

Village of Massena
BOARD OF TRUSTEES MEETING
AGENDA

January 17, 2023

5:30 P.M.

- [1] Call to Order / Silence of Electronic Devices / Roll Call
- [2] Consider Amending Chapter 280 (Vehicles & Traffic), Schedule IX, (No Parking at Any Time) of the General Code of the Village of Massena
A. PUBLIC HEARING (5:30 p.m.): Consider Adopting a Local Law (No Parking on School Street from Highland Ave to Nightengale Ave)
B. Proposed Resolution: Adopt Local Law
- [3] Consider Amending Chapter 240 (Solid Waste), Section 240-9, (Service Charges) of the General Code of the Village of Massena
A. PUBLIC HEARING (5:31 p.m.): Consider Adopting a Local Law (Increase Service Charges for Solid Waste)
B. Proposed Resolution: Adopt Local Law
- [4] Supporting & Authorizing a RESTORE NY Round 7 Grant Application
A. PUBLIC HEARING & PROPERTY ASSESSMENT LIST (5:33 p.m.)
B. Proposed Resolution: Support & Authorize an Application for Round 7 RESTORE NY Communities Initiative Municipal Grant Program
- [5] Report of Officers and Committees
A. Treasurer's Report
B. Committee Reports:
Code Enforcement (McGowan/Simpson)
Economic Development Committee (Peets/McGowan)
Fire Committee (Winston/Simpson)
Personnel Committee (Winston/Peets)
Police Committee (Winston/Simpson)
Recreation Commission (Winston/McGowan)
Rescue Squad Committee (Paquin/Simpson)
Street Committee (McGowan/Peets)
Water & Sewer Committee (McGowan/Peets)
- [6] INITIAL PUBLIC COMMENT PERIOD
- [7] Old Business
None
- [8] New Business
A. Proposed Resolution: Correcting & Refunding Erroneous Taxes
B. Proposed Resolution: Holding Harmless St. Lawrence County for Providing Services for 2023
C. Discussion: Volunteer Firefighter & Ambulance Worker Property Tax Exemption
D. Authorization to Canvas: Patrol Officer, Massena Police Department
E. Appointment: John Roder, Zoning Board of Appeals
F. Annual Appointment of Fire Chiefs Nominated by Volunteer Fire Department (2023):
Patrick O'Brien (Chief); Patrick O'Brien (First); Thomas Miller (Second)
G. Proposed Resolution: Authorize Agreement for Rescue Squad Coverage at the Massena International Airport

CONTINUED ON NEXT PAGE

[9] Voucher Warrants

[10] Monthly Reports

Massena Perm. Firefighters / Village of Massena Code Enforcement Office (December 2022)

Massena Rescue Squad (December 2022)

Explore Massena Monthly Progress Report (December 2022)

[11] Communications / Correspondence

[12] CLOSING PUBLIC COMMENT PERIOD

[13] Adjournment

REMINDER – NEXT MEETING
(Monday) February 13th, 2023, 5:30 p.m.

Village of Massena

Town Hall Building
Massena, New York 13662

Notice of Public Hearing on Proposed Local Law

Designate No Parking/No Standing on School Street Near JW Leary Junior High School

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 17th day of January, 2023, at 5:30 p.m. in the Town Hall Building, 60 Main Street, Massena, New York, to consider adopting a proposed Local Law to amend the Code of the Village of Massena, New York, **CHAPTER 280 – VEHICLES AND TRAFFIC** to designate No Parking near JW Leary Junior High School on School Street (both sides) between Highland Ave and Nightengale Ave.

At such time and place all persons interested in the subject matter thereof will be heard concerning the same.

Copies of the proposed local law in its entirety are available in the Office of the Village Clerk located in the Town Hall Building, 60 Main Street, Massena, New York, during regular business hours, for the purpose of inspection or procurement by interested parties.

By Order of the Village Board of Trustees

Dated:

Monique N. Chatland
Monique N. Chatland, Village Clerk

January 6, 2023

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

of MASSENA

Local Law No. _____ of the year 20²³

A local law AMENDING Chapter 280 (Vehicles & Traffic), Art. IX (Schedules) to eliminate parking on
(Insert Title)
School Street (both sides), near JW Leary Junior High School, between Highland Avenue
and Nightengale Avenue

Be it enacted by the BOARD OF TRUSTEES of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of MASSENA as follows:

CHAPTER 280 – VEHICLES AND TRAFFIC
ARTICLE IX - Schedules

Section XI: No Parking

(Add): No parking on School Street (both sides), near JW Leary Junior High School, between Highland Avenue and Nightengale Avenue.

Section xx: Effective Date

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

(End)

(If additional space is needed, attach pages the same size as this sheet, and number each.)

Village of Massena

Town Hall Building
Massena, New York 13662

NOTICE OF PUBLIC HEARING **INCREASE SERVICE CHARGES FOR** **SOLID WASTE**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Massena, New York, will conduct a public hearing on the 17th day of January 2023, at 5:31 p.m. in the Town Hall Building, Massena, New York, to consider amending the Code of the Village of Massena, New York, as follows:

CHAPTER 240 (SOLID WASTE), Section 240-9 (Service Charges): Increase the monthly charge per unit (family and commercial) from \$21.50 to \$25.00.

Copies of the proposed local laws in their entirety are available in the Office of the Village Clerk located in the Town Hall Building, 60 Main Street, Massena, New York, during regular business hours, for the purpose of inspection or procurement by interested parties.

By Order of the Village Board of Trustees.

Monique N. Chatland, Village Clerk

Monique N. Chatland, Village Clerk

January 5, 2023
Dated

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

of MASSENA

Local Law No. _____ of the year 20²³

A local law AMENDING Chapter 240 (Solid Waste), Section 240-9 (Service Charges) to INCREASE
(Insert Title)
the monthly charge per unit (family and commercial) from \$21.50 to \$25.00, bi-monthly
charge from \$43.00 to \$46.50, and quarterly charge from \$64.50 to \$68.00 effective
March 15, 2023

Be it enacted by the BOARD OF TRUSTEES of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of MASSENA

as follows:

Chap. 240 Solid Waste

Section 240-9 (Service Charges)

A. The charge for the collection and disposal of refuse by the Department of Public Works shall be according to the following schedule:

Type of Dwelling	Monthly Charge	Bimonthly Charge	Quarterly Charge
Each family unit	\$21.50 \$25.00	\$43.00 \$46.50	\$64.50 \$68.00
Commercial unit	\$21.50 \$25.00	\$43.00 \$46.50	\$64.50 \$68.00

§ 240-17 Effective Date

This local law shall take effect on March 15, 2023

(End)

(If additional space is needed, attach pages the same size as this sheet, and number each.)

**NOTICE OF PUBLIC HEARING AND PROPERTY ASSESSMENT LIST
RESTORE NY ROUND 7 & APPLICATION
Village of Massena**

PLEASE TAKE NOTICE that the Village of Massena will be applying for grant funding from the Restore NY round 7 program administered by the Empire State Development Corporation. Restore NY funds can be used to demolish, deconstruct, rehabilitate and/or reconstruct vacant, abandoned, condemned, and surplus properties. A Public Hearing will be held on January 17th, 2023 at 5:33 pm at the Town Hall Building, Room #30, located at 60 Main Street, Massena, regarding the application and the Village of Massena property designated for funding as outlined in the Property Assessment List below:

<i>Site</i>	<i>Size (sq. ft)</i>	<i>Building Type</i>	<i>Project Type</i>	<i>Building Category</i>
63, 65, 67 Main Street	12,000	Commercial	Rehabilitation	Vacant

Comments on the application and the Property Assessment List can be presented at the hearing or submitted in writing before the hearing and directed to Monique Chatland, Village Administrator, 60 Main Street, Massena, NY 13662. The Public Hearing will also be available for comments on the application virtually, at the link here: <https://us02web.zoom.us/j/84481672256> or by calling: 1 646 931 3860 (Meeting ID: 84481672256)



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

VILLAGE BOARD MEETING: JANUARY 17, 2023

Paquin

Peets

Winston

McGowan

Simpson

Draft

PROPOSED RESOLUTION

SUPPORTING & AUTHORIZING AN APPLICATION FOR THE ROUND 7 RESTORE NY COMMUNITIES INITIATIVE MUNICIPAL GRANT PROGRAM

WHEREAS, the Empire State Development Corporation is requesting funding proposals for the sixth round of the Restore NY Municipal Grant program; and

WHEREAS, grant funds are available for projects to demolish/deconstruct and/or rehabilitate/reconstruct vacant, abandoned, surplus and/or condemned residential, commercial and/or mixed-use buildings; and

WHEREAS, an important goal of Restore NY is to revitalize urban centers, rural areas, and disadvantaged communities. It is anticipated that upon completion, the projects funded by Restore NY grants will attract individuals, families, and industry and commercial enterprises to the municipality. It is further anticipated that the improved community and business climate will result in an increased tax base thereby improving municipal finances and the wherewithal to further grow the municipality's tax and resource base, lessening its dependence on state aid; and

WHEREAS, Villages with populations less than 40,000 can apply for up to \$2,000,000 in grant funding;

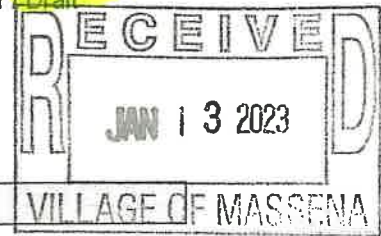
NOW THEREFORE, LET IT BE RESOLVED by the Village of Massena Village Board that it hereby authorizes submission of a Restore NY grant application not to exceed \$2,000,000 for the Schine Theater, located at 63, 65, and 67 Main Street; and

BE IT FURTHER RESOLVED, that project meets the following objectives:

- (1) The project is consistent with the Massena Downtown Revitalization Initiative (DRI)'s goals and objectives.
- (2) The proposed financing for the project is appropriate and committed.
- (3) The project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities where applicable.

Dated: January 17, 2023

*Village of Massena
Treasurer's Report
January 17, 2023*



INFORMATION

- I have provided you with the Balance Sheet and Revenue/Expense Actual to Budget Comparison reports for December and a summary of the major funds follows:

2022/202	Revenue	% Collected	Expense	% Spent	Net Favorable (Unfavorable)
General Fund	7,881,665	70.40%	6,117,611	52.85%	1,764,055
Refuse Fund	583,974	45.21%	562,265	35.39%	21,709
Water fund	997,569	48.11%	897,702	37.58%	99,867
Sewer Fund	845,715	47.51%	976,805	49.17%	(131,090)
Joint Rec	733,270	66.26%	861,428	70.33%	(128,157)
	<u>11,042,193</u>		<u>9,415,810</u>		

Rescue Squad Activity Summary YTD

Resource Recovery Revenue	498,926.27
Equipment Expenses	-
Contractual Expense	<u>339,725.82</u>
Net Profit (Loss)	159,200.45

- Year-end projections have been updated with actual figures through December and have been distributed to the Board and department heads.
- Mortgage tax received from St. Lawrence County this month was in the amount of \$25,097, an increase of \$1,799 for the same period last year.
- We are currently in the process of completing quarterly and calendar year-end reporting. W-2's will be completed and distributed to employees by the end of the January. The vendor 1099 reports are being calculated and will be printed, mailed, and filed by the end of the month.
- I will soon be closing out the Rescue Squad bank account ending in XXXX0478. When we first set up the rescue squad, I anticipated I would need to have a separate account. It turns out that it's not necessary, so I will be closing it.

ACTION



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

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TDD: 711

VILLAGE BOARD MEETING: JANUARY 17, 2023

Paquin

Peets

Winston

Draft

McGowan

Simpson

Treasurer

PROPOSED RESOLUTION

CORRECTING AND REFUNDING ERRONEOUS TAXES

WHEREAS, Chapter 515 of the Laws of 1997 provides for a local option for erroneously levied taxes in the amount of \$2500 or less to be corrected or refunded upon application according to Section 554 and 556, respectively, of the Real Property Tax Law upon recommendation of the County Director of Real Property Tax Services and approval of the Village Treasurer for the Village of Massena, and

WHEREAS, the Village Treasurer for the Village of Massena and the St. Lawrence County Director of Real Property Tax Services recommend that this option be adopted in order to make these corrections and/or refunds to the taxpayer erroneously assessed in a timelier and efficient fashion,

NOW, THEREFORE, BE IT RESOLVED, that this Village Board of Trustees of the Village of Massena adopt the provisions set forth in Chapter 515 of the Laws of 1997 allowing the Village Treasurer to correct tax bills or issue a check for the refund where taxes have been paid upon the recommendation of the St. Lawrence County Director of Real Property Tax Services and the approval of the Village Treasurer for the Village of Massena for the calendar year 2021, and

BE IT FURTHER RESOLVED, that on or before the 15th day of each month, the Village Treasurer for the Village of Massena shall submit a report to the Village Board of Trustees of the corrections or refunds processed by the Village Treasurer during the preceding month indicating the name of each recipient, the location of the property, and the amount of the correction or refund.

Dated: January 17, 2023



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

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VILLAGE BOARD MEETING: JANUARY 17, 2023

Paquin

McGowan

Peets

Simpson

Winston

Miller

Final

PROPOSED RESOLUTION

Holding Harmless the County of St. Lawrence for Providing Services to the Village of Massena

WHEREAS, the Village of Massena is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Village; and

WHEREAS, both the Village of Massena and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County; and

WHEREAS, in this joint cooperative endeavor, the Village of Massena and the County of St. Lawrence desire to be reimbursed for their expenditures; and

WHEREAS, the Village is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard;

NOW, THEREFORE, BE IT RESOLVED, that to the fullest extent permitted by law, the Village of Massena will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Village of Massena or any of its directors, officers, employees, contractors, representatives or agents.

BE IT FURTHER RESOLVED, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products Aggregate

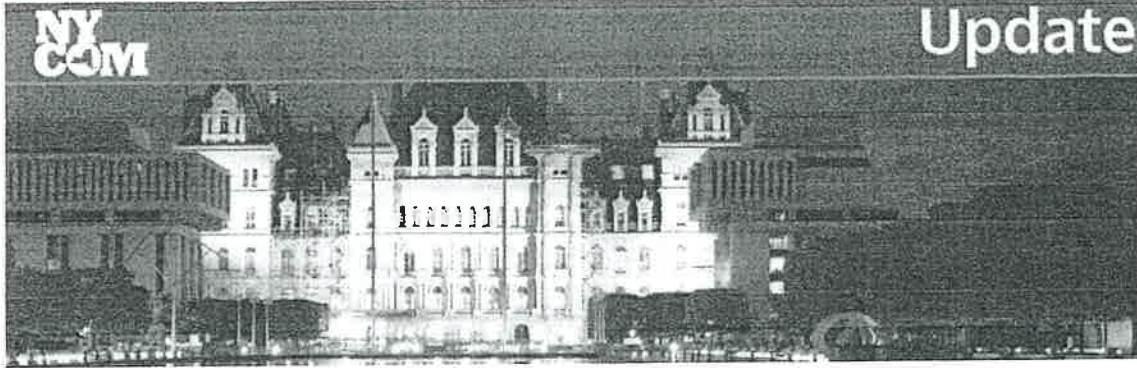
\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be named an additional insured on the General Liability Certificate of Insurance.

Dated: January 17, 2023



New Law Authorizes Volunteer Firefighter and Ambulance Worker Property Tax Exemption

January 5, 2023

Last month Governor Hochul signed legislation that permits any local government to provide a real property tax exemption to volunteer firefighters and volunteer ambulance workers who have served a minimum of two years ([see Chapter 670 of the Laws of 2022](#)). The law took effect immediately and can be implemented now by your governing bodies. (Previously, only local governments that received special state legislative authority could enact such an exemption.)

Specifically, Real Property Tax Law § 466-a allows for an exemption of up to 10% of the assessed valuation of the primary residence of volunteer firefighters and/or volunteer ambulance workers. In order to authorize such exemption, a municipality must opt-in via the adoption of a local law. Once a local government opts in, an application for the exemption by the volunteer firefighter or volunteer ambulance worker must be filed with the local assessor before the applicable "taxable status date." The exemption applies only to the tax levy of the unit of local government that opts in. For example, if a village opts in but the town does not, an eligible volunteer firefighter or volunteer ambulance worker would be entitled to an exemption on their village taxes but not their town taxes.

In addition to the basic eligibility criteria noted above, the following requirements apply:

- The property must be owned by the volunteer firefighter or volunteer ambulance worker;
- The volunteer must reside in the jurisdiction served by the fire company, fire department, or ambulance entity to which the volunteer belongs;
- The property must be the primary residence of the volunteer firefighter or volunteer ambulance worker;
- The property must be used exclusively for the volunteer's residential purposes, or if used for other purposes, only the volunteer's residential portion is entitled to the exemption; and,
- The authority having jurisdiction must certify that the volunteer is an enrolled member of the fire company, fire department, or ambulance

service, as applicable.

In order to implement the exemption, your city or village must establish a minimum service requirement -- between two years and five years of service -- as well as develop a procedure for certifying that such volunteers are eligible. In addition, if authorized by the local government, the new law provides that any enrolled member who accrues more than 20 years of active service shall be eligible to receive the 10% exemption for life as long as the property remains the volunteer's primary residence. The law also allows localities to extend the tax exemption for the lifetime of a surviving, unremarried spouse of a deceased volunteer. For the exemption to apply to an unremarried spouse, the deceased volunteer must have served for at least 20 years and received the exemption for the subject property prior to his or her death. In the event of a line-of-duty death of a volunteer, an unremarried spouse is eligible to have the partial tax exemption remain as long as the deceased volunteer was an enrolled member of a volunteer fire company or ambulance service for at least five years and received the exemption for such property prior to the line-of-duty death. Each of these optional provisions would have to be adopted a part of the local law.

It is important to note that any city or village that is already providing an exemption from taxation for an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service pursuant to a special authorization can continue to do so, but must adopt a local law by December 9, 2025, that conforms to the provisions of this new law.

Click [here](#) to view a sample local law that could be used to allow for this exemption in your municipality. As always, we encourage you to have your municipal attorney review such local law prior to adoption.

New York State Conference of Mayors www.nycom.org
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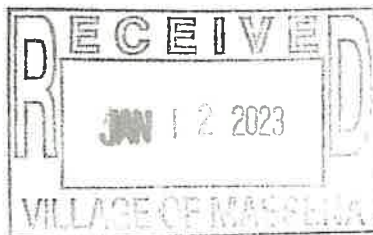
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MASSENA POLICE DEPARTMENT
Office of the Chief of Police
Town Hall Building – 60 Main Street
Massena, NY 13662
Tel: (315) 769-3577
Fax: (315) 769-2735

Date: 1/12/2023

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



Re: Canvas to fill a vacancy

Dear Mr. Mayor and Board of Trustees,

Due to an unforeseen staffing vacancy, I am requesting to be able to canvas to fill one full-time Police Officer position to fill that vacancy.

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

Respectfully,

A handwritten signature in black ink, appearing to read "Jason M Olson".

Jason M Olson
Chief of Police



Massena Fire Department

"Making House Calls Since 1900"

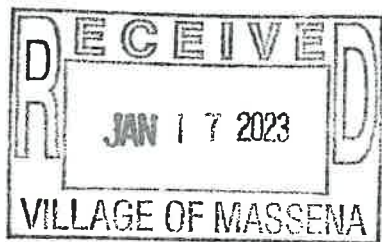


MEMORANDUM

To: Monique Chatland Village Administrator
From: Patrick O'Brien, Chief of Department
Date: January 17, 2023
Re: Election of Fire Department Officers

The annual meeting of the Massena Fire Department, Inc. was held on Saturday, January 14, 2023. Attached with this memo you will find a roster of all current department members, volunteer and career. In the table below are the results of the election of officers.

Name	Office
Patrick O'Brien	Chief
Thomas Miller	1 st Assistant Chief
Corey Debien	2 nd Assistant Chief
Shawn Hartford	Captain – Hose Company No. 1
Michael Macaulay	Captain – Hose Company No. 2
Connor Terrance	Captain – Hook & Ladder
Joshua Miller	Lieutenant – Hose Company No. 1
Carlos Holcomb	Lieutenant – Hose Company No. 2
Dante Romeo	Lieutenant – Hook & Ladder
Michael Macaulay	Secretary
Thomas Macaulay	Treasurer
James F. Debien	Sergeant-at-Arms
Korey Trippany	Trustee



34 Andrews Street
 P.O. Box 6411
 Massena, N.Y. 13662
 ☎ (315) 769-2380
 ✉ chief@massenafd.org



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

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TDD: 711

VILLAGE BOARD MEETING: JANUARY 17, 2023

Paquin

Peets

Winston

Final

McGowan

Simpson

Hardy

PROPOSED RESOLUTION

Authorize Agreement

For Rescue Squad Coverage at the Massena International Airport

BE IT RESOLVED, that the Village of Massena Board of Trustees hereby authorizes and directs Gregory M. Paquin, as Mayor of the Village of Massena, to execute an Agreement with the Town of Massena for rescue squad coverage at the Massena International Airport pursuant to the Agreement dated January 17, 2023.

Dated: January 17, 2023



Village of Massena

Town Hall Building, 60 Main St.

Massena, NY 13662

T: (315) 769-8625

F: (315) 769-0257

TDD: 711

AGREEMENT

Massena International Airport (c/o Town of Massena) and Village of Massena Rescue Squad

Subject: Providing rescue squad coverage for scheduled small air carrier and unscheduled large air carrier

Purpose: This Agreement defines responsibilities and provides procedures to be followed when a request for rescue squad coverage during scheduled small air carrier and unscheduled large carrier.

Responsibility: It shall be the responsibility of Massena International Airport management personnel to notify the Massena Rescue Squad should their service be required. This notification shall be made by telephone (315/764-1745) or if in an emergency by 911.

Procedures: The Massena Rescue Squad, absent an emergency elsewhere, shall be stationed in a position to provide prompt responsiveness to emergencies occurring at Massena International Airport for fifteen minutes prior to the arrival of and for fifteen minutes after the departure of scheduled air carrier operations.

Term: January 17, 2023 – December 31, 2023

This letter of Agreement will be in effect during the normal working hours of the Massena International Airport.

Ben Miller, President
Massena Rescue Squad

Gregory M. Paquin, Mayor
Village of Massena

Dylan Casselman, Manager
Massena International Airport