

**VILLAGE OF HEUVELTON**  
**Regular Board Meeting**  
**July 10, 2013**

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 Wood, Guardino and Parish. Tr. Thornhill was absent. Also in attendance were T. Murray, DPW Superintendent, T. Burley, C2ae and M. Basford, Chief, HVFD.

**HVFD Report** Chief Basford informed the Board that the Sanford was back in service. The Mayor discussed the Labor Day Festivities. A committee has been formed and fund raising has already begun. The committee will be asking all organizations to contribute. The Mayor asked the Chief to continue to be responsible for crowd/safety/traffic control. Curt Ethridge informed the Mayor that some firefighters would be interested in working on some of the festivities. The next meeting for the Labor Day committee will be August 16<sup>th</sup>. Chief Basford left at 6:08 pm.

**Sewer/Water** Everything is running well at the WWTP. Sludge was wasted last week. The plant has been running on only one blower.

**Public Forum** Tim Burley discussed with the Board the \$500,000 grant that was awarded to the Village from the North Country Regional Economic Development Council. He reviewed with the Board additional items to be added to the project due to receiving the grant. He informed the Village that the D.O.T. would like more detailed information on the sewer project. Mr. Burley discussed the sewer project progress report. There was a discussion about two sanitary sewer laterals that have been covered by a new concrete slab at Pickens that caused a break/separation of the laterals. This needs to be addressed prior to construction of the sewer and water projects. Mr. Burley will draft a letter to Pickens. The Mayor will set up a meeting on July 12<sup>th</sup> with Mr. Burley, Mr. Kingsley, Mr. Tuttle, Mayor Lashua and Mr. Murray to address the issue of the laterals. There was a discussion about what was included in the water tower project. Mr. Burley left at 7:05 pm.

**Mayor's Report** Mayor Lashua reminded the Board the Republican caucus will be July 15<sup>th</sup>, 6:00 pm at the Town Hall. Mayor Lashua informed the Board that there was a big turnout for the first meeting on the Labor Day Festivities. The new sewer installation for 133 State Street has been completed. The Mayor gave an update from SLC Legislator J. Lightfoot about worker's compensation billings. The County has put together a group to see if there is a more accurate way to bill worker's compensation charges. Currently charges are billed using a 70% assessment and 30% experiences method. The Mayor informed the Board that there will be a meeting on August 6<sup>th</sup>, 2:00 pm, with Marc Losurdo, Kevin Hickey, C2ae, and the Mayor to investigate putting in a digester. The Clerk discussed with the Board choosing a supplier other than National Grid (American Power & Gas) for electricity supply services. Billing will still be on National Grid bills, 5% discount off of National Grid rates, no contract, and at the end of 12 months the Village will receive a 25% rebate check on our average months' electricity each and every year we are with American Power and Gas.

**RESOLUTION 13-065**

**RES. UNIFORM NOTICE OF CLAIM ACT**

Offered by Mayor Lashua, seconded by Tr. Parish. Tr. Wood and Tr. Guardino-yes.

**WHEREAS, General Municipal Law §53 requires Villages to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim; and**

**WHEREAS, General Municipal Law §53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the Village's agent and;**

**WHEREAS, pursuant to General Municipal Law §50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a village is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent's estate;**

**NOW THEREFORE BE IT RESOLVED, that the Village Board of the Village of Heuvelton, County of St. Lawrence, designates Anna Hurst, in her capacity as Village Clerk, Village of Heuvelton, to receive notices of claims served upon the Secretary of State by mail at 51 State Street, Heuvelton, NY 13654 and email at vheuvelton@nynmail.com.**

**BE IT FURTHER RESOLVED, that the Village Board hereby directs the Village Clerk to file the required certificate with the Secretary of State informing him or her of the village's designation and applicable time limitation for filing a notice of claim with the Village on or before July 14, 2013.**

**RESOLUTION 13-066**

**TRASH TRUCK RESERVE ACCOUNT WITHDRAWAL**

Offered by Tr. Wood, seconded by Tr. Guardino. Mayor Lashua and Tr. Parish-yes.

**Resolution to withdraw all funds from the Trash Truck Reserve Account to be used towards the purchase of a new trash truck.**

**RESOLUTION 13-067**

**NOTARY LICENSE RENEWAL**

Offered by Tr. Parish, seconded by Tr. Guardino. Tr. Wood and Mayor Lashua-yes.

**Resolution to pay \$60.00 to renew the Treasurer's Notary license.**

**RESOLUTION 13-068**

**ELEC. SUPPLY SERVICES-AMERICAN POWER & GAS**

Offered by Tr. Parish, seconded by Tr. Wood. Tr. Guardino and Mayor Lashua-yes.

**Resolution to use American Power & Gas as the electricity supplier for the Village of Heuvelton for a twelve month trial period. At that point we will re-evaluate the effectiveness of the program.**

**RESOLUTION 13-069**

**PROCUREMENT POLICY UPDATE**

Offered by Tr. Wood, seconded by Tr. Guardino. Tr. Parish and Mayor Lashua-yes.

**Resolution to update the Procurement Policy for the Village of Heuvelton as follows:**

**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.**

**RESOLUTION 13-070**

**BLUEWAY TRAIL PARTNERING**

Offered by Mayor Lashua, seconded by Tr. Parish. Tr. Guardino and Tr. Wood-yes.

**Resolution to partner with the City of Ogdensburg and other Oswegatchie River communities to complete a Consolidated Funding Application (CFA) to develop an Oswegatchie River Blueway trail.**

**Sidewalk** The Mayor and Mr. Murray will be attending a Hazard Mitigation Planning meeting on Wednesday, July 17<sup>th</sup>, in Potsdam. Mr. Murray informed the Board that he is still waiting to hear from United Helper's, ICF, on who owns the hydrant and whether it is going to be moved or taken out. The new trash truck is not here yet. Twelve gophers were removed from the WWTP. Jack Palmer was hired as the new summer help. He is doing well. Two quotes were received for Water Street for pipes and fire Hydrant. Mr. Murray will place the order for pipes on 7/11/13. The Village will be losing property at the WWTP down by where the brush pile is located. The property was surveyed and it was found that this was not the Village's property. Fences in that area might need to be moved. The Village of Morristown is contemplating purchasing several port-a-potties with other municipalities. Morristown would like the Village of Heuvelton to join in the project but instead of helping to purchase the potties they would like the Village of Heuvelton to use the Vac-trailer to empty the potties. The Village Board declined the offer.

**RESOLUTION 13-071**

**APPROVAL OF MINUTES**

Offered by Tr. Parish seconded by Tr. Guardino. Mayor Lashua and Tr. Wood-yes.

**Resolution to accept the minutes of the 6/12/13 meeting.**

**RESOLUTION 13-072**

**VOUCHER APPROVAL**

Offered by Tr. Parish seconded by Tr. Wood. Mayor Lashua and Tr. Guardino-yes.

**Resolution to approve vouchers as follows:**

<b>General</b>	<b>022-061</b>	<b>\$ 14,032.07</b>
<b>Sewer</b>	<b>022-061</b>	<b>\$ 8,957.89</b>
<b>Water</b>	<b>022-061</b>	<b>\$ 6,806.06</b>
<b>Sewer Capital</b>	<b>022-061</b>	<b>\$ <u>13.50</u></b>
<b>Total</b>		<b>\$ 29,809.52</b>

**Other Disbursements \$ 86,675.01**

At 8:05 pm, with no further business before the Board, the meeting was adjourned on a motion by Tr. Parish. All were in agreement.

Respectfully submitted,

Anna M. Hurst  
Village Clerk