

VILLAGE OF HEUVELTON
Regular Board Meeting
December 9, 2020

At 6:00 pm, Mayor Lashua called the meeting to order. Mayor Lashua opened the meeting with the pledge of allegiance. Trustees in presence were E. Wood; W. Knowlton and A. Guardino. Also, in attendance were T. Murray, DPW Superintendent; T. Wood, HVFD Chief; S. McConnell, DANC; J. Lightfoot, SLC Legislator. K. Feuka, C2AE arrived at 6:16. C. Basford arrived at 7:10.

Public Forum J. Lightfoot updated the Board on county matters.

HVFD Report T. Wood informed the Board of some wording changes for the bylaws, it will be looked at for the January meeting. He told the Board about a mutual aid agreement Ogdensburg wanted. He has denied the request. The chief left at 6:20.

Sewer/Water Mr. McConnell informed the Board that Losurdo will be stopping production for at least a week so flow will be down, and no testing will need to be done. The Mayor inquired about the lagoon. The liner is inspected daily and a test for the middle of lagoon will be happening soon. Mr. McConnell left at 6:23.

Mr. Feuka updated the Board on the Water Tower Project. The completion date should be May 14th. All filing needs to complete by July 3rd.

RESOLUTION 20-096 **WATER PROJECT CHANGE ORDER 1-4**
Offered by Tr. Guardino, seconded by Tr. Knowlton. Tr. Wood, and Mayor Lashua- Aye.
Resolution to accept change order 1-4 decreasing the price by \$23,170.00 making the total contract price for contract one \$2,153,590.86.

RESOLUTION 20-097 **SUBSTANTIAL COMPLETION CONTRACT 1**
Offered by Tr. Knowlton, seconded by Tr. Wood. Tr. Guardino and Mayor Lashua- Aye
Resolution accepting substantial completion for contract 1 of the Water Tower Project.

RESOLUTION 20-098 **DANC AGREEMENT AMENDMENT**
Offered by Tr. Guardino, seconded by Tr. Knowlton. Tr. Wood, and Mayor Lashua- Aye.
Resolution to accept and authorize the Mayor to execute the Development Authority of the North Country's Amendment #2 to the Technical Services Agreement for the Water Improvement Project at a cost not to exceed \$55,000.

RESOLUTION 20-099 **2021 SIU PERMIT RENEWAL**
Offered by Mayor Lashua, seconded by Tr. Guardino. Tr. Wood, and Tr. Knowlton- Aye.
Resolution to renew the Pretreatment Permit for Losurdo Foods, Inc., with no changes for the period of January 1-December 31, 2021.

The Mayor told the Board that the Sewer Consolidation Project is moving along nicely. She updated the Board about the Solar project.

Mayor's Report

RESOLUTION 20-100

PROCLAMATION DOUGLAS WHITE DAY

Offered by Tr. Knowlton, seconded by Tr. Guardino. Tr. Wood and Mayor Lashua- Aye.

WHEREAS, Douglas A. White was a lifelong resident of Heuvelton and married M. Evelyn Holmes August 25, 1946; and

WHEREAS, together they had four children Philip White Sr, Gail Jemison, Gary White, and Thomas G. White, who blessed them with nine grandchildren and 13 great grandchildren; and

WHEREAS, Doug was a graduate of Heuvelton High School, and

WHEREAS, Doug served in the US Navy from 1942-1945, and

WHEREAS, Doug and his wife operated a dairy farm through 1979, and

WHEREAS, Doug drove school bus for Heuvelton from 1979-1996, and

WHEREAS, it is the privilege of all residents of Heuvelton to honor **centenarian Doug White**

NOW THEREFORE, I, Barbara Lashua, by virtue of the authority vested in me as Mayor of the Village of Heuvelton, do hereby proclaim **December 22, 2020** as

Douglas A. (Doug) White Day

and extend to him and his family out appreciation and respect for his distinguished reputation in our community.

RESOLUTION 20-101

2021 JOINT YOUTH AGREEMENT

Offered by Tr. Guardino, seconded by Tr. Wood. Tr. Knowlton and Mayor Lashua- Aye.

Pursuant to General Municipal Law Articles 5 and 5G, Section 119-o; Performance of municipal cooperative activities; alternative powers; the Village of Heuvelton, the Town of Oswegatchie, and Town of Depeyster hereby enter a Joint Youth Program.

Such agreement shall be approved by each participating Municipal Corporation or district by a majority vote of the voting strength of its governing body. Each participating municipality shall be entitled to the appointment of one member to serve on a joint committee. Said committee to be chaired by the Village of Heuvelton.

The Village of Heuvelton shall be responsible for the operation and maintenance of the Joint Youth Program and for making claims for state aid payable to the participants.

The Town of Oswegatchie does hereby agree to support the Joint Youth Program and will contribute seven thousand five hundred dollars (\$7,500.00) for its operation for 2021.

The Town of Depeyster does hereby agree to support the Joint Youth Program and will contribute one thousand dollars (\$1000.00) for its operation for 2021.

RESOLUTION 20-103

CONFERENCE ATTENDANCE

Offered by Tr. Wood, seconded by Tr. Guardino. Tr. Knowlton and Mayor Lashua- Aye.

Resolution to authorize the attendance of Village employees at such workshops or conferences that benefit the Village of Heuvelton or provide needed contact hours. Such authorization is for an appropriation of \$300.00 or less.

RESOLUTION 20-104

ADVANCE APPROVAL OF CLAIMS

Offered by Mayor Lashua, seconded by Tr. Knowlton. Tr. Wood and Tr. Guardino - Aye.

Resolution to authorize payment in advance of audit of claims for public utility services, postage, health insurance, freight and express charges and such claims shall be presented at the next regular meeting for audit.

RESOLUTION 20-105

MEETINGS NOTICE

Offered by Mayor Lashua, seconded by Tr. Wood. Tr. Knowlton, and Tr. Guardino - Aye.

Resolution to authorize the Clerk to send a single letter to the news media, with the corresponding public posting, indicating the schedule of regular meetings as adopted at the organizational meeting.

RESOLUTION 20-106

PAY LGRMIF OFF WARRANT

Offered by Mayor Lashua, seconded by Tr. Wood. Tr. Knowlton - Aye.

Resolution to allow the treasurer to pay the LGRMIF grant expenses off warrant. The grant must be finished by year end.

RESOLUTION 20-107

ADOPT RETENTION SCHEDULE LGS-1

Offered by Mayor Lashua, seconded by Tr. Guardino. Tr. Wood and Tr. Knowlton- Aye.

RESOLVED, By the Board of Trustees of the Village of Heuvelton that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The Mayor has received a recommendation from a resident about the Village hiring a recreation leader. The Board discussed it and decided to investigate it further before making a decision.

Streets Mr. Murray informed the board that he is geared up for winter. He mentioned one of his employees will be out for medical reasons for a couple weeks. He told the Board when they bore across 812 by Lisbon Street that the Christmas Tree may not make it. The new

generator is in for the Rensselaer Street lift station and TEL Inc will be installing before the holiday. Mr. Murray has quote for new truck tires for \$1,150.00.

RESOLUTION 20-108

PAY TIRES OFF WARRANT

Offered by Mayor Lashua, seconded by Tr. Wood. Tr. Guardino, Tr. Knowlton and Tr. Basford-Aye.

Resolution authorizing the treasurer to pay for truck tires off warrant through a local vendor.

RESOLUTION 20-109

APPROVAL OF MINUTES

Offered by Tr. Guardino, seconded by Tr. Basford. Tr. Wood, Tr. Knowlton, and Mayor Lashua- Aye.

Resolution to accept the minutes of the 11/18/20 Board meeting.

RESOLUTION 20-110

VOUCHER APPROVALS

Offered by Tr. Basford, seconded by Tr. Knowlton. Tr. Wood, Tr. Guardino, and Mayor Lashua- Aye.

Approval of Vouchers 1220-1 – 1220-36

General	\$20,781.08
Sewer	\$13,785.84
Water	\$288.00
Water Tower	\$172,092.71
LGRMIF	\$113.28
Sewer Consol	\$118,761.68
Total	\$325,822.59

Other Disbursements: \$ \$ 8,898.19

RESOLUTION 20-111

BUDGET MODIFICATIONS

Offered by Tr. Wood, seconded by Tr. Guardino. Tr. Knowlton, Tr. Basford, and Mayor Lashua- Aye.

Resolution to approve the following budget modifications:

General:

Increase 97206.1 Installment Bond Principal Parking \$3,416.81

Increase 97207.1 Installment Bond Interest Parking \$ 550.00

Decrease 19904.1 Contingency \$3,966.81

Water:

Increase 83401.3 Transmission PS \$100.00

Decrease 19904.3 Contingency \$100.00

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The Budget process was looked over and discussed by the Board.

At 7:25 with no further business before the Board, the meeting was adjourned on a motion by Tr. Wood. All agreed, and hope everyone stays safe and that 2021 is better.

Respectfully submitted,

Rebecca Donnelly
Village Clerk

VILLAGE OF HEUVELTON

2021 Procurement Policy

December 9, 2020

WHEREAS Section 104-b of the General Municipal Law (GML) requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML, 103 or any other law; and

RESOLVED that the Village of Heuvelton does hereby adopt the following procurement policies and procedures:

Guideline 1

All purchases of:

Supplies or equipment which will exceed \$20,000 in the fiscal year, or;

Public works contracts over \$35,000 shall be formally bid pursuant to GML, 103.

Guideline 2

All purchases of:

less than \$20,000 but greater than \$10,000 require written quotes from two vendors

less than \$10,000 are left to discretion of the purchaser

All Public Works Contracts of:

less than \$35,000 but greater than \$20,000 require written proposals from two contractors

less than \$20,000 are left to the discretion of the purchaser

All information gathered in complying with the procedures of this Guideline shall be preserved and filed supporting the subsequent purchase or public works contract.

Guideline 3

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the village to make an award to other than low bidder.

Guideline 4

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number or proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotations be a bar to the procurement.

Guideline 5

Except when directed by the village board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services
- b. Emergencies
- c. Sole source situations
- d. Goods purchased from agencies for the blind or severely handicapped
- e. Goods purchased from correctional facilities
- f. Goods purchased from another governmental agency
- g. Goods purchased at auction
- h. Goods purchased for less than \$10,000

Guideline 6

This policy shall be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonably practicable.

VILLAGE OF HEUVELTON

2021 Investment Policy

By Board Resolution

December 9, 2020

The chief fiscal officer is hereby authorized to invest all funds in interest bearing accounts with Community Bank, N.A., 825 STATE STREET Ogdensburg, NY 13669, St. Lawrence County, New York State; or with any other bank within St. Lawrence County or New York State.

Money markets shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies; the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments.

Collateral shall be delivered to the Local Government or a Custodial Bank with which the Local government has entered into a Custodial agreement.

The market value of collateral shall at all times equal or exceed the principal amount of the money market account. Collateral shall be monitored no less frequently than weekly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.