

Minutes of the Special Meeting of the Board of Trustees of the Village of Lake George, NY, held at the Village Administration Building on Wednesday, June 6, 2018, at 8:00 a.m.

MEMBERS PRESENT: Robert M. Blais, Mayor
John Earl, Deputy Mayor
John Root, Trustee

MEMBERS ABSENT: Joseph Mastrodomenico, Trustee
Ray Perry, Trustee

Also Present: Clerk Deb McKinney, Superintendent Dave Harrington and Thom Randall (Journalist).

At 8:00 a.m. Mayor Blais opened the Special Meeting and reported that the meeting has been called to order to discuss the issues with the Shepard Park generator fuel tank. He asked Superintendent Harrington to explain. Dave reported that as a result of having the quality of the fuel in the Shepard Park tank checked, it was found that the tank is leaking. It is a double walled tank so the fuel is just leaking between the walls, not out of the tank itself, but it will need to be replaced as soon as possible. NYS DEC has been notified, and we are working with them to make sure we meet their requirements. Dave noted that they have done some computations in regards to the quantity of fuel and size of the tank needed. He feels that a 1,000 gallon tank will work instead of a 2,000 gallon tank. They also considered whether to keep the tank underground or place it above ground, and have decided it would be best to put it back underground. He went on to say that this tank is 30 years old, and has reached the end of its useful life. It is imperative that this tank get removed and replaced as soon as possible. The proposal includes the labor and material to install a new 1,000 gallon type 3 tank, removal of the old tank including the fuel, setting up temporary fuel tanks, and all of the necessary soil samples. Dave and the Board continued to discuss the options, funding, and time frame.

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

RESOLUTION NO. 73, 2018

WHEREAS, it has been determined that the Shepard Park Pump Station generator underground fuel tank is a double-walled tank and the inside wall is leaking, but is being contained by the outside wall at this time, and

WHEREAS, the tank feeds an emergency generator used in case of a power outage, it is necessary to remove and replace as soon as possible, and it imperative that the emergency generator have access to fuel at all times;

WHEREAS, Environmental & Fueling Systems of 20 Gurley Avenue, Troy, NY will provide the labor and materials through New York State Contract Project No. 45531C as per the proposal submitted;

BE IT RESOLVED that it is necessary to remove and replace this tank as soon as possible; so the Village hereby declares this an emergency purchase; and

BE IT RESOLVED, that the estimated cost for a necessary replacement is \$125,000. but is an unanticipated expense, so it was not budgeted;

BE IT RESOLVED, that the Village Board approves the purchase of the replacement tank

including installation and other necessary work at a cost not to exceed \$125,000.00 with funds to come from the General Fund Unreserved Fund Balance (A917), and

BE IT FURTHER RESOLVED, that the Village Board hereby approves the necessary budget amendment to the General Fund budget account A8120.21.

VOTING **Ayes: 3** **Blais, Earl, Root**
 Nays: 0
 Absent: 2 **Perry, Mastrodomenico**

RESOLUTION NO. 73, 2018 ADOPTED. June 6, 2018

Mayor Blais suggested a Handbook update be considered. He noted that regular employees get overtime after 40 hours. He suggested that it would be a nice gesture to allow a salaried employee to get an added benefit of a maximum of one work day's credit if they work over their regular work week. The day's credit would have to be used within 30 days. Trustee Root asked for clarification of a work week. Mayor Blais replied that there are five salaried employees, 2 work in the office and have a regular 35-hour work week; 3 work in other departments and have a regular 40-hour work week. Trustee Root commented that he doesn't think it should be allowed until after 40 hours are worked because that's when overtime is applied.

Mayor Blais, seconded by Trustee Root, offered the following resolution for a revision to the Employee Handbook:

RESOLUTION NO. 74, 2018

BE IT RESOLVED, that the Village Board of Trustees hereby approves the following additions as underlined to the Employee handbook effective immediately:

Section IV - Salaries and Compensation

A. Employment Definition

For the purpose of the statement, the following definitions shall apply:

- a. Full-time employee: A person who is employed by the Village year-round and who works 30 hours per week or more.
- b. Part-time employee: A person who is employed by the Village and works less than 30 hours a week.
- c. Temporary employee - Seasonal employees: a person who is employed for a particular program or project for a period not exceeding six months.
- d. Hourly employee - a person who is employed by the Village at an hourly pay based on hours worked and eligible for overtime.
- e. Salaried employee: A person who is employed by the Village at a fixed yearly pay regardless of hours worked and exempt from overtime.

Salaried employees that work over 40 hours, may accumulate up to one work day's credit (comp time) per month. The comp time must be taken within the next 30 days or be forfeited. 6-6-18

New text is underlined.

VOTING **Ayes: 3** **Blais, Earl, Root**
 Nays: 0
 Absent: 2 **Perry, Mastrodomenico**

RESOLUTION NO. 74, 2018 ADOPTED. June 6, 2018

Mayor Blais noted that a decision needs to be made on what the winter rates for use of the Festival Commons will be. This can be addressed after any Occupancy Tax is awarded.

Trustee Earl inquired as what is the rule about parking cars on private property. Is it allowed only during special events or when? And what zones? Mayor Blais commented that it's been allowed during Americade, 4th of July, and Car Show, and it is prohibited in the residential areas. He agreed that it should be reviewed again, and possibly draft a local law giving the details.

There was a motion by Trustee Earl to adjourn at 8:36 a.m.

Respectfully submitted,

Debra J. McKinney, CPPB
Purchasing Agent
Village Clerk