

**VILLAGE OF HEUVELTON**  
**Regular Board Meeting**  
**December 10, 2025**

At 6:00 pm, Mayor Lashua called the meeting to order, she opened the meeting with the pledge of allegiance. Trustees in attendance were Trustee A. Guardino, Trustee E. Wood, Trustee C. Basford, and Trustee A. Sheppard. Also, in attendance were A. Spaman, DPW Supervisor; and B. Bailey HVFD Chief.

**HVFD** There was discussion on Fire District items. The Village will look to have a shared service agreement for equipment to retain access to equipment and tools that were purchased in halves. Mr. Bailey left at 6:26.

**RESOLUTION 25-123****FIRE DISTRICT & VILLAGE SERVICES**

Offered by Mayor Lashua, seconded by Tr. Guardino. All in favor

**Resolution to charge the newly established fire district for water, sewer and trash quarterly: the station will require a water meter and will be charged for water only. The community center will be charged as one EDU. Trash will require tags. A one-year contract will be offered to the fire district for snow plowing and removal and mowing services and will be renegotiated yearly.**

**RESOLUTION 25-124****ASSETS TO TRANSFER TO FIRE DISTRICT**

Offered by Mayor Lashua, seconded by Tr. Basford. All in favor

**Resolution to transfer assets vehicles, buildings and contents to the Fire District beginning February 1, 2026, including**

**Parcel 72.070-2-26 (91 State Street)**

**Parcel 72.070-2-27 (95 State Street)**

**Parcel 72.070-3-1 (97 State Street)**

**Parcel 70.070-3-17 (off Union Street)**

**2025 Freightliner (ETA-80)**

**2019 Chevrolet (R-50)**

**2018 Heil Tanker Trailer/2001 Mack (TA-8)**

**2007 Ford (R-99)**

**2006 Spartan (E-103)**

**1993 International (44)**

**WATER/SEWER** Mayor Lashua gave an update on the sewer consolidation project. The meter and manholes need work over in front of Losurdos. More investigation will be done for the I&I study.

**MAYOR'S REPORT** The Board reviewed organizational items

**RESOLUTION 25-125****2026 APPOINTMENTS, RATES, & POLICIES**

Offered by Tr. Wood, seconded by Tr. Basford. All in favor

**Resolution to accept the following appointments, rates, and policies for 2026:**

<b>Appointments and Policies</b>	<b>Current</b>	<b>Proposed</b>
<b>Clerk/Treasurer</b>	<b>Rebecca Donnelly</b>	<b>Rebecca Donnelly</b>
<b>Vital Registrar</b>	<b>Rebecca Donnelly</b>	<b>Rebecca Donnelly</b>
<b>Tax Collector</b>	<b>Rebecca Donnelly</b>	<b>Rebecca Donnelly</b>
<b>Deputy Clerk/Treasurer</b>	<b>Michele Smithers</b>	<b>Michele Smithers</b>
<b>Safety Officer</b>	<b>Allan Spaman</b>	<b>Allan Spaman</b>
<b>Historian</b>	<b>Alexis Michael</b>	<b>Alexis Michael</b>
<b>Deputy Mayor</b>	<b>Augustus Guardino</b>	<b>Augustus Guardino</b>

**Purchasing agents**

**Barbara Lashua, Mayor  
Allan Spaman, DPW Superintendent  
Michele Smithers, Deputy Clerk/Treasurer  
Rebecca Donnelly, Clerk/Treasurer  
Ryan Skiff, DANC**

<b>NYS Mileage Allowance</b>	<b>\$.67 per mile</b>	<b>\$.70 per mile</b>
<b>Official Newspaper</b>	<b>Northern NY Newspapers &amp; North Country This Week</b>	<b>Northern NY Newspapers North Country This Week</b>
<b>Procurement Policy</b>	<b>See attached</b>	<b>See attached</b>
<b>Investment Policy</b>	<b>See attached</b>	<b>See attached</b>
<b>Regular Meetings</b>	<b>2<sup>nd</sup> Wed. of each month</b>	<b>2<sup>nd</sup> Wed. of each month</b>

**RESOLUTION 25-126**

**CONFERENCE ATTENDANCE**

Offered by Tr. Guardino, seconded by Tr. Sheppard. All in favor  
**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 25-127**

**ADVANCE APPROVAL OF CLAIMS**

Offered by Tr. Wood, seconded by Tr. Basford. All in favor  
**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 25-128**

**MEETINGS NOTICE**

Offered by Tr. Guardino, seconded by Tr. Sheppard. All in favor  
**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 25-129**

**2026 JOINT YOUTH AGREEMENT**

Offered by Tr. Basford, seconded by Tr. Guardino. All in favor  
**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 eight thousand two hundred fifty dollars (\$8,250.00) for its operation for 2026.  
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 2026.  
The Village of Heuvelton does hereby agree to support the Joint Youth Program and will contribute any necessary expenses not covered by the revenues provided by the towns of Depeyster and Oswegatchie.**

**DPW** Mr. Spaman gave a DPW report.

**RESOLUTION 25-130**

Offered by Tr. Wood, seconded by Tr. Basford. All in favor.  
**Resolution to accept the minutes of the 11/12/25 Meeting.**

**APPROVAL OF MINUTES**

**RESOLUTION 25-131**

Offered by Tr. Guardino, seconded by Tr. Sheppard. All in favor.  
**Approval of Vouchers 1225-1—1225-22**

**VOUCHER APPROVALS**

<b>General</b>	<b>\$11,463.13</b>
<b>Sewer</b>	<b>\$3,839.93</b>
<b>Water</b>	<b>\$3,004.84</b>
<b>Sewer Consolid</b>	<b>\$15,000.00</b>
<b>Total</b>	<b>\$33,307.90</b>

**Other Disbursements \$ 182,984.05**

At 7:30 pm, with no further business before the Board, the meeting was adjourned by Tr. Wood. All agreed.

Respectfully submitted,

Rebecca Donnelly  
Village Clerk

**2026 INVESTMENT POLICY**

The chief fiscal officer is hereby authorized to invest all funds in interest bearing accounts with Community Bank, N.A., 825 State St, Ogdensburg, 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.

**2026 PROCUREMENT POLICY**

**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.