

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes

DATE/TIME: May 15, 2018 (5:30 p.m.)
PLACE: Town Hall Building, 60 Main Street, Massena, New York
PRESENT: Board of Trustees:
 Mayor Timmy J. Currier
 Trustee Timothy Ahlfeld
 Trustee Francis Carvel
 Trustee Albert (Herb) Deshaies

Staff:
 Monique N. Chatland (Village Clerk)
 Kevin Felt (Treasurer)
 Hoss Fayad (DPW Supt.)
 Adam Love (Chief of Police)
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)

Press: Bob Beckstead (Daily Courier Observer), John Michaud III (WNTS Television), Andy Gardner (North Country This Week)

Residents/Other: Tom Seguin, Jason Hendricks, Mike & Gina Snyder

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.

PUBLIC HEARING: FIRST TIME HOMEBUYER PROGRAM/COMMUNITY DEVELOPMENT BLOCK GRANT

Trustee Ahlfeld offered a motion, seconded by Trustee Deshaies to open the meeting to a public hearing for the First Time Homebuyer Program/Community Development Block Grant at 5:31 p.m. **Motion Carried 3:0** (AYE=Ahlfeld/Carvel/Deshaies) *(Clerks Note: See page 1638 for Notice of Public Hearing.)*

Mayor Currier explained that the Village has been working with the Development Authority of the North Country (DANC) as the program's subrecipient and administrators of the program. The \$400,000 Community Development Block Grant (CDBG) funding was provided by NYS to assist twelve income eligible families purchase a single-family home within the Village. Currier explained that ten households have been assisted in purchasing their homes in the Village, with eight of those ten needing some renovations as well.

Hearing no public comment, Trustee Ahlfeld made a motion, seconded by Trustee Deshaies to close the public hearing at 5:32p.m. **Motion Carried 3:0** (AYE=Ahlfeld/Carvel/Deshaies)

APPROVE MINUTES:

A motion was made by Trustee Deshaies, seconded by Trustee Ahlfeld, to approve the minutes of the November 8, 2017 Village Board Meeting. **Motion Carried 3:0** (AYE=Ahlfeld/Carvel/Deshaies)

TREASURER'S REPORT:

Village Treasurer Felt presented the following:

*Village of Massena
 Treasurer's Report
 May 15, 2018*

INFORMATION

- I have provided you with the Balance Sheets and Revenue/Expense Actual to Budget comparison reports for April and the April summary follows:

	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Used</u>
General Fund	8,352,396	93.89%	8,184,151	84.97%
Refuse Fund	1,009,749	80.93%	1,141,103	92.94%
Water fund	1,742,813	80.09%	1,564,802	69.27%
Sewer Fund	1,410,635	76.91%	1,231,125	72.57%
Joint Rec	869,708	93.62%	822,683	86.19%

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2. Year-end projections (containing actual figures through April) for the major funds have been submitted to each of you as well as the Department Managers.
3. Sales tax received from the County this month was in the amount of \$429,244.73. This compares to \$429,244.73 for the same quarter last year. Year-to-date, we have received \$1,342,741.48. Last year we had received \$1,302,927.44 during this timeframe; therefore, we are up \$39,814.04 (approx. 3.1%). Projecting this trend forward over the 4th quarter, we would take in \$1,803,529.85 for the fiscal year. (We budgeted \$1,619,450.)
4. The re-levy resolution approved at the April 17th Board meeting was in the amount of \$530,108.69. This amount was down \$1,983.21 from the \$532,091.90 re-levied last year (about .37%).
5. The SLC Real Property Office is in the process of completing our tax roll: the final tax rates for the Village of Massena, West Massena, and Norfolk are: \$16.057270, \$18.041877, and \$19.582037 per thousand, respectively.
6. The Village has a Bond Anticipation Note (BAN) maturing on the Center Street Sewer Line Replacement Project on June 15th. The payment amount for the BAN is \$614,000 in principal plus \$13,815 in interest, totaling \$627,815. We are currently in the process of converting the BAN to a bond in the amount of \$600,000 to close at the end of May. This conversion is being handled by the Village's Financial Advisors, Fiscal Advisors & Marketing, Inc. and their Bond Counsel, Orrick, Herrington & Sutcliffe LLP.

ACTION

7. **GASB 75 Full Evaluation:** I have been in contact with our actuarial firm, The Burke Group, regarding the valuation of our post retirement health insurance plans as required by the new format of GASB 75 versus staying with GASB 45 for this year. We are required to disclose this information as part of our Annual Report (AUD) to the State Comptroller and in our financial statements. Though it was not required for FYE 2017/18, it was cheaper in the long run to move to the new GASB 75 this year than to wait until next year. The price we were quoted is \$5,750 for FYE 2017/18 and \$2,750 for a FYE 2018/19 interim valuation. I am seeking the Board's permission to proceed with the Burke Group for FYE 2017/18 GASB 75 valuation. Ahlfeld/Carvel/Carried

COMMITTEE REPORTS:

Committee reports were presented for informational purposes only.

INITIAL PUBLIC COMMENT PERIOD:

No comments heard at this time.

RESOLUTION #19-2018: REQUESTING THE NYS LEGISLATURE FOR THE AUTHORITY TO EXCHANGE A PORTION OF GREENBELT PRESERVATION DISTRICT LAND NEAR DPW ON ROBINSON ROAD

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

RESOLUTION #19-2018

Requesting the New York State Legislature to Enact Legislation Authorizing the Alienation and Conveyance of Municipal Parkland near the Department of Public Works on Robinson Road

WHEREAS, as requested by the Village of Massena Board of Trustees, legislation has been introduced in the New York State Legislature that would authorize the alienation and conveyance of certain parklands to facilitate public works facilities and storage; and

WHEREAS, in consideration of alienation and conveyance of an approximately 15.4 acre parcel of land near the Department of Public Works, the Village of Massena Board of Trustees will dedicate an adjoining 23.8 acre parcel of land as parkland; and

WHEREAS, the Village of Massena Board of Trustees approves a Home Rule Request in support of New York State Senate Bill No. S.8167-A and Assembly Bill No. A.8059-C; and

NOW THEREFORE, BE IT RESOLVED, that the Village of Massena Board of Trustees requests that the Legislature, in accordance with the provisions of Section 40 of the New York Municipal Home Rule Law, hereby finds and declares that the facts recited in the above WHEREAS clauses establish the necessity for the enactment of Senate Bill S.8167-A and Assembly Bill No. A.8059-C which authorizes the alienation and conveyance of 15.4 acres of Municipal Parkland.

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

AYE: Mayor Currier, Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #19-2018 duly adopted (4:0).

RESOLUTION #20-2018: ADOPT TAX WARRANT

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

RESOLUTION#20-2018

ADOPT TAX WARRANT

BE IT RESOLVED, that Timmy J. Currier, Mayor of the Village of Massena, is hereby authorized and directed to execute the FY2018/19 Tax Warrant as follows:

TAX WARRANT

TO: VILLAGE TREASURER

You are hereby commanded to receive and collect from the several persons named in the Tax Roll hereunto annexed, the several sums stated in the last column hereof opposite their respective names, being a total of \$6,289,483.69 for the following purposes:

<i>For the Current Budget</i>	<i>\$5,759,375.00</i>
<i>For Charges for Services</i>	<i>43,428.42</i>
<i>For Releived Water Rents and Charges</i>	<i>166,190.22</i>
<i>For Releived Sewer Rents and Charges</i>	<i>181,386.56</i>
<i>For Releived Garbage Charges</i>	<i>139,103.49</i>
TOTAL	\$6,289,483.69

You are further commanded to receive and collect such sums without additional charge between the 1st day of June and the 2nd day of July, 2018, both inclusive, and thereafter to collect with such of the sums as have not been theretofore collected, an additional charge of five per centum for the first month or fraction thereof and one per centum for each month or fraction thereof thereafter until paid.

You are further commanded to return the Tax Roll and Warrant to the Village Clerk on a date established in October 2018 by St. Lawrence County, and to deliver to the Board of Trustees at the same time an account of the taxes remaining due and unpaid, describing each parcel of real property upon which taxes are unpaid, showing the person or persons to whom the parcel is assessed and showing as to each parcel the amount of tax unpaid.

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #20-2018 duly adopted (3:0).

(Clerks Note: See page 1639 for legal notice)

RESOLUTION #21-2018: ATTENDANCE AT SCHOOLS AND CONFERENCES DURING FY2018/19

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

RESOLUTION#21-2018

Attendance at Schools and Conferences During FY2018/19

WHEREAS various educational and informational meetings, conferences, seminars, workshops and training schools will be available to village employees and officials throughout the fiscal year; and

WHEREAS it has been determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these events benefits the municipality; and

WHEREAS Chapter 19 of the Code of the Village of Massena (Convention, Conference and School Attendance) as adopted the by Village Board on September 22, 1969, delegates to the Mayor the power to authorize attendance of municipal officers and employees at conventions, conferences and schools conducted for the betterment of local government;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes municipal officials and employees to attend meetings, conferences, seminars, workshops and training schools throughout the fiscal year with prior approval granted by the Mayor as he deems will be for the betterment of local government; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #21-2018 duly adopted (3:0).

RESOLUTION #22-2018: MILEAGE ALLOWANCE DURING FY 2018/19

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

RESOLUTION# 22-2018

Mileage Allowance During FY2018/19

WHEREAS Village Law § 5-524(7) provides that the actual and necessary expenses of all officers and employees incurred in the performance of their official duties shall be a Village charge; and

WHEREAS the Board of Trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in the performance of official duties; and

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby adopts the following policy:

**VILLAGE OF MASSENA
MILEAGE ALLOWANCE POLICY**

[Excerpt from Village of Massena Personnel Policy Manual]

20.03 TRAVEL

- A. *The preferred method of travel is by Village-owned vehicle using the Village's credit card or gas card for incidental needs, advance Department Head approval is required for any other method. If the Village credit card is not available, reimbursement for gas and approved incidentals will be by receipt.*
- B. *In the rare event that a Village vehicle is not available and an employee is authorized to travel by personal vehicle, the Village will pay the actual mileage of the trip at the reimbursement rate set by the State of New York at the time of travel. All travel by personal vehicle must be pre-approved by the Mayor.*

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #22-2018 duly adopted (3:0).

RESOLUTION #23-2018: ADVANCE APPROVAL OF CLAIMS DURING FY2018/19

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

RESOLUTION#23-2018

Advance Approval of Claims During FY2018/19

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims shall be presented at the next regular meeting for audit; and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #23-2018 duly adopted (3:0).

RESOLUTION #24-2018: ADOPT PROCUREMENT POLICY DURING FY2018/19

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

RESOLUTION#24-2018

Procurement Policy During FY2018/19

WHEREAS Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

**VILLAGE OF MASSENA
PROCUREMENT POLICY**

[Excerpt from Village of Massena Personnel Policy Manual]

16.01 BACKGROUND

- A. Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and;
- B. Comments have been solicited from all officers in the Village of Massena involved in the procurement process;
- C. The Village of Massena has adopted the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

16.02 POLICY

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law:

- 1. purchase contracts under \$10,000 and public works contracts under \$20,000;
- 2. emergency purchases;
- 3. certain municipal hospital purchases;
- 4. goods purchased from agencies for the blind or severely handicapped;
- 5. goods purchased from correctional institutions;
- 6. purchases under State and County Contracts; and
- 7. surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department head. This documentation may include written or verbal quotes from vendors, a memo indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the department head detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

- B. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:
 - 1. purchase contracts over \$10,000 and public works contracts over \$20,000;
 - 2. goods purchased from agencies for the blind and severely handicapped pursuant to Section 175-b of the State Finance Law;
 - 3. goods purchased from correctional institutions pursuant to Section 186 of the Correction Law;
 - 4. purchases under State Contracts pursuant to Section 104 of the General Municipal Law;
 - 5. purchases under County Contracts pursuant to Section 103(3) of the General Municipal Law; or
 - 6. purchases pursuant to Subdivision 6 of this policy.
- C. The following method of purchase will be used in order to achieve the highest savings:

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PURCHASE CONTRACTS	
ESTIMATED AMOUNT	METHOD
\$ 1,000 - \$ 2,999	Verbal quotations
\$ 3,000 - \$ 9,999	Written/fax quotations or written request for proposals

PUBLIC WORKS CONTRACTS	
ESTIMATED AMOUNT	METHOD
\$ 1,000 - \$ 2,999	Verbal quotations
\$ 3,000 - \$ 4,999	Written/fax quotations
\$ 5,000 - \$ 19,999	Written/fax quotations or written request for proposals

A good faith effort shall be made to obtain at least three (3) proposals or quotations. If the department head is unable to obtain three (3) proposals or quotations, he/she will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

- D. Documentation is required of each action taken in connection with each procurement.*
- E. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offerer. This documentation will include an explanation of how the award will achieve savings or how the offerer was not responsible. A determination that the offerer is not responsible shall be made by the appropriate department head and may not be challenged by any offerer under any circumstances.*
- F. Pursuant to General Municipal Law Section 104-b(2)(f), the Board of Trustees determines that it is not in the best interests of the Village of Massena to solicit quotations, or document the basis for not accepting the lowest bid, in the following circumstances:*
 - 1. Professional services or services requiring special or technical skill, training or expertise. The provider may be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. Decisions for these services shall be made only by the Mayor subject to approval of the Board of Trustees.*

In determining whether a service fits into this category, the Board of Trustees shall consider the following guidelines:

- a. whether the services are subject to State licensing or testing requirements;*
- b. whether substantial formal education or training is a necessary prerequisite to the performance of the services; and*
- c. whether the services require a personal relationship between the individual and municipal officials.*

Professional or technical services shall include but not be limited to the following: services of an attorney and physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- 2. Emergency purchases pursuant to Section 103(4) of the General Municipal Law.*
- 3. Purchases of surplus and second-hand goods from any source.*
- 4. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, would not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.*

This policy shall go into effect January 1, 1992, and will be reviewed annually.

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #24-2018 duly adopted (3:0).

RESOLUTION #25-2018: APPROVE AGREEMENT WITH STRATEGIC DEVELOPMENT SPECIALISTS FOR GRANT WRITING

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

RESOLUTION#25-2018

Approve Professional Services Agreement With Strategic Development Specialists, LLC For Grant Writing Services

BE IT RESOLVED that the Village of Massena Board of Trustees hereby authorizes a one year agreement commencing June 1, 2018 and ending June 1, 2019, between the Village of Massena and Strategic Development Specialists, LLC for professional services related to grant writing services as detailed in attached agreement; and

THEREFORE, BE IT RESOLVED that in consideration of services provided by Strategic Development Specialists, LLC, monies are hereby appropriated from Budget Account #100.6789.400: Economic Development - Other (Grant Writing) at a rate of \$4,500 per month for the months of June, July and August and then \$4,250 per month for the remainder of the term; and

BE IT FURTHER RESOLVED that Timmy J. Currier, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Agreement.

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

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #25-2018 duly adopted (3:0).

ADOPT REVISIONS TO THE RULES OF PROCEDURE FOR VILLAGE BOARD OF TRUSTEES MEETINGS

A motion was offered by Trustee Deshaies, seconded by Trustee Carvel to adopt the following revisions to the rules of procedures for Village Board of Trustees meetings. **Motion Carried 3:0** (AYE=Ahlfeld/Deshaies/Carvel)

Edit:

1. **REGULAR MEETINGS**
The Village of Massena Board of Trustees shall hold regular meetings on the 3rd Tuesday of each month. Such regular meetings shall commence at 5:30 p.m. and be conducted in the Town Hall Building. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

Add:

2. **VOUCHER WARRANT MEETINGS**
The Village of Massena Board of Trustees shall hold voucher warrant meetings, only for the purpose of approving the voucher warrant, on the 1st Tuesday of each month, except for June, July and August. Such voucher warrant meetings shall commence at 11:00 a.m. and be conducted in the Town Hall Building. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

Edit:


3. **SPECIAL MEETINGS**
Special meetings of the Board of Trustees are all those Board meetings other than regular and voucher warrant meetings. A special meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice shall be given by telephone, in person, or in writing.

APPOINTMENT: MARK W. ENGLERT, NON-COMPETITIVE POLICE OFFICER FOR COURT OFFICE

A motion was offered by Trustee Ahlfeld, seconded by Trustee Carvel to appoint Mark Englert to "part-time, non-competitive police officer" for the court office, as recommended by Chief Love. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/Deshaies)

APPOINTMENT: KATHERINE E. BURNHAM, POLICE OFFICER

Chief Love presented the following to the Board:



MASSENA POLICE DEPARTMENT
Town Hall Building -- 60 Main Street
Massena, NY 13662
Tel: (315) 769-3577
Fax: (315) 769-2735

Date: 05/11/2018

Mr. Timmy Currier, Mayor
Village of Massena
Town Hall Building-60 Main Street
Massena, NY 13662

Re: Appointment- Police Officer

Dear Mr. Mayor,

The Village Board of Trustees authorized me to canvas for a police officer position.

Interviews were conducted, and background investigations completed.

I recommend that the Board of Trustees appoint:


Katherine E. Burnham
59 Roosevelt Street
Massena, NY 13662

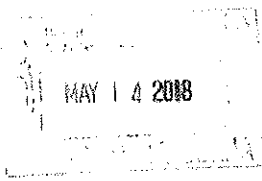
Ms. Burnham is an eligible candidate for the position of Police Officer on the St. Lawrence County Civil Service list. She is currently employed part time by the Norwood Police Department and in the St. Lawrence County David Sullivan Police Academy.

A starting date will be determined once she successfully completes the requirements as set forth by County Personnel and our own guidelines.

Starting salary will be \$16.95

If you have any questions, please feel free to contact me.

Sincerely yours,

Adam J. Love
Chief of Police



A motion was offered by Trustee Ahlfeld, seconded by Trustee Deshaies to appoint Katherine E. Burnham to the position of Police Officer as recommended by Chief Love above. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/Deshaies)

APPOINTMENTS: MOTOR EQUIPMENT OPERATORS (3)

DPW Supt. Hoss Fayad presented the following to the Board:

Memo

To: Mayor & Board
From: Hassan A. Fayad, P.E.
CC: Files
Date: 5/11/18
Re: Motor Equipment Operators

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The Village Board authorized me to hire for the replacement of three (3) motor equipment operators positions as a result of retirement (Dave Wells, Larry Monacelli and Bob Lashomb) in early 2018. Subsequent to an in-house posting as required by contract, an advertisement was placed in the local paper and social media (Facebook) to fill the vacancies. Following advertising, selection by the departmental staff and credential verification by St. Lawrence County, seven (7) candidates were notified and interviewed. The interview committee, consisting of Steve Dailey, Paul Russell and myself, who conducted the scheduled interviews. [Tim Ahlfeld and Herb Deshaies of the personnel committee attended all seven interviews]. Although, any of the seven (7) candidates could be an asset to this department, only three can be chosen. Therefore, at this time, we wish to recommend the replacement for the three positions as follows.
It is our recommendation to offer the positions to:

- Thomas Blair
- Brett Stewart
- Peter Nezezon

These individuals possess knowledge of DPW functions and equipment and a very strong work ethic. They all seem eager and have a willingness to perform any and all jobs given and come with a high praise from references. I feel they will be an asset to this department and this Village.

If approved, the individuals must undergo several other requirements established by the Village which will take additional time. They include a criminal records check, a physical and drug/alcohol testing. Candidates indicated their availability is 2 weeks.

A motion was offered by Trustee Ahlfeld, seconded by Trustee Deshaies to appoint Thomas Blair to Motor Equipment Operator. **Motion Carried 3:0** (AYE=Currier/ Ahlfeld/ Deshaies) (NAY=Carvel)

A motion was offered by Trustee Ahlfeld, seconded by Trustee Deshaies to appoint Brett Stewart to Motor Equipment Operator. **Motion Carried 3:0** (AYE= Currier/Ahlfeld/ Deshaies) (NAY=Carvel)

A motion was offered by Trustee Ahlfeld, seconded by Trustee Deshaies to appoint Peter Nezezon to Motor Equipment Operator. **Motion Carried 3:0** (AYE=Currier/ Ahlfeld/ Deshaies) (NAY=Carvel)

(Clerks Note: See page 1640 for legal notice)

AUTHORIZATION TO ADVERTISE FOR BIDS: WATER TREATMENT PLANT SUPPLIES

A motion was offered by Trustee Ahlfeld and seconded by Trustee Carvel 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 at 7:00 a.m. on May 22, 2018. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/ Deshaies)

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

DPW Supt. Fayad presented the following to the board:

MEMO TO: MAYOR AND BOARD
FROM: HASSAN A. FAYAD, SUPT. OF PUBLIC WORKS
RE: 2018-19 BID ITEMS
DATE: MAY 8, 2018

At this time, I am requesting permission to solicit bids and quotes for the next fiscal year, 2018-2019. 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 2018-2019 BUDGET ON TUESDAY APRIL 18, 2018.

MATERIALS AND SUPPLIES:	TENTATIVE DATE
MANHOLE/CATCHBASIN CASTINGS	TO BE DETERMINED
PRECAST MANHOLE SECTIONS	"
PVC SEWER PIPE	"
WATER DEPARTMENT SUPPLIES	"
 EQUIPMENT:	
BACKHOES (STREET & WATER DEPT)	HGAC "piggy back" ¹
FRONT END LOADER	GSA/NJPA "Piggy Back" ¹
RECYCLE TRUCK	"
ASPHALT ROLLER	"
TOPSOIL SHREDDER	"
SEWER JET	"
WOOD CHIPPER	"
SKID STEER	"

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CAPITAL PROJECTS:

2018-01	PIPE BURSTING PROJECTS	July 2018
2018-02	REPLACEMENT OF INTAKE PIPING	"
2018-04	SALT STORAGE BUILDING	"
2018-05	DPW BOILER SYSTEM	June 2018
2018-06	CLEAR & GRUB DPW	July 2018
2018-03	GRASSE RIVER BANK STABILIZATION ²	NOT IN BUDGET - June 2018
2018-07	CLEANING OF COMMUNITY CENTER ²	NOT IN BUDGET - June 2018

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.


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]

² - THIS PROJECT WAS NOT INCLUDED IN THE PROPOSED 2018-19 BUDGET. THE BOARD MUST GIVE PROMPT ATTENTION TO THE PROJECT, FUNDING AND PROCESS FOR THIS ITEM.

A motion was offered by Trustee Ahlfeld, seconded by Trustee Carvel to authorize DPW Supt. Fayad to advertise for bids for DPW Supplies, Equipment, & Capital Projects. **Motion Carried 3:0** (AYE=Ahlfeld/Deshaies/Carvel)

AUTHORIZATION TO BID: GRASSE RIVER BANK STABILIZATION
DPW Supt. Fayad presented the following to the Board:



VILLAGE OF MASSENA
Town Hall Building • 60 Main Street
Massena, New York 13662

MEMO TO: MAYOR AND BOARD
FROM: HASSAN A. FAYAD, SUPT. OF PUBLIC WORKS
RE: RIVER BANK STABILIZATION
DATE: May 9, 2018

MAY - 9 2018

At this time, I am requesting permission to solicit bids for the "Installation of reinforcing/stabilization to the eroded bank of the Grasse River adjacent the Wastewater Treatment Plant". (see pics)

Throughout the years, the unprotected bank has been damaged by the Grasse Rivers current and ice flow. The unreinforced bank has been slowly eroded by mother nature. If not addressed, this issue will eventually damage our Wastewater Treatment Facility and associated structures. This project is NOT currently budgeted in our 2018-19 Capital Projects account however, this problem requires attention.

Since the electrical infrastructure may also be in jeopardy, Massena Electric Department indicated they may be able to assist in the cost of the project.

In anticipation of the project, specifications have been developed in-house. If approved, a bid date of **June 13, 2018 at 2:00 pm** will be established.

I patiently wait your response.

A motion was offered by Trustee Carvel, seconded by Trustee Ahlfeld to authorize DPW Supt. Fayad to solicit bids for the installation of reinforcing/stabilization to the eroded bank of the Grasse River adjacent the Wastewater Treatment Plant. **Motion Carried 3:0** (AYE=Ahlfeld/Deshaies/Carvel)

SPRING CLEAN UP RESULTS

DPW Superintendent Fayad presented the Board with the following memo:

MEMO TO: MAYOR & BOARD
FROM: HASSAN A. FAYAD, SUPT.
RE: 2018 SPRING CLEANUP
DATE: APRIL 30, 2018

The annual (spring) cleanup was scheduled from April 9 through April 20, for a total of 10 work days however, only 9-days used.

Continued on Next Page

The total tonnage of debris from the Village weighed 212.20 tons. This is a decrease in weight to last year's cleanup (see 1 below). St. Lawrence County modified the process where they required us to dump into a trailer in lieu of each truck going across scales. The trailer is transported to DANC where it is weighed and the results are forwarded to us.

The following is a comparison of loads, tonnage and costs for previous spring cleanups.

1. Number of loads to the landfill –

Spring 2018 - 125 loads (212.20 tons ... 1.70 tons/load)
 Spring 2017 - xxx loads (300.73 tons ... y.yy tons/load)
 Spring 2016 - xxx loads (255.79 tons ... y.yy tons/load)

2. Number of loads of Metal to Massena Iron & Metal or Other –

Spring 2018 – 2 loads were collected by Village forces
 Spring 2017 – 2 loads were collected by Village forces
 Spring 2016 – 0 loads were collected by Village forces
 (no charge for this metal)

3. Tires –

Spring 2018 – 1.92 tons @ \$132.00 per ton = \$443.52
 Spring 2017 – 4.81 tons @ \$125.00 per ton = \$601.25
 Oversized 0.45 ton @ \$330 per ton = \$148.50
 Spring 2016 – 0.82 tons @ \$125.00 per ton = \$102.50

4. Landfill Costs -

Spring 2018 - 113.98 ton @ \$115.00 per ton = \$13,107.70
 Spring 2017 - 300.73 ton @ \$115.00 per ton = \$34,583.95
 Spring 2016 - 255.79 ton @ \$115.00 per ton = \$29,415.85

5. TOTAL COST -

Spring 2018:

landfill	212.20 ton @ \$115.00/ton	=	24,403.00
tires	3.36 ton @ \$132.00/ton	=	443.52
oversize 0.0 ton	@ \$330/tn	=	0.00
775 mnhrs.	@ \$36.21/hour (w/ fringes)	=	28,062.75
90 O/T hours	@ \$54.32/hour	=	4,888.80
Fuel & oil for trucks	(estimated)	=	2,000.00

TOTAL COST (no charge for equipment) **\$59,798.07**
 (SPRING 2018 – \$281.80 per ton)

[Spring 2017 \$ 78,391.10 - \$260.67/ton]
 [Spring 2016 \$ 62,022.98 - \$242.48/ton]

The difference between spring 2017 and spring 2018 is \$18,593.03. This reflects a decrease of approximately 23.72 % in total cost. This is due primarily to the amount of debris placed for collection.

Reminder,

County rates were adjusted in January 2018:
 Refuse is \$100.00 per ton (was \$98.00)
 Recycle reduced from \$40.00 to \$35.00 per ton
 Village rate decrease (\$1.25) in June 2014 to \$21.50/mo.

THE VILLAGE WILL BE RADICALLY MODIFYING THE SPRING CLEANUP EVENT NEXT YEAR, 2019. THERE WILL NOT BE CURBSIDE COLLECTION! RESIDENTS WILL BE REQUIRED TO BRING PRODUCT TO THE TRANSFER STATION DURING THE TIME SET BY THE SUPERINTENDENT.

AWARD BID: CLEANING/MAINTENANCE OF THE MASSENA COMMUNITY CENTER: MRCS

DPW Supt. Fayad explained that only one bid was received, that being from Michael Raimondi Cleaning Services (MRCS) at a weekly rate of \$700 or an annual rate of \$36,400. St. Lawrence NYSARC, who previously performed the work, was charging \$540/week or \$28,080 annually. He further explained that the Town will pay 39.5% of the fee and the Village will be responsible for 60.5%. Fayad also reminded the Board that the \$8,320 increase was unanticipated and not proposed in his budget.

A motion was made by Trustee Ahlfeld and seconded by Trustee Carvel to award the bid for the cleaning/ maintenance of the Massena Community Center to Michael Raimondi Cleaning Services. **Motion Carried 3:0** (AYE= Ahlfeld/ Carvel/Deshaies) (Clerks Note: See page 1641 for legal notice)

AWARD BID: MOWING OF PROPERTIES: NORTHROP HILL TOP NURSERY

A motion was made by Trustee Ahlfeld and seconded by Trustee Carvel to award the bid for mowing of properties which have been found in violation of Village Code to Northrop's Hill Top Nursery at a rate of \$22.50 per man hour, as recommended by Code Enforcement Officer Hardy. Motion Carried 3:0 (AYE= Ahlfeld/Carvel/Deshaies) (*Clerks Note: See page 1642 for legal notice*)

RESOLUTION #26-2018: APPROVE AGREEMENT WITH CHAMBER OF COMMERCE

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

RESOLUTION#26-2018
Approve Annual Agreement with Greater Massena Chamber of Commerce

BE IT RESOLVED, that the Village of Massena enter into an agreement with the Greater Massena Chamber of Commerce for the fiscal year June 1, 2018 ~ May 31, 2019 whereby the Village will allocate an amount not to exceed \$18,500 to the Chamber for services provided; and

BE IT FURTHER RESOLVED, that Timmy J. Currier, 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: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #26-2018 duly adopted (3:0).

**RESOLUTION #27-2018: AUTHORIZING EXPENDITURE OF FUNDS FROM THE FIRE
EQUIPMENT CAPITAL RESERVE FUND TO PURCHASE A FIRE
VEHICLE/SKID UNIT**

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

VILLAGE OF MASSENA
Town Hall Building
Massena, New York 13662

**NOTICE OF
ADOPTION OF RESOLUTION SUBJECT TO PERMISSIVE REFERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 15th day of May, 2018 the Board of Trustees of the Village of Massena, St. Lawrence County, New York, duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Article 9 of the Village Law of the State of New York.

By: Monique N. Chatland
Monique N. Chatland
Village Clerk

Date: May 22, 2018

RESOLUTION#27-2018

Resolution Authorizing the Expenditure of Funds from the Fire Equipment Capital Reserve Fund to Purchase a Fire Vehicle and SKID Unit

WHEREAS, pursuant to Section 6-c of the General Municipal Law, as amended, the Village of Massena Board of Trustees duly established a Capital Reserve Fund on April 17, 1984, for the purpose of financing the future purchase of fire fighting vehicles/equipment for use by the Village of Massena, St. Lawrence County, New York; and

WHEREAS, the Village Treasurer has been given authorization to invest, from time to time, the monies from this fund for the specific purchase of fire fighting vehicles/equipment contingent upon approval by the Village Board of Trustees; and

WHEREAS, such expenditure of monies approved by the Village Board of Trustees from the Fire Equipment Capital Reserve Fund are subject to a Permission Referendum;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby authorizes the Village Treasurer, upon the recommendation of the Massena Volunteer Fire Department, Inc., to expend an amount not to exceed \$20,000.00 toward the purchase of a pick-up truck vehicle and SKID unit.

BE IT FURTHER RESOLVED, that this action by the Village Board of Trustees authorizing an expenditure from the Fire Equipment Capital Reserve Fund to finance a fire vehicle is subject to a Permissive Referendum.

Question of the adoption of the foregoing resolution resulted as follows

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #27-2018 duly adopted (3:0).

Code Officer Hardy explained that they were already awarded approximately \$33,500 in grant funding towards the purchase of the pick-up truck from Assemblywoman Jenne) and he is requesting an amount up to \$20,000, as the grant will not cover the purchase in the entirety. (Clerks Note: See page 1643 for legal notice)

RESOLUTION#28-2018: AUTHORIZING SUBMISSION OF AN APPLICATION FOR FY2018 DOWNTOWN REVITALIZATION INITIATION GRANT PROGRAM

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

RESOLUTION#28-2018

AUTHORIZING SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2018 DOWNTOWN REVITALIZATION INITIATIVE GRANT PROGRAM

WHEREAS, state grant funding is available through Governor Cuomo's Downtown Revitalization Initiative (DRI) to transform downtown neighborhoods into vibrant communities where New Yorkers want to live, work and raise families; and

WHEREAS, the Village of Massena is eligible to apply for such funding in the 2018 competitive cycle under Governor Cuomo's Downtown Revitalization Initiative; and

WHEREAS, the Board of Trustees has determined that such funding should be used to revitalize and rediscover downtown Massena based on its potential for transformation including the ability to boost the local economy and foster a vibrant neighborhood that offers a higher quality of life; and

NOW, THEREFORE, BE IT RESOLVED, the Mayor is authorized to sign and submit an application for funding from the Downtown Revitalization Initiative for consideration in the 2018 competitive grant cycle; and

BE IT FURTHER RESOLVED, the Mayor is authorized to sign all agreements, certifications and other documents required to complete the application and to accept a grant and administer the program that is proposed for the 2018 DRI funding.

Question of the adoption of the foregoing resolution resulted as follows

AYE: Trustee Ahlfeld, Trustee Carvel, Trustee Deshaies

NAY: NONE

Mayor Currier declared Resolution #28-2018 duly adopted (3:0).

DISCUSSION: DOWNTOWN CORE REVITALIZATION GUIDELINES

Mayor Currier communicated to the board he would like to schedule a public hearing at a future meeting to hear and possibly adopt the Downtown Core Revitalization Guidelines. He further explained that they were initially developed in 2013 by Insight Architects in conjunction with the Downtown Revitalization Committee but that there have been some changes to the document and would look forward to hearing the Trustees feedback on those changes.

VOUCHER WARRANT:

A motion was made by Trustee Deshaies and seconded by Trustee Carvel to approve Voucher Warrant #405.
Motion Carried 3:0 (AYE= Ahlfeld/Carvel/Deshaies)

WARRANT#405 (Board Meeting 05/15/18)

220654-220663	05/02/18	42,221.96	Prepaid Payroll
220664	05/07/18	47.82	Verizon
220665-220675	05/09/18	45,366.97	Prepaid Payroll
220676	05/11/18	26,418.44	Massena Electric Dept.
220677	05/14/18	1,121.07	United States Postal Service
		115,176.26	Total Prepaid
220678-220761	05/15/18	<u>553,522.11</u>	Total Unpaid
		668,698.37	Total Warrant #405 Including Prepaid

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

- Massena Volunteer Fire Department, Inc. (Apr. 2018)
- Massena Permanent Firefighters/ Village of Massena Code Enforcement Office (Apr 2018)

COMMUNICATIONS/CORRESPONDENCE:

Mayor Currier recognized National Police Department Week.

CLOSING PUBLIC COMMENT PERIOD:

Resident and business owner Gina Snyder inquired as to how much Village of Massena recoups in bed tax? Treasurer Felt explained that Massena does not receive any, and that St. Lawrence County gives it to the St. Lawrence County Chamber of Commerce for tourism initiatives. Trustee Ahlfeld inquired about regular sales tax asked Treasurer Felt if and how is broken down into categories. Treasurer felt explained that some of that information is restricted, as it is proprietary but stated he will look into it and follow up with any information he is able to find.

EXECUTIVE SESSION:

A motion was offered by Trustee Ahlfeld, seconded by Trustee Carvel, to enter into an Executive Session to discuss pending litigation at 6:09 p.m. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/Deshaies).

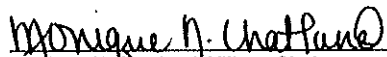
A short Executive Session was held and no action was taken.

At 6:24 p.m. a motion was made by Trustee Ahlfeld and seconded by Trustee Carvel to close executive session and return to the open meeting. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/Deshaies).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Carvel at 6:25 p.m. and seconded by Trustee Deshaies. **Motion Carried 3:0** (AYE= Ahlfeld/Carvel/Deshaies).

MINUTES PREPARED BY:


Monique N. Chatland, Village Clerk

LEGAL NOTICE OF PUBLIC HEARING (FY2016 CDBG, FIRST TIME HOMEBUYER PROGRAM)

PUBLIC NOTICE

The Village of Massena Board of Trustees will hold a Public Hearing at 5:30 PM on May 15, 2018 in Room #30 at the Town Hall Building, located at 60 Main Street, for the purpose of hearing public comments on the Village of Massena's 2016 First-Time Homebuyer Program funded in 2016 through the Community Development Block Grant (CDBG) program, #711HQ329-10, in the amount of \$400,000. The CDBG program is administered by the New York state Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefiting low/moderate income persons. The hearing will provide further information about the progress of the ongoing CDBG project. Comments related to the effectiveness of administration of the CDBG project will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart 1 of the CRF and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

Individuals with special needs who wish to attend should contact the Village Clerk at 315/769-8625 at least one week in advance, so that necessary arrangements can be made. Written comments may also be submitted to Monique Chaltand, villageclerk@village.massena.ny.us, with a deadline of 4:00 PM on May 11, 2018 to receive written comments.
BY ORDER OF THE
VILLAGE BOARD OF
TRUSTEES:
Monique Chaltand
DATED: 4/30/2018.

LEGAL NOTICE OF ADOPTION OF TAX WARRANT

Johnson Newspaper Corporation

Client:	191160	VILLAGE OF MASSENA	Phone:	(315) 769-8625
Class.:	60 MAIN ST			
	TOWN HALL			
			MASSENA, NY	13662-1975
Ad #	20408621	Requested By:	MONIQUE	Fax: (315) 769-0257
Sales Rep.:	SL20	Winter Stephens	Phone:	(315) 769-2451 Ext: 100
		massenaclass@ogd.com	Fax:	(315) 764-0337
Class.:	0110	Public Notices		
Start Date:	05/23/2018	End Date:	05/30/2018	Nb. of Inserts: 2
PO #:		Entered By:	WSTEPH	
Publications:	Daily Courier Observer			
Paid Amount:	\$0.00	Balance:	\$40.15	
Total Price:		\$40.15		Page 1 of 1

LEGAL NOTICE

TAKE NOTICE that I, the undersigned Village Tax Collector of the Village of Massena, St. Lawrence County, New York, have duly received the Tax Roll and warrant for the collection of taxes levied for the year 2018/19. The Deputy Tax Collectors will attend at the Tax Office situated in the Massena Town Hall, Room 10, on Main Street, Massena, New York, each day from 8:00 in the morning until 4:00 in the afternoon, Monday through Friday from June 1, 2018, until October 1, 2018. Taxes may be paid in full through July 2, 2018, or in two equal installments due by July 2 and August 1, respectively.

TAKE FURTHER NOTICE that five percent interest will be charged for the first month each amount is overdue and an additional 1 percent for each month thereafter until October 1 at which time they will be turned over to the County Treasurer for collection. The County Treasurer will collect taxes, including additional penalty, October and November, after which unpaid taxes will be added to the 2019 Town and County Tax bill. No additional notice will be given for the second installment in July.

DATE: May 22, 2018

Kevin Felt
VILLAGE TAX COLLECTOR

ADVERTISING NOTICE (MOTOR EQUIPMENT OPERATOR)

Johnson Newspaper Corporation

Client:	6680 TOWN OF MASSENA	Phone: (315) 769-5228
Class.:	60 MAIN ST STE 3	MASSENA, NY 13662-1924
Ad #	20405079	Requested By: MONIQUE Fax: (315) 769-0578
Sales Rep.:	SL20	Winter Stephens Phone: (315) 769-2451 Ext: 100 massena@class@ogd.com Fax: (315) 764-0337
Class.:	0435	Professional & Technical
Start Date:	03/28/2018	End Date: 03/28/2018 Nb. of Inserts: 1
PO #:		Entered By: WSTEPH
Publications:	Daily Courier Observer	
Paid Amount:	\$0.00	Balance: \$107.80
Total Price:	\$107.80	Page 1 of 1

**ADVERTISING NOTICE
 MOTOR EQUIPMENT OPERATOR
 Village of Massena**

Applications are being accepted for a full-time motor equipment operator position (placement to be determined) with the Village of Massena at the Department of Public Works. Duties include but not limited to, operation of road building and construction equipment and manual labor. The successful applicant will be required to work a minimum of 40 hours/week.

Qualifications:
 Candidate should possess knowledge of the operation of a variety of medium weight equipment; ability to follow oral/written instructions; mechanical aptitude; willingness to respond to emergencies and work under adverse weather conditions; dependability; establish and maintain working relationship with others; strong ability to deal with public; physical condition commensurate with the demands of the position.

Minimum Qualifications: One year of experience in the operation of highway construction and maintenance equipment or one year experience in a position requiring the operation of a motor vehicle as the primary function of the position. A CDL Class B license will be required 60-days after hire. Probationary, 1st year rate of pay is \$20.82 per hour. Applicants must consent to a background investigation with the application. A pre-employment physical and drug/alcohol screen will be required prior to actual employment. Applications and background investigation consent forms are available at:

Village of Massena Office of the Village Clerk Town Hall Building - Room 12 60 Main Street Massena, NY 13662	Department of Public Works 85 Robinson Road Massena, NY 13662
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No phone calls please. Applications will be accepted at the Office of the Village Clerk, Town Hall Building - Room 12, 60 Main Street, Massena, New York, until close of business (4:00 p.m.) on Thursday, April 5, 2018. Interviews will be scheduled shortly thereafter. The Village of Massena is an Affirmative Action/Equal Opportunity Employer.

REQUEST FOR PROPOSALS (CLEANING & MAINTENANCE OF THE MASSENA COMMUNITY CENTER)

Legal Notice
REQUEST FOR
PROPOSALS (RFP)
(CLEANING AND
MAINTENANCE OF THE
MASSENA COMMUNITY
CENTER)

The Village of Massena, St. Lawrence County, New York (herein called the "owner") will receive sealed bids for the Cleaning and Maintenance of the Massena Community Center located at 61 Beach Street, Massena, NY.

Such proposals will be publicly opened and read aloud at the Town Hall Building at 2:00 p.m. on May 11, 2018.

The information for Bidders, Project Brief, Certificate of Project Site Visit, Form of Bid, Maintenance Schedule and other contract documents may be obtained at the following offices:

- Village of Massena, Village Clerk's Office, Town Hall Building, 60 Main St. Massena, NY
- Department of Public Works, 85 Robinson Rd. Massena, NY

All bids must be made on the required bid forms. All blank spaces for bid prices must be filled in ink or typewritten, and the bid form must be fully completed and executed when submitted.

Each bid must be submitted in a sealed envelope, addressed to the Village Clerk at the above address. Each sealed envelope containing a bid must be plainly marked on the outside as bid for Community Center Cleaning and the envelope should bear on the outside the bidder's name and address. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the owner at the above referenced address.

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.

DATED April 26, 2018
Hassen A. Fayad

REQUEST FOR PROPOSALS (CLEANING & MOWING OF PROPERTIES 2018)

VILLAGE OF MASSENA
REQUEST FOR PROPOSALS
CLEANING AND MOWING OF PROPERTIES 2018

The Village of Massena is seeking professional service for the cleaning and mowing of properties which have been found in violation of Village Code. 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 issue(s). 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 professional mowing firm is to perform the following tasks:

- Visually inspect the subject property for the purpose of identifying the code violations (debris, height of grass etc.).
- Schedule and address the violation(s) within 24-hours of being notified.
- Debris to be collected and properly disposed of
- Grass to be mowed, trimmed and hauled away, if necessary
- Forward a bill within 7-days for the service provided for each property.
- Bill shall:
 - Include the date of service
 - Include the address of service
 - be based on an hourly rate
 - Indicate the number of hours spent at each location
 - 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

DUE DATE

All written & sealed proposals should include an hourly rate to complete the work.

Proposals are due by 2:00 pm on Monday, April 9, 2018 and addressed to:

Village of Massena
Town Hall
60 Main Street
Massena, NY 13662

Attn: Monique Chaliand, Village Clerk

Please indicate on the outside of the envelope "MOWING SERVICE 2018". Choice of service providers will be based on three factors: cost, qualifications and experience.

The Village of Massena reserves the right to reject any or all bids.

NOTICE OF ADOPTION OF RESOLUTION SUBJECT TO PERMISSIVE REFERENDUM

Johnson Newspaper Corporation

Client:	191160	VILLAGE OF MASSENA	Phone:	(315) 769-8625
Class.:	60 MAIN ST			
	TOWN HALL			
Ad #	20408778	Requested By: MONIQUE	Fax:	(315) 769-0257
Sales Rep.:	SL20	Winter Stephens	Phone:	(315) 769-2451 Ext: 100
		massenaclass@ogd.com	Fax:	(315) 764-0337
Class.:	0110	Public Notices		
Start Date:	05/25/2018	End Date:	05/25/2018	Nb. of Inserts: 1
PO #:		Entered By:	WSTEPH	
Publications:	Daily Courier Observer			
Paid Amount:	\$0.00	Balance:	\$40.40	
Total Price:	\$40.40			

**NOTICE OF
ADOPTION OF RESOLUTION
SUBJECT TO PERMISSIVE REFERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 15th day of May, 2018 the Board of Trustees of the Village of Massena, St. Lawrence County, New York, duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Article 9 of the Village Law of the State of New York.
By: Monique N. Challand, Village Clerk
Date: May 22, 2018
Resolution Authorizing the Expenditure of Funds from the Fire Equipment Capital Reserve Fund to Purchase a Fire Vehicle and SKID Unit
WHEREAS, pursuant to Section 9-c of the General Municipal Law, as amended, the Village of Massena Board of Trustees duly established a Capital Reserve Fund on April 17, 1984, for the purpose of financing the future purchase of fire fighting vehicles/equipment for use by the Village of Massena, St. Lawrence County, New York; and
WHEREAS, the Village Treasurer has been given authorization to invest, from time to time, the monies from this fund for the specific purchase of fire fighting vehicles/equipment contingent upon approval by the Village Board of Trustees; and
WHEREAS, such expenditure of monies approved by the Village Board of Trustees from the Fire Equipment Capital Reserve Fund are subject to a Permissive Referendum;
NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby authorizes the Village Treasurer, upon the recommendation of the Massena Volunteer Fire Department, Inc., to expend an amount not to exceed \$20,000.00 toward the purchase of a pick-up truck vehicle and SKID unit.
BE IT FURTHER RESOLVED, that this action by the Village Board of Trustees authorizing an expenditure from the Fire Equipment Capital Reserve Fund to finance a fire vehicle is subject to a Permissive Referendum.
ADOPTED: May 15, 2018.