

**VILLAGE OF HEUVELTON**  
**Regular Board Meeting**  
**December 8, 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, Trustee A. Guardino, Trustee M. Hebert and Trustee C. Basford. Also, in attendance were T. Murray, DPW Supervisor; T. Wood, HVFD Chief; T. Clary, DANC. J. Lightfoot, SLC Legislator arrived at 6:20pm and C. Prior, EDR arrived at 7:10pm.

**Public Forum** Mr. Lightfoot updated the Board on County matters. He left at 7:40pm.

**HVFD Report** Chief Wood advised the Board that they are putting a van up for bid. They have a committee working to work replace TA80 and they will need to replace the pumper in two or three years. He left at 6:12pm.

**Sewer/Water** Mr. Clary advised the board that there no issues with water. He stated that Losurdo exceeded their parameters in November but there was no effect on the plant at this time. He stated they may have to haul sludge in January. The board discussed Losurdo's request to increase their permit flow parameters. They also reviewed the EDUs that are being charged to Losurdo. Mr. Prior discussed the bids, budget and timeline for the sewer consolidation project. He left at 8:05pm.

**RESOLUTION 21-104****2022 SIU PERMIT RENEWAL**

Offered by Tr. Guardino, seconded by Tr. Wood. Tr. Basford, Tr. Hebert 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, 2022.**

**RESOLUTION 21-105****INCREASE LOSURDO EDU CAP**

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

**Resolution to change the current cap for Losurdo Foods EDUs of 120 per month to increase the cap to 150 EDUs per month until July 1, 2022.**

**Mayor's Report** Mayor Lashua reviewed the joint youth agreement with Oswegatchie and Depeyster.

**RESOLUTION 21-106****2022 JOINT YOUTH AGREEMENT**

Offered by Tr. Basford, seconded by Tr. Guardino. Tr. Hebert, Tr. Wood 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 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 2022.**

**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 2022.**

**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.**

Mayor Lashua discussed the 2022-2023 budget process. She also reviewed appointments for 2022.

**RESOLUTION 21-107** **2022 APPOINTMENTS, RATES, & POLICIES**

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

**Resolution to accept the following appointments, rates, and policies for 2022:**

<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>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>Tony Clary, DANC</b>
<b>NYS Mileage Allowance</b>	<b>\$.580 per mile</b>	<b>\$.56 per mile</b>
<b>Official Newspaper</b>	<b>Northern NY Newspapers</b>	<b>Northern NY Newspapers &amp; 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 21-108** **CONFERENCE ATTENDANCE**

Offered by Tr. Wood, seconded by TR. Hebert. Tr. Guardino, Tr. Basford and Mayor Lashua - 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 21-109** **ADVANCE APPROVAL OF CLAIMS**

Offered by Tr. Guardino, seconded by Tr. Basford. Tr. Wood, Tr. Hebert 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 21-110** **MEETINGS NOTICE**

Offered by Tr. Hebert, seconded by Tr. Guardino. Tr. Wood, 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 21- 111**

**PLANNING BOARD APPOINTMENT**

Offered by Tr. Wood, seconded by M. Hebert. Tr. Basford, Tr. Guardino and Mayor Lashua – Aye.

**Resolution to appoint Becky Bailey to the Planning Board as Chairperson for a 5 year term effective as of June 2021.**

The board discussed the issue of the high cost of healthcare coverage. Research will be done to look at other options and will be discussed when more information is available. They discussed changing the Health Insurance Buy Out offered to employees.

**RESOLUTION 20-112**

**HEALTH INSURANCE BUY OUT**

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

**Resolution to change the amount of the voluntary buyout for health insurance coverage from \$3,000.00 to \$10,000.00 for employees that do not wish to obtain coverage through the Village of Heuvelton to be paid in quarterly installments as per the employee handbook.**

**RESOLUTION 21-113**

**ENTER EXECUTIVE SESSION**

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

**Resolution to enter executive session at 7:36 pm to discuss the employment history of a particular person.**

**RESOLUTION 21-114**

**EXIT EXECUTIVE SESSION**

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

**Resolution to exit executive session at 7:45pm.**

**RESOLUTION 21-115**

**APPROVAL OF MINUTES**

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

**Resolution to accept the minutes of the 11/10/2021 meeting.**

**RESOLUTION 21-116**

**VOUCHER APPROVALS**

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

**Approval of Vouchers 1221-1-1221-32**

<b>General</b>	<b>\$10,521.72</b>
<b>Sewer</b>	<b>\$10,904.20</b>
<b>Water</b>	<b>\$ 2,772.22</b>
<b>Water Projec</b>	<b>\$38,308.80</b>
<b>Sewer Projec</b>	<b>\$5,000.00</b>
<b>Total</b>	<b>\$67,506.94</b>

**Other Disbursements \$ 142,875.28**

**RESOLUTION 21-117**

**BUDGET MODIFICATIONS**

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

**Approval of the following budget modifications:**

**Sewer:**

**Increase:**

**14204.2 Attorney Fee \$63.82**

**Water:**

**Increase:**

**83404.3 Transmission CE \$580.32**

**Decrease:**

**19904.2 Contingency \$63.82**

**Decrease:**

**83401.3 Transmission PS \$580.32**

**Streets/Sidewalks** Mr. Murray stated the overnight parking ban is in effect in the Village. He said the Christmas lights are now up.

At 9:05pm, with no further business before the Board, the meeting was adjourned on a motion by Tr. Guardino. All agreed.

Respectfully submitted,

Michele Smithers  
Deputy Village Clerk

**VILLAGE OF HEUVELTON**  
**2022 Procurement Policy**  
**December 8, 2021**

**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**  
**2022 Investment Policy**  
**By Board Resolution**  
**December 8, 2021**

The chief fiscal officer is hereby authorized to invest all funds in interest bearing accounts with Community Bank, N.A., 825 STATE STREET *Ogdensburg, NY* 13669, 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.