

Village of Massena
BOARD OF TRUSTEES
Meeting Minutes

DATE/TIME: June 15, 2021 (5:30 p.m.)
PLACE: Town Hall Building, 60 Main Street, Massena, New York

PRESENT : **Board of Trustees:**
Mayor Timothy J. Ahlfeld
Trustee Christine Winston
Trustee Francis Carvel
Trustee Greg Paquin
Trustee Matthew LeBire

Staff:
Monique N. Chatland (Village Administrator/Clerk)
Kevin Felt (Treasurer)
Hoss Fayad (DPW Superintendent)
Aaron Hardy (Fire Foreman/Code Enforcement Officer)
Jason Olson (Chief of Police)
Steve Dailey (Water Foreman) (via Zoom)

Press: Bob Beckstead (Courier Observer)
Others: Sue Bellor (Town Council) (via Zoom)

Following the Pledge of Allegiance, Mayor Ahlfeld 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 LeBire, seconded by Trustee Carvel, to approve the minutes of the February 18, March 17, & 31, 2020 Village Board Meetings. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

PUBLIC HEARING TO AMEND CHAPTER 280 STOP SIGN ON WOODLAWN AVE. AT CEDAR ST.

Trustee LeBire offered a motion, seconded by Trustee Paquin to open the public hearing to Amend Chapter 280 (Through Highways) Schedule VI of the General Code of the Village of Massena to Install a Traffic Control Device (Stop Sign) on Woodlawn Ave. at Cedar St. at 5:35p.m. **Motion Carried 4** (AYE=Ahlfeld/Carvel/Paquin/LeBire) **(Clerks Note: See page XXXX for Notice of Public Hearing.)**

Mayor Ahlfeld said this will allow us to install a stop sign at north bound and south bound approach. Trustee Winston is in favor due to recreational area with lots of traffic.

Hearing no further public comments, Trustee Carvel made a motion, seconded by Trustee Paquin to close the public hearing at 5:36 p.m. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire)

RESOLUTION #29-2021: AMEND CHAPTER 280 (THROUGH HIGHWAYS) STOP SIGN ON WOODLAWN AVE. AT CEDAR ST.

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

RESOLUTION #29-2021
ADOPT LOCAL LAW #04-2021

CHAPTER 280 - Vehicles and Traffic
ARTICLE IX: Schedules
Schedule VI: Through Highways

(Add):

Name of Through Street	Name of Entrance Street	Direction From Which Entering	Traffic Control Device
Woodlawn Ave	Cedar St.	North & South	Stop Sign

Section xx: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

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

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

NAY:

Mayor Ahlfeld declared Resolution #29-2021 duly adopted (4:0).

COMMITTEE REPORTS:

Committee reports were presented for informational purposes only, the following was notable:

BDC: Trustee LeBire attended meeting, administering microenterprise

Joint Rec: Arena hosting dance recital, indoor lacrosse, and will be resurfacing tennis courts, Trustee Carvel reported budget turned out well, Evan Kassian Part-Time permanent started along with all summer help, and Town Beach offering free parking.

PUBLIC HEARING TO AMEND CHAPTER 280 STOP SIGN ON WOODLAWN AVE. AT POPLAR ST.

Trustee Carvel offered a motion, seconded by Trustee Paquin to open the public hearing to Amend Chapter 280 (Through Highways) Schedule VI of the General Code of the Village of Massena to Install a Traffic Control Device (Stop Sign) on Woodlawn Ave. at Poplar St. at 5:41p.m. **Motion Carried 4:0** (AYE=Ahlfeld/Carvel/Paquin/LeBire) **(Clerks Note: See page XXXX for Notice of Public Hearing.)**

Hearing no public comments, Trustee Carvel made a motion, seconded by Trustee Paquin to close the public hearing at 5:42 p.m. **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire)

RESOLUTION #30-2021: AMEND CHAPTER 280 (THROUGH HIGHWAYS) STOP SIGN ON WOODLAWN AVE. AT POPLAR ST.

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

**RESOLUTION # 30-2021
ADOPT LOCAL LAW #05-2021**

CHAPTER 280 - Vehicles and Traffic
ARTICLE IX: Schedules
Schedule VI: Through Highways

(Add):

Name of Through Street	Name of Entrance Street	Direction From Which Entering	Traffic Control Device
Woodlawn Ave Sign	Cedar St.	North & South	Stop

Section xx: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Question of the adoption of the foregoing resolution resulted as follows:
AYE: Trustee Winston, Trustee Carvel, Trustee Paquin, Trustee LeBire
NAY:
Mayor Ahlfeld declared Resolution #30-2021 duly adopted (4:0).

COMMITTEE REPORTS:

Committee reports were presented for informational purposes only, the following was notable:

Streets: Busy, reminder brush at curb and they are not picking up at curb.

Code: Trustee Winston voiced that there is a ongoing feral cat problem she has tried to reach out to others to find out the easiest way to start a mobile cat clinic, Spay neuter requirement on household cats, and limit number of cats per household. Trustee LeBire said at this time there is zero interest or resources available already handling so many code complaints at this time.

TREASURER'S REPORT:

Village Treasurer Felt presented the following:



**Village of Massena
Treasurer's Report
June 15, 2021**

INFORMATION

1. You have been provided with the **preliminary** Projections and Revenue/Expense Actual to Budget comparison reports for May and the May summary follows:

<u>2020/2021</u>	<u>Revenue</u>	<u>% Collected</u>	<u>Expense</u>	<u>% Spent</u>	<u>Net Favorable (Unfavorable)</u>
General Fund	10,905,596	113.68%	10,090,003	101.99%	815,593
Refuse Fund	1,122,329	89.91%	1,160,734	89.59%	(38,405)
Water fund	2,050,170	99.75%	1,767,150	81.32%	283,020
Sewer Fund	1,806,657	100.39%	1,616,749	84.45%	189,908
Joint Rec	936,049	99.93%	880,845	87.07%	55,203
	<u>16,820,801</u>		<u>15,515,482</u>		

Work on year-end entries is just beginning; therefore, there will be adjustments to these figures (especially on the revenue side, due to accruals).

- Village tax collection began June 1. Through the close of business Friday (6/11), we had collected \$1,164,200 which is 18.4% of the total tax warrant of \$6,465,546 (same time last year was 14%).
- Mortgage tax, typically received from the St. Lawrence County Treasurer in early June, has not been received yet to make this month's report.
- Set up as a continuing agreement, the contract we have with People Systems to handle the Village's unemployment claims will continue for 2021-2022. Should the Village decide that we no longer wish to continue the agreement, we just need to notify them by the end of next March to not renew the following year.

ACTION

5. **Budget Amendments/Transfers 20/21:** (Per attached schedules – Need motion to adopt, one at a time or altogether). **Carvel/ Paquin/Carried**

(Clerks Note: See page xxxx for budget transfers.)

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

**AUTHORIZATION TO MODIFY PURCHASING PRACTICES AT DPW FOR ITEMS
APPROVED IN FY BUDGET**

DPW Supt. Fayad presented the following to the board:

INSERT MEMO HERE

Trustee LeBire mentioned this topic was tabled at last board meeting to allow Trustees time to research. After speaking with DPW Supt. Fayad he is reassured that he would feel comfortable with the changes presented in memo. Trustee Carvel believes this would be a problem with auditors due to just being specific to DPW? If reoccurring going forward Procurement policy will need to be revised. A motion was then offered by Trustee LeBire, seconded by Trustee Paquin to approve the policies as stated in DPW Supt. Fayad memo. **Motion Carried 3:1** (AYE=Wilson/Paquin/LeBire) (NAY=Carvel)

DISCUSSION : BRANDING & IDENTITY AGREEMENT WITH H-3 DESIGNS

Trustee LeBire explained that the Town and Village entered into an agreement with H-3 designs for the explore Massena website, app, branding, and social media, etc. Shown a tremendous amount of potential although not

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

Resolution#32-2021
Approve Memorandum of Agreement
Between the Village of Massena and
Massena Central School District

[SOLID WASTE MANAGEMENT PROGRAM]

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 purpose of implementing a cooperative solid waste management program as detailed in said Memorandum of Agreement effective July 1, 2020 and ending June 30, 2026; and

BE IT FURTHER RESOLVED, that Timothy J. Ahlfeld, as Mayor of the Village of Massena, is hereby authorized and directed to execute said Memorandum of Agreement on behalf of the Village of Massena.

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

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

NAY: NONE

Mayor Ahlfeld declared Resolution #32-2021 duly adopted (4:0).

VOUCHER WARRANT:

A motion was made by Trustee Carvel and seconded by Trustee Paquin to approve Voucher Warrant #450. **Motion Carried 4:0** (AYE= Winston/Carvel//Paquin/LeBire)

WARRANT#450 (Board Meeting 06/15/21)

227904	06/01/21	20,529.94	CSEA Employee Benefit Fund
227905	06/01/21	230,643.79	Excellus BCBS
227906	06/01/21	27,905.50	UnitedHealthcare Insurance Co.
227907	06/01/21	1,371.50	UnitedHealthcare Ins. Co. (AARP)
227908-227915	06/02/21	46,882.36	Pre-Paid Payroll
227916-227924	06/09/21	46,578.29	Pre-Paid Payroll
227925	06/11/21	185.33	The Home Depot Credit Svcs.
227926	06/11/21	277.97	The Home Depot Credit Svcs.
227927	06/14/21	1,166.44	U.S. Postal Service
		375,541.12	Total Pre-Paid
227928-228014	06/15/21	259,069.41	Total Un-Paid
		634,610.53	Total Warrant#450 Including Prepaid Payroll

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

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

COMMUNICATIONS/CORRESPONDENCE:

St. Lawrence Health Systems recognized EOC service awards to James Caruso, Aaron Hardy, Tom Miller and one officer. Congratulations to them all. Hosted roundtable COVID, new to make community robust. Landlords sent letter regarding not getting paid for rent will forward them off to local and state reps. MED will be increasing megawatts allocation from 10-20 for NYPA. Senator Schumer and Gillibrand would like U.S> to Manufacture chips under the U.S Innovation and Competition Act. South Racquette paving where Village of Massena and state highway 37 meet, St. Lawrence County paved SH 37 but not Village's portion which is going to cause more accidents. State needs to transition and level off.

CLOSING PUBLIC COMMENT PERIOD:

No public comment heard at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee LeBire, seconded by Trustee Carvel, to enter into an Executive Session to discuss collective bargaining regarding an employee at 6:31 p.m. **Motion Carried 4:0**

(AYE= Winston/ Carvel/Paquin/LeBire). Also in attendance Jason Olson- Chief of Police (exit 7:13pm), Aaron Hardy - Fire /Code(exit 6:57pm), Hoss Fayad -DPW Supt. (exit 7:20 pm)

Executive Session was held and no action was taken.

At 7:46p.m. a motion was made by Trustee LeBire and seconded by Trustee Winstonl to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

ADJOURNMENT:

With no further business, a motion to adjourn the Village Board meeting was made by Trustee Winston at 7:46 p.m. and seconded by Trustee LeBire. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

MINUTES PREPARED BY:

Monique N. Chatland, Village Clerk

MEMO

To: Tim Ahlfeld, Mayor
Board of Trustees
From: Hassan A. Fayad, P.E.
CC: Village Administrator, File
Date: June 7, 2021
Re: Material and Equipment Purchase



Mayor Ahlfeld and Board...

This memo is drafted to recap the purchase of materials and equipment by the DPW.

The typical municipal budget for Villages must be adopted by May 1 of each year. Included in said budget are the materials and equipment needed for upcoming fiscal year activities.

Most materials such as Asphalt, Stone, Crusher-Run, Geotextile... needed by the DPW are publicly bid for by St. Lawrence County and made available to municipalities for purchase. Items needed which are not on the County's Material Summary book list, will need to be purchased in a different way, as defined below

Effective August 1, 2012, NYS adopted a cooperative purchasing program allowing municipalities to purchase items let by the federal government or any State, County or local political subdivision without bidding themselves. This program is considered a "piggy-back" purchase and has proven to be very efficient in many ways. The program even allows the purchase of items from other municipal agencies and states such as HGAC (Houston-Galveston Area Council, TX) and NJPA (National Joint Powers Alliance, MN).

In many cases, Village items (equipment and vehicles) of purchase are acquired via the "piggy-back" program. Most vendors in the municipal field have been through the bidding rigors to be State compliant and are listed on many contracts, include but not limited to Onondaga County, Oneida County, Sorewell, OGS (Office of General Services) which are some of the popular forums we have used. The purchase of any piece considers cost and availability. Lately however, vendors are attaching a fantom cost known as a "steel surcharge" which adds thousands of unexpected dollars to the value of the unit. This itself will make any purchase prohibitive unless budgeted.

In the event the chosen piece is not available, the DPW shall seek permission from the Village Board to develop specifications to bid the unit. Additionally, the DPW will choose and recommend a purchase based on equal specifications (apples to apples) and lowest responsible bidder. The recommendation made will consider unit cost, vendor service and responsibility, product quality and availability.

Non-vehicle/heavy-equipment items (such as water line locators, manhole castings and sections...) not on any list are purchased via NYS Procurement which the Village adopted January 1992. In this case, there are certain values and thresholds we must follow.

The breakdown for Purchase Contracts is as follows:

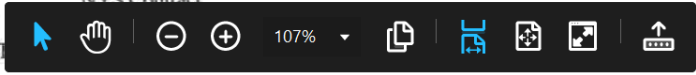
Est. Amt.	below \$1,000	No quotes required.
Est. Amt. of	\$1,000 - \$2,999	Verbal Quotes (VoM obtains written quotes)
Est. Amt. of	\$3,000 - \$9,999	Written/Fax Quotes

Moving forward, materials and equipment approved by the Board of Trustees during the budget process that are to be obtained via the NYS Cooperative Purchasing Program (piggy-back) or via the Village procurement policy and are the lowest bid (when applicable) shall be obtained without further board action being required as long as the costs do not exceed the limits approved by the board at the time of budget adoption. In the event the purchase costs do exceed the budgeted amount, or if the lowest bid is not being selected, the DPW shall approach the board defining the reasons and requesting an adjustment and/or approval.

As of this date, the remaining items to be procured by the DPW for this 2021-22 budget are as follows:

EQUIPMENT:	¾ Tn 4x4 P.U.	Refuse/Recycle Truck	SS Sander
VENDOR:	Parker Chevrolet		Viking Cives (USA)
MODEL:	2500 Work Truck		Smith SS V-Box, 6.4CY
PURCHASE:	State Contract		Oneida County
VILLAGE COST			\$14,339
WITHIN BUDGET	Yes (\$42,000)	(\$155,000 w/trade)	Yes (\$14,339)

EQUIPMENT:	Hoist, 12,000#	Band Saw
VENDOR:	Rotary Lift	
MODEL:	SPO12-wide	
PURCHASE:	NYS Contract	
VILLAGE COST		
WITHIN BUDGET		



EQUIPMENT:	Hoist, 12,000#	Band Saw
VENDOR:	Rotary Lift	
MODEL:	SPO12-wide	
PURCHASE:	NYS Contract	
VILLAGE COST	\$7,799.99	
WITHIN BUDGET	Yes (\$8,500)	(\$3,500)

I truly hope this is understood and identifies the practices of the purchasing at the DPW. Any deviation of this practice will not be supported, and purchase of items will not be pursued without Board involvement and approval.

DRAFT

DRAFT