

Minutes of the Annual Organizational Meeting of the Board of Trustees of the Village of Lake George, NY, held Monday, April 3, 2023 at 4:30 p.m. Zoom teleconferencing was also available.

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

Also Present: Clerk Julie K Allen, Superintendent Keith Lanfear, WWTP Operator Tim Shudt, Denise Perry, Max Perry, Milo Perry, Trish Cardinale, Jay Cardinale, Cathy Maccagnano, David Mitchell, Kristen Lombardi, Gina Mintzer, Ray Perry Sr., Leona Kordziel, Tony Hall, and others via Zoom.

At 4:28 p.m. Clerk Julie Allen swore in Mayor Perry, Trustee Filomeno, and Trustee Miller.

At 4:30 p.m. Mayor Perry opened the Annual Organizational Meeting and lead the Pledge of Allegiance.

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

**RESOLUTION NO. 1, 2023**

**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.**

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

**RESOLUTION NO. 1, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 2, 2023**

**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, Miller, Root**  
**Nays: 0**

**RESOLUTION NO. 2, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 3, 2023**

**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, Miller, Root**  
**Nays: 0**

**RESOLUTION NO. 3, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 4, 2023**

**BE IT RESOLVED**, that TD Bank is hereby designated as the official bank of deposit for the Village of Lake George, NY.

**BE IT FURTHER RESOLVED**, that Clerk Julie K 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.

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

**RESOLUTION NO. 4, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 5, 2023**

**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 \$.635 per mile.

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

**RESOLUTION NO. 5, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 6, 2023**

**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 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. Members 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 one 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. relative 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. The 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**      **Perry, Filomeno, Mastrodomenico, Miller, Root**  
**Nays: 0**

**RESOLUTION NO. 6, 2023 ADOPTED      April 3, 2023**

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

**RESOLUTION NO. 7, 2023**

**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, Miller, Root**  
**Nays: 0**

**RESOLUTION NO. 7, 2023 ADOPTED      April 3, 2023**

Mayor Perry began to read through the appointments and asked if anyone had questions. Trustee Root replied that he believed the appointment for Sexual Harassment Officer should be someone besides the Mayor as our Employee Handbook gives three contacts for filing a claim with the Mayor already being one. Mayor Perry asked who Trustee Root would suggest. Trustee Root said he felt Chief Operator Tim Shudt would be good but Chief Operator Shudt had left the meeting and they could not ask him if he wanted it. Trustee Miller was suggested.

Motion by Trustee Root, seconded by Trustee Mastrodomenico, and unanimously carried, to

approve the following yearly appointments:

Budget Officer	Mayor Raymond Perry
Deputy Mayor	Trustee Mastrodomenico
Clerk	Julie Allen
Deputy Clerk	Dannae Bock
Treasurer	Dannae Bock
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	Denise Snyder
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 Root
Fire Commissioner	All Trustees
Parks & Recreation Commissioner	Trustee Miller
Public Safety (Fire & Safety Officers)	Trustee Filomeno
Beautification Commissioner	Mayor Perry
Trees Commissioner	Trustee Mastrodomenico
Buildings Commissioner	Trustee Root
Street Lighting	Trustee Root
Shared Services	Mayor Perry
Superintendent of Public Works	Keith Lanfear
Asst. Superintendent of Public Works	Tim Shudt
Handicapped Discrimination Officer	Mayor Perry
ADA Coordinator	Keith Lanfear
Climate Smart Comm. Coordinator	Trustee Mastrodomenico
Village Historian	Margaret Mannix
Payroll Clerk & Purchasing Clerk	Denise Snyder
Records Access Appeals Officer	Atty. J. Lawrence Paltrowitz
Chaplin - Emergency Plan	Ali Trowbridge
	Caldwell Presbyterian Church
Safety Officer	Tim Shudt
MBO Officer	Tim Shudt
Title IV Coordinator	Keith Lanfear
Sexual Harassment Officer	Trustee Miller
Workplace Violence Prevention Program	Mayor Perry
Pandemic Response Coordinator	Mayor Perry

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

**MOTION PASSED.**

Trustee Root asked to discuss the Special Committee Representatives, in particular, the appointment of the Director of Special Events. Trustee Root went on to say he felt that the Board had not clearly defined the position. Mayor Perry said that the job description was included in the last Regular Village Board Meeting. Trustee Root said he had not seen it and

did not want to vote on it until he had read the description. Trustee Miller said she would also like to see the job description.

Trustee Filomeno, seconded by Trustee Root, made the motion to table the appointment for Director of Special Events until the April 17, 2023 meeting.

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

**MOTION PASSED.**

Motion by Trustee Filomeno, seconded by Trustee Root, and unanimously carried, to approve the following yearly Special Committee Representatives and Boards:

**Special Committee Representatives:**

Adirondack Gateway Council	Mayor Perry
Adirondack North Country Assoc. Rep.	Trustee Mastrodomenico
Adirondack GF Transportation Council	Keith Lanfear
Fire Committee	Mayor Perry, Trustee Filomeno, & Councilperson Nancy Stannard
Go Green Committee	Trustee Miller & Lori Bott
Greater Glens Falls Transit Advisory Comm.	Mayor Perry
Personnel Committee	Mayor Perry, Chris Andrews, John Helms, Tim Shudt, Jr., & Lori Bott
Safety Committee	Mayor Perry, Keith Lanfear, Tim Shudt, Julie Allen, Fire Chief
S.A.V.E. Committee	Mayor Perry
Student Connection	Mayor Perry
Teen Center	Mayor Perry
Wood Park O & M Committee	Mayor Perry & Keith Lanfear

**Planning Board (Five-Year Term)**

Carol Sullivan, Chairman – exp. 4/2026  
Patricia Dow – exp. 4/2026  
Dean Howland – exp. 4/2024- Alternate  
Kevin Merry– exp. 4/2028  
Walt Adams – exp. 4/2024  
Alternate, Patrina Leland – exp. 4/2027

**Zoning Board of Appeals (Five-Year Term)**

Ron Mogren, Chairman – exp. 4/2023  
Michael Ravalli – exp. 4/2024  
Kieran Murray – exp. 4/2028- Alternate  
Thomas Sullivan – exp. 4/2028  
Jeffrey Blau – exp. 4/2025  
Robert Lebar- exp. 4/2027

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

**MOTION PASSED.**

Mayor Perry began speaking of the Paid Holidays for the Village of Lake George. Mayor Perry said that he had added Juneteenth to the scheduled Holidays. He asked if anyone had questions or concerns. Trustee Miller said she backs it as it is an Official Federal Holiday. Superintendent Lanfear said that he is behind approving it but said that it would need to be a unilateral day where all employees take off, not being able to take the day as a floater.

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

Memorial Day	May 29, 2023	Monday
Juneteenth	June 19, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Columbus Day	October 9, 2023	Monday
Veteran's Day	November 10, 2023	Thursday
Thanksgiving	November 23 & 24, 2023	Thursday & Friday
Christmas Day	December 25, 2023	Monday
New Year's Day	January 1, 2024	Monday
Martin Luther King Day	January 15, 2024	Monday
President's Day	February 19, 2024	Monday
Employee's Birthday	Annually	

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

## **MOTION PASSED.**

Trustee Miller said she had one item regarding the Sexual Harassment Policy that she believes should be revised. Trustee Miller wants the amount of time to file a complaint changed from 30 days to 180 days to better mirror the policy by Equal Employment Opportunity (EEO). Mayor Perry suggested adopting the policy as is and putting it on the agenda for the April 17, 2023 meeting for revision.

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

## **RESOLUTION NO. 8, 2023**

**BE IT RESOLVED**, that the Board of Trustees of the Village of Lake George, New York hereby agrees to adopt the following policies 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, Miller, Root**  
                  **Nays: 0**

RESOLUTION NO. 8, 2023 ADOPTED April 3, 2023

After review of the Investment Policy, Trustee Root, seconded by Trustee Filomeno, offered the following resolution:

## **RESOLUTION NO. 9, 2023**

**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 and Time Deposit Accounts (Money Market Accounts).**

**Certificates of Deposit will be purchased from the TD Bank, N.A., and the Glens Falls National Bank and Trust Company.**

**Time Deposit Accounts (Money Market Accounts) will be purchased from TD Bank or Glens Falls National Bank.**

**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 from authorized banks will be kept on file and reviewed semi-annually.**

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

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

RESOLUTION NO. 9, 2023 ADOPTED April 3, 2023

The Board reviewed the Procurement Policy for the Village of Lake George. Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution.

## RESOLUTION NO. 10, 2023

**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 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 Denise Snyder 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 \$ 100.00 per allocation number. If, during the month, the allocation number goes over \$ 100.00, 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.**

<b>DOLLAR LIMIT</b>	<b>PROCEDURE</b>
\$ 500. - \$ 999.	Verbal quotations, documented
\$ 1,000. - \$ 2,999.	Documented telephone quotes from at least 3 separate vendors (if available)
\$ 3,000. - \$ 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)
<b>\$20,000. – and up</b>	<b>Sealed bids in conformance with Municipal Law Section 103</b>

**XII. PROCEDURES FOR PUBLIC WORKS PROJECTS/CONTRACTS**

\$ 500. - \$ 2,999.	Verbal quotations, documented
\$ 3,000. - \$ 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. 10, 2023 ADOPTED April 3, 2023

The Board reviewed the Approval of Claims for the Village of Lake George. Trustee Root, seconded by Trustee Mastrodomenico, offered the following resolution:

## **RESOLUTION NO. 11, 2023**

**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.

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

**RESOLUTION NO. 11, 2023 ADOPTED      April 3, 2023**

Mayor Perry asked the Board if they had any questions or concerns, they would like to address. Trustee Root asked if he was permitted to add items to the agenda for upcoming meetings. Clerk Julie Allen responded yes, that he can request items to be added to meeting agendas. Trustee Miller asked if she could get working copies of agendas prior to the finalized copy sent the Friday before the meeting to which Clerk Julie Allen responded yes, but to be aware the agenda could change a number of times.

Superintendent Lanfear said "Thank you and Welcome on Board" to the new Trustees as well as the new Mayor.

Trustee Mastrodomenico made a motion to adjourn at 4:57 p.m.

Respectfully submitted,

Julie K. Allen  
Village Clerk