

## VILLAGE OF HEUVELTON

### Regular Board Meeting

December 14, 2022

At 6:00 pm, Mayor Lashua called the meeting to order. Mayor Lashua opened the meeting with the pledge of allegiance. Trustees in attendance were Trustee E. Wood, Trustee A. Guardino, Trustee M. Hebert and Trustee C. Basford. Also, in attendance were A. Spaman, DPW Supervisor, S. McConnell, DANC; B. Bailey & T. Wood, HVFD; M. Smithers and T. Murray. J. Lightfoot, SLC Legislator; arrived at 6:12.

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

**HVFD Report** Mr. Wood reported to the Board: The trucks have been needing lots of repairs. They will plan to do breakfast the third Sunday for the next three months. Larry Sheppard finished the land survey and donated his services. Mr. Wood and Mr. Bailey left at 6:10.

#### RESOLUTION 22-115

#### HVFD RESERVE WITHDRAWAL

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

**Resolution to use \$10,000 from the HVFD reserve fund to go toward the purchase of the hose dryer.**

**Sewer/Water** Mr. McConnell gave a sewer and water operations report and left at 6:25.

#### RESOLUTION 22-116

#### 2023 SIU PERMIT RENEWAL

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

**Resolution to renew the Pretreatment Permit for Losurdo Foods, Inc., with no changes for the period of January 1-December 31, 2023.**

The Mayor discussed the sewer operations and meeting with DANC. She gave updates on the Water and Sewer Projects. Tr. Hebert requested a meeting with Ogdensburg to discuss rates.

#### RESOLUTION 22-117

#### C2AE AGREEMENT AMENDMENT

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

**Resolution to accept amendment 8 to the C2AE Water System Improvements Agreement for additional services increasing the amount by \$22,300, for a total agreement amount of \$692,100.**

**Mayor's Report** The Board discussed youth recreation expectations.

#### RESOLUTION 22-118

#### 2022 JOINT YOUTH AGREEMENT

Offered by Tr. Guardino, seconded by Tr. Basford. 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 seven thousand five hundred dollars (\$7,500.00) for its operation for 2023.**

**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 2023.**

**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.**

The Board discussed the Complete Streets Policy, the Planning Board has offered to take the lead for the policy.

**RESOLUTION 22-119**

**RESOLUTION ADOPTING THE VILLAGE OF HEUVELTON SAFE ROUTES FOR ALL/COMPLETE STREETS POLICY**

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

**Whereas; The purpose of this resolution is to establish the Village of Heuvelton as a safe and accessible community for all by improving bicycle and pedestrian friendliness through consistent public realm design standards leading to a vibrant community.**

**Whereas; Within the Village of Heuvelton there are 6.3 miles of road. Of that, there are 3.8 miles of 25 mph roads and 2.5 miles of 35 mph roads.**

**Whereas; The Village of Heuvelton currently has 0.57 miles of sidewalk.**

**Whereas; The total population of the Village of Heuvelton is 722 people, according to the 2020 Decennial Census. The total number of individuals under the age of 18 is 179, approximately 25% of the population, and the total number of individuals over the age of 65 is 91, approximately 13% of the population.**

**Whereas; Approximately 18% of the population in the Village of Heuvelton has a disability. Of those, 5.2% have hearing difficulty, 1.2% have vision difficulty, 4.1% have cognitive difficulty, 12% have ambulatory difficulty, 1.9% have self-care difficulty, and 8.3% have independent living difficulty.**

**Whereas; The Village of Heuvelton desires a focus of its complete streets/safe routes for all efforts to address roadway safety especially related to appropriate vehicle speed and traffic quieting techniques as well as addressing overall safety of pedestrians, bicyclists, horse-drawn and any other non-motorized vehicular crossing and use of the public right-of-way.**

**Whereas; In 2020, St. Lawrence County experienced seventeen (17) pedestrian/motor vehicle crashes. Of that, three (3) resulted in serious injury, three (3) resulted in moderate injury and four (4) resulted in minor injury.**

**Whereas; In 2020, St. Lawrence County experienced ten (10) bicycle/motor vehicle crashes, and 47 motorcycle crashes, one (1) of which was fatal.**

**Whereas; There are currently three (3) St. Lawrence County Public Transit bus stops in the Village of Heuvelton. These stops are located at the local Stewart's shop, Dollar General, and across from the Fire Station.**

**Whereas; The Village of Heuvelton is in a strategic location in relation to regional trails and recreation opportunities in upstate New York, including Eel Weir State Park, Indian Creek Nature Center, the Maple City Trail, and the Oswegatchie River.**

**Whereas; Nearby communities with Complete Streets policies, include: Canton (Town and Village), Potsdam (Town and Village), City of Ogdensburg, Village of Malone, Town of Brasher, Town of Norfolk, Town of Stockholm, Town of Madrid, Town of Colton, and Village of Massena.**

**Whereas; The Village of Heuvelton shall plan for, design, construct, operate and maintain appropriate facilities for all modes of transportation in all new construction, retrofit, and reconstruction projects.**

**Whereas; Streets that integrate multiple transportation choices for pedestrians, bicyclists, and transit, with special consideration for children, the elderly and people with disabilities, contribute to the public good of a community, support sustainable economic development, and provide efficient movement of people and goods.**

**Whereas; The Village of Heuvelton shall, to the maximum extent practical, scope, plan, design, construct, operate, and maintain all streets to provide a comprehensive and integrated network of facilities for all users of all abilities.**

**Whereas; Any exception to applying this Safe Routes for All Policy to a specific roadway project must be approved by the Village Board of Trustees with documentation stating and supporting the reason for the exception. Exceptions may be made when the project involves a roadway on which non-motorized use is prohibited by law. In this case, an effort shall be made to accommodate pedestrians and bicyclists elsewhere.**

**Whereas; This policy will create a comprehensive, integrated, connected transportation network for the Village of Heuvelton that balances access, mobility, health, and safety needs for all residents. Planning, funding, designing, constructing, managing, and maintaining a complete multi-modal network, ensures this.**

**Whereas; It is the intent of this policy to foster partnerships with the state, county, nearby towns, school district, citizens, businesses, interest groups, and neighborhoods to implement Safe Routes for All.**

**Whereas; The Village of Heuvelton shall adapt, develop, and adopt departmental policies, design criteria, standards, and guidelines based upon recognized best practices in street design, construction and operations**

including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets; AASHTO Guide for Planning,

Designing, and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; National Association

of City Transportation Officials (NACTO) Urban Bikeway Design Guide; U.S. Access Board Public Right-of-Way Accessibility Guidelines; Highway Capacity Manual and Highway Safety Manual.

Whereas; In 2021 the United States Federal Government passed the Infrastructure Investment and Jobs Act as the largest ever investment in infrastructure the history of the United States to repair and rebuild our roads and bridges with a focus on climate change mitigation, resilience, equity, and safety for all users, in order to improve driver behavior and to fulfill a Vision of Zero deaths and injuries from motor vehicle-related crashes, as well as provide Safe Streets for All, especially for cyclists and pedestrians.

Whereas; The implementation of this policy shall reflect the context and character of the surrounding built and natural environments while enhancing the appearance of such. In doing so, the Village of Heuvelton shall consider methods of providing development flexibility within safe design parameters such as context-sensitive design solutions and shall attempt to employ all solutions consistent with and sensitive to the context of the project.

Whereas; Complete Streets should be continuously evaluated for success and opportunities for improvement sought. This policy encourages the regular evaluation and reporting of implementing complete streets through the following performance measures:

- Increase in the share of bicycles, pedestrians and transit users;
- Crash data;
- Use of new projects by mode;
- Compliments and complaints;
- Linear feet of pedestrian accommodations built;
- Number of ADA accommodations built;
- Miles of bike lanes/trails built or striped;
- Number of transit accessibility accommodations built;
- Number of street trees planted;
- Number of building permits issued along new complete street;
- Number of exemptions from this policy;
- Number of children walking to school;
- Increase in public transportation options;
- Increased use of local businesses;
- Linear feet of sidewalk replaced;
- AADT speed of town roadways
- Dates and duration of implemented Vision Zero projects

**BE IT RESOLVED** by the Mayor and Village Board of Trustees that the Village of Heuvelton shall implement the following steps to ensure successful implementation of Complete Streets:

- **Planning Board:** The Village of Heuvelton will designate its existing planning board to serve as the advisory board to oversee the implementation of this policy. The committee will include all members of the standing Village planning board, as currently appointed or elected, pursuant to other policies of this community. It is the responsibility of this advisory board to implement this policy, inclusive of the collection of information as indicated above. The planning board in its capacity as the advisory board under this policy will ensure that on a quarterly basis the agenda for the planning board will cover the matters contained within this policy and provide a written report to the Mayor of Heuvelton evaluating progress and advising on implementation.
- **Inventory:** The Village of Heuvelton will maintain a comprehensive inventory of the pedestrian and bicycle infrastructure and will prioritize projects to eliminate gaps in the sidewalk and bikeway networks. The advisory board working with the mayor will appoint the applicable individuals to perform this function.

- **Capital Improvement and Maintenance Project Prioritization:** The Village of Heuvelton will reevaluate capital improvement and maintenance project prioritization annually to encourage implementation of pedestrian and bicycle improvements.
  - **Revisions to Existing Plans and Policies:** The Village of Heuvelton will incorporate complete street principles into the comprehensive plan, zoning code, and other plans and manual, rules, regulations, and programs as currently developed or to be developed by this community.
  - **Other Plans:** The Village of Heuvelton will prepare, implement and maintain a Bicycle and Pedestrian Transportation Plan, a Safe Routes to School Plan, an Americans with Disabilities Act Transition Plan, and a Street Tree and Landscape Plan.
  - **Stormwater Management:** The Village of Heuvelton will prepare and implement a plan to transition to sustainable stormwater management techniques along our streets.
  - **Staff Training:** The Village of Heuvelton will train all pertinent staff on the content of the Complete Streets principles and best practices for implementing the policy.
  - **Coordination:** The Village of Heuvelton will utilize inter-departmental project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right-of-way.
  - **Street Manual:** The Village of Heuvelton will create and adopt a Complete Streets Design Manual, inclusive of Vision Zero strategies, to support implementation of this policy, either as a separate manual or in combination with other street-related manuals as may be deemed appropriate.
  - **Funding:** The Village of Heuvelton will actively seek sources of appropriate funding to implement Complete Streets, through grants, state, and federal funding, as well as direct fiscal outlays.

**RESOLUTION 22-120**

**ENERGY SUPPLY SERVICES**

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

**Resolution to sign on with Engie Energy as the electricity supplier for the Village of Heuvelton beginning November 2023 for a fixed rate of \$.07199 per kWh for a 24-month period if it does not interfere with solar agreement.**

**RESOLUTION 22-121**

**2023 APPOINTMENTS, RATES, & POLICIES**

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

**Resolution to accept the following appointments, rates, and policies for 2023:**

<b>Appointments and Policies</b>	<b>Current</b>	<b>Proposed</b>
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
Attorney	Joseph Russell	Joseph Russell & Henry Leader
Safety Officer	Timothy Murray	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 Scott McConnell, DANC
NYS Mileage Allowance	\$.56 per mile	\$.625 per mile
Official Newspaper	Northern NY Newspapers	Northern NY Newspapers & North Country This Week
Procurement Policy	See attached	See attached
Investment Policy	See attached	See attached
Regular Meetings	2 <sup>nd</sup> Wed. of each month	2 <sup>nd</sup> Wed. of each month

**RESOLUTION 22-122**

**CONFERENCE ATTENDANCE**

Offered by Tr. Wood, seconded by Tr. Guardino. 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 22-123**

**ADVANCE APPROVAL OF CLAIMS**

Offered by Tr. Basford, 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 22-124**

**MEETINGS NOTICE**

Offered by Tr. Guardino, seconded by Tr. Hebert. 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 22-125**

**PATTY RITCHIE PROCLIMATION**

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

***Whereas*, Senator Patty Ritchie is a proud Heuvelton Central School alumnus; and**

***Whereas*, Senator Ritchie served the residents of St. Lawrence as their County Clerk for more than a decade; and**

***Whereas*, Senator Ritchie was elected in 2010 to serve the people of the 48<sup>th</sup> Senate District; and**

***Whereas*, Senator Ritchie has served as the Chair of the Senate Minority Conference, is a ranking member in both the Senate's Energy & Telecommunications and Veterans, Homeland Security & Military Affairs Committees; and**

***Whereas*, Senator Ritchie serves on numerous additional committees including: Elections, Environmental Conservation, Finance, Legislative Commission on Rural Resources, Legislative Women's Caucus and Rules; and**

***Whereas*, Senator Ritchie has been a steadfast supporter of the farming community and small growers and producers of local goods and services; and**

***Whereas*, Senator Ritchie as championed education by backing legislation increasing aid to local school districts, and worked tirelessly to enact a property tax cap to help ensure a good quality of life for her constituents; and**

***Whereas*, Senator Ritchie has played a major role in supporting the both large and small communities within her district by helping to secure funding for downtown revitalization, fire apparatus and equipment, infrastructure and various other projects necessary to ensure a vibrant future for the North Country; and**

***Whereas*, Patty Ritchie has performed her duties as Senator with genuine concern for the people she represents, is a great source of pride for her hometown community and serves as a positive role model for the youth of the area; and**

***Whereas*, the Heuvelton Village Board of Trustees gratefully acknowledges the commitment and dedication of Senator Ritchie and thanks her for her service to the residents of the 48<sup>th</sup> District; and**

***Therefore*, be it resolved that, in recognition of her service and with pride in her accomplishments on our behalf, December 31, 2022 officially be known as "*Senator Patty Ritchie Day*" in the Village of Heuvelton.**

**Streets/Sidewalks**

Mr. Spaman reported the issues of people parking under the pavilion. The Board discussed the need for security cameras. He discussed his findings with extending the sidewalk on State street toward Dollar General. Mr. Spaman informed the Board the tractor had come in; it was smaller than expected and would not last with type of work it will need to be used for. Tr. Wood made a motion he trade it in to get the bigger size, all agreed.

**RESOLUTION 22-126**

Offered by Tr. Guardino, seconded by Tr. Hebert. All in favor  
**Resolution to accept the minutes of the 11/9/22 meeting.**

**APPROVAL OF MINUTES**

**RESOLUTION 22-127**

Offered by Tr. Hebert, seconded by Tr. Wood. All in favor  
**Approval of Vouchers 1222-1-1222-37**

**VOUCHER APPROVALS**

<b>General</b>	<b>\$ 16,406.90</b>
<b>Sewer</b>	<b>\$ 11,422.00</b>
<b>Water</b>	<b>\$1,195.90</b>
<b>Water Project</b>	<b>\$3,764.52</b>
<b>Sewer Project</b>	<b>\$ 94,299.53</b>
<b>Total</b>	<b>\$127,088.85</b>

**Other Disbursements \$ 4,330,087.27**

At 8:15 pm, 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

**VILLAGE OF HEUVELTON**  
**2023 Procurement Policy**  
**December 14, 2022**

**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**  
**2023 Investment Policy**  
**By Board Resolution**  
**December 14, 2022**

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.