

VILLAGE OF HEUVELTON
Regular Board Meeting
December 11, 2024

At 6:03 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 M. Hebert, Trustee E. Wood. And Trustee C. Basford. Also, in attendance was A. Spaman, DPW Supervisor. J. Lightfoot SLC Legislator arrived at 6:20.

PUBLIC FORUM Mr. Light foot updated the Board on county matters.

WATER/SEWER Mayor Lashua gave sewer project updates. Sewer issues at pump stations due to inappropriate things being flushed. I&I study is on hold until camera repairs are complete.

RESOLUTION 24-111 **PAY PROJECT INVOICES OFF WARRANT**
Offered by Tr. Basford, seconded by Tr. Guardino. All in favor.
Resolution to pay project invoices off warrant as grant funds become available.

MAYORS REPORT The Board reviewed senior exemptions and decided to keep it as it is. There was a discussion on Fire Department expenses and floor repairs.

RESOLUTION 24-112 **2025 APPOINTMENTS, RATES, & POLICIES**
Offered by Tr. Hebert, seconded by Tr. Guardino. All in favor.

Resolution to accept the following appointments, rates, and policies for 2025:

Appointments and Policies	Current	Proposed
Clerk/Treasurer	Rebecca Donnelly	Rebecca Donnelly
Vital Registrar	Rebecca Donnelly	Rebecca Donnelly
Tax Collector	Rebecca Donnelly	Rebecca Donnelly
Deputy Clerk/Treasurer	Michele Smithers	Michele Smithers
Safety Officer	Allan Spaman	Allan Spaman
Historian	Linda Wood	Linda Wood
Purchasing agents		Barbara Lashua, Mayor Allan Spaman, DPW Superintendent Michele Smithers, Deputy Clerk/Treasurer Rebecca Donnelly, Clerk/Treasurer Ryan Skiff, DANC
NYS Mileage Allowance	\$.655 per mile	\$.67 per mile
Official Newspaper	Northern NY Newspapers & North Country This Week	Northern NY Newspapers North Country This Week
Procurement Policy	See attached	See attached
Investment Policy	See attached	See attached
Regular Meetings	2 nd Wed. of each month	2 nd Wed. of each month

RESOLUTION 24-113 **CONFERENCE ATTENDANCE**
Offered by Tr. Wood, seconded by Tr. Basford. 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 24-114 **ADVANCE APPROVAL OF CLAIMS**
Offered by Tr. Guardino, seconded by Tr. Hebert. 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 24-115

MEETINGS NOTICE

Offered by Tr. Basford, seconded by Tr. Wood. 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 24-116

2025 JOINT YOUTH AGREEMENT

Offered by Tr. Hebert, 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 2025.

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 2025.

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 public works report.

RESOLUTION 24-117

APPROVAL OF MINUTES

Offered by Tr. Hebert, seconded by Tr. Guardino. All in favor.

Resolution to accept the minutes of the 11/13/24 Board Meeting.

RESOLUTION 24-118

VOUCHER APPROVALS

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

Approval of Vouchers 1124-1-1124-24

General	\$ 19,741.07
Sewer	\$ 6,792.12
Water	\$ 1,346.72
Total	\$27,879.91

Other Disbursements \$ 182,819.96

RESOLUTION 24-119

BUDGET MODIFICATION APPROVAL

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

Resolution to approve the following budget modifications

Increase

71804.1 Rec Facility \$1,386.39

97107.1 Interest on Debt \$625.00

Decrease

86681.1 Grant/Loan Expenses \$1,386.39

16402.1 Garage EQ \$625.00

At 7:35 pm, with no further business before the Board, the meeting was adjourned by Tr. Basford. All agreed.

Respectfully submitted,

Rebecca Donnelly
Village Clerk

VILLAGE OF HEUVELTON
2025 Procurement Policy
December 11, 2024

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
2025 Investment Policy
By Board Resolution
December 11, 2024

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.