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VILLAGE OF HEUVELTON

Regular Board Meeting

Public Hearing on 2021-2022 Budget

# April 14, 2021

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 Trustee E. Wood, A. Guardino and C. Basford. W. Knowlton was absent. Also, in attendance was T. Murray, DPW Superintendent; and K. Feuka, C2AE. J. Lightfoot, SLC Legislator arrived at 6:02.

RESOLUTION 21-028 PUBLIC HEARING 2021-2022 BUDGET

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

Resolution to open the Public Hearing on the 2021-2022 Budget.

Public Forum Mr. Lightfoot updated the board on county matters. He left at 6:16.

HVFD Report Tr. Wood informed everyone the Fire Department is holding a dinner to celebrate their 100-year anniversary. He said everything is good. They have just had a few grass fires.

Mayor Lashua informed the Board about six trees that need to be removed along the fence line by the fire station. Leo Lalonde Tree Service has given the Village a quote of $3,600. Mr. Murray will get a quote from Putney’s Tree Service.

Sewer/Water Mayor Lashua gave a report from Mr. McConnell. DEC has permitted land spreading. Sludge and soils samples have been sent to life science for land spreading. The water quality report is complete and will be sent in the next water bills.

Mr. Feuka updated the Board on the status of the water project. There will be a meeting tomorrow to get more plans from the contractor.

Mayor Lashua explained the reasons for the Water Tower budget modifications. Mr. Feuka left at 6:35.

**RESOLUTION 21-029 Revised Budget for Water System Improvement Project**

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

**Resolution to approve the Water System Improvement Project’s Modified Budget as shown on Form E17 dated 4/12/2021.**

Mayor Lashua gave an update on the sewer consolidation project from Charles Prior: The well yield test is scheduled for April 21st. We recently resolved comments with DOT – they requested a final hard copy set yesterday which EDR will provide to secure the highway work permit. The responses to DEC and EFC comments are 95% complete. They will be going out in the next day or two.

Mayor’s Report The Board discussed the summer rec program. Mayor Lashua told the Board the Ms. Venette-McKeever is going to step down from her position. Mr. Mudge is still interested in being involved in the program. The Board agreed to take the necessary steps to have the youth program this year.

Mr. Coburn had inquired about the basketball hoops by the water Tower. Now that the Water Tower needs to be secured, they cannot be used in that location. The Board agrees they need to be moved and would like to give them to the school. Mr. Murray said he will assist when the school is ready for them.

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**RESOLUTION 21-030 DONATE BASKETBALL HOOPS**

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

**Resolution to donate the basketball hoops to the school.**

Tr. Wood notified the Board that he plans to resume work on the pavilion this weekend.

The Board reviewed the Village Health Emergency Plan.

RESOLUTION 21-031 HEALTH EMERGENCY PLAN

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

Resolution to approve the attached Health Emergency Plan for the Village of Heuvelton.

The Mayor updated the Board on the County Disaster Mitigation Plan Update and the LWRP.

RESOLUTION 21-032 CLOSE PUBLIC HEARING

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

Resolution to close the public hearing.

RESOLUTION 21-033 2021-2022 ANNUAL BUDGET ADOPTION

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

Resolution to adopt a budget for the fiscal year commencing June 1, 2021, and ending

May 31, 2022, making appropriations for the conduct of Village government and establishing the rates of compensation for officers and employees for such period.

WHEREAS, this board has met at the time and place specified in the notice of public hearing on the preliminary budget and heard all persons desiring to be heard thereon;

NOW, THEREFORE BE IT RESOLVED, that the preliminary budget as amended and revised and as hereinafter set forth is hereby adopted and that the amounts stated in the column title “Adopted 2021-22” hereby are appropriated for the objects and purposes specified and the salaries and wages stated in such budget shall be and are hereby fixed at the amounts shown therein effective June 1, 2021.

Streets Mr. Murray reported to the Board the new house in the Village is connected to the Water and Sewer. They are working on sweeping the streets and hydrant flushing.

**RESOLUTION 21-034 APPROVAL OF MINUTES**

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

**Resolution to accept the minutes of the 3/10/21 and 3/17/21 meetings.**

RESOLUTION 21-035 VOUCHER APPROVALS

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

**\*Approval of Vouchers 0421-1-0421-36**

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| --- | --- |
| **General** | **$ 10,092.07** |
| **Sewer** | **$ 18,980.80** |
| **Water** | **$ 2,642.47** |
| **Water Tower** | **$ 2,924.00** |
| **Sewer Cons.** | **$ 1,289.20** |
| **Total** | **$ 35,928.54** |

Other Disbursements: $ 52,634.13

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**RESOLUTION 21-036 BUDGET MODIFICATIONS**  Offered by Tr. Wood, seconded by Tr. Guardino. Tr. Basford and Mayor Lashua - Aye.

**Resolution to approve the following budget modifications:**

**General**:

**Increase: Decrease:**

81604.1 Refuse/Garbage CE $ 54.48 81601.1 Refuse/Garbage PS $ 54.48

90508.1 Unemployment Ins. $ 622.65 19904.1 Contingency $ 1,372.65

90608.1 Medical Insurance $ 750.00

**Water:**

**Increase: Decrease:**

83204.3 Source Pump CE $1,569.44 83202.3 Source Pump EQ $ 1,579.94

90308.3 Social Security $ 10.50

Tr. Basford informed the Board that the funding for the United Helpers Irish Settlement Road renovations have been denied.

At 7:19 with no further business before the Board, the meeting was adjourned on a motion by Tr. Basford. All agreed.

Respectfully submitted,

Rebecca Donnelly

Village Clerk

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Village of Heuvelton Health Emergency Plan

This Plan has been developed in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

The Village Board of Trustees holds the authority to execute and direct the execution of this plan. Implementation, monitoring of operations and adjustments to plan will be supported by Department Heads.

The health and safety of our employees, contractors, and their families is of utmost importance. The circumstances of a public health emergency may directly impact our operations. The impacts of a public health emergency will take time for us to, with appropriate safety measures put into place and adjustments made to operations, maximize safety. The Village is committed to ensuring that essential functions will be continued even under the most challenging circumstances. The operations of other entities/services may also be impacted due to public health emergency, causing delays or disruptions. Emergency measures and operational changes may need to be adjusted based on the specific circumstances and impacts of the public health emergency, as well as guidance and direction for public health officials and the Governor. Appropriate communications will be an ongoing priority.

**Essential Positions**

DPW Supervisor: Provides all functions to maintain safety of the residents. Supervises staff and establishes priorities for maintenance.

MEO Laborers: Operate equipment and perform necessary duties for Village maintenance.

WWTP Operator (Subcontracted): Monitors, controls and maintains the essential processes of wastewater treatment for the Village.

Water Operator (Subcontracted): Samples, monitors, and controls functions to deliver safe drinking water to Village.

Clerk/Treasurer: Records Vital Statistics, completes purchasing, collects payments, maintains bank accounts, processes payroll.

Deputy Clerk/Treasurer: Performs all duties necessary to assist Clerk.

**Remote Work and Staggered Shifts**

The Village will try to identify opportunities for staff to work hours that will limit exposure. Employees work hours may be shifted or reduced. Regardless of changes in work hours the Village will compensate employees their minimum work pay or any overtime necessary.

The DPW crew must work socially distanced whenever possible, in separate pieces of equipment and not congregated in common areas (break room).

Office staff will stagger hours, work outside core business hours, and may access equipment software to perform duties remotely.

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**Personal Protective Equipment**

The use of PPE is important to supporting the health and safety of our employees. While cleaning supplies are not PPE, the need is the same. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months. The Village will provide appropriate PPE based on job duties and work location. PPE will be stored in a manner to prevent damage/spoil. Employees will have immediate access to PPE in event of an emergency. A minimum of a three-month supply will always be kept on hand by departments. The Clerk will monitor and ensure that office staff are provided with necessary PPE and disinfectant cleaning supplies. The DPW Supervisor will monitor and ensure employees at Village facilities are provided with necessary PPE and disinfectant cleaning supplies. They will ensure reordering occurs to maintain supply. The Village will contact St Lawrence County Emergency Services if required PPE becomes unavailable.

**Exposure**

When an employee is experiencing symptoms, tests positive, or has been exposed to a known case of communicable disease that is the subject of the public health emergency, the Village will abide by the CDC and Public Health guidelines. The Mayor, DPW Supervisor and Clerk must be notified of potentially exposed employees. Proper precautions are expected to be taken and is the responsibility of the Department Head to ensure proper proximity, wearing of PPE, and disinfecting of subjects’ work areas occurs. Employees are not to return to work until they have met the criteria or have been released/absolved, according to the most recent the health emergency guidelines. Documentation will be required to return to work and will be filed at the Village office.

It is our policy that Village employees will not be charged leave time for testing, contact tracing, vaccination, or quarantine. Employees will be provided with up to two weeks of regular rate of pay when an employee is unable to work (in accordance with federal, state, or local orders or advice of a healthcare provider). Employees will be provided this for two instances during the Public Health Emergency. For any additional exposures during the time this plan is in place, pay will be at the Boards discretion.

**Documentation of Work Hours and Locations**

When implementation of this plan is executed, it will be the Department Head’s responsibility to document work hours and locations of each employee. It may be necessary to document employees, contractors, vendors, residents, and visitors that have accessed Village facilities. Documentation must provide name, date, time, and any other health screening questions that may be applicable during public health emergency (if applicable to federal and state guidelines). Cleaning/disinfecting documentation may also need to be maintained. These records may be shared with appropriate officials to assist with contact tracing.

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**Emergency Housing**

There may be circumstances within a public health emergency when it may be necessary to have essential employees housed safely to help prevent the spread or protect employees from potential exposure- helping to ensure employees health and safety and continue essential operations in the Village. If such a need arises, at the Boards discretion, a hotel room would be the most viable option. If a hotel room is not practical or available, the Village will coordinate with St Lawrence County Emergency Office to help identify and arrange housing needs.

Additional provisions to this plan may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, executive orders, and other potential sources.