

Village of Massena
BOARD OF TRUSTEES
 Meeting Minutes
 Draft

DATE/TIME: July 20, 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 Supt.)
 Steve Daily (Water Foreman) (via- zoom)
 Jason Olson (Chief Police)
 Aaron Hardy (Fire Foreman/Code Enforcement Officer)
 Cody Wilson (Lieutenant- Police) (via- zoom)

Press: Bob Beckstead (Daily Courier Observer), Jimmy Lawton
 (North Country This Week)- (via zoom)

Residents/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.

TREASURER’S REPORT:

Village Treasurer Felt presented the following:

**Village of Massena
 Treasurer’s Report
 July 20, 2021**

INFORMATION

1. You have been provided with an updated preliminary 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	11,027,497	97.99%	11,109,886	96.17%	(82,389)
Refuse Fund	1,122,308	89.91%	1,254,623	96.83%	(132,316)
Water fund	2,050,199	99.75%	1,878,568	86.44%	171,631
Sewer Fund	1,806,620	100.39%	1,694,789	88.53%	111,831
Joint Rec	936,049	94.83%	940,011	88.51%	(3,962)
	<u>16,942,672</u>		<u>16,877,877</u>		

2. The revenue amount for the General Fund above does **not** include the sales tax accrual that we receive the first week of August. Once I know the amount, I will accrue it back to May 31, 2021.
3. You have been provided with the Revenue/Expense Actual to Budget comparison reports for June and the summary is as follows:

2021/2022	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	6,036,516	62.38%	770,423	7.58%	5,266,093
Refuse Fund	104,655	8.35%	57,625	3.86%	47,031
Water fund	341,234	16.60%	135,487	6.22%	205,748
Sewer Fund	224,669	12.62%	142,035	7.54%	82,635
Joint Rec	148,809	15.44%	67,063	6.02%	81,746
	<u>6,855,884</u>		<u>1,172,632</u>		

4. I continue to work on year-end adjustments and have begun entering figures into the Annual Update Reports for the State. I plan to have the Joint Recreation AUD submitted to the State by the July 31 deadline.
5. Through the close of business on July 14, we have collected \$5,205,435, approximately 82% of the total adjusted warrant of \$6,316,652. We were at approximately 80% through the same timeframe last year.
6. Mortgage tax was received on June 16th for \$22,272.44, up from \$11,857.26 the same period last year, an increase of 87.8%.
7. A bond payment was made on June 1st for the Center St/Parker Ave sewer lines bond in the amount of \$35,000 principal and \$9,769 interest.

ACTION

8. **Budget Amendments:** At the June board meeting, the board requested to bring back a budget amendment requesting to allocate \$3,000 from the General Fund contingency account (100-1990-400-000-00) to be moved to the Publicity – Contractual account (100-6410-400-000-00) so that the Village could contribute \$8,000 for fiscal year 2021-2022 to the branding & identity agreement with H3 Designs.
LeBire/Carvel/Carried
9. **Budget Amendments:** To recognize 20-21 grant activity, the following expense accounts need to be increased, along with the corresponding revenue accounts associated with each grant. This will adjust the 20-21 budget: **Carvel/LeBire/Carried**

Increase:

100-8989-400-000-GR	RESTORE NY GRANT	500,000.00
100-3089-000-000-GR	RESTORE NY GRANT REV	500,000.00
500-7140-200-CEP-GR	COMM ENHANCE PROJ	50,400.00
500-3089-000-CEP-GR	COMM ENHANCE PROJ REV	50,400.00

COMMITTEE REPORTS:

Committee reports were presented for informational purposes only, the following was notable:
BDC: Focus has been on fishing tourney, feedback on impact of businesses.

FIRE: Engine 28 is 27 years old and starting to shows signs of aging. Aaron Hardy asked if he can look into what's out there for a replacement and board agreed.

PERSONNEL : Court showed signs of concern regarding safety for lack of court officers.

JOINT REC: Over 500 enrolled in youth soccer, hosted dance recital and indoor lacrosse, frog jumping contest, fireworks and band in conjunction with bass tourney at Beach.

STREETS: Very aggressive road repair and paving this year.

INITIAL PUBLIC COMMENT PERIOD:

No public comment was heard at this time.

DISCUSSION: MARIJUANA REGULATION & TAXATION ACT

Mayor Ahlfeld reached out to board a couple of meetings ago and have had some discussions if public has any questions /comments/concerns then they should reach out to us. Trustee LeBire

has received a few calls but feels the more info out there the better public is informed. Suggests using social media/ website to post.

DISCUSSION: AMERICA RESCUE PLAN ACT

Mayor Ahlfeld informed everyone of the good news about receiving refunds in two payments in the amount of \$1,041,897. Hope to have another covid roundtable with business owners.

AWARD BIDS: MATERIAL AND SUPPLIES 2021-22

DPW Supt. Fayad presented the following:

Memo

To: Tim Ahlfeld, Mayor
Board of Trustees
From: Hassan A. Fayad, P.E.
Date: 7/7/2021
Re: Material Bids 2021-22

In preparing for our upcoming project year and per your authorization, we have completed this phase of the bid process for materials for the 2021-2022 fiscal year. What follows is a general recap of results and bidders.

MATERIALS & SUPPLIES:

PRECAST CONCRETE SECTIONS & PVC GRADE RINGS	
JEFFERSON CONCRETE	\$5,724
EAST JORDAN IRON WORKS (EJ USA)	no bid
ST. LAWRENCE VALLEY CONCRETE	no bid
CAMP PRECAST	no bid

My recommendation to this board is to give the award to the lowest bidder (boxed & shaded)

MANHOLE AND CATCHBASIN CASTINGS	
EJ USA, INC. (EAST JORDAN)	\$20,578.60
NEENAH FOUNDRY COMPANY	no bid
JEFFERSON CONCRETE	\$20,460.00
CAMP PRECAST	no bid

My recommendation to this board is to give the award to the lowest bidder (boxed & shaded)

I patiently wait your direction.

A motion was offered by Trustee LeBire and seconded by Trustee Carvel to award bids for Materials and Supplies for 2021-2022 as recommended in above memo **Motion Carried 4:0** (AYE=Winston/Carvel/Paquin/LeBire).

RESOLUTION#33-2021: AUTHORIZE/SUBMIT GRANT APPLICATION FOR NY MAIN STREET GRANT

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

RESOLUTION #33-2021

Authorizing and Supporting Submission a Grant Application for the New York Main Street Downtown Stabilization Program

WHEREAS, the New York Main Street Downtown Stabilization Program is a funding opportunity to assist with environmental remediation and associated construction costs, as well as other innovative approaches to stabilizing and developing a downtown, mixed-use project. This funding can be used for: asbestos management (surveys, abatement design plans, air monitoring, etc.), soil vapor intrusion testing and mitigation, building stabilization construction activities (e.g., roof stabilization in conjunction with asbestos remediation) or other projects that identify or mitigate risks associated with other hazardous materials or remove obstacles to future redevelopment; and

WHEREAS, the NYMS Downtown Stabilization Program criteria allows units of government to be eligible applicants; and

WHEREAS, the Village of Massena has demonstrated support of the revitalization of commercial and residential properties that make up the downtown core; and

WHEREAS, the Village of Massena is preparing a submittal of an application for up to \$500,000.00 in grant funding from the 2021 New York Main Street Downtown Stabilization Program for stabilization activities at the JJ Newberry Building, 30 Main Street, in the Village's downtown core; and

WHEREAS, the goals of this funding source are to assist New York State communities with project specific main street/downtown residential and commercial stabilization and revitalization efforts; and

WHEREAS, the Village of Massena has initiated a coordinated effort to revitalize the downtown core, completed the administration of several Restore NY Program projects and support of NYMS Façade and Downtown Anchor projects. The award of a 2021 NYMS Downtown Stabilization grant will be an important facet in efforts to realize the downtown revitalization goals; and

WHEREAS, the owners of GoCo Ventures LLC have expressed an interest in utilizing this funding for stabilization activities; and

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees, duly convened at a meeting hereby authorizes submission and administration of said grant to the NYMS Downtown Stabilization

Program in the amount of up to \$500,000.00 with a minimum 25% cash match provided by GoCo Ventures LLC and with up to 5% in administrative revenue to be received for providing such services.

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 #33-2021 duly adopted (4:0).

APPOINTMENT: BRANDON WHEELER- ZONING BOARD

A motion was offered by Trustee Paquin, seconded by Trustee LeBire to appoint Brandon Wheeler to Zoning Board **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

APPOINTMENT: MIKE ROMEO- WATER METER READER (PROVISIONALLY)

A motion was offered by Trustee Paquin, seconded by Trustee Carvel to appoint Mike Romeo to Water Meter Reader (Provisionally) **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

DISCUSSION: 104 EAST ORVIS STREET

DPW Supt. Fayad explained have received one bid totaling \$47,000 but with additional costs to Village more likely \$50,000. Trustee LeBire and Carvel would like to go back out for re-bid maybe more companies will bid later in fall.

A motion was made by Trustee LeBire, seconded by Trustee Carvel to rebid the demo and remove real property at 104 East Orvis Street. **Motion Carried 4:0** (AYE=Wilson/Carvel/Paquin/LeBire)

VOUCHER WARRANT:

A motion was made by Trustee Carvel and seconded by Trustee Paquin to approve Voucher Warrant #451. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

WARRANT#451 (Board Meeting 07/20/21)

228015-228022	06/16/21	44,179.75	Prepaid Payroll
228023-228088	06/18/21	30,190.20	Medicare Warrant #561
228089	06/21/21	1,371.50	UnitedHealthcare (AARP)
228090-228097	06/23/21	47,036.03	Prepaid Payroll
228098	06/25/21	4,732.84	Cardmember Service
228099	06/25/21	22,135.38	CSEA Employee Benefit Fund
228100	06/25/21	233,714.70	Excellus Blue Cross Blue Shield
228101	06/25/21	74.82	Liberty Utilities
228102	06/25/21	142.98	U.S. Bank National Assoc.
228103	06/25/21	520.43	Verizon Wireless
228104-228111	06/30/21	44,858.50	Prepaid Payroll
228112	07/02/21	618.89	Blair Supply Corp
228113	07/02/21	128.90	Grainger
228114	07/02/21	4,104.00	Jefferson Concrete Corp.
228115	07/02/21	152.07	Johnson Newspaper Corp.
228116	07/02/21	220.90	Koester Associates, Inc.
228117	07/02/21	1,399.50	Marine Rescue Products, Inc.
228118	07/02/21	14,713.96	Massena Central School District
228119	07/02/21	2,525.00	Rink Systems, Inc.
228120	07/02/21	2,984.00	State Comptroller
228121	07/02/21	3,377.03	Town of Massena (Justice)
228122	07/06/21	6,344.39	Alltech Integrations, Inc.
228123	07/06/21	18,545.22	Massena Electric Dept.
228124	07/06/21	13.00	P&A Administration Services
228125	07/06/21	50.00	State of New York
228126	07/06/21	69.75	Twinstate Technologies, Inc.
228127	07/06/21	49.71	Verizon
228128	07/06/21	173.92	Verizon
228129-228137	07/07/21	50,598.32	Prepaid Payroll
228138	07/12/21	1,734.51	SLIC Network Solutions
228139	07/12/21	792.59	The Home Depot credit Svcs.
228140	07/12/21	263.70	Town of Louisville Water Dept.
228141	07/12/21	699.71	Tractor Supply Credit Plan
228142	07/12/21	195.00	Homefront Protective Group, Inc.
228143-228150	07/14/21	44,882.16	Prepaid Payroll
228151	07/15/21	1,177.06	United States Postal Service
228152	07/16/21	93.72	The Home Depot Credit Svcs.
		584,864.14	Total Prepaid

228153-228279	07/20/21	<u>539,802.96</u>	Total Unpaid
		1,124,667.10	Total Warrant#451 Including Prepaid Payroll & Medicare Reimbursement Warrant#561

MONTHLY REPORTS:

The following monthly reports were presented and reviewed:

Massena Volunteer Fire Department, Inc. (June 2021)
Massena Perm. Firefighters / Village of Massena Code Enforcement Office (June 2021)

COMMUNICATIONS/CORRESPONDENCE

Rooftop highway letter with all federal money available thought it might be a good idea to research and reach out in the tri county area to see if anyone is interested in discussing again. July 28 DEC is going to meet to discuss weir project with all development, see if we can do something there, newer technology now.

CLOSING PUBLIC COMMENT PERIOD:

Nothing at this time.

EXECUTIVE SESSION:

A motion was offered by Trustee Paquin, seconded by Trustee LeBire, to enter into an Executive Session to discuss Contracts, personnel, Pending Litigation at 6:07 p.m. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).
Also in attendance Village Attorney (via-phone) 6:13pm-6:40pm, Jason Olson -Chief (exit 7pm), Aaron Hardy Fire/Code 7pm-7:18pm.

A short Executive Session was held.

At 7:41 p.m. a motion was made by Trustee LeBire and seconded by Trustee Carvel to close executive session and return to the open meeting. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

RETURN TO OPEN SESSION:

A motion was then offered by Trustee LeBire, seconded by Trustee Paquin to approve the hiring of Mike Gomes at a rate of \$18.30 per hour, eight hours per week for Custodial Services at the Police Dept. **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 LeBire at 7:42 p.m. and seconded by Trustee Paquin. **Motion Carried 4:0** (AYE= Winston/Carvel/Paquin/LeBire).

MINUTES PREPARED BY:

Monique N. Chatland, Village Clerk