

**VILLAGE OF HEUVELTON**  
**Regular Board Meeting**  
**December 11, 2019**

At 6:03 pm, Mayor Lashua called the meeting to order. Mayor Lashua opened the meeting with the pledge of allegiance. Trustees in attendance were E. Wood; C. Basford; W. Knowlton and A. Guardino. Also in attendance were T. Murray, DPW Superintendent; S. McConnell, DANC and T. Wood, HVFD; J. Lightfoot arrived at 6:20.

**HVFD Report** The Chief informed the board that they are holding their annual snow fest this weekend. They plan on doing a breakfast the third week in January. They are working on giving the bathrooms at the fire station a facelift. Also, they will be sending letters to the community looking for donations to make repairs to the outside of the building. Chief Wood left at 6:11 pm.

**Public Forum** Mr. Lightfoot updated the Board on the county and state matters.

**Sewer/Water** Mr. McConnell informed the board that the land application report was complete. They had an issue at Losurdo with low Ph readings. The coolant system had failed, only in the sampler. It has been fixed and the plant operation was never affected. They have currently been working on maintenance to the pump stations. Mr McConnell left at 6:35.

The Mayor passed on information about the EQ Tank project, the alternative floor coating and repairs to the tank leaks have been completed. Sherwin Williams has rejected an extended warranty. All involved in the project have decided to request Continental extend its warranty.

**RESOLUTION 19-108** **DASNY GRANT DISBURSEMENT #13041 AGREEMENT**  
Offered by Tr. Wood, seconded by Tr. Basford. Tr. Knowlton, Tr. Guardino and Mayor Lashua - Aye.  
**Resolution to approve the DASNY Grant Disbursement #13041 Agreement and all exhibits and attachments. This DASNY Grant Disbursement is for the Equalization Tank in the amount of \$300,000.00 from the State and Municipal Facilities Program (“SAM”).**

The Mayor relayed information on the status of the water tower project. The recovery of the remains from the burials discovered was completed November 25, 2019. A total of five sets of remains were recovered. The Board discussed the purchase of a plot and marker at Hillcrest for the recovered remains. They are waiting to hear back on the costs. The concrete foundation was completed November 29, 2019 and winter shutdown was effective December 2, 2019.

**RESOLUTION 19-109** **WATER TOWER CHANGE ORDERS**  
Offered by Tr. Basford, seconded by Tr. Knowlton. Tr. Wood, Tr. Guardino and Mayor Lashua - Aye.  
**Resolution, per C2AE’s recommendation, the Village is going to accept TJ Fiacco Change Order 1-1 and TEL INCs change order 2-2 for time extension.**

Water Tank Lettering was discussed and the Board chose a thicker letter style and expressed that it be positioned to make it more visible from State Highway 812.

**RESOLUTION 19-110** **2020 SIU PERMIT RENEWAL**  
Offered by Tr. Guardino, seconded by Tr. Knowlton. Tr. Wood, Tr. Basford and Mayor Lashua - Aye.  
**Resolution to renew the Pretreatment Permit for Losurdo Foods, Inc., with no changes for the period of January 1-December 31, 2020.**

The Mayor updated the Board on the status of the Sewer consolidation project from a note received from Charles Prior, EDR. The aerial portion of the survey was completed. The next step is fieldwork and the geotechnical investigation, weather permitting.

**Mayors Report**

The specs for the Pavilion should be ready for February.

The Mayor talked about the LWRP Program, a project for communities along the Oswegatchie river. Molly Ladouceur has volunteered to sit in on the meetings for in-kind hours.

**RESOLUTION 19-111**

**JANUARY BOARD MEETING CHANGE**

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

**Resolution to change the regular board meeting, next month, from January 8th to January 15th.**

County Sales Tax Apportionment was discussed. The county wants to make changes to the amount distributed to towns, villages and city.

**RESOLUTION 19- 112**

**COUNTY SALES TAX APPORTIONMENT**

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

**Resolution to oppose any change in the county sales tax apportionment to local municipalities.**

**RESOLUTION 19-113**

**2020 JOINT YOUTH AGREEMENT**

Offered by Tr. Guardino, seconded by Tr. Knowlton. Tr. Wood, Tr. Basford 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 into 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 2020.**

**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 2020.**

**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.**

**RESOLUTION 19-114**

**RESIGNATION OF CLERK/TREASURER**

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

**Resolution to accept the resignation of Michele Smithers as Clerk/Treasurer effective 12/31/19.**

**RESOLUTION 19-115**

**APPOINTMENT OF DEPUTY VILLAGE CLERK/TREASURER**

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

**Resolution to appoint Michele Smithers as Deputy Village Clerk/Treasurer effective January 1, 2020.**

**RESOLUTION 19-116** **APPOINTMENT OF VILLAGE CLERK/TREASURER**  
 Offered by Tr. Guardino, seconded by Tr. Wood. Tr. Knowlton, Tr. Basford and Mayor Lashua - Aye.  
**Resolution to appoint Rebecca Donnelly as Village Clerk/Treasurer, Tax Collector for a 32 hour work week, with 4/5 sick, personal, vacation time and all holidays effective January 1, 2020.**

**RESOLUTION 19-117** **BANKING AUTHORIZATION RESOLUTION**  
 Offered by Tr. Knowlton, seconded by Tr. Basford. Tr. Wood, Tr. Guardino and Mayor Lashua - Aye.  
**Resolution to authorize Rebecca Donnelly, Clerk/Treasurer, Michele Smithers. Deputy Clerk/Treasurer and Barbara Lashua, Mayor, to execute banking transactions on behalf of the Village of Heuvelton.**

**RESOLUTION 19-118** **CONFERENCE ATTENDANCE**  
 Offered by Mayor Lashua, seconded by Tr. Wood. Tr. Basford, Tr. Guardino and Tr. Knowlton - 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 19-119** **ADVANCE APPROVAL OF CLAIMS**  
 Offered by Tr. Basford, seconded by Tr. Knowlton. Tr. Wood, Tr. Guardino and Mayor Lashua - 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 19-120** **MEETINGS NOTICE**  
 Offered by Tr. Guardino, seconded by Tr. Wood. Tr. Knowlton, Tr. Basford and Mayor Lashua - 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 19-121** **2020 APPOINTMENTS, RATES, & POLICIES**  
 Offered by Tr. Guardino, seconded by Tr. Basford. Tr. Wood, Tr. Knowlton and Mayor Lashua - Aye.  
**Resolution to accept the following appointments, rates, and policies for 2020:**

<b>Appointments and Policies</b>	<b>Current</b>	<b>Proposed</b>
<b>Clerk/Treasurer</b>	<b>Michele Smithers</b>	<b>Rebecca Donnelly</b>
<b>Vital Registrar</b>	<b>Michele Smithers</b>	<b>Rebecca Donnelly</b>
<b>Tax Collector</b>	<b>Michele Smithers</b>	<b>Rebecca Donnelly</b>
<b>Deputy Clerk/Treasurer</b>	<b>Rebecca Donnelly</b>	<b>Michel Smithers</b>
<b>Attorney</b>	<b>Barclay Damon</b>	<b>Barclay Damon</b>
<b>Safety Officer</b>	<b>Timothy Murray</b>	<b>Timothy Murray</b>
<b>Historian</b>	<b>Linda Wood</b>	<b>Linda Wood</b>
<b>Purchasing agents</b>		<b>Barbara Lashua, Mayor</b> <b>Timothy Murray, DPW Superintendent</b> <b>Michele Smithers, Deputy Clerk/Treasurer</b> <b>Rebecca Donnelly, Clerk/Treasurer</b> <b>Scott McConnell, DANC</b>
<b>Official Newspaper</b>	<b>Northern NY Newspapers</b>	<b>Northern NY Newspapers</b>
<b>NYS Mileage Allowance</b>	<b>\$.545 per mile</b>	<b>\$.580 per mile</b>
<b>Procurement Policy</b>	<b>See attached</b>	<b>See attached</b>

**Investment Policy**  
**Regular Meetings**

**See attached**  
**2<sup>nd</sup> Wed. of each month**

**See attached**  
**2<sup>nd</sup> Wed. of each month**

The Budget Process for 2020-2021 was reviewed.

**Streets/Sidewalks** Mr. Murray informed the Board that the new fire hydrants have started coming in and they will begin installing them in the spring. The lights on the Village Christmas tree were damaged but new ones were put up with the help of Montroy Contracting. The Board expressed their pleasure in the appearance of the Village.

**RESOLUTION 19-122**

**APPROVAL OF MINUTES**

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

**Resolution to accept the minutes of the 11/13/19 meeting.**

**RESOLUTION 19-123**

**VOUCHER APPROVALS**

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

**Approval of Vouchers**

<b>General</b>	<b>225 - 261</b>	<b>\$ 11,917.48</b>
<b>Sewer</b>	<b>225 - 261</b>	<b>\$ 15,973.02</b>
<b>Water</b>	<b>225 - 261</b>	<b>\$ 2,723.33</b>
<b>100 State St</b>	<b>225 - 261</b>	<b>\$ 12,965.90</b>
<b>Sewer Cons.</b>	<b>225 - 261</b>	<b>\$ 2,505.73</b>
<b>Water Project</b>	<b>225 - 261</b>	<b>\$387,008.76</b>
<b>EQ Project</b>	<b>225 - 261</b>	<b>\$ 17,840.03</b>
<b>Total</b>		<b>\$450,934.25</b>

**Other Disbursements: \$ 24,116.18**

**RESOLUTION 19-124**

**BUDGET MODIFICATIONS**

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

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

**Sewer:**

**Increase: 90308.2 Social Security \$ 45.45      Decrease: Contingency 19904.2 \$ 45.45**

At 7:41pm, with no further business before the Board, the meeting was adjourned on a motion by Tr. Guardino. All were in agreement.

Respectfully submitted,

Rebecca Donnelly  
Deputy Village Clerk

**VILLAGE OF HEUVELTON****2020 Procurement Policy****December 11, 2019**

**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**  
**2020 Investment Policy**  
**By Board Resolution**  
**December 11, 2019**

The chief fiscal officer is hereby authorized to invest all funds in interest bearing accounts with Community Bank, N.A., 65 State St., Heuvelton, 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.