

The regular meeting of the Oswegatchie Town Board was called to order at 6:07 pm by Supervisor Alfred Nichols

- Present: Councilman Mike Stoner - Absent
- Councilman Ken Wilson
- Councilman Bruce LaRose
- Councilwoman Lillian LaRose
- Others: Bill Dashnaw
- Mark Schnorr – left at 8:34 pm
- Tim Tuttle – left at 7:36 pm
- Russ Lawrence – left at 6:26 pm

Highway Superintendent Report

Absent – short 2 MEO’s

RESOLUTION 2024-1

AGREEMENT TO SPEND HIGHWAY FUNDS 2024

On a motion by Ken Wilson seconded by Bruce LaRose, the following resolution was ADOPTED –
Vote – Yes – All

WHEREAS, the Town of Oswegatchie is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Oswegatchie and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor, the Town of Oswegatchie and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard, and

NOW THEREFORE BE IT RESOLVED, that to the fullest extent permitted by law, the Town of Oswegatchie will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Oswegatchie or any of its directors, officers, employees, contractors, representatives, or agents.

BE IT FURTHER RESOLVED, that the following request for General Liability (GL) coverage is as follows:

- General Liability Insurance
- On an “Occurrence” basis, with the following limits:
- \$1,000,000 Each Occurrence
- \$3,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$1,000,000 Personal Injury
- \$ 50,000 Fire Damage Legal Liability
- \$ 5,000 Medical Payment Expense, and

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

Code Enforcement Report

Two permits so far this year. Kimco has been removing junk from Kirby's. Recommends approval of renewal. Discussion held.

RESOLUTION 2024-2**JUNKYARD RENEWALS-KIRBY**

On a motion by Lillian LaRose, seconded by Bruce LaRose, the following resolution was ADOPTED – Vote - Yes - All

RESOLVED to **APPROVE** the renewal applications from Kirby's Auto Part, located on the Dump Road and State Highway 812, Ogdensburg, New York

RESOLUTION 2024-3**ACCEPT CODE ENFORCEMENT REPORT**

On a motion by Lillian LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes - All

RESOLVED to accept the code report as presented.

Assessor Report

Got back in touch with anyone looking for Assessor while off during the Holidays. Property values continue to rise. Not sure what the equalization rate will be yet but will go down from the current 92%. Discussion had.

RESOLUTION 2024-4**ACCEPT ASSESSOR REPORT**

On a motion by Ken Wilson, seconded by Bruce LaRose, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to accept the assessor report as presented.

Crematory Report

Report provided, been busy. The shop is packed full of materials for retort #2 rebuild. Expected to start week of January 22nd. Found an electric mixer for inside use. Crane & rigger are set-up as well. Received check from the insurance company for retort explosion to offset the rebuild. Tim Kelly has been working part-time as a crematory operator. Discussion was held regarding the possibility of Tim Kelly becoming the full-time operator down the road when Tim Tuttle retires. Much discussion was held.

RESOLUTION 2024-5**TISDEL – PAVING – MOVE FORWARD**

On a motion by Ken Wilson, seconded by Lillian LaRose, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to authorize Tisdell Associates to move forward with placing paving project for Oswegatchie Memorial Park out to bid.

RESOLUTION 2024-6**ACCEPT CREMATORY REPORT**

On a motion by Lillian LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to accept the crematory report as presented.

Town Clerk/Mausoleum Report

Glass niches have been started and hopeful for late spring installation. Two applications received for dog warden position. Would like the board to consider increasing the dog licensing fees to \$10 for spayed/neutered dogs and \$20 for dogs that are not spayed/neutered. Discussion was held.

RESOLUTION 2024-7**APPROVE DECEMBER MINUTES**

On a motion by Bruce LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to approve December minutes as presented.

RESOLUTION 2024-8**APPOINT D. MOYER DOG CONTROL OFFICER**

On a motion by Ken Wilson, seconded by Bruce LaRose, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to hire Daniel Moyer as Dog Control Officer effective February 1, 2024, at \$5000 per year.

RESOLUTION 2024-9**INCREASE DOG LICENSING FEES \$10/\$20**

On a motion by Bruce LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to increase dog licensing fees to \$10 for spayed/neutered dog and \$20 for dogs that are not spayed/neutered effective February 2024.

RESOLUTION 2024-10**ACCEPT TOWN CLERK REPORT**

On a motion by Ken Wilson, seconded by Bruce LaRose, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to accept the Town Clerk report as presented.

RESOLUTION 2024-11**SHRED PER RETENTION SCHEDULE**

On a motion by Bruce LaRose, seconded by Lillian LaRose, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to authorize all shredding with shred date of 2024 per records retention schedule.

Budget/Grant

Collins property clean-up update: it has been a struggle finding minority/women owned businesses to help with clean-up efforts but should be okay. Trees have been planted; another water test will be done in March. Hopefully the report from DEC comes back as unrestricted. Natural gas is still a possibility. Barton & Loguidice has a bit more work before closing project. Discussion held.

Supervisor

Received a letter from Heuvelton Central School inviting any board members to a strategic meeting. Invite to Morristown Fire banquet was mentioned to all. Received a complaint letter regarding the elevator alarm not working recently. Have replaced the button and will check it monthly to make sure it is working properly. Not interested in updating the elevators at this time as they are not used often. Audits for offices will need to be done. A joint fire district meeting with the Village of Heuvelton and the Town of Depeyster is needed to move forward with the possibility of moving to a Fire District for Heuvelton Volunteer Fire Department. Much discussion was held regarding all.

Audits will need to be done on records in the offices of the Town Clerk, Court Clerk and Bookkeeper.
Town Clerk – Ken Wilson, Bookkeeper – Bill Dashnaw, Court Clerk – Lillian LaRose.

RESOLUTION 2024-12**JOINT MEETING – FIRE DISTRICT**

On a motion by Ken Wilson, seconded by Alfred Nichols, the following resolution was ADOPTED –
Yes – Vote (All)

WHEREAS, the Town Board of the Town of Oswegatchie, having duly convened this date for the purpose of considering the formation of a joint fire district pursuant to the provisions of section 189-a of the Town Law and section 22-2210 of the Village Law, and

WHEREAS, such joint fire district would include all parcels of land within the incorporated limits of the Village of Heuvelton and all parcels of land in the Town of Oswegatchie and the Town of DePeyster;

WHEREAS, at least the majority of the members of the Town Board of the Town of Oswegatchie deems it in the public interest to hold a joint meeting with the Village of Heuvelton Village Board and the Town of DePeyster Town Board to consider the question of the formation of a joint fire district encompassing all of the Town of Oswegatchie including all of the Village of Heuvelton, and all of the Town of DePeyster, each in the County of St. Lawrence;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Oswegatchie will meet with the Board of Trustees of the Village of Heuvelton and Town Board of the Town of DePeyster, and will hold a joint meeting on the 8th day of February, 2024 at 6 p.m. at the Oswegatchie Town Hall, 51 State Street, Heuvelton, NY 13654, to consider the formation of said joint fire district, and for such other and further action on the part of said Boards with relation thereto as may be authorized and prescribed by law.

The Village Clerk for the Village of Heuvelton shall provide a single notice to the media for this meeting and each municipality shall place the notices on their sign board and websites, if any

BY ORDER OF THE TOWN BOARD OF THE TOWN OF OSWEGATCHIE**RESOLUTION 2024-13****2024 DOT UNDERTAKING**

On a motion by Ken Wilson, seconded by Bruce LaRose, the following resolution was ADOPTED –
Vote – Yes – All

WHEREAS the Town of Oswegatchie from time to time receives permits from the Department of Transportation (DOT) to Temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds of a State Highway right-of-way, and

WHEREAS, the Town is required by NYS DOT to indemnify or hold harmless agencies and/or officials of the State of New York for such temporary obstructions, installations, construction or maintenance,

THEREFORE BE IT RESOLVED that Alfred Nichols, in his capacity as Town Supervisor of the Town of Oswegatchie, is authorized to execute the Undertaking in Connection with Highway Permits Issued by NYS DOT agreement.

RESOLUTION 2024-14

2024 HOLD HARMLESS AGREEMENT WITH SLC

On a motion by Bruce LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes - All

RESOLVED to approve the 2024 Hold Harmless Agreement with the St. Lawrence County Highway Department.

RESOLUTION 2024-15

2024 SHARING OF SERVICES

On a motion by Lillian LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes - All

RESOLVED that the Town of Oswegatchie is hereby authorized to participate in the sharing of services, equipment and manpower with other governments and governmental entities.

RESOLUTION 2024-16

2024 EMPLOYEES AUTHORIZED TO ATTEND TRAINING

On a motion by Ken Wilson, seconded by Alfred Nichols, the following resolution was ADOPTED – Vote – Yes - All

RESOLVED that town employees be authorized to attend necessary training classes.

RESOLUTION 2024-17

2024 APPOINTMENTS

On a motion by Ken Wilson, seconded by Bruce LaRose, the following resolution was ADOPTED – Vote – Lillian LaRose - Yes; Bruce LaRose - Yes; Alfred Nichols - Yes; Mike Stoner - Absent; Ken Wilson - Yes

Town of Oswegatchie January 2024 Appointments
Town Board Meeting 3rd Monday each month at 6:00 pm

Title	Name	Compensation
Deputy Supervisor	Bruce LaRose	\$0.00
Deputy Town Clerk	Charlotte Wilson (hourly)	\$20.00
Clerk to Site Plan Review Board	Vicki Thornhill	\$0.00
Court Clerk	Macy Norman (full-time(hourly)	\$20.75
Deputy Court Clerk	Laura Ashley (part-time(hourly)	\$20.75
Registrar of Vital Statistics	Vicki Thornhill	\$0.00
Deputy Registrar of Vital Statistics	Charlotte Wilson	\$0.00
Tax Collector	Vicki Thornhill	\$3,000.00
Bookkeeper to Supervisor	Laura Ashley (part-time(hourly)	\$20.75
Budget Officer/Grant Administrator	Bill Dashnaw	\$4,500.00
Dog Control Officer	Daniel Moyer	\$5000.00
Town Historian	Linda Wood	\$550.00
Town Attorney	Charles B. Nash	As Billed
Town Assessor	Mark Schnorr	\$30,250.00
Town Code Officer/Data Collector	Russell Lawrence	\$55,000.00
Oswegatchie Crematory Operator/Manager	Timothy Tuttle	\$70,000.00
Oswegatchie Crematory Operator	part-time(hourly)	\$20.00
Oswegatchie Memorial Park Administrator	Vicki Thornhill	\$6,575.00
Oswegatchie Memorial Park Custodial Services	Wayne Denny	\$6,000.00
Town Health Office	St. Lawrence County Health Department	\$0.00

Custodial Services (Town Hall & Highway)	Charlotte Wilson	\$8,400.00
Official Newspaper	Watertown Daily Times/North Country Now	N/A
Official Bank	Community Bank, N.A.	N/A
Board of Assessment review members' service fee		\$300.00
School Tax Collection	Vicki Thornhill	paid by HCS
Mileage Rate per mile (IRS 2024 rate)		\$0.60
Working Crew Leader per hour		Per Contract
Full Time M.E.O. per hour		Per Contract
Part Time M.E.O per hour		Per Contract
Part Time Laborers		Minimum Wage

Grievance Review Board:	Donald Beggs, Chairman Janet Wheeler Chris Bloodough
Alternate:	Keith Pierce

Site Plan Review Board:	Donald Beggs, Chairman Kurt Tennant Keith Pierce Dave Smith Jerry Sheppard
Alternate:	Ryan Norman

Junkyard License Fee:
New License Fee - \$500
Renewal Fee - \$25 semi-annually (every 6 months)
**\$250 for each month not in compliance thereafter

RESOLUTION 2024-18

2024 PROCUREMENT POLICY

On a motion by Ken Wilson, seconded by Lillian LaRose, the following resolution was ADOPTED –
Vote – Yes - All

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law; and

RESOLVED that the Town of Oswegatchie does hereby adopt the following procurement policies and procedures:

Guideline 1

All purchase of:

- a) supplies or equipment which will exceed \$20,000 in the fiscal year, or;
- b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103.

Guideline 2

All purchases of:

- a) less than \$20,000 but greater than \$10,000 require written quotes from three (3) vendors
- b) less than \$10,000 is left to discretion of the Purchaser

All Public Works Contracts of:

- a) less than \$35,000 but greater than \$20,000 require written proposals from three (3) contractors
- b) 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 town 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 of 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 quotes be a bar to the procurement.

Guideline 5

Except when directed by the town 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 town board at its organizational meeting or as soon thereafter as is reasonably practicable.

RESOLUTION 2024-19

2024 INVESTMENT POLICY

On a motion by Alfred Nichols, seconded by Lillian LaRose, the following resolution was ADOPTED
- Vote – Yes - All

RESOLVED to approve the following Investment Policy for the Town of Oswegatchie:

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Oswegatchie.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality)
- To adequately safeguard principal (safety)
- To provide sufficient liquidity to meet all operating requirements (liquidity)
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Town board’s responsibility for administration of the investment program is delegated to the Town Supervisor or designee who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. DIVERSIFICATION

It is the policy of the Town of Oswegatchie to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution, and shall evaluate this listing at least annually.

V. INTERNAL CONTROLS

It is the policy of the Town of Oswegatchie for all moneys collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within 3 days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor or designee is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposits of money.

Depository Name	Address	Telephone #
Community Bank, NA	825 State Street, Ogdensburg, NY 13669	315-393-3060
Community Bank, NA	Court Street, Canton, NY 13617	315-386-8319

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including, all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of Town of Oswegatchie that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by:

A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers.

VIII. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Town of Oswegatchie shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities.

The custodial agreement shall provide that pledged securities will be held by the bank or trust company as agent of, and custodian for, the Town of Oswegatchie, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposits or other bank liability. The security and custodial agreements shall also include all other provisions necessary to provide the Town of Oswegatchie with a perfected

security interest in the eligible securities and to otherwise secure the local government’s interest in the collateral, and may contain other provisions that the governing board deems necessary.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Town Board authorizes the Town Supervisor, or designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York

All investment obligations shall be payable or redeemable at the option of the Town of Oswegatchie within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VII and VIII herein.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions with which the Town of Oswegatchie transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town of Oswegatchie. The Town Supervisor or designee shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians.

The Town of Oswegatchie shall maintain a list of financial institutions approved for investment purposes.

XI. ANNUAL REVIEW AND AMENDMENTS

The Town of Oswegatchie shall review this investment policy annually, and it shall have the power to amend this policy at any time.

RESOLUTION 2024-20 2024 YOUTH CONTRACT WITH VILLAGE

On a motion by Lillian LaRose, seconded by Ken Wilson, the following resolution was ADOPTED – Vote – Yes – All

RESOLVED to approve the 2024 Youth Contract in the amount of \$8250, with the Village of Heuvelton and Town of Depeyster.

RESOLUTION 2024-21 BUDGET MODIFICATIONS

On a motion by Ken Wilson, seconded by Lillian LaRose, the following resolution was ADOPTED – Vote – Yes - All

RESOLVED to approve the following Budget Modification:

\$99.00 increase 19204.01 (*Municipal dues*) decrease 19904.01 (*Contingency*)

RESOLUTION 2024-22 BILLS APPROVED FOR PAYMENT

On a motion by Bruce LaRose, seconded by Ken Wilson, the following resolution was ADOPTED - Vote – Yes – All

RESOLVED that the following bills were approved and presented to the Supervisor for payment.

Warrant #1 Vouchers numbered 1-32	General Fund	\$	37,278.81
	Highway Townwide		7,534.90
	Highway Outside		2,349.33
	Osw. Memorial Park		73,633.10
	Trust & Agency		22,176.41

Other Disbursements: \$0

There being no further business, the meeting adjourned at 8:46 pm

Vicki L. Thornhill, Town Clerk