

Minutes of the Annual Organizational Meeting of the Board of Trustees of the Village of Lake George, NY, held Monday, April 6, 2020 at 6:30 p.m. This meeting was held during the COVID-19 virus outbreak and prohibited public attendance. The public was allowed access via teleconferencing which was publicized on the Village's web site and Facebook page.

**MEMBERS PRESENT:** Robert M. Blais, Mayor  
John Earl, Deputy Mayor  
Joseph Mastrodomenico, Trustee  
John Root, Trustee  
Ray Perry, Trustee

Also present were: Clerk Debra McKinney, Treasurer Danae Bock, Superintendent Keith Lanfear, Tony Hall – Lake George Mirror, Michael Goot – Post Star, Thom Randall – the Sun, Robb Hickey, and Scott McFarland.

Mayor Blais opened the Annual Organizational Meeting at 6:30 p.m. and asked Superintendent Keith Lanfear to lead the Pledge of Allegiance. Mayor Blais stated that the Village Board is making history tonight with its first ever meeting being done by teleconference.

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

**RESOLUTION NO. 1, 2020**

**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 6:30 p.m. unless such date is a legal holiday, in which event the meeting will be rescheduled.**

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                 **Nays: 0**

**RESOLUTION NO. 1, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 2, 2020**

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

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                 **Nays: 0**

**RESOLUTION NO. 2, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 3, 2020**

**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**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 3, 2020 ADOPTED      April 6, 2020**

Trustee Earl, seconded by Trustee Perry, offered the following resolution.

**RESOLUTION NO. 4, 2020**

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

**BE IT FURTHER RESOLVED**, that Clerk Debra McKinney and Treasurer Danae 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**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 4, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 5, 2020**

**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 \$ .575 per mile.

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 5, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 6, 2020**

**BE IT RESOLVED**, that the Village Board adopts "NYCOM Rules of Procedures" to conduct all Village Board meetings.

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 6, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 7, 2020**

**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**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 7, 2020 ADOPTED      April 6, 2020**

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

Budget Officer	Mayor Robert Blais
Deputy Mayor	Trustee Earl
Clerk	Debra McKinney
Deputy Clerk	Dannae Bock
Treasurer	Dannae Bock
Deputy Treasurer	Debra McKinney
Records Management Officer	Debra McKinney
Investment Control Officer	Dannae Bock
Acting Purchasing Agent	Debra McKinney
Registrar of Vital Statistics	Debra McKinney
Deputy Registrar of Vital Statistics	Dannae Bock
Sub Deputy Registrar of Vital Statistics	Denise Snyder
Village Board Minute Taker	Debra McKinney
Incident Response Manager	Debra McKinney
Zoning Director	Dan Barusch
Enforcement Officer	Douglas Frost
Village Attorneys	Meyer & Fuller, PLLC
Water Commissioner	Trustee Earl
Street Commissioner	Trustee Perry
Sanitation Commissioner	Trustee Mastrodomenico
Fire Commissioner	Trustee Earl
Parks & Recreation Commissioner	Trustee Root
Public Safety (Fire & Safety Officers)	Trustee Earl
Beautification Commissioner	Mayor Blais
Trees Commissioner	Trustee Mastrodomenico
Buildings Commissioner	Trustee Root
Street Lighting	Trustee Perry
Shared Services	Mayor Blais
Superintendent of Public Works	Keith Lanfear
Handicapped Discrimination Officer	Mayor Blais
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  
Safety Officer  
MBO Officer  
Title IV Coordinator  
Sexual Harassment Officer  
Work Place Violence Prevention Program

Ali Trowbridge  
Caldwell Presbyterian Church  
Tim Shudt  
Tim Shudt  
Keith Lanfear  
Mayor Blais  
Mayor Blais

**Special Committee Representatives:**

365 Coalition

Frank Mineo, Robert Gregor, Laura Kohls,  
Kathy Muncil, David Mentor, Jr., Luke Dow,  
Ed Pagnotta, Sean Quirk, Doug Coon,  
Vincent Crocitto, Jr., Jose Filomeno, Maria  
Congel

Adirondack Gateway Council  
Adirondack North Country Assoc. Rep.  
Adirondack GF Transportation Council  
Go Green Committee  
Greater Glens Falls Transit Advisory Comm.  
Grievance Committee

Mayor Blais  
Trustee Perry  
Keith Lanfear  
Trustee Perry & Stephanie Fregoe  
Mayor Blais  
Trustee Perry, Trustee Earl, Debra  
McKinney

Safety Committee

Mayor Blais, Keith Lanfear, Tim Shudt,  
Debra McKinney, Fire Chief

S.A.V.E. Committee

Mayor Blais

Student Connection

Mayor Blais

Teen Center

Mayor Blais

Wood Park O & M Committee

Mayor Blais & Keith Lanfear

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

Carol Sullivan, Chairman – exp. 4/2021  
Patricia Dow – exp. 4/2021  
Dean Howland – exp. 4/2024  
Dan Wolfeld – exp. 4/2023  
Walt Adams – exp. 4/2024

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

Ron Mogren, Chairman – exp. 4/2023  
Michael Ravalli – exp. 4/2024  
Kevin Merry – exp. 4/2023  
Thomas Sullivan – exp. 4/2023  
Jeffrey Blau – exp. 4/2025

**VOTING      Ayes: 5      Blais, Earl, Mastrodomenico, Perry, Root**  
**Nays: 0**

**MOTION PASSED.**

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

Memorial Day	May 25, 2020	Monday
Independence Day	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Columbus Day	October 12, 2020	Monday
Veteran's Day	November 11, 2020	Wednesday

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Thanksgiving	November 26 & 27, 2020	Thursday & Friday
Christmas Eve & Christmas Day	December 24 & 25, 2020	Thursday & Friday
New Year's Day	January 1, 2021	Friday
Martin Luther King Day	January 18, 2021	Monday
President's Day	February 15, 2021	Monday
Employee's Birthday	Annually	

**VOTING      Ayes: 5      Blais, Earl. Mastrodomenico, Perry, Root**  
**Nays: 0**

**MOTION PASSED.**

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

**RESOLUTION NO. 8, 2020**

**Workplace Violence Prevention Program**

**Introduction**

Workplace violence presents a serious occupational safety hazard for workers. On June 7, 2006, New York State enacted legislation that requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a risk evaluation of its workplaces and develop and implement programs to prevent and minimize workplace assaults and homicides. Village of Lake George along with the authorized union representatives, were given the opportunity and assisted in the development of this program, the evaluation of the physical and environmental threats which they face, and the annual review of the workplace violence program.

**Purpose**

The purpose of the *Workplace Violence Prevention Program* is to provide information to managers, supervisors, and employees about preventing and responding to incidents of workplace violence or threats of violence and the "New York State Public Employer Workplace Violence Prevention Law."

The goals of the program are:

1. To reduce the probability of threats or acts of violence in the workplace, and
2. To ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately.

Village of Lake George will not tolerate violence in the workplace. All incidents, complaints, and or reports of violence, threats of violence, harassment, intimidation, and other disruptive behavior will be taken seriously because the Village of Lake George is committed to providing its employees with a reasonably safe and secure work environment. The Village of Lake George Policy Statement on Workplace Violence Prevention will be conspicuously posted in each location as well as on the Intranet to advise all employees where they may report violations.

**Purpose of Program**

The purpose of this program is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

**Statement of Program**

Violence, threats of violence, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated by Village of Lake George. Examples of disruptive behavior can

include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of harm. Such behavior will be taken seriously and will be dealt with appropriately.

### **Scope of Program**

All Village of Lake George employees are required to comply with this program. In addition, since visitors of the Village of Lake George owned property and facilities are required to conduct themselves in a non-violent manner in conformity with existing law, employees who observe or experience visitors of the Village of Lake George property engaging in violent behavior should follow the procedures in our policy for the reporting such behavior.

### **Application of Program**

Violence and other disruptive behavior by or against an employee of the Village of Lake George member of the public in a Village of Lake George workplace are unacceptable. Individuals who commit such acts may be removed from the premises and may be subject to appropriate disciplinary action, including, where legally appropriate, termination of employment and or criminal penalties.

### **Training**

All employees will be informed of the requirements of the law, the risk factors in their workplace, and the location of the written workplace violence prevention program. Training is also required for employees on the measures they can take to protect themselves from risks and the details of the written workplace violence prevention program. Employee workplace violence training is to be provided annually.

### **Reporting of Violence**

An effective reporting system: (1) protects the Village's employees from harm in the workplace; (2) assists management in its effort to maintain a safe and productive work environment; and (3) ensures management the opportunity to investigate and determine the cause(s) and make recommendations to minimize recurrence.

Any employee who witnesses or encounters any act of violence should:

- Immediately notify his/her supervisor, as appropriate
- As appropriate, notify building security
- As appropriate, call 911
- Complete and submit the "Workplace Violence Incident Report" available at the Village of Lake George Administration Building filed under "Personnel/Forms." The Village's Safety Officer David Harrington will take necessary action. Any employee who believes that an imminent danger exists should bring the matter to the Safety Officer's immediate attention. An email will satisfy this requirement.

Supervisors/managers should approach such situations with caution, balancing the need to maintain an orderly workplace with personal safety. Following notification, if the Village's management has been given reasonable time to take corrective action and no such action has been taken, the employee or his or her representative may inform the Commissioner of Labor of the danger and request that an inspection be conducted. Such request must be in writing and include with a reasonable level of specificity the grounds of the notice.

The Village of Lake George is prohibited by law from taking any retaliatory action against any employee who: (1) has made the Village of Lake George management aware of what the employee deems to be an imminent danger; (2) has requested that the Commissioner of Labor conduct an inspection; or (3) accompanies the Commissioner during an inspection of the Agencies, pursuant to §27-b.6 of Article 2 of the State Labor Law.

12 NYCRR Part 800.6(g)(2)(viii) Note: Nothing in this part shall require the disclosure of information otherwise kept confidential for security reasons.

## **Workplace Risk Evaluation**

### **Introduction**

Certain factors or situations may place employees at a greater risk of workplace violence. This workplace evaluation is based upon surveys of all Village of Lake George facilities conducted by the Village's Safety Officer David Harrington and reviews of occupational injury and illness logs and incident reports for violence-related injuries.

### **Risk Evaluation and Methods to Prevent Incidents**

Workplace violence can occur in any workplace setting. However, some settings or factors may pose a greater degree of workplace violence risk. Employment situations or factors that may pose higher risks for Village of Lake George employees include, but not limited to:

- Working public settings
- Working alone in small numbers
- Having a mobile workplace assignment

All Village of Lake George sites were surveyed along with employee representatives and hazards were identified, see hazard assessment page at the end of the policy. The Risk Evaluations conducted and the methods and means by which the hazards are being addressed are listed on Appendix C. See Appendix B for the Records Examination results.

### **Hierarchy of Controls**

A hierarchy of controls to which the program shall adhere as follows: engineering controls, work practice controls, and finally personal protective equipment.

### **Program Review Plan**

The Village Board will yearly evaluate its workplace violence prevention program for effectiveness, and amend the program as deemed to be necessary.

**VOTING      Ayes: 5      Blais, Earl, Mastrodomenico, Perry, Root**  
**Nays: 0**

### **RESOLUTION NO. 8, 2020 ADOPTED      April 6, 2020**

After review of the Investment Policy, Trustee Perry, seconded by Trustee Earl, offered the following resolution:

### **RESOLUTION NO. 9, 2020**

**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, Danae 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., Lake George Office, and the Glens Falls National Bank and Trust Company, Lake George office.**

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

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.) from authorized banks will be kept on file and reviewed monthly.

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

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

**RESOLUTION NO. 9, 2020 ADOPTED      April 6, 2020**

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

**RESOLUTION NO. 10, 2020**

**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, Debra McKinney, 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 Debra McKinney or Purchasing Clerk Denise Snyder or their authorized agents are the only persons 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 \$ 75.00 per allocation number. If, during the month, the allocation number goes over \$ 75.00, 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>
<b>\$ 500. - \$ 999.</b>	Verbal quotations, documented
<b>\$ 1,000. - \$ 2,999.</b>	Documented telephone quotes from at least 3 separate vendors (if available)
<b>\$ 3,000. - \$ 5,999.</b>	Formal written/fax quotes from at least 3 separate vendors (if available)
<b>\$ 6,000. - \$19,999.</b>	Formal written/fax quotes or written request for proposals from at least 3 separate vendors (if available)
<b>\$20,000. – and up</b>	Sealed bids in conformance with Municipal Law Section 103

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

<b>\$ 500. - \$ 2,999.</b>	Verbal quotations, documented
<b>\$ 3,000. - \$ 8,999.</b>	Written/fax quotes from at least 2 separate vendors (if available)
<b>\$ 9,000. - \$ 19,999.</b>	Formal written/fax quotes or written request for proposals from at least 3 separate vendors (if available)
<b>\$20,000. - \$34,999.</b>	Formal written/fax quotes or written request for proposals attempted from 4 vendors with at least 3 responses from separate vendors
<b>\$35,000. and Up</b>	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**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                  **Nays: 0**

#### **RESOLUTION NO. 10, 2020 ADOPTED      April 6, 2020**

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

#### **RESOLUTION NO. 11, 2020**

**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      Blais, Earl, Mastrodomenico, Perry, Root  
                 Nays: 0

**RESOLUTION NO. 11, 2020 ADOPTED      April 6, 2020**

The Board reviewed the Harassment Policy Procedures for the Village of Lake George. Trustee Root, seconded by Trustee Perry, offered the following resolution:

**RESOLUTION NO. 12, 2020**

**BE IT RESOLVED, that the Village Board hereby approves the following policy:**

**HARASSMENT POLICY PROCEDURES**

**A. Sexual Harassment Policy**

Sexual harassment is a form of gender discrimination and is a violation of state and federal civil rights laws. It is the policy of this municipality to strongly oppose and prevent any form of discrimination and/or harassment. We recognize that any employee's ability to perform his or her job may be adversely affected by harassment based on sex. Therefore, this policy has been prepared to aid our employees in understanding and helping to prevent sexual harassment.

The Equal Employment Opportunity Commission defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" when"

- submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, or;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, or termination, affecting such individual, or;
- such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment can include abusive verbal language related to an employee's sex, sexually oriented comments about an individual's body that are unwelcome and/or reasonably interfere with an employees' work performance or create an intimidating, hostile, or offensive working environment.

An employee who believes that another employee is initiating sexual harassment may file a written complaint with the Mayor, Clerk, or Sexual Harassment Officer within thirty (30) calendar days of the incident. Retaliation against the complainant will not be tolerated. Due to the serious and private nature of this offense, false accusations of sexual harassment are and will be treated as a disciplinary offense and will result in the same level of punishment as that applied to the one who engages in such behavior.

The policy of the Village of Lake George is to investigate all such complaints. If an investigation confirms that harassment has occurred, the Village of Lake George will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment.

## **B. Harassment Policy**

The Village of Lake George strives to provide a work environment that is free from harassment. Therefore, will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Village.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings, or pictures)

Appropriate performance reviews, counseling or discipline by your supervisor or department head do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident immediately to your department head or the Village Clerk
- Report any additional incidents or retaliation that may occur to your department head or the Village Clerk

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Procedures:

- (1) Initial Stage – any person, member of the community, employee or other seeking to file a sexual harassment claim must submit same, in writing to the Mayor,

Clerk, or Sexual Harassment Officer, so designated by the Village Board of Trustees. Said claim will be reviewed by the above officers and a decision furnished the aggrieved within ten (10) days, in writing.

- (2) Appeal – The aggrieved person may, within five (5) days of receipt of the above decision, make a request in writing, to the Village Clerk for an appeal to the Mayor or Sexual Harassment Officer's decision. A copy of this appeal shall be furnished to the Village Board. The Village Board shall notify all parties concerned and establish a time and place when an informal hearing will be held, and where such parties may appear and represent written and oral statements supplementing their positions in the case. Such hearing shall be held within five (5) days of receipt of the complaint and a decision rendered within ten (10) days.
- (3) Records – the Clerk shall keep accurate minutes of all the proceedings, and all complaints filed. A copy of these records shall be furnished the complainant, at the normal Village fee and all records kept in the Village Hall for a period of three (3) years.

**VOTING      Ayes: 5      Blais, Earl, Mastrodomenico, Perry, Root**  
**Nays: 0**

**RESOLUTION NO. 12, 2020 ADOPTED      April 6, 2020**

The Board reviewed the Internet and Acceptable Use Policy. Trustee Earl, seconded by Trustee Mastrodomenico, offered the following resolution:

**RESOLUTION NO. 13, 2020**

**BE IT RESOLVED, that the Village Board hereby approves the following policy:**

**INTERNET AND ACCEPTABLE USE POLICY**

**INTRODUCTION**

The Village of Lake George Acceptable Use Policy specifies policy for the use of information resources and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization.

Being informed is a shared responsibility for all users of the Village of Lake George information systems. Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to keep current with software updates,
- Know how to report a virus warning, a hoax, or other suspicious activity, and
- Participating in training

**POLICY**

Compliance with this policy is mandatory for all employees and contractors of the Village of Lake George. This policy applies to all Village of Lake George information, computer systems and data that are used for official Village of Lake George business regardless of its location.

**1. Purpose**

The purpose of this policy is to establish guidelines for the use of Village computer equipment and software with the goal of insuring that such equipment and software are used in an appropriate and professional manner.

**2. Authorized Use**

Users must not use other users' passwords, user IDs, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from the Village of Lake George. Users must not hide their identity for malicious purposes or assume the identity of another user. Users are responsible for any and all activity initiated from their accounts. Therefore, users should protect their passwords, change them regularly, not reveal them to others, and not leave their computers on and open for non-authorized users to access.

### **3. Privacy**

User files may be subject to access by authorized employees of the Village of Lake George during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

### **4. Restricted Access**

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's restricted information.

### **5. Proper Use of Resources**

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not:

- Misuse email – spread email widely (chain letter) and without good purpose (“spamming”) or flood an individual, group, or system with numerous or large emails messages (“bombing”), or for the creation and exchange of messages that are offensive, harassing, obscene or threatening.
- Internet use – Employees accessing the internet must ensure that all communications are for professional reasons and that they do not interfere with his/her productivity. Employees are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner. Village officials may review internet activity and block websites that are inappropriate or abused. No employee should have any expectation of privacy as to his or her internet use.

### **6. Protecting Information and Shared Resources**

Users must:

- Follow established procedures for protecting files, including managing passwords, using encryption technology, and storing back-up copies of files.
- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for Village of Lake George business in any location.
- Not visit non-business related websites.
- Not open email from unknown senders or email that seems suspicious.
- Not knowingly introduce worms or viruses or other malicious code into the system nor disable protective measures (i.e. antivirus, spyware firewalls).
- Not install unauthorized software.
- Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted.
- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and MP3 players

### **7. Civility**

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment consistent with Village of Lake George policies.

### **8. Applicable Laws**

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

### **9. Violations**

Violations of this policy should be reported to your department head immediately. Employees who engage in the improper use of computer equipment and software shall be subject to disciplinary action up to and including termination of employment.

### **10. Effective Date**

This policy shall be effective immediately.

## **Glossary**

Encryption – The cryptographic transformation of data to render it unintelligible through an algorithmic process using a cryptographic key.

Improper Use – Computer equipment and software may not be used for any reason unrelated to Village business.

Proper Use – Computer equipment and software may be used to enable an employee to carry out his/her duties and for the furtherance of Village business.

Restricted Information – Pertains to information which is not public information, but can be disclosed to or used by Village employees to carry out their duties, so long as there is no legal bar to disclosure.

**VOTING      Ayes: 5      Blais, Earl, Mastrodomenico, Perry, Root**  
**Nays: 0**

### **RESOLUTION NO. 13, 2020 ADOPTED      April 6, 2020**

The Board reviewed the Cyber Incident Response Policy. Trustee Root, seconded by Trustee Perry, offered the following resolution:

### **RESOLUTION NO. 14, 2020**

**BE IT RESOLVED, that the Village Board hereby approves the following policy:**

### **CYBER INCIDENT RESPONSE POLICY**

#### **1. PURPOSE**

This policy is established to clarify roles and responsibilities in the event of a cyber incident. The availability of cyber resources is critical to the operation of a business and a swift and complete response to any incidents is necessary in order to maintain that availability and protect public and private information.

#### **2. RESPONSIBLE EXECUTIVE**

If the incident affects multiple departments, the Chief Executive shall be the Responsible  
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Executive. If only one department is impacted, the executive responsible for that department shall fill this role. The responsibilities of the executive include, but are not limited to:

- Receiving initial notification and status reports from the Incident Response Manager
- Consulting with other executives on public notification, involvement of the organization's attorney and notification of law enforcement
- Preparing and delivering press releases
- Consulting with other executives and appropriate staff on priorities for response and recovery
- Advising the Incident Response Manager on priorities

### **3. INCIDENT RESPONSE MANAGER**

The Village of Lake George designates that Debra McKinney has responsibility for preparing for and coordinating the response to a cyber incident. Responsibilities include, but are not limited to:

- Training users to recognize and report suspected incidents
- Developing and testing response plans
- Being the point of contact should any employee believe an incident has occurred
- Involving the identified technical support to address the incident
- Notifying the appropriate executives that an incident has occurred if significant
- Advising executive regarding notification of law enforcement and the Village's attorney if appropriate.
- Providing information to executive responsible for notifying the press and public
- Coordinating the logging and documentation of the incident and response to it
- Making recommendations to reduce exposure to the same or similar incidents

### **4. TECHNICAL SUPPORT STAFF**

Chris LaFountain of Full Moon Consulting Services, LLC. shall provide technical support to the Incident Response Manager. Responsibilities include, but are not limited to:

- Assessing the situation and providing corrective recommendations to the Incident Response Manager
- Helping the Incident Response Manager make initial response to incidents
- Responding to the incident to contain and correct problems
- Reporting to the Incident Response Manager on actions taken and progress
- Participating in review of the incident and development of recommendations to reduce future exposure
- Consulting with other executives on public notification, involvement of the organization's attorney, and notification of law enforcement
- Assisting with preparation of press releases
- Consulting with other elected officials and appropriate staff on priorities for response and recovery
- Advising the Incident Response Manager on priorities

### **5. LEGAL COUNSEL**

The Village of Lake George's attorney shall provide advice as called upon. No employee shall contact the Village attorney directly without consent of the Mayor.

**VOTING**      **Ayes: 5**      **Blais, Earl, Mastrodomenico, Perry, Root**  
                    **Nays: 0**

**RESOLUTION NO. 14, 2020 ADOPTED**      **April 6, 2020**

There was a motion by Trustee Perry, seconded by Trustee Earl, and unanimously carried to adjourn at 6:42 p.m.

Respectfully submitted,

Debra J. McKinney, CPPB  
Village Clerk  
Purchasing Agent

Special Village Board Meeting immediately following the Annual Organizational Meeting.