBOXES	“
¾ TON PICKUP TRUCK, 4X4	“
REFUSE/RECYCLE TRUCK	“
STAINLESS STEEL SNADER	“
STREET SWEEPER	“
BAND SAW	PROCUREMENT
HOIST, 12,000#	PROCUREMENT
WAIN-ROY CLAM BUCKET	PROCUREMENT

CAPITAL PROJECTS:
 NONE

Again, materials and equipment which do not need to be bid, will be purchased via the Village of Massena's procurement procedure, including State Contract and “Piggy Back” purchases. *Continued on next page*

Your prompt response is important to the continued transition of the budget process.

¹A new concept endorsed by Governor Cuomo in 2012, enables municipalities to “Piggy Back” off a contract let by the federal government (GSA) or any state, county or political subdivision, if such contract was let in a manner that constitutes competitive bidding consistent with New York State law. [Municipal Bulletin Fall 2012]

A motion was offered by Trustee Winston, seconded by Trustee Paquin to authorize DPW Supt. Fayad to advertise for bids for DPW Supplies, Equipment, & Capital Projects as described in the above. **Motion Carried 3:0** (AYE=Winston/Paquin/LeBire).

AWARD REQUEST FOR PROPOSAL: NORTHPROP'S HILLTOP NURSERY& LANDSCAPING

A motion was offered by Trustee Paquin, seconded by Trustee Winston to award Northrop's Hilltop Nursery and Landscaping to address tall grass of mowing season for 2021 code violations. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

APPOINTMENT: MARYANN CHILDS-ACCOUNT CLERK-WATER DEPT.

A motion was offered by Trustee Paquin, seconded by Trustee Winston to appoint MaryAnn Childs to Account Clerk in the Water Dept. effective. 05/10/2021 to fill the vacancy created by Alyssa Wilson resigning. **Motion Carried 3:0** (AYE= Winston/ Paquin/LeBire).

APPOINTMENT/AUTHORIZATION TO CANVAS: EMILY DISHAW- PATROL OFFICER POLICE DEPT.

A motion was offered by Trustee Winston, seconded by Trustee Paquin to appoint Emily Dishaw to Patrol Officer in the Police Dept. effective. 04/22/2021. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

A motion was offered by Trustee Paquin, seconded by Trustee Winston to authorize Chief Olson to canvas for one additional vacant police officer due to recent resignations. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

DISCUSSION/ESTABLISH PUBLIC HEARING DATE: REVISIONS TO CHAPTER 240 (SOLID WASTE) RECYCLE

A motion was offered by Trustee Paquin, seconded by Trustee Winston, to establish the public hearing date of May 18, 2021 at 5:35 p.m. to revise chapter 240 (Solid Waste) Recycle to replace language. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

DISCUSSION/ESTABLISH PUBLIC HEARING DATE: REVISIONS TO CHAPTER 280 (VEHICLES AND TRAFFIC)

A motion was offered by Trustee Winston, seconded by Trustee Paquin, to establish the public hearing date of May 18, 2021 at 5:40 p.m. to revise chapter 280 (Vehicles and Traffic). **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

AWARD INTERESTED FIRM FOR BRIDGENY GRANT PROGRAM: GPI- GREENMAN-PEDERSEN, INC.

A motion was offered by Trustee Winston, seconded by Trustee Paquin, to award the firm of Greenman-Pedersen, Inc. to submit an application on behalf of the Village of Massena for the BridgeNY Grant Program. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire).

DISCUSSION: BRUSH/YARD WASTE COLLECTION

Brush/Yard Waste pick up will be in April, May, September and October which will only apply to trees. Leaves will be picked up all year round. There is still no charge for residents to drop their own tree trimmings off at the former DPW site on South Main Street. DPW Supt. be communicating this thru social media to make sure word gets out.

VOUCHER WARRANT:

A motion was made by Trustee Paquin and seconded by Trustee Winston to approve Voucher Warrant #447. **Motion Carried 3:0** (AYE= Winston/Paquin/LeBire)

WARRANT#447 (Board Meeting 04/20/21)

227465-227472	03/17/21	40,646.70	Prepaid Payroll
227473-227536	03/19/21	28,556.70	Medicare Reimbursement Warrant#560
227537	03/22/21	0.00	Voided
227538	03/22/21	1,965.79	Cardmember Service
227539	03/22/21	20,666.16	CSEA Employee Benefit Fund
227540	03/22/21	228,782.62	Excellus BCBS
227541	03/22/21	279.73	Liberty Utilities
227542	03/22/21	272.32	Northern Door and Dock LLC
227543	03/22/21	142.98	U.S. Bank National Assoc.
227544	03/22/21	27,072.50	UnitedHealthcare Insurance Co.
227545	03/22/21	795.09	Voided Bluefin
227546-227552	03/24/21	41,066.05	Prepaid Payroll
227553	03/29/21	158.24	Lawson Products Inc.
227554	03/29/21	111.04	Pitney Bowes, Inc.
227555	03/29/21	171.39	Verizon
227556	03/29/21	48.68	Verizon
227557	03/29/21	510.90	Verizon Wireless
227558	03/29/21	138.15	Walmart Community/SYNCB
227559-227566	03/31/21	40,405.46	Prepaid Payroll
227567	04/05/21	868.00	HD Supply Construction Supply
227568	04/05/21	21,379.65	Massena Electric Dept.
227569-227576	04/07/21	45,914.97	Prepaid Payroll
227577	04/12/21	1,934.01	SLIC Network Solutions
227578	04/12/21	183.21	The Home Depot Credit Svcs.
227579	04/12/21	263.70	Town of Louisville Water Dept.
227580	04/12/21	153.93	Tractor Supply Credit Plan
227581	04/13/21	41.61	The Home Depot credit Svcs
227582-227590	04/14/21	43,511.87	Prepaid Payroll
227591	04/15/21	1,166.28	U.S. Postal Service
		547,207.73	Total Prepaid
227592-227700	04/20/21	<u>475,068.32</u>	Total Unpaid
		1,022,276.05	Total Warrant #447 Including Prepaid Payroll & Medicare Reimbursement Warrant #560

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

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

COMMUNICATIONS/CORRESPONDENCE:

Arbor Day (April 30, 2021)

Local Waterfront Revitalization Program Public Information Meeting (April 22nd, 6:00 pm via Zoom)

CLOSING PUBLIC COMMENT PERIOD:

Nothing Heard at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee Winston, seconded by Trustee Paquin to enter into an Executive Session to discuss Collective Bargaining at 6:16 p.m. Motion Carried 3:0 (AYE= Winston/Paquin/LeBire).

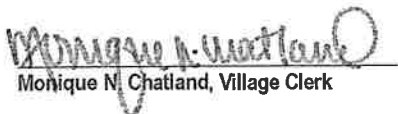
A short Executive Session was held and no action was taken.

At 6:30 p.m. a motion was made by Trustee Paquin and seconded by Trustee Winston to close executive session and return to the open meeting. Motion Carried 3:0 (AYE= Winston/Paquin/LeBire).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Winston at 6:30 p.m. and seconded by Trustee Paquin. Motion Carried 3:0 (AYE=Winston/Paquin/LeBire).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk