

Minutes of the Annual Organizational, Public Hearing and Budget Hearing the Board of Trustees of the Village of Lake George, NY, held on Monday April 7, 2025 at 4:30 p.m.. Zoom teleconferencing was available.

MEMBERS PRESENT: Raymond Perry, Mayor
Joe Mastrodomenico, Trustee
Jose Filomeno, Trustee
Alyson Miller, Trustee
Michael Menter, Trustee

Also present were: Clerk Julie Allen, Treasurer Dannae Bock, Superintendent Keith Lanfear, Chief Operator Tim Shudt, Fire Chief Jim Barber, Fire President Doni Smith, Mark Brenneisen, Peter Guidarelli, Marisa Muratori, and others via Zoom.

Mayor Perry presented the resignation of Zoning Board member Michael Menter and welcomed him as a new Trustee to the Village Board.

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

RESOLUTION NO. 1, 2025

WHEREAS, Michael Menter has submitted his letter of resignation as member of the Zoning Board of Appeals;

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George accepts Michael Menter's resignation.

VOTING Ayes: 4 Perry, Filomeno, Mastrodomenico, Miller
Nays: 0
Abstain: 1 Menter

RESOLUTION NO. 1, 2025 ADOPTED. April 7, 2025

Mayor Perry presented the minutes from the Special Meeting held March 3, 2025 and the Regular Meeting held on March 17, 2025.

Trustee Mastrodomenico made a motion, seconded by Trustee Filomeno, to approve the minutes for the Special Meeting held March 3, 2025.

VOTING Ayes: 3 Perry, Filomeno, Mastrodomenico
Nays: 0
Abstain: 2 Miller, Menter

MOTION PASSED.

Trustee Mastrodomenico made a motion, seconded by Trustee Filomeno, to approve the minutes for the Regular Meeting held March 17, 2025.

VOTING Ayes: 4 Perry, Filomeno, Mastrodomenico, Miller
Nays: 0
Abstain: 1 Menter

MOTION PASSED.

At 4:32 p.m. Mayor Perry opened the Public Hearing for proposed Local Law 1, 2025, Chapter 213-13, Water, Schedule of rates and charges. He left the public hearing open for public comment.

Mayor Perry began presenting the annual organizational resolutions for review.

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

RESOLUTION NO. 2, 2025

BE IT RESOLVED, that the Village of Lake George hereby establishes the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	Standard Work Day	Term Begins/Ends
Elected Officials			
Mayor	Raymond Perry	7 hours	4/1/2023-3/31/2027
Trustee	Jose Filomeno	6 hours	4/1/2023-3/31/2027
Trustee	Joseph Mastrodomenico	6 hours	4/7/2025-3/31/2029
Trustee	Alyson Miller	6 hours	4/1/2023-3/31/2027
Trustee	Michael Menter	6 hours	4/1/2025-3/31/2029
Appointed Officials			
Clerk	Julie Allen	7 hours	4/1/2024-3/31/2026
Treasurer	Dannae Bock	7 hours	4/1/2024-3/31/2026
Supt. Public Works	Keith Lanfear	8 hours	4/1/2025-3/31/2026

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

RESOLUTION NO. 2, 2025 ADOPTED **March 17, 2025**

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

RESOLUTION NO. 3, 2025

BE IT RESOLVED, that the regular meeting night for the Board of Trustees of the Village of Lake George, NY will be the third Monday of each month at 4:30 p.m. unless such date is a legal holiday, in which event the meeting will be rescheduled.

BE IT FURTHER RESOLVED, as the Board deems necessary, there will be a workshop meeting every first Monday of each month at 4:30 p.m..

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

RESOLUTION NO. 3, 2025 ADOPTED **March 17, 2025**

Trustee Menter, seconded by Trustee Miller, offered the following resolution.

RESOLUTION NO. 4, 2025

BE IT RESOLVED, that the official newspaper for the Village of Lake George, NY shall be the Glens Falls Post Star.

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

RESOLUTION NO. 4, 2025 ADOPTED **March 17, 2025**

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

RESOLUTION NO. 5, 2025

BE IT RESOLVED that the Village of Lake George shall purchase a Commercial Crime Insurance Policy for the positions of Clerk and Treasurer in the amount of \$90,000. and

BE IT FURTHER RESOLVED, that the Village of Lake George shall purchase additional insurance for all other Village employees in the amount of \$20,000. each person.

This insurance shall be renewed with the other Village insurance.

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

RESOLUTION NO. 5, 2025 ADOPTED **March 17, 2025**

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

RESOLUTION NO. 6, 2025

BE IT RESOLVED, that TD Bank is and has been designated as a bank of deposit for the Village of Lake George, NY, and use of Loomis, the armored car service may continue if needed, and;

BE IT FURTHER RESOLVED that Adirondack Trust Company located on Canada Street in the Village of Lake George will also be designated as a bank of deposit for the Village of Lake George, NY, and;

BE IT RESOLVED, that Clerk Julie Allen and Treasurer Danna Bock are authorized, on behalf of the Village of Lake George, and in its name, to sign checks, receipts, wire transfers for the payment or withdrawal of funds deposited in said accounts or deposited to the credit of the Municipality and the Bank is hereby authorized and directed to honor and pay any said checks, receipts, wire transfers or orders for the payment or withdrawal of funds deposited to the credit of the Municipality when so signed.

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George authorizes Mayor Perry to sign necessary documents.

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

RESOLUTION NO. 6, 2025 ADOPTED **March 17, 2025**

Trustee Filomeno, seconded by Trustee Menter, offered the following resolution.

RESOLUTION NO. 7, 2025

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees will approve reimbursement to such officers and employees at the rate of \$.70 per mile.

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

RESOLUTION NO. 7, 2025 ADOPTED March 17, 2025

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

RESOLUTION NO. 8, 2025

BE IT RESOLVED, that the Village Board adopts the following Conduct of Meetings Policy for all Village Board meetings.

Conduct of Meetings

Purpose:

To assist in creating proper procedures for the conduct of meetings. To create a smooth, consistent procedure for the efficient conduct of meetings that will assist both the Board of Trustees and the public to avoid controversy and increase transparency.

A. Scheduling

All meetings shall comply with The Open Meetings Law (OML), Part 7 of the Public Officers Law (100-111) and shall be open to the general public in a barrier-free facility as defined by Business Law Sec 50 (5).

1. Notice

OML requires public notice of all meetings

- a. Conspicuously posted in one or more public locations
- b. Given to news media
- c. Posted on the Municipal website
- d. At least 72 hours for a regular meeting. Less than 72 hours for an exigent/emergency meeting.

2. A regularly scheduled meeting shall be held on the third Monday of every month at 4:30pm unless conflicted by a Federal Holiday.

3. All meetings shall be held at the Village Hall 26 Old Post Road unless otherwise noted.

4. Special Meetings – may be called by the Mayor and/or three members of the Village Board and such notice given to members at least 24 hours in advance by e-mail, phone or media.

B. Minutes

1. Must be taken at every meeting by a member so designated by the Village Board.

2. Minutes must include the date, time, location, those in attendance and a summary of all motions, proposals, resolutions and active votes of each member. It should also contain a brief summary of all discussions. Minutes must also contain a copy of all resolutions or local laws enacted at the meeting. Meetings shall be recorded to ensure accuracy and the tapes transcribed into a draft within four days of the meeting. A draft shall be presented to the Mayor, clearly marked as such and if approved printed for public use and presentation at the following meeting. Minutes shall be retained permanently.

C. Executive Session

1. Shall be held only in accordance with Public Officers Law section 105 (a) – (h)
2. Motion shall be in open session, stating reason. Individuals other than the Members of the Board may be permitted to attend.
3. Votes may be taken on the subject only. No votes may be taken to appropriate public funds.

D. Agenda

1. Shall be prepared by the Village Clerk and made public as reasonably possible. No items may be added to the agenda on the day of the actual meeting.
2. Members of the Village Board may add items to the agenda or remove them.
3. Members of the public, during the public participation section, may speak on an item not on the agenda at the discretion of the Mayor or a majority of the Village Board.

E. Public Participation

1. All members of the public must sign in prior to the meeting on a log provided.
2. The Mayor shall ask for public comments immediately following the reading of correspondence on the agenda.
3. Member of the public will be permitted five (5) minutes to speak unless granted additional time by the Mayor.
4. Members of the public must address the Village Board directly and not other members of the public directly. They may speak only once.

F. Public Hearings

1. Notice of each scheduled public hearing shall be noticed to the public in accordance with municipal law.
2. Hearings shall be held in a facility that is expected to accommodate the anticipated attendance including; Village Hall, Town Hall, L.G.V. Firehouse
3. Rules to conduct regular meetings will apply except: all members of the public will be entitled to speak in accordance with the following:
 - a. Time limits may be set by the Mayor
 - b. No individual will be able to speak again until everyone else has had an opportunity.
 - c. Speakers must limit their remarks to the public hearing subject at hand.
4. All correspondence including e-mails, etc. relating to the subject shall be entered and/or read into the minutes of the public hearing.

G. Public Information Meetings

Such meetings will be held at the discretion of the Mayor and Village Board whenever deemed necessary. The purpose of these meetings is to distribute information on a particular subject that does not necessarily require a public hearing by law.

1. May be noticed in the media by a press release, on village signage, internet, etc.
2. Agenda may not include public participation but rather limited to charts, diagrams, facts etc. concerning a certain project, decision or matter being considered by the Village Board.

VOTING

Ayes: 5
Nays: 0

Perry, Filomeno, Mastrodomenico, Menter, Miller

RESOLUTION NO. 8, 2025 ADOPTED

March 17, 2025

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

RESOLUTION NO. 9, 2025

BE IT RESOLVED, that the policy for permitted absences from regularly scheduled meetings of the Zoning Board of Appeals and the Planning Board be as follows: four (4) absences per year, or three (3) absences in a row, whichever comes first. Further absences from meetings shall be cause for removal from the board.

BE IT FURTHER RESOLVED, that Board members are required to attend a minimum of six hours of training each calendar year to receive the Village's stipend. Excess hours may be carried over into another year as credit.

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

RESOLUTION NO. 9, 2025 ADOPTED **March 17, 2025**

Motion by Trustee Filomeno, seconded by Trustee Mastrodomenico, and unanimously carried, to approve the following yearly appointments and other Committee appointments:

RESOLUTION NO. 10, 2025

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George hereby approves the following appointments by the Mayor of Lake George:

Budget Officer	Mayor Raymond Perry
Deputy Mayor	Trustee Mastrodomenico
Clerk	Julie Allen – exp 4/2026
Deputy Clerk	Dannae Bock
Treasurer	Dannae Bock – exp 4/2026
Deputy Treasurer	Julie Allen
Records Management Officer	Julie Allen
Investment Control Officer	Dannae Bock
Acting Purchasing Agent	Julie Allen
Registrar of Vital Statistics	Julie Allen
Deputy Registrar of Vital Statistics	Dannae Bock
Sub Deputy Registrar of Vital Statistics	Lori Bott
Village Board Minute Taker	Julie Allen
Incident Response Manager	Julie Allen
Director of Planning & Zoning	Dan Barusch
Village Attorneys	Meyer & Fuller, PLLC
Water Commissioner	Trustee Mastrodomenico
Street Commissioner	Trustee Filomeno
Sanitation Commissioner	Trustee Menter
Fire Commissioner	All Trustees & Mayor
Parks & Recreation Commissioner	Trustee Miller
Public Safety (Fire & Safety Officers)	Trustee Filomeno
Beautification Commissioner	Trustee Miller
Trees Commissioner	Trustee Miller
Buildings Commissioner	Trustee Menter
Street Lighting	Trustee Menter
Shared Services	Mayor Perry
Superintendent of Public Works	Keith Lanfear
Asst. Superintendent of Public Works	Tim Shudt
Handicapped Discrimination Officer	Trustee Miller
ADA Coordinator	Keith Lanfear
Climate Smart Comm. Coordinator	Trustee Miller

Village Historian
Payroll Clerk & Purchasing Clerk
Records Access Appeals Officer
Chaplin - Emergency Plan

Safety Officer
MBO Officer
Title IV Coordinator
Sexual Harassment Officer
Work Place Violence Prevention Program
Pandemic Response Coordinator
Code Enforcement Officer

Special Committee Representatives:

Adirondack Gateway Council
Adirondack North Country Assoc. Rep.
Adirondack GF Transportation Council
Fire Committee

Go Green Committee
Greater Glens Falls Transit Advisory Comm.
Personnel Committee

Safety Committee

S.A.V.E. Committee
Student Connection
Teen Center
Wood Park O & M Committee

Planning Board (Five-Year Term)

Carol Sullivan, Chairman – exp. 4/2026
Patricia Dow – Vice- Chairman exp. 4/2026
Dean Howland – exp. 4/2029
Kevin Merry– exp. 4/2028
Walt Adams – exp. 4/2024 - RENEW
No Alternate at this time

Zoning Board of Appeals (Five-Year Term)

Kieran Murray – Chairman - exp. 4/2028
Robert Lebar- Vice-Chairman -exp. 4/2027
Jeffrey Blau – exp. 4/2025 – RENEW – 4/2030
Michael Ravalli – exp. 4/2029
Need Permanent
No Alternate at this time

VOTING

Ayes: 5
Nays: 0

Perry, Filomeno, Mastrodomenico, Menter, Miller

RESOLUTION NO. 10, 2025 ADOPTED

March 17, 2025

Motion by Miller, seconded by Trustee Mastrodomenico, unanimously carried, to approve the following paid holidays:

RESOLUTION NO. 11, 2025

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Margaret Mannix
Christine Bruno
Atty. J. Lawrence Paltrowitz
Ali Trowbridge
Caldwell Presbyterian Church
Tim Shudt
Tim Shudt
Keith Lanfear
Trustee Mastrodomenico
Trustee Mastrodomenico
Mayor Perry
Jim Anagnos

Mayor Perry
Trustee Mastrodomenico
Keith Lanfear
Mayor Perry, Trustee Filomeno, &
Councilperson Nancy Stannard
Trustee Miller & Lori Bott
Mayor Perry
Mayor Perry, Chris Andrews, John Helms,
Tim Shudt, Jr., & Julie Allen
Mayor Perry, Keith Lanfear, Tim Shudt,
Julie Allen, Fire Chief
Mayor Perry
Mayor Perry & Debonnay Meyers
Mayor Perry
Mayor Perry & Keith Lanfear

Memorial Day	May 26, 2025	Monday
Juneteenth	June 19, 2025	Thursday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Columbus Day	October 13, 2025	Monday
Veteran's Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas Day	December 24 & 25, 2024	Wednesday & Thursday
New Year's Day	December 31 & January 1, 2026	Wednesday & Thursday
Martin Luther King Day	January 19, 2026	Monday
President's Day	February 16, 2026	Monday
Employee's Birthday	Annually	

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

RESOLUTION NO. 11, 2025 ADOPTED **March 17, 2025**

Motion by Trustee Miller, seconded by Trustee Filomeno, offered the following resolution for annual approval of policies as listed in the handbook:

RESOLUTION NO. 12, 2025

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George, New York hereby agrees to adopt the following policy as listed in the handbook:

- **Workplace Violence Prevention Program**
- **Harassment Policy Procedures**
- **Internet and Acceptable Use Policy**
- **Cyber Incident Response Policy**

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

RESOLUTION NO. 12, 2025 ADOPTED **March 17, 2025**

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

RESOLUTION NO. 13, 2025

BE IT RESOLVED, that the Board of Trustees of the Village of Lake George, New York hereby agrees to adopt a written investment policy as follows:

The Chief Fiscal Officer (Treasurer, Danna Bock) will be designated by the Village Board to be the person to make investment transactions with all Village funds.

Types of investments will be in the form of Certificates of Deposits, Time Deposit Accounts (Money Market Accounts), and municipal cooperative agreements (NYCLASS).

Certificates of Deposit may be purchased from the TD Bank, N.A., Glens Falls National Bank and Trust Company, or Adirondack Trust Company.

Time Deposit Accounts (Money Market Accounts) may be purchased from TD Bank, Glens Falls National Bank, or Adirondack Trust Company.

The Treasurer will establish and maintain a system of controls including a record of descriptions and amounts of investment transaction dates, interest rates, maturities, etc.

The record of investments will identify the fund, date of disposition, and interest amount realized.

Competitive quotes from the authorized banks will be sought for each investment.

Sufficient pledged securities (Over \$100,000.) or an irrevocable eligible "Letter of Credit" may be used for collateralization, will be kept on file, and reviewed semi-annually.

Primary consideration will be given to ensure that investments will mature when cash is required to finance operations.

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

RESOLUTION NO. 13, 2025 ADOPTED **March 17, 2025**

The Board reviewed the Procurement Policy for the Village of Lake George.

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

RESOLUTION NO. 14, 2025

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 following Procurement Policy is hereby adopted.

- 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 \$25,000.00 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
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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, Menter, Miller**
 Nays: 0

RESOLUTION NO. 14, 2025 ADOPTED **March 17, 2025**

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

RESOLUTION NO. 15, 2025

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, health insurance invoices, debt service payments, revolving monthly accounts, postage, freight and express charges: and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS, the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, health insurance invoices, debt service payments, revolving monthly accounts, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows, and that this resolution is effective immediately.

Perry, Filomeno, Mastrodomenico, Menter, Miller

March 17, 2025

Motion by Trustee Mastrodomenico, seconded by Trustee Miller, carried unanimously, to adopt proposed Local Law No.1, 2025, amending Chapter 213-13, Water, Schedule of rates and charges.

Local Law No. 1, 2025

A. Charges

Type of Use	Rate
Inside the corporate limits of the Village of Lake George	[\$6.09] <u>\$6.46</u> per 1,000 gallons per calendar quarter up to 50,000 gallons and [6.74] <u>\$7.14</u> per 1,000 gallons over 50,000 gallons
Outside the Village, in the Town of Lake George	[7.34] <u>\$7.78</u> per 1,000 gallons per calendar quarter up to 50,000 gallons and [\$8.00] <u>\$8.48</u> per 1,000 gallons over 50,000 gallons

(3) Based on the above rates, the minimum quarterly water charge shall be ~~80.01~~ \$88.80 for outside the Village water customers in the Town of Lake George.

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

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Aye	Trustee Mastrodomenico
Aye	Trustee Miller
Aye	Trustee Filomeno
Aye	Mayor Perry

LOCAL LAW NO. 1, 2025 ADOPTED

April 7, 2025

Motion by Mastrodomenico, seconded by Trustee Miller, 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.1, 2025 amending Chapter 213-13, Water, Schedule of rates and charges, of the Code of the Village of Lake George.

At 4:51 p.m. Mayor Perry opened the Public Hearing for all three proposed budgets. Copies of the Budgets were made available for public review.

Mayor Perry returned to the regular meeting and presented the correspondence received to the Board. Included in the correspondence was a letter accepting the Village of Lake George as a Pro-Housing Community. There was also a letter congratulating the Village on this year's Winter Carnival.

Mayor Perry presented the resolutions for review.

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

RESOLUTION NO. 16, 2025

BE IT RESOLVED, that the Village Board hereby authorizes Mayor Perry to sign a one-year contract with EyeMed for Vision insurance with no changes in employee costs.

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

RESOLUTION NO. 16, 2025 ADOPTED.

April 7, 2025

Mayor Perry presented the results of the bids sent out through Warren County for the upcoming Budget year 2025-2026 vehicle purchases.

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

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

RESOLUTION NO. 17, 2025

WHEREAS the Village of Lake George went out to bid with Warren County and received one response for each vehicle from Nielson Ford of Morristown Inc, located at 170 Ridgedale Ave., Morristown, NJ 07960; and

WHEREAS the bids received were as follows:

- **2025 Ford F-150 XL (Water Department) in the amount of \$44,401.39**
- **2025 Ford F-250 XL (DPW) in the amount of \$50,578.10**
- **2025 Ford F-350 DRW XL with Dump Body (WWTP) in the amount of \$72,803.31**
- **2025 Ford F-150 XL (DPW) in the amount of \$44,401.39**

BE IT RESOLVED, that the Village Board hereby awards the contracts to Nielson Ford of Morristown Inc, located at 170 Ridgedale Ave., Morristown, NJ 07960 for the following:

- 2025 Ford F-150 XL (Water Department F.1640.0200) in the amount of \$44,401.39
- 2025 Ford F-250 XL (DPW A.5110.0200) in the amount of \$50,578.10
- 2025 Ford F-350 DRW XL with Dump Body (WWTP A.8130.0200) in the amount of \$72,803.31

The total amount of the award for all three vehicles is \$167,782.80 and will be funded in the 2025-2026 Budget after June 1, 2025 from the corresponding department accounts; and

BE IT FURTHER RESOLVED, that the Village Board hereby offers No Award for the following as it was pulled from the 2025-2026 Budget:

- 2025 Ford F-150 XL (DPW) in the amount of \$44,401.39

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

RESOLUTION NO. 17, 2025

April 7, 2025

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

**Village of Lake George
County of Warren, State of New York
Resolution No. 18 of 2025
Dated: April 7, 2025**

RESOLUTION OF INTENT TO ESTABLISH LEAD AGENCY

WHEREAS, the Board of Trustees (the “Board”) of the Village of Lake George (the “Village”) is currently undertaking a project for the reconstruction of the Shepard Park Amphitheater which was destroyed by fire in 2024 (the “Project”); and

WHEREAS, the Project is an action as defined in the New York State Environmental Quality Review Act (“SEQRA”), which action the Town Board had deemed to be an unlisted action to undergo coordinated review under SEQRA; and

WHEREAS, a full environmental assessment form has been prepared; and

WHEREAS, the Board wishes to express its intent to act as lead agency pursuant to SEQRA and wishes to coordinate its review with other involved agencies.

THEREFORE, BE IT RESOLVED by the Board intends to serve as Lead Agency, as defined in 6NYCRR Part 617.2(u), for the purpose of conducting a coordinated review of the Project and for issuing a determination of significance under the New York State Environmental Quality Review Act; and be it further

RESOLVED, that the Mayor or anyone acting at his request, are hereby authorized to issue notice of intention of the Town Board to act as Lead Agency to be forwarded with relevant materials to all involved agencies; and be it further

RESOLVED, that this resolution shall take effect immediately.

Ayes: 5 Perry, Filomeno, Mastrodomenico, Menter, Miller,
Nays: 0

RESOLUTION NO. 18, 2025 ADOPTED.

April 7, 2025

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

RESOLUTION NO. 19, 2025

WHEREAS, the Board of Trustees of the Village of Lake George, NY has authorized the purchase of a Rosenbauer Aerial Firetruck; and

WHEREAS the Rosenbauer Aerial Firetruck is to be paid for from funds which are in the Fire Equipment Reserve Account A.0000.0826 in the amount of \$487,096;

BE IT RESOLVED that the Board of Trustees of the Village of Lake George, NY hereby authorizes a transfer from the Fire Equipment Reserve to the General Fund A.3410.21 for the total of said purchase, and

BE IT FURTHER RESOLVED that this resolution shall not take effect until approved by vote of the electors of the Village of Lake George if within 30 days after its adoption, there is filed a petition requiring a permissive referendum pursuant to law.

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

RESOLUTION NO. 19, 2025 ADOPTED.

April 7, 2025

Mayor Perry presented special events/facility use applications. He asked Mark Brenneisen to explain to the Board what his event would entail. Mark Brenneisen presented his request and answered questions from the Board.

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

RESOLUTION NO. 20, 2025

BE IT RESOLVED, that the Village Board hereby approves the use of the Charles R. Wood Park Festival space for the following events with a request for an alcohol waiver contingent upon receipt of all fees, insurance, and other necessary documents:

BE IT RESOLVED, that the Village Board agrees to a daily rate as set by the County;

BE IT FURTHER RESOLVED, that §148-45 to §148-48 of the Village's code will be waived for all applications hereafter referenced and indicate the sale of beer and wine on the premises during the event is hereby approved contingent upon proof of licensing from the New York State Liquor Authority;

BE IT FURTHER RESOLVED, that all other aspects of these events are contingent upon approval of the promoter's safety plan by the Warren County Board of Supervisors, and the Operations and Maintenance Committee for the Park.

- **Lake George DJ Takeover Music Festival, Adirondack Weddings/Total Entertainment , Inc., May 5&10, 2025, 3:00 p.m. – 10:00 p.m.**

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

RESOLUTION NO. 20, 2025 ADOPTED.**April 7, 2025**

Mayor Perry presented the request for employee training to the Board.

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

RESOLUTION NO. 21, 2025

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

- **SUNY Morrisville, Activated Sludge Course, May 27-30, 2025, Alex Colpas, Jamie Ruggiero \$600 each for classes, \$500 Hotel**
- **SUNY Morrisville, Basic Laboratory Procedures, July 28- August 1, 2025, Alex Colpas, Jamie Ruggiero \$650 each for classes, \$470 Hotel**

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

RESOLUTION NO. 21, 2025 ADOPTED.**April 7, 2025**

Mayor Perry presented the transfers and audits to the Board.

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

RESOLUTION NO. 22, 2025**4/3/2025****TRANSFERS:**

From:		To:		Amount:
A.5142.0100	SNOW REMOVAL PERS	A.5110.0100	STREET MAINT PERS	\$30,000.00
A.5110.0200	STREET MAINT EQUIP	A.5110.0420	STREET MAINT GAS	\$4,000.00
A.1990.0000	CONTINGENCY	A.5182.0400	STREET LIGHTING	\$10,000.00
			PARKS BRICKS &	
A.7110.0200	PARK EQUIP	A.7110.0440	PAVERS	\$1,059.00
A.8130.0400	SANITATION CONT	A.8130.0410	SANITATION ELECTRIC	\$20,000.00
A.9050.0800	UNEMPLOYMENT INS	A.9055.0000	DISABILITY INS	\$500.00
F.8310.0400	WATER ADMIN CONT	F.8310.0420	WATER- ADMIN FUEL	\$2,000.00

			Voucher Numbers	Checks
4/3/2025	General - PAYROLL	\$61,615.83	243753 - 243760	40061 -
	Water - PAYROLL	\$14,900.97		40065
		<hr/>		
		\$76,516.80		
4/8/2025	General	\$150,467.92	243700 - 243752	
	Water	<u>\$5,477.12</u>	243761 - 243774	
		<hr/>		
		\$155,945.04		

CK# 40024 - VOID - wrong vendor - issued Miller, Mannix, Schachner but should be Meyer, Fuller & Stockwell

CK# 40064 - VOID for payroll (04/03/25)

CK# 7372 - VOID for payroll (04/03/25)

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

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RESOLUTION NO. 22, 2025 ADOPTED.

April 7, 2025

Mayor Perry requested to set the end of the fiscal year Board meeting for May 27, 2025. The Board agreed with the agreement that the meeting be held at 8:00 a.m..

At 5:17 p.m. the Board returned to the Budget Hearing. There was a lengthy discussion regarding the Mayors salary. Several members of the Board as well as the audience weighed in. There were also discussions regarding health insurance offerings to elected officials. The subject of replacing tires on fire vehicles was brought up and discussed. Chief Operator Shudt said that his most recently hired employee left the position with no explanation.

Trustee Mastrodomenico made a motion, seconded by Trustee Miller, unanimously approved, to adjourn the Public Budget Hearing to the April 21st Board meeting.

Fire Chief Jim Barber asked that the Board address the issue of the streets being closed during the Tow Truck Show, the Oktoberfest, and the Community Block party, so that the Fire Company has access if needed.

Superintendent Keith Lanfear said that hydrant flushing was coming up.

Mayor Perry welcomed Trustee Menter to the Board.

Trustee Menter said that he was happy to be there.

Trustee Filomeno asked if the Village could reach out to Warren County to see if they could use any of the recently terminated correction officers. Mayor Perry said he would mention them to the park commission to see if they had positions available for water enforcement.

At 6:31 p.m. Trustee Mastrodomenico made a motion to adjourn.

Respectfully submitted,

Julie K. Allen
Village Clerk