

Minutes of the Regular Meeting and Public Hearing of the Board of Trustees of the Village of Lake George, NY, held on Monday, May 20, 2024 at 4:30 p.m. Zoom Teleconferencing was available to the public.

MEMBERS PRESENT: Raymond Perry, Mayor
Jose Filomeno, Trustee
Joe Mastrodomenico, Trustee
Alyson Miller, Trustee
John Root, Trustee

Also Present: Clerk Julie K Allen, Superintendent Keith Lanfear, Hugh Sullivan, Robert Langley, Marinko Trajkoski, Skyla Lee Fay, Doni Smith, Jim Barber, and others via Zoom.

At 4:29 p.m. Mayor Perry opened the Regular Meeting and asked Trustee Root to lead the Pledge of Allegiance.

At 4:30 p.m. Mayor Perry opened the Public Hearing for Proposed Local Law No. 2, 2024, Repealing Chapter §34-6 Compensation, the Public Hearing for Local Law 3, 2024 Chapter §213-13, for Water Schedule rate changes, and the Public Hearing for Local Law 4, 2024, Chapter §100, creation of a Fee Schedule. Mayor Perry left the Public Hearing open and resumed the regular meeting.

Mayor Perry presented the following draft minutes: Special Meeting, April 9, 2024, Regular Meeting, April 15, 2024, and Special Meeting April 29, 2024.

Trustee Root made a motion, seconded by Trustee Filomeno, carried unanimously, to approve the April 9, 2024 Special Meeting minutes.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0
MOTION PASSED.

Trustee Root made a motion, seconded by Trustee Filomeno, carried unanimously, to approve the April 15, 2024 Regular Meeting minutes.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0
MOTION PASSED

Trustee Root made a motion, seconded by Trustee Filomeno to approve the April 29, 2024 Special Meeting minutes.

VOTING **Ayes: 4** **Perry, Filomeno, Miller, Root**
 Nays: 0
 Absent: 1 **Mastrodomenico**
MOTION PASSED

Monthly reports from the Superintendent of Public Works, Sanitation Department, Caldwell Sewer District, Fire Department, REC Center, Fire Department, and Special Events were presented and made available to the public.

Mayor Perry presented the request from Kicking Country to permit the installation of speakers
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on their property to play music. Mayor Perry explained that he had looked into it and discovered that according to already approved Village Code, they are permitted to have music, and therefore did not need special permission. He further explained that they need only to comply with the code as written.

Mayor Perry presented the Resolutions for consideration.

- Lease extension with Charter Communications

Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 124, 2024

WHEREAS, the Village of Lake George (Landlord) currently has a Ground Lease agreement with Charter Communications for the lease of property located at 21 Treatment Road, and

WHEREAS, they are requesting a Twelve-month extension to the lease,

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George hereby authorizes Mayor Raymond Perry to confirm renewal with them according to the terms of the lease extension. The Term will be from June 1, 2024 – May 31, 2025, with a monthly rent of \$1,167.00.

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
Nays: 0

RESOLUTION NO. 124, 2024 ADOPTED. May 20, 2024

- Approval of new Fire member

Trustee Miller, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 125, 2024

WHEREAS the following individuals: Logan Smith applied to join the Lake George Fire Department and has previously been approved by the Fire Company;

BE IT RESOLVED that the Board of Trustees of the Village of Lake George hereby approves Logan Smith for membership in the Lake George Fire Department effective immediately pending satisfactory physical and background check.

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
Nays: 0

RESOLUTION NO. 125, 2024 ADOPTED. May 20, 2024

- Insurance Renewal 2024-2025

Trustee Root, seconded by Trustee Mastrodomenico offered the following resolution:

RESOLUTION NO. 126, 2024

BE IT RESOLVED, that the Village Board hereby authorizes Mayor Perry to sign the 2024-2025 agreement with Upstate Insurance Agency for our Village insurance with NYMIR for the term beginning on June 1, 2024.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 126, 2024 ADOPTED. **May 20, 2024**

- Tax Warrant

As a result of Board approval of the 2024-2025 budget, Treasurer Danae Bock requested review and approval of the Tax Warrant for the June 1, 2024 – May 31, 2025 Village taxes.

Trustee Mastrodomenico, seconded by Trustee Miller offered the following resolution:

RESOLUTION NO. 127, 2024

TAX WARRANT RESOLUTION

The following resolution was offered by Trustee Mastrodomenico, seconded by Trustee Miller

BE IT RESOLVED that the Board of Trustees of the Village of Lake George, NY, hereby, levies and assesses against the real property of the Village of Lake George, NY, the following sums for Village government and other charges for the fiscal year beginning June 1, 2024 to May 31, 2025 with a tax rate of \$4.934 per thousand of assessed valuation:

For General Fund	\$1,320.362.00
For Delinquent Water Rents	\$ 43,786.41
For Delinquent Water Penalties & Other Charges	\$ 5,735.51
For six Special Assessment District Properties	<u>\$ 24,540.00</u>

Total Real Property Taxes & Other Charges **\$1,394,423.92**

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 127, 2024 ADOPTED. **May 20, 2024**

- Second Chance revision

Motion by Trustee Mastrodomenico, seconded by Trustee Miller, offered the following resolution:

RESOLUTION NO. 128, 2024

WHEREAS, Second Chance Opportunities has offered a proposal for staffing for the 2024 seasonal cleaning for the Village, and it meets the needs of the Village; and

WHEREAS, Second Chance Opportunities made an error and failed to include paid sick leave at the rate of one hour of paid sick leave for every 30 hours worked, and therefore there is an increase in the rates;

BE IT RESOLVED, that the Village Board of Trustees approves the increase with Second Chance Opportunities and New York State Industries for the Disabled, Inc..

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 128, 2024 ADOPTED. **May, 20, 2024**

- Visitor Center Cleaning

Trustee Filomeno, seconded by Trustee Miller, offered the following resolution:

RESOLUTION NO. 129, 2024

WHEREAS, the Village of Lake George needs to have the Visitor Center cleaned, three vendors were contacted and only one responded;

BE IT RESOLVED that the Board of Trustees of the Village of Lake George hereby authorizes the hiring of North Country Janitorial to perform a top to bottom deep clean at the Visitor Center for the amount of \$1,920.00.

VOTING **Ayes: 4** **Perry, Filomeno, Mastrodomenico, Miller**
 Nays: 1 **Root**

RESOLUTION NO. 129, 2024 ADOPTED. **May 20, 2024**

- Rich Ortiz performance contract

Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 130, 2024

BE IT RESOLVED, that the Village Board authorizes Mayor Perry to sign the contract for Entertainment Services with Rich Ortiz for Four performances at the Shepard Park Amphitheater during the summer of 2024; and

BE IT FURTHER RESOLVED that the Village of Lake George will pay Rich Ortiz a fee of \$500 per performance.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 130, 2024 ADOPTED. **May 20, 2024, 2024**

- LCLGRP update agreement

RESOLUTION NO. 131, 2024

Trustee Miller motioned, seconded by Trustee Root, offered the following resolution:

- Bronze Plaque – Charles R Wood

Trustee Root, seconded by Trustee Filomeno, offered the following resolution:

RESOLUTION NO. 133, 2024

WHEREAS, the Village of Lake George has approved the memorialization of Charles R Wood by having a plaque made to honor him; and

WHEREAS, we requested quotes from local specialists that make bronze plaques;

BE IT RESOLVED that the Board of Trustees of the Village of Lake George hereby awards the hiring of Broadway Marketing to make a bronze plaque of Charles R Wood for the cost of \$1,566.00.

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
Nays: 0

RESOLUTION NO. 133, 2024 ADOPTED. May 20, 2024

Mayor Perry presented the suggested changes to the Employee Handbook

Handbook Revisions

- Page 4: Work Hours -Salaried employee - comp time & Work Hours – add 35 hour for office employees
- Page 6: Holidays- add Christmas Eve & New Years eve
- Page 6: Vacation – change 30 years – four weeks to 15 years and add 30 years – 5 weeks
- Page 8: Personal Time – add retirement benefit to mirror those of sick days, allowing personal time to accumulate and pay out at retirement for 50% benefit, with a maximum of 10 years accumulated (15 days)
- Page 8: Bereavement Time – add grandchild to the (1) day bereavement.
- Page 9: Change as of Date
- Page10: Health Insurance – Update Percentage to show employee percentage as 20% - Village to pay balance. (5) change health insurance compensation to single \$3,000, two-person \$4,000, and family \$5,000 for both full time employees and for (6) Trustees. (7) add reimbursement program eligibility to stipulate for any employee enrolled in Village Health coverage.
- Page 11: Remove dental self insurance.
- Page 13: Retiring Employees, add PTO at 50% (same as Sick time benefit)
- Page 14: Pandemic related absences – add expiration of July 31, 2025
- Page 16: Resignation, add PTO

Mayor Perry and Clerk Julie Allen presented the suggested changes to the Employee Handbook.

Trustee Mastrodomenico, seconded by Trustee Filomeno offered the following resolution:

RESOLUTION NO. 134, 2024

BE IT RESOLVED, that the Village Board hereby approves amendments to the Village Employee Handbook as follows:

EMPLOYEE HANDBOOK

Page 4:

A. Employment Definition

- e. Salaried employee: A person who is employed by the Village at a fixed yearly pay regardless of hours worked and exempt from overtime. Salaried employees that work over 40 hours, ~~may accumulate up to one work day's credit (comp time) per month. The comp time must be taken within the next 30 days or be forfeited. (6-6-18)~~ their regular hours, (40 or 35) may accumulate comp time. The comp time may not be carried over yearly and must be used within a two-month period after earning.

D. Work Hours

1. The regular workweek in all hourly departments of the Village shall be 40 hours, except for office staff which shall be 35 hours, and consisting of five consecutive workdays. All departments, except for the office, which shall be 35 hours, in the Village will remain open and operate on a 40-hour week. Timecards must be punched in and out by all hourly employees on the provided time clocks. No individuals other than the Department Head are permitted to handle anyone else's timecard. If caught doing so, an employee will be punished at the discretion of his or her Supervisor with possible termination. Timecards not punched for a specific day must include a written explanation of the reason, including time, place, etc. of the excuse on the card. All changes must be approved and initialed by the department head.

Page 6:

Section V – Benefits

A. Holidays

1. All full-time employees in the Village shall be entitled to the following paid holidays: New Years Eve, New Year's Day, Martin Luther King, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Eve, and Christmas Day, and any other days or time that may be declared by the Village Board at the Annual Organizational Meeting or for special circumstances.

B. Vacation

1. After completion of 1 year of employment:
1 year- two weeks 5 years - three weeks ~~30 years – four weeks~~
15 years – four weeks 30 years – five weeks

Page 8:

B. Personal Time

1. Personal leave is with pay, for personal business, including religious observance, doctor's appointments, legal matters, etc., and may be taken without charge against accumulated vacation credits. These may be accumulated up to ten (10) years, or a maximum of 15 days.

After (6) Six months of full-time employment – the employee will be given three (3) personal days per year, ~~this may not be accumulated~~. The next allotment of personal time will be given at their (2) year anniversary. (6-13-23)

All personal leave day/days must be approved at least 48 hours in advance, if possible, by Department Head, on approved forms, prior to day/days off, subject to the discretion of the Department Head.

4. Upon written notice of retirement, given at least thirty (30) days in advance, an employee will be reimbursed at his current regular rate of pay for 50% of all unused personal days accumulated.

5. Upon written notice of a resignation, given at least two (2) weeks in advance, or upon termination of employment by the Village of Lake George, an employee will be reimbursed at his current regular rate of pay for 50% of all unused sick days accumulated plus any pro-rated in the same percent employee worked based on the individual employee's anniversary year at 50%.

F. Bereavement Time

2. Employees will be given up to one (1) compensatory day off for a death of a secondary relative. (Secondary family defined as mother-in-law, father-in-law, brother-in-law, or sister-in-law, aunt or uncle or spouse's aunt or uncle, grandparents, spouse's grandparents, nieces or nephews, or spouses nieces or nephews, first cousins, or grandchildren.

Page 9:

As of June 1, 2012:

As of June 1, 2024:

Page 10:

~~Those that paid 20% in March, 2010 will pay 25%, with the Village to pay the balance~~

Those that paid 25% in May 2024 will pay 20%, with the Village to pay the balance

5. Waiver Stipend for employees that do not elect to participate in the Village's health insurance coverage:

The Village of Lake George will offer employees compensation of ~~\$600.~~ \$3,000. per year if presently on single coverage, and ~~\$1,000.~~ \$4,000. per year if presently on two-person, or ~~\$1,200.~~ \$5,000. family coverage if they opt out, elect not to use the Village of Lake George Health Insurance. Said employee must prove to the Village of Lake George that they have health insurance elsewhere. The compensation will be paid out the first half during the first payroll in June and the second half during the first payroll in December.

6.

If the official chooses not to participate in the Village's health insurance plan, (s)he will be eligible for the following stipend depending upon their appropriate plan and family status at the completion of one year of continuous service to the Village and at the end of each year of service thereafter: Individual - ~~\$1,500.~~ \$3,000. per year; Two person - ~~\$2,500.~~ \$4,000. per year; Family - ~~\$3,500.~~ \$5,000. per year.

7. Effective June 1, 2008, a self-insurance reimbursement program for Health insurance co-pays will begin for non-Medicare insurance enrollees for employees enrolled in the Village Health care insurance.

Page 11:

DENTAL

~~The Village has a dental self-insurance plan with a set percentage for reimbursement based on the services provided for eligible employees/elected officials. With the self-insurance plan, the employee is responsible to pay the dental bill, then submit qualifying receipts for reimbursement. The reimbursements are based on the calendar year with a \$25.00 deductible each year. There is a maximum reimbursement of \$500. per person per calendar year.~~

Page 13:

2. Upon written notice of retirement, given at least thirty (30) days in advance, employee will be reimbursed at his regular rate of pay for accumulated vacation time, up to a maximum of two years, and fifty percent (50%) of unused sick days accumulated up to ten (10) years, or a maximum of sixty (60) days, and fifty percent (50%) of unused personal days accumulated up to ten (10) years, or a maximum of fifteen (15) days.

Page 14:

Decisions in regard to employee circumstances that do not fit the above criteria, will be up to the Mayor's discretion and may be subject to the Village Board's review. 5-16-22. This benefit will expire July 31, 2025.

Page 16:

2. An employee resigning without the above notice shall forfeit his right to accumulated vacation, sick pay, and personal time.

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
Nays: 0

RESOLUTION NO. 134, 2024 ADOPTED. May 20, 2024

Explanation: New Material is underlined. Deleted Material is ~~crossed-out~~.

- Special Events

Mayor Perry presented the requests for special event approvals. He presented each facility use request as a group.

Trustee Filomeno, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 135, 2024

BE IT RESOLVED, that the Village Board hereby approves the following Special Events/Use of Shepard Park contingent upon receipt insurance and other necessary documents, fees to be waived.

- Caldwell Preschool Graduation, June 7, 2024 10:00am – 1:00pm- waive fees
- Will Kemps players, August 25, 2024 1:00pm – 8:00pm- waive fees
- Outdoor Yoga, Wednesdays June 26 – Aug 28th, 2024, 9:30am – 10:30am – waive fees
- Wake the World, August 13, 2024, 8:00am- 5:30pm, waive fees
- LG Methodist Chicken BBQ, August 30, 2024, 1:00pm – 7:pm – waive fees

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
Nays: 0

RESOLUTION NO. 135, 2024 ADOPTED. May 20, 2024

Trustee Miller asked to pull the application to distribute from the group vote on the Misc portion of the events applications. She expressed that she was opposed to approval of the application and wanted to vote differently than the rest of the requests. The application was presented for vote on its own.

Trustee Miller, seconded by Trustee Filomeno, offered the following resolution:

RESOLUTION NO. 136, 2024

BE IT RESOLVED, that the Village Board hereby approves the following Special Events/Use contingent upon receipt insurance and other necessary documents, fees to be waived.

- Firehouse use, Founding fathers dinner, May 30, 2024, 9am- 6pm

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- Belmont Breakaway, June 8& 9, 2024, 10:00am- 4:00pm
- Rec Center, Family gathering, June 15, 2024, 2:00pm – 5:00pm
- Adirondack 5K, September 14, 2024, 10:00am- 2:00pm – waive fees
- Tunnels to Towers, September 22, 2024, 7am – 1pm – waive fees

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
Nays: 0

RESOLUTION NO. 136, 2024 ADOPTED. May 20, 2024

Mayor Perry, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 137, 2024

BE IT RESOLVED, that the Village Board hereby approves the application to distribute to the Word of Life, contingent on receipt of all insurance and required documents.

VOTING **Ayes: 4** **Perry, Filomeno, Mastrodomenico, Root**
Nays: 1 **Miller**

RESOLUTION NO. 137, 2024 ADOPTED. May 20, 2024

- Raffle

Mayor Perry presented the request to permit and waive the fee for the Rotary Club of Lake George to have a 50/50 raffle.

Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 138, 2024

BE IT RESOLVED, that the Board of Trustees has approved the request from the Rotary Club of Lake George to hold a 50/50 Raffle for raising funding for local charity organizations and groups. The Raffle will be held during the Americade week in 2024 Drawing will be June 1, 2024 on Beach Road.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
Nays: 0

RESOLUTION NO. 138, 2024 ADOPTED. May 20, 2024

- Bid Award – Bounce House

Trustee Filomeno, seconded Trustee Miller, offered the following resolution:

RESOLUTION NO. 139, 2024

WHEREAS Austin Clements of AA Tents and Inflatables was the highest responsive of two bidders for providing bounce houses during Fridays at the Lake for a revenue of \$80/event or \$640 total;

BE IT RESOLVED, that the Village Board hereby awards Austin Clements of AA Tents, 537 Luzerne Road, Queensbury the proposal.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 139, 2024 **ADOPTED** **May 20, 2024**

- Rescind & Replace Resolution 102, 2024 – Procurement Policy

Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution.

RESOLUTION NO. 140, 2024

WHEREAS, Resolution 102, 2024 needs to be revised to change the limits and rules on purchasing; and

WHEREAS, The Board of Trustees of the Village of Lake George considers first the interests of the municipality and the betterment of its government, and strives to endeavor to obtain the greatest value for every dollar expended,

BE IT RESOLVED that the Village of Lake George Board of Trustees hereby rescinds Resolution No. 37, 2024; and

BE IT FURTHER RESOLVED that the following Procurement Policy is hereby adopted to replace Procurement Policies and Control Procedures adopted April 6, 1998, (Resolution No. 7, 1998).

1. The purchasing agent, Julie Allen, shall be responsible for developing and administering the purchasing program of the municipality.
2. The purchasing procedures employed shall comply with all applicable laws and regulations of the State and /or Village Law. Also, the Village of Lake George adopted Local Law No. 2 adding Chapter 44 Procurement on April 20, 2015 which authorized Best Value purchases. Section 103 of New York General Municipal Law was amended to allow the Village to award purchase contracts which would otherwise be subject to the “lowest bidder” rule on a basis of “best value”, as defined in Section 163 of the NYS Finance Law, to a responsive and responsible bidder or offeror in the best interests of the Village.
3. The purchasing agent shall procure supplies and equipment, as needed, at the best possible prices and maintain adequate records to show that this was done.
4. Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$ 20,000. and public works contracts involving over \$35,000. shall be awarded only after public advertising soliciting formal bids (Section 103 of the General Municipal Law). The purchasing agent may be authorized to open and record bids.
5. After consultation with appropriate Village officers or employees, when necessary, the purchasing agent shall present the bids received, other relevant documents and his/her recommendation for awarding of the contract to the Village Board for consideration.

6. Opportunity shall be provided to all responsible suppliers to do business with the municipality. To this end, the purchasing agent shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.
7. When soliciting bids, a statement of "General Conditions" shall be included with all specifications submitted to supplier. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies.
8. All contracts which require public advertising and competitive bidding shall be awarded as provided by law and the rules and regulations of the Village Board. Recommendations for awarding contracts shall be submitted by the appropriate officer and/or employee.
9. Where formal bidding procedures are not required by law and/or Village, procurement procedures shall be followed pursuant to General Municipal Law, Section 104-b outlined below.
10. Purchases shall be made through available State contracts of the Office of General Services, Division of Purchasing, under County Government contracts pursuant to Section 408-a of the County law, or through a cooperative whenever such purchases are in the best interest of the municipality. The Village, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision therein, or any national cooperative if such contract was let in a manner that constitutes competitive bidding consistent with NYS law and made available for use by the Village.
11. The purchasing agent shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.
12. Supplies used by various officers and departments should be uniform whenever consistent with operations goals and in the interest of efficiency or economy. The department head must justify the need for a special type of item; the purchasing agent must evaluate the request for special supplies or services which only one vendor may supply.
13. No official or employee shall be interested financially in any contract entered into by the municipality. This also precludes acceptance of gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the municipality.

BE IT FURTHER RESOLVED that the Procurement and Control Procedures pursuant to Section 104-b of the General Municipal Law shall be as follows:

I. AUTHORITY.

The Village of Lake George Procurement Policy is authorized under the Manual of Purchasing Management Policies, Organizations and Procedures to make purchases and sales of all materials, supplies and equipment in direct authority

from the Village Board, subject to the provisions of the General Municipal Law.

The Purchasing Agent Julie Allen or Purchasing Clerk Christine Bruno or their authorized agents are the only people with authority to purchase for the Village.

II. PURPOSE

The purpose of this procurement policy is to centralize all purchases of supplies, materials and equipment necessary to operate the Village of Lake George in a sound, professional and businesslike manner.

III. PURCHASING PROCEDURES

A. A written requisition signed by the appropriate departmental authority must be completed with the following information.

1. Complete description of product or service requested, including (if available):

- (a) Brand name of item or service**
- (b) Catalog or serial number**
- (c) Color or other distinguishing features**
- (d) Quantity desired**
- (e) Suggested vendors**
- (f) Price quotes if required**

B. Lead Time

- 1. A lead-time of 30-45 days should be allowed for commodities and services. This allows the Purchasing Agent ample time to compare prices, solicit bids and quotes, and to receive products from vendors.**
- 2. Equipment such as motor vehicles, specialized items, etc. may take 120-180 days for delivery.**

IV. PROCESSING OF PURCHASE ORDER

- A. Requisition is received from department head**
- B. Purchasing Agent compares prices and makes recommendations.**
- C. Purchasing Agent checks if funds are available.**
- D. Purchase order is cut.**
- E. Order is sent to vendor.**
- F. Copy kept in Purchasing Department**

V. RECEIVING OF GOODS AND PAYMENT

A. After merchandise or service is received, the following takes place:

- 1. Receiver acknowledges that the goods are received and in good condition and signs the receiving slip.**
- 2. Purchasing Agent matches all paperwork (requisition, copy of purchase order, voucher and receiving slip) and then submits the audit to the Village Board for approval for payment.**
- 3. The Village Board submits audit to the treasurer for payment. Checks will be issued in a timely manner, then prepared to be distributed.**

VI. RECEIVING OF EQUIPMENT FOR FIXED ASSETS/INVENTORY

- A. Any piece of equipment with a value of \$25,000. or more must be tagged and filed as a fixed asset. Any piece of equipment less than \$25,000. should be put on an inventory list.**

VII. EMERGENCY PURCHASES

- A. The definition of an emergency, as it pertains to the Village of Lake George, is “where the situation is such that it impairs or jeopardizes the health, welfare, or economy of the residents of the Village of Lake George.”**
- B. Any “emergency” should be cleared by the proper supervisory personnel.**
- C. If a real emergency does exist, the following steps shall be taken:**
 - 1. Notify the Purchasing Agent immediately**
 - 2. An authorized purchase order number will be given to the vendor**
 - 3. Within five (5) days all invoices, paperwork, etc. shall be submitted to the Purchasing Agent, including the reason and documentation of the emergency.**
- D. Where it appears that the Purchasing Agent cannot be notified (holidays, weekends, etc.), the purchase may be made, but notification within the five (5) day period shall still be adhered to.**
- E. A VILLAGE EMERGENCY CAN ONLY BE DECLARED BY THE MAYOR AND/OR TRUSTEES OF THE VILLAGE BOARD.**

VIII. BLANKET MONTHLY PURCHASE ORDERS

- A. Blanket purchase orders will be issued for those day-to-day requirements for small repair or replacement items.**
- B. Those items normally used in day-to-day operations include: hardware, plumbing supplies, electrical supplies and automotive parts.**
- C. Vendor limit is \$ 200.00 per allocation number. If, during the month, the allocation number goes over \$ 200.00, a requisition must be submitted to the Purchasing Agent.**
- D. EQUIPMENT IS NOT TO BE PURCHASED ON A BLANKET PURCHASE ORDER.**

IX. BIDDING REQUIREMENTS

- A. The Village of Lake George is required, under General Municipal Law, Section 103, to bid those items of like or similar nature, where it is reasonably anticipated that the aggregate (total) amount of such items will exceed the amount set by the NYS Office of the State Comptroller.**
- B. The Village of Lake George is also required to bid Public Works Contracts, that is, contracts that include material and labor. The ceiling amount to be determined by the NYS Office of the State Comptroller.**

X. PROCEDURES FOR BIDDING

- A. Detailed specifications for the commodity or equipment should accompany the bid request.
- B. The Purchasing Agent will arrange for the legal notice to be printed in the official newspaper of the Village. The Mayor and/or Purchasing Agent will establish a date for the opening and reading of the bids.
- C. Awarding of the bid will take place after consultation and researching the bids to make sure that bidders have complied with the specifications, and that the General Municipal Law has been adhered to.
- D. The Village has the right to accept or reject any or all bids.

XI. PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT, OR GOODS.

DOLLAR LIMIT	PROCEDURE
\$ 2,000. - \$ 3,499.	Documented telephone quotes from at least 3 separate vendors (if available)
\$ 3,500. - \$ 5,999.	Formal written/fax quotes from at least 3 separate vendors (if available)
\$ 6,000. - \$19,999.	Formal written/fax quotes or written request for proposals from at least 3 separate vendors (if available)
\$20,000. – and up	Sealed bids in conformance with Municipal Law Section 103

XII. PROCEDURES FOR PUBLIC WORKS PROJECTS/CONTRACTS

\$ 1,500. - \$ 3,999.	Verbal quotations, documented
\$ 4,000. - \$ 8,999.	Written/fax quotes from at least 2 separate vendors (if available)
\$ 9,000. - \$ 19,999.	Formal written/fax quotes or written request for proposals from at least 3 separate vendors (if available)
\$20,000. - \$34,999.	Formal written/fax quotes or written request for proposals attempted from 4 vendors with at least 3 responses from separate vendors
\$35,000. and Up	Formal sealed bids in conformance with Municipal Law, Section 103

IN ALL CIRCUMSTANCES, WHENEVER OTHER THAN THE LOWEST QUOTE IS AWARDED, THERE MUST BE WRITTEN DOCUMENTATION OF THE REASON FOR THE AWARD.

XIII. EXCEPTIONS TO POLICY

A. EMERGENCY

An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, or more importantly the individual taxpayer, then the procurement of goods or services will be at the discretion of the proper department head with documentation as to the nature of the emergency and shall be sent to the Purchasing Department within five (5) working days of such procurement.

B. OTHER EXCEPTIONS TO PURCHASING SYSTEM

There are certain expenditures for which the processing of a purchase order is unnecessary as per the Office of the State Comptroller's Financial Management Guide.

1. Contracts for personal services. Any encumbering should be on the basis of written contracts.
2. Employee expenses such as conference expenses, mileage and other reimbursable expenses in performance of day-to-day duties.
3. Reimbursement of petty cash funds.
4. Utility bills.
5. Service contracts for a fixed monthly or annual amount.
6. Interdepartmental charges.
7. Medical examinations.
8. Postage costs.

XIV. SURPLUS

Surplus items will be reported to Purchasing. The Purchasing Agent will dispose of miscellaneous general items as well as motor vehicles and office equipment designated as obsolete, unusable, surplus and/or scrap materials, and no longer useful to the Village or due to be replaced. Broken and unusable items may be discarded and removed from the inventory list. Any surplus items of value will be presented to the Board for approval to hold sale or place in auction, and sell to the highest bidder as long as a reasonable price is offered.

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 140, 2024 ADOPTED **May, 20, 2024**

- New Employee Hires

Trustee Mastrodomenico, seconded by Trustee Miller, offered the following resolution:

RESOLUTION NO. 141, 2024

BE IT RESOLVED, that the Board of Trustees approves hiring of the following employees:

- **Jamie Ruggiero, WWTP laborer, Full Time, \$20./hour**
- **Anthony Stanco, DPW laborer, Full Time, \$20./hour**

- Gordy Barrett, Meter Enforcement, Part Time Seasonal, \$17./hour
- Jamie Egan, re-hire, DPW, Part Time Seasonal, \$17./hour

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
 Nays: 0

RESOLUTION NO. 141, 2024 ADOPTED. May 20, 2024

- CHIPS

Mayor Perry asked Superintendent Lanfear to present the CHIPS review to the Board. Superintendent Lanfear explained that he had budgeted \$85,000. for the paving this upcoming year but had recently been sent a letter stating that the total award will be \$92,207.20, so there will be a difference of \$7,207.20 that he will need to come up with in the Budget. He continued stating that he did not feel it would be an issue to come up with the money.

Mayor Perry presented the winner of citizen of the year to be Carl (Buster) Marino.

Mayor Perry returned to the Public Hearings at 5:25 p.m. He asked if there were any questions or concerns. There was no reply. Mayor Perry closed all Public Hearings at 5.25 p.m.

Mayor Perry asked for a roll call vote to adopt proposed Local Law No. 2, 2024, local law repealing Chapter 34-6 of Chapter 34 of the Code of the Village of Lake George

**VILLAGE OF LAKE GEORGE
 COUNTY OF WARREN, STATE OF NEW YORK
 Local Law No. 2 of 2024**

A LOCAL LAW REPEALING §34-6 OF CHAPTER 34 OF THE CODE OF THE VILLAGE OF LAKE GEORGE

Be it enacted by the Board of Trustees of the Village of Lake George, as follows:

Section 1. Legislative Intent.

The Board of Trustees hereby finds and determines that it is in the best interests of the Village to repeal §34-6 of Chapter 34 of the Code of the Village of Lake George.

Section 2. Repeal of §34-6 of Chapter 34 of the Code of the Village of Lake George.

~~§ 34-6 Compensation.~~

~~Compensation for the Mayor of the Village of Lake George is established at \$40,000 per year.]~~

§34-6 of Chapter 34 of the Code of the Village of Lake George is hereby repealed.

Section 3. Severability.

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this Local Law, or in its application to the person, individual, corporation, firm,

partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section 4. Effective Date.

This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

Explanation: New Material is underlined. Deleted Material is in [brackets.]

VOTING	Aye	Trustee John Root
	Aye	Deputy Mayor Joe Mastrodomenico
	Aye	Trustee Alyson Miller
	Aye	Trustee Jose Filomeno
	Aye	Mayor Raymond Perry

LOCAL LAW NO. 2, 2024 ADOPTED

May 20, 2024

Mayor Perry asked for a roll call vote to adopt proposed Local Law No. 4, 2024, Chapter 100 Article 1 Fee Schedule of the Code of the Village of Lake George.

VILLAGE OF LAKE GEORGE
COUNTY OF WARREN, STATE OF NEW YORK
Local Law No. 4 of 2024
CHAPTER 100 ARTICLE 1
FEE SCHEDULE

Be it enacted by the Board of Trustees of the Village of Lake George ("Village"), County of Warren, State of New York ("State") as follows:

Section 1. The official Fee Schedule of the Village of Lake George, codified in Chapter 100 of the Municipal code of the Village of Lake George is created as follows:

A schedule of fees shall be developed and adopted by resolution annually by the Village Board of Trustees at their annual organizational meeting held prior to the start of each Village fiscal year.

Section 2. Supersession.

Once effective, this local law and corresponding Fee Schedule shall supersede any and all sections in the Village of Lake George Code regarding permitting and licensing fees which do not correspond to the permitting and licensing fees established in the official Fee Schedule.

Section 3. Severability.

If any clause, sentence, paragraph, subdivision, section, or part of this chapter or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this chapter, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section 4. Effective Date.

This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

Explanation: New material is underlined. Deleted Material is in {brackets}

VILLAGE OF LAKE GEORGE CHAPTER 100, SCHEDULE 1: FEE SCHEDULE

<u>Business Licenses:</u>		<u>Land Use, Sign and Other Zoning Permits:</u>	
Food service: full-service restaurant with seating	\$100	Accessory Structure Permit.....	\$50.00
Food service: window service	\$250	Banner Permit (during season)	\$100/30-days
Food service: window service, seating capacity 10 plus	\$175	Banner Permit (off-season)	\$50.00
Food service: inside, seating less than 10, not full service	\$175	Boardinghouse 1 Permit.....	\$100.00
Sidewalk cafe	\$125	Boardinghouse 2 Permit.....	\$125.00
Bar	\$100	Demolition Permit.....	\$50.00
Entertainment	\$50	Electric Vehicle Charging Station Permit.....	\$50.00
Retail store	\$100	Excavation Permit.....	\$100.00
Amusement centers, golf courses, arcades (10 or more)	\$125	Fence Permit.....	\$50.00
Recreation uses, outdoor	\$125	Floodplain Development Permit	\$100.00
Amusements, outdoor (using public lands or waters)	\$150	Grease trap Permit.....	\$100.00
Accommodations	\$125	Short Term Residential Rental Permit/Renewal...	\$125.00
Boardinghouse 1	\$100	Sidewalk Café Application.....	\$125.00
Boardinghouse 2	\$125	Sidewalk Display Application.....	\$25.00
Short-term residential rental	\$150	Sign Permit Application.....	\$100.00
Miscellaneous and other	\$75	Small Project Permit (Residential).....	\$50.00
Contractors	\$100	Small Project Permit (Commercial)	\$100.00
Vending machine within 20 feet of public right-of-way	\$100	Temporary Sign Permit.....	\$100.00
Entertainment center	\$125	Tent Permit (per week).....	\$100.00
Parking lot, commercial	\$75	Unified Solar Permit.....	\$50.00
<u>Sewer Connection Fees:</u>		<u>After-the-fact Permit:</u>	
Sewer Connection (Residential).....	\$250.00	Regulated Activity	\$250.00
Sewer Connection (Commercial)	\$350.00	Site Plan/Variance Review Required.....	\$500.00
<u>Water Connection and Meter Fees:</u>		<u>Site Plan Review:</u>	
Hydrant Use Charge (flat rate plus meter cost)...	\$200.00	Residential	\$100.00
New Water Connection (3/4 inch)	\$750.00	Awning.....	\$100.00
New Water Connection (1 inch)	\$1000.00	Change of Use.....	\$250.00
New Water Connection (1 ½ inch)	\$1700.00	Commercial / Multi-family.....	\$250.00
New Water Connection (2 inch)	\$2200.00	Special Use Permit.....	\$250.00
New Water Connection (above 2 inch).....	\$100.00	After-the-fact Site Plan Review	\$500.00
		<u>Area, Sign or Use Variance Review:</u>	
		Residential	\$100.00
		Commercial / Multi-family.....	\$250.00
		Interpretation or Determination Appeal	\$100.00
		Use Variance	\$250.00
		After-the-fact Area or Use Variance	\$500.00

New Water Meter (5/8 inch) \$350.00 New Water Meter (3/4 inch) \$435.00 New Water Meter (1 inch) \$855.00 New Water Meter (2 inch) \$1,000.00 Frost Plat (5/8 inch) \$35.00 M25 Chamber Replacement\$50.00 Reconnection Fee.....\$100.00 Excavation Fee for Water\$100.00	Subdivisions/Lot Adjustments: Minor Subdivisions up to & including 4 lots ... \$100.00 Major Subdivisions 5 lots & up \$250.00 base fee + \$50.00 per lot Lot Line Adjustment..... \$50.00
FOILS /Copies..... \$.25 each page	Festivals/Special Events: For Shepard Park, Wood Park, Village Firehouse, Blais Park, Public Docks, Recreation Center, Village Hall user fees and Road closure or Parade fees, please see the applicable application(s)

VOTING

Aye

Aye

Aye

Aye

Aye

Trustee John Root
Deputy Mayor Joe Mastrodomenico
Trustee Alyson Miller
Trustee Jose Filomeno
Mayor Raymond Perry

LOCAL LAW NO. 4, 2024 ADOPTED

May 20, 2024

Mayor Perry asked for a roll call vote to adopt proposed Local Law No. 3, 2024, Chapter 213-13, Water, Schedule of rates and charges of the Code of the Village of Lake George.

VILLAGE OF LAKE GEORGE

COUNTY OF WARREN, STATE OF NEW YORK

Local Law No. 3 of 2024

CHAPTER 213 WATER

Be it enacted by the Board of Trustees of the Village of Lake George (“Village”), County of Warren, State of New York (“State”) as follows:

§ 213-13 Schedule of rates and charges.

A. Charges

- (1)
- The charges for water shall be established and revised from time to time by the Village Board of Trustees. The charges as of ~~November 1, 2022~~ August 1, 2024, shall be as follows:

Type of Use	Rate
Inside the corporate limits of the Village of Lake George	[\$5.80] <u>\$6.09</u> per 1,000 gallons per calendar quarter up to 50,000 gallons and [\$6.42] <u>\$6.74</u> per 1,000 gallons over 50,000 gallons
Outside the Village, in the Town of Lake George	[\$6.67] <u>\$7.34</u> per 1,000 gallons per calendar quarter up to 50,000 gallons and [\$7.28] <u>\$8.00</u> per 1,000 gallons over 50,000 gallons

(2)Based on the above rates, the minimum quarterly water charge for inside the Village of Lake George customers shall be [~~\$64.51~~] \$67.74. If there is no use for inside the Village of Lake George customers, the minimum quarterly water charge shall be [~~\$34.71~~] \$36.45.

(3)Based on the above rates, the minimum quarterly water charge shall be [~~\$72.71~~] \$80.01 for outside the Village water customers in the Town of Lake George.

This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

Explanation: New material is underlined. Deleted Material is in {brackets}

VOTING	Aye	Trustee John Root
	Aye	Deputy Mayor Joe Mastrodomenico
	Aye	Trustee Alyson Miller
	Aye	Trustee Jose Filomeno
	Aye	Mayor Raymond Perry

LOCAL LAW NO. 3, 2024 ADOPTED **May 20, 2024**

Motion by John Root, seconded by Trustee Filomeno, carried unanimously, to make a Negative Declaration on SEQR, stating that there was no significant adverse impact on the Village of Lake George in adoption of Proposed Local Law No.3, 2024 amending Chapter 213-13, Water, Schedule of rates and charges, of the Code of the Village of Lake George.

- Training

Trustee Root, seconded by Trustee Filomeno, offered the following resolution:

RESOLUTION NO. 142, 2024

BE IT RESOLVED, that the Village Board approves Village staff to receiving training with:

- CDL, BOCES– Stephen Frasier, DPW \$1750, Class B
- TIPS NY, Tim & Linda Shudt

VOTING	Ayes: 5	Perry, Filomeno, Mastrodomenico, Miller, Root
	Nays: 0	

RESOLUTION NO. 142, 2024 ADOPTED. **May 20, 2024**

- Water Changes and Transfers and Audits

Trustee Miller, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 143, 2024

MAY 2024 WATER CHANGES

MAY BILLING	\$131,388.62
LESS SENIOR CITIZEN DISCOUNT	(\$ 1,081.59)
METER UPGRADE	\$ 15,953.00

05-20-24 Regular & Pub hrg

PENALTY FOR NON-COMPLIANCE	\$	50.00
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FINAL READS:

N. Dascher	\$	83.55
George's Restaurant	\$	24.07
Crocelli Prop	\$	2.70
Amber Motel (151)	\$	10.80
Amber Motel (153)	\$	20.07

The above resulted in the following Journal Entries:

DR	F0350 WATER RECEIVABLE	\$146,310.03
	CR F2140 WATER METERED	\$130,307.03
	CR F2148 WATER PENALTIES	\$ 50.00
	CR F2145 WATER METER EQUIP CHGS	\$ 15,953.00
DR	F0350 WATER RECEIVABLE	\$ 141.19
	CR F2140 WATER METERED	\$ 118.19
	CR F2145 WATER METER EQUIP CHGS	\$ 23.00

VOTING Ayes: 5 Perry, Filomeno, Mastrodomenico, Miller, Root
 Nays: 0

RESOLUTION NO. 143, 2024 ADOPTED. May 20, 2024

Trustee Miller, seconded by Trustee Mastrodomenico, offered the following resolution:

RESOLUTION NO. 144, 2024

MAY 2024 Transfers and Audits

5/2/2024

TRANSFERS:

From:	To:	Amount:
A3410.0220 FIRE INVENTORY	A3410.0400 FIRE CONTRACTUAL	\$5,000.00
A5110.0100 STREET MAINT PERS	A8510.0100 BEAUTIFICATION PERS	\$7,000.00
A5110.0400 STREET CONT	A5110.0420 STREET GAS	\$320.90
A5142.0100 SNOW REMOVAL PERS	A5410.0400 SIDEWALKS CONTR	\$11,000.00
A5142.0400 SNOW REMOVAL PERS	A5182.0400 STREET LIGHTING CONT	\$2,000.00
A5142.0400 SNOW REMOVAL CONT	A5410.0400 SIDEWALKS CONTR	\$12,000.00
A5142.0400 SNOW REMOVAL CONT	A5182.0400 STREET LIGHTING CONT	\$4,000.00
A8020.0100 PLANNING PERSONAL	A8020.0400 PLANNING CONT	\$174.17
A5650.0420 WEST BROOK	A5650.0400 OFF ST PARK CONT	\$1,321.58
A9025.0800 UNEMPLOY INS	A9025.0800 FIRE LOSAP	\$304.00
A9785.0600 PRINCIPAL LEASE	A9785.07 INT LEASE	\$0.09
F8310.0400 WATER ADM	F8310.0420 WATER GAS	\$45.64
F8320.0400 SOURCE SUPP CONT	F8320.0410 SOURCE SUPP ELECTRIC	\$102.49
F9060.0800 BLUE CROSS	F9060.0810 DENTAL	\$258.25

Voucher Numbers	Checks
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5/2/2024	General Water	\$85,519.39 <u>\$17,593.59</u> \$103,112.98	241722 - 241729	38937- 38942
5/16/2024	General Water	\$73,164.05 <u>\$12,434.54</u> \$85,598.59	241863 - 241871	38943- 38947
5/21/2024	General Water	\$167,144.30 <u>\$31,498.79</u> \$198,643.09	241730 - 241862, 241872- 241877	

ck#38934 voided for payroll
ck#38855 voided for payroll
ck#38848 voided for payroll
ck#38845 voided, for national grid - memo did not fit on one check
payroll ck# 7258 voided
ck#38770 voided
ck#38768 voided (system voided, for national grid - memo did not fit on one check)
ck#38776 voided for payroll
payroll ck#7264 voided
ck#38941 voided for payroll
ck#7277 voided for payroll
ck#38946 voided for payroll

VOTING **Ayes: 5** **Perry, Filomeno, Mastrodomenico, Miller, Root**
Nays: 0

RESOLUTION NO. 144, 2024 ADOPTED.

May 20, 2024

Mayor Perry asked if anyone in attendance had any questions or comments. Fire President Doni Smith said that she had not been notified of the Founding Fathers Firehouse use, but that she sees no conflict. Fire Chief Jim Barber said that there was a person who recently moved to the area that wanted to become a Volunteer Fire Member, but had not met the minimum six month residency required. He asked that the Village Board waive the requirement. The Village Board unanimously agreed that they would waive the requirement.

Mayor Perry said that the Village Community Days was a hit and that he saw a lot of families out. He went on to say that the School had done an outstanding job with the music.

There was a motion by Trustee Filomeno to adjourn at 5:47 p.m.

Respectfully submitted,

Julie K Allen
Village Clerk