

Minutes of the Annual Organizational Meeting of the Board of Trustees of the Village of Lake George, NY, held Monday, April 5, 2021 at 4:30 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

**MEMBERS VIA ZOOM:** Ray Perry, Trustee

Also present were: Clerk Debra McKinney, Treasurer Danna Bock (via Zoom), Superintendent Keith Lanfear, Tony Hall – Lake George Mirror, and others via Zoom.

Mayor Blais opened the Annual Organizational Meeting at 4:30 p.m. and asked Trustee Earl to lead the Pledge of Allegiance.

Mayor Blais noticed that several members of his family were in attendance via Zoom.

Mayor Blais announced winners of the recent election – Trustee Joseph Mastrodomenico and Trustee John Root. Clerk Deb McKinney swore them in.

Clerk Deb McKinney requested permission to address the Board. She announced that fifty years ago today, April 5, 1971, Robert M. Blais presided over his first ever Village Board meeting as Mayor. She proceeded to read the following proclamation in his honor.

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

**RESOLUTION NO. 1, 2021**

**WHEREAS, Robert M. Blais began his career as a Village Official and was elected as a Village Trustee in 1968, and proceeded to run for Mayor in March of 1971 and was elected Village Mayor in March of 1971; and**

**WHEREAS, Mayor Blais presided over his first ever Village Board Meeting fifty years ago today on April 5, 1971,**

**WHEREAS, Mayor Blais has worked tirelessly on behalf of this community and has been a steadfast steward for the Lake; and**

**WHEREAS, Mayor Blais is held in the highest esteem and has met an incredible milestone and is currently the longest serving mayor in the United States of America;**

**WHEREAS, Mayor Blais is deserving of recognition for his dedication, enthusiasm and accomplishments;**

**NOW HEREBY BE IT RESOLVED, that the Board of Trustees, staff, and constituents of the Village of Lake George honor and thank Mayor Robert M. Blais for his 50 plus years of dedicated service to the community; and**

**We, the Board of Trustees of the Village of Lake George, do hereby proclaim April 5<sup>th</sup> as “Robert M. Blais Day” in the Village of Lake George from this day forward.**

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

**RESOLUTION NO. 1, 2021 ADOPTED**      April 5, 2021

Clerk McKinney presented Mayor Blais with a framed copy of his first oath of office and the proclamation. Mayor Blais reported that he had an exciting day today with a drive by of all of the Village vehicles and equipment. He continued and announced that he received a phone call from Jennifer Stutzel of EFC confirming that we can expect a contract for the \$9.4M grant for the WWTP Improvement Project within the next couple of months. Contracts have been delayed due to COVID. We were also informed that we will be allowed to use the funds from the grant for expenditures forward prior to receiving a completed contract.

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

#### **RESOLUTION NO. 2, 2021**

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

#### **RESOLUTION NO. 2, 2021 ADOPTED      April 5, 2021**

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

#### **RESOLUTION NO. 3, 2021**

**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. 3, 2021 ADOPTED      April 5, 2021**

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

#### **RESOLUTION NO. 4, 2021**

**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. 4, 2021 ADOPTED      April 5, 2021**

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

#### **RESOLUTION NO. 5, 2021**

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

**BE IT FURTHER RESOLVED**, that since the Lake George branch of the TD bank is closing in April, 2021, and some changes need to be made to our banking processes including the use of an armored car service, that the Board of Trustees of the Village of Lake George authorizes Mayor Blais to sign necessary documents.

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

**RESOLUTION NO. 5, 2021 ADOPTED**      **April 5, 2021**

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

**RESOLUTION NO. 6, 2021**

**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 \$ .56 per mile.

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

**RESOLUTION NO. 6, 2021 ADOPTED**      **April 5, 2021**

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

**RESOLUTION NO. 7, 2021**

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

#### **RESOLUTION NO. 7, 2021 ADOPTED      April 5, 2021**

Mayor Blais, seconded by Trustee Root, offered the following resolution.

#### **RESOLUTION NO. 8, 2021**

**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. 8, 2021 ADOPTED      April 5, 2021**

Motion by Trustee Root, seconded by Trustee Earl, 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  
Village Board Minute Taker  
Incident Response Manager  
Director of Planning & Zoning  
Village Attorneys  
Water Commissioner  
Street Commissioner  
Sanitation Commissioner  
Fire Commissioner  
Parks & Recreation Commissioner  
Public Safety (Fire & Safety Officers)  
Beautification Commissioner  
Trees Commissioner  
Buildings Commissioner  
Street Lighting  
Shared Services  
Superintendent of Public Works  
Asst. Superintendent of Public Works  
Handicapped Discrimination Officer  
ADA Coordinator  
Climate Smart Comm. Coordinator  
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

**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

Denise Snyder  
Debra McKinney  
Debra McKinney  
Dan Barusch  
Meyer & Fuller, PLLC  
Trustee Earl  
Trustee Perry  
Trustee Mastrodomenico  
Trustee Earl  
Trustee Root  
Trustee Earl  
Mayor Blais  
Trustee Mastrodomenico  
Trustee Root  
Trustee Perry  
Mayor Blais  
Keith Lanfear  
Tim Shudt  
Mayor Blais  
Keith Lanfear  
Trustee Mastrodomenico  
Margaret Mannix  
Denise Snyder  
Atty. J. Lawrence Paltrowitz  
Ali Trowbridge  
Caldwell Presbyterian Church  
Tim Shudt  
Tim Shudt  
Keith Lanfear  
Mayor Blais  
Mayor Blais  
Mayor Blais

Mayor Blais  
Trustee Perry  
Keith Lanfear  
Mayor Blais, Trustee Earl, & Councilperson  
Nancy Stannard  
Trustee Perry & Lori Bott  
Mayor Blais  
Trustee Perry, Chris Andrews, John Helms,  
Tim Shudt, Jr., & Julie Malan  
Mayor Blais, Keith Lanfear, Tim Shudt,  
Debra McKinney, Fire Chief  
Mayor Blais  
Mayor Blais  
Mayor Blais  
Mayor Blais & Keith Lanfear

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

**MOTION PASSED.**

Motion by Trustee Root, seconded by Trustee Mastrodomenico, and unanimously carried, to  
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approve the following Planning and Zoning Board appointments:

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

Carol Sullivan, Chairman – exp. 4/2026  
Patricia Dow – exp. 4/2026  
Dean Howland – exp. 4/2024  
Dan Wolfeld – exp. 4/2023  
Walt Adams – exp. 4/2024  
Alternate, Patrina Leland – exp. 4/2026

**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.**

Mayor Blais pointed out that Juneteenth is a State holiday and is celebrated on June 19<sup>th</sup>. He asked the Board if they would like to add it to the paid holiday list. After some discussion, the Board decided to keep the same list of holidays.

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

Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Columbus Day	October 11, 2021	Monday
Veteran's Day	November 11, 2021	Thursday
Thanksgiving	November 25 & 26, 2021	Thursday & Friday
Christmas Eve	December 24, 2021	Friday
New Year's Day	December 31, 2021	Friday
Martin Luther King Day	January 17, 2022	Monday
President's Day	February 21, 2022	Monday
Employee's Birthday	Annually	

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

**MOTION PASSED.**

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

**RESOLUTION NO. 9, 2021**

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

**RESOLUTION NO. 9, 2021 ADOPTED**      **April 5, 2021**

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

**RESOLUTION NO. 10, 2021**

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

**RESOLUTION NO. 10, 2021 ADOPTED**      **April 5, 2021**

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

**RESOLUTION NO. 11, 2021**

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

**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. 11, 2021 ADOPTED      April 5, 2021**

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

**RESOLUTION NO. 12, 2021**

**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. 12, 2021 ADOPTED      April 5, 2021**

There was a motion by Trustee Root, seconded by Trustee Mastrodomenico, and unanimously carried to adjourn at 4:49 p.m.

Respectfully submitted,

Debra J. McKinney, CPPB  
Village Clerk  
Purchasing Agent

Special Village Board Meeting immediately following the Annual Organizational Meeting.