



PUBLIC MEETING
 7:00 PM Regular Session & Organizational Meeting
 April 05, 2023
 MAYOR NICHOLAS BODKIN PRESIDING

Agenda

- Oath of Office: Trustee Carota and Trustee Orlow**
Public Hearing 7:02 - FY 2023-2024 Tentative Budget
Public Forum
Organizational Meeting

1. Grant Projects Update
 - a. Carbon Filtration
 - i. Disbursement Requests #15
 1. Spring Electric - \$14,297.79
 2. Delaware Engineering - \$8,362.50
 - b. GIGP

2. Transfers thru EOY

A 3120.409	A 3120.418	\$300.00	PD Cleaning Supplies/Services
A 3120.424	A 3120.418	\$300.00	PD Cleaning Supplies/Services
A 3120.409	A 3120.410	\$450.00	PD Equipment Maintenance
A 3120.401	A 3120.400	\$1,500.00	PD Computer Support
A 1640.407	A 1640.405	\$650.00	DPW Bldg Misc.
A 1325.413	A 1450.400	\$200.00	Elections
G 8131.401	G 8131.403	\$33.00	2023 GF Sewer Bill
G 8131.402	G 8131.403	\$8,512.00	2023 GF Sewer Bill
G 1990.400	G 8131.403	\$14,829.00	2023 GF Sewer Bill
G 8130.401	G 8110.400	\$25.14	Spring Sewer Mailing
FX 8310.405	FX 8310.400	\$37.86	Spring Water Mailing
a. FX 8310.405	FX 8320.405	\$350.00	Water Pump Misc.

3. Motion to Approve the Bills as Audited
 - a. General Fund - \$38,495.29
 - b. Water Fund - \$3,996.65
 - c. Sewer Fund - \$389,858.47
4. Common Roots Foundation Volunteering
5. Flags for Memorial Day



46 Saratoga Avenue
South Glens Falls, New York 12803-1210
Telephone (518) 793-1455 Fax (518) 793-3063

6. Summer Concerts at the Park
7. Recognition of New Fire Department Volunteer, Alexander Henkel
8. DPW, Police Department, Animal Control, and Building/Code Officer Monthly Reports
9. Request from Saratoga Cty for yellow ribbon donation drop-off point
10. Village Planting RFP
11. Village wide Garage Sale
12. Approval of Minutes 04/13/22, 02/01/23, 03/01/23, and 03/15/2023
13. Old Business
14. New Business
15. Trustee Reports
16. Mayor's Report



Department of Public Safety
 Division of Police
 5 West Marlon Avenue
 South Glens Falls, NY 12803
 Phone: (518) 792-6336 (518) 792-4173
 Fax: (518) 792-6481
 David J. Gifford, Chief of Police

MONTHLY POLICE REPORT FOR MARCH 2023

Calls/Services Total	322		
Investigations	3		
Alarms	7		
Funeral Escorts	0		
Personal Injury Accidents	0		
Property Damage Accidents	10		
Open Doors/Windows	0		
Business/House Checks	0		
Assist Other Agencies (Police/Fire/EMS)	16		
Traffic Tickets	117		
Parking Tickets	2		
DWI Arrests	0		
Penal Law Arrests		Violation	1
		Misdemeanor	5
		Felony	0
Warrant Arrests	2		
Traffic Details	6		
Larcenies Reported	6		
Criminal Mischiefs Reported	1		
Burglaries Reported	0		
Mileage 7G275 (old)	37	Status: Spare car/awaiting radio install	
Mileage 7G275 (new)	878	Status: In service/awaiting computer mount – on backorder	
Mileage 7G276	2153		
<u>Mileage 7G277</u>	<u>0</u>	Status: Out of service/_awaiting radio removal	
Total	3068		

Respectfully Submitted,

David J. Gifford
 Chief of Police

Cc: Mayor, Trustees and Village Clerk



DEPARTMENT OF PUBLIC WORKS

46 Saratoga Avenue

P.O. Box 1210

South Glens Falls, New York 12803-1210

Telephone (518) 792-4033

Fax (518) 792-0299

**BOARD MEETING
April 5, 2023**

WATER/WASTE WATER TOTALS:

WATER: 16,998,000

WASTEWATER: 14,010,000

Avg. day: 548,000

Avg. day: 451,000

Max. day: 623,000 3/24

Max. day: 710,000 3/23

Min. day: 441,000 3/23

Min. day: 300,000 3/4

Town Water: 000,000

- 1) Emergency Water Shut Offs: 3/17 Rich Plaza Saratoga Ave**
- 2) Emergency Sewer Calls: 3/4 VanBuren St Pump Sta., 3/11 144 Hudson St, 3/13 8 Charles St, 3/18 11 Stewart Ave, 3/19 14 Prospect St**
- 3) 3/1-3/20 Snow and Ice Management.**
- 4) 3/21 Storm Drain Repairs.**
- 5) 3/21-3/23 Generator Repairs.**
- 6) 3/27-3/31 Sweeping Village Streets.**
- 7) Vehicle/Building Maintenance, Locations, and Trail Maintenance is ongoing.**


T.J. Chagnon

Public Works Superintendent

Water System Operation Report

Public Water System Name	Reporting Month/Year	Date Report Submitted	Source Water Type(s)
Village of South Glens Falls	March-23		<input checked="" type="checkbox"/> Surface <input type="checkbox"/> Ground <input type="checkbox"/> WUDI <input type="checkbox"/> Purchase with subsequent chlorination <input type="checkbox"/> Purchase w/out subsequent chlorination
Public Water Supply ID#	County	Town, Village, or City	
4500170	Saratoga	Village of South Glens Falls	
Treatment Plant(s) Identification #1	Beach Road WTP		

Date	Treated water volume (1,000 gallons/day)	Chlorination										PH	Water Temp. °C	Phosphate PPM
		Gas Cl ₂		Free Chlorine Residual at Entry Point (mg/l)										
		Cylinder weight remaining (lbs.)	Chlorine used per day (lbs.)	0000	0400	0800	1200	1600	2000	Max.	SU			
1	574.6	151.2	7.0		1.19	1.20	1.27	1.21	1.22	1.23	1.27	7.33	7.6	0.81
2	570.0	151.4	0.8	6.2	1.19	1.18	1.26	1.17	1.15	1.25	1.26	7.31	7.8	0.84
3	567.2	147.8	151.0	3.6	1.19	1.17	1.28	1.19	1.14	1.18	1.28	7.28	7.9	0.68
4	556.7	142.2	151.2	5.6	1.14	1.20	1.23	1.27	1.18	1.15	1.27	7.3	8	0.82
5	556.1	136.0	151.4	6.2	1.15	1.28	1.24	1.27	1.19	1.18	1.28	7.33	7.7	0.82
6	572.7	129.9	151.0	6.5	1.18	1.17	1.27	1.20	1.25	1.18	1.27	7.33	7.6	0.81
7	564.4	123.4	150.8	6.6	1.16	1.17	1.24	1.19	1.24	1.18	1.24	7.31	7.7	0.6
8	572.4	117.2	150.6	6.4	1.18	1.25	1.25	1.29	1.23	1.19	1.29	7.32	7.9	0.68
9	567.7	111.2	151.0	6.0	1.18	1.22	1.26	1.27	1.25	1.20	1.27	7.3	7.9	0.84
10	570.9	105.0	151.0	6.2	1.19	1.20	1.27	1.20	1.17	1.24	1.27	7.29	7.9	0.58
11	561.8	99.0	150.8	6.2	1.19	1.17	1.28	1.30	1.21	1.17	1.30	7.28	8.1	0.66
12	572.0	93.2	151.0	5.8	1.19	1.16	1.29	1.26	1.25	1.19	1.29	7.3	7.7	0.66
13	512.1	87.8	151.2	5.4	1.18	1.22	1.27	1.29	1.19	1.19	1.29	7.29	7.9	0.6
14	485.8	82.2	151.2	5.6	1.22	1.19	1.29	1.36	1.27	1.17	1.36	7.28	8.1	0.62
15	540.3	76.2	151.2	6.0	1.19	1.23	1.28	1.19	1.13	1.21	1.28	7.33	7.7	0.58
16	515.7	70.4	151.2	5.9	1.13	1.16	1.24	1.26	1.16	1.13	1.26	7.35	7.6	0.62
17	551.4	65.0	151.4	5.4	1.21	1.18	1.27	1.15	1.22	1.15	1.27	7.31	7.8	0.59
18	537.6	59.0	151.6	6.0	1.11	1.22	1.19	1.23	1.13	1.11	1.23	7.28	8.1	0.57
19	538.7	52.6	150.8	7.2	1.10	1.23	1.21	1.24	1.17	1.14	1.24	7.26	8.2	0.6
20	538.1	46.4	150.8	6.2	1.13	1.28	1.24	1.21	1.19	1.14	1.28	7.31	7.7	0.6
21	519.4	40.8	151.0	5.6	1.14	1.17	1.26	1.28	1.17	1.13	1.28	7.29	8	0.62
22	562.0	34.5	151.4	6.3	1.21	1.23	1.31	1.21	1.16	1.20	1.31	7.26	8.1	0.58
23	441.2	29.8	151.8	4.8	1.14	1.14	1.21	1.20	1.09	1.04	1.21	7.24	8.4	0.62
24	622.7	23.0	152.0	6.8	1.08	1.11	1.14	1.24	1.19	1.16	1.24	7.25	8.2	0.6
25	527.9	16.8	152.0	6.3	1.20	1.26	1.29	1.23	1.17	1.19	1.29	7.25	8.1	0.59
26	563.6	10.6	152.0	6.2	1.19	1.16	1.24	1.26	1.18	1.14	1.26	7.3	7.9	0.62
27	559.9	4.2	152.0	6.4	1.13	1.12	1.23	1.17	1.23	1.18	1.23	7.27	8	0.61
28	522.3	150.6	147.6	4.4	1.14	1.19	1.26	1.20	1.13	1.13	1.26	7.26	8.3	0.62
29	554.7	150.6	141.0	6.6	1.13	1.23	1.31	1.22	1.17	1.22	1.31	7.26	8	0.57
30	559.3	150.2	134.4	7.0	1.16	1.14	1.25	1.18	1.25	1.20	1.25	7.26	8.2	0.63
31	539.2	150.2	128.2	6.2	1.17	1.20	1.24	1.28	1.20	1.16	1.28	7.28	7.9	0.57
Total	16,998			179,487.829								226.01	246	18.86
AVG.	548			5,982,927,633								7.29065	7.93548	0.60839
MAX.	623			7.17925								7.35	8.4	0.68
MIN.	441			3,5536								7.24	7.6	0.57

Reported by: Alan Dubois Jr Title: Operator in Charge NYS DOH Operator Number: NY0041732
 Signature:  Date: 4/1/23 Operator Grade Lev. IIA, IIB, C, D

South Glens Falls Sewer Totals 2023

Wednesday, March 01, 2023	AD	340	X 1000 Gallons
Thursday, March 02, 2023	AD	310	X 1000 Gallons
Friday, March 03, 2023	AD	360	X 1000 Gallons
Saturday, March 04, 2023	AD	300	X 1000 Gallons
Sunday, March 05, 2023	AD	375	X 1000 Gallons
Monday, March 06, 2023	JR	435	X 1000 Gallons
Tuesday, March 07, 2023	JR	380	X 1000 Gallons
Wednesday, March 08, 2023	JR	370	X 1000 Gallons
Thursday, March 09, 2023	AD	330	X 1000 Gallons
Friday, March 10, 2023	AD	380	X 1000 Gallons
Saturday, March 11, 2023	AD	350	X 1000 Gallons
Sunday, March 12, 2023	JR	410	X 1000 Gallons
Monday, March 13, 2023	AD	390	X 1000 Gallons
Tuesday, March 14, 2023	AD	510	X 1000 Gallons
Wednesday, March 15, 2023	AD	600	X 1000 Gallons
Thursday, March 16, 2023	AD	520	X 1000 Gallons
Friday, March 17, 2023	AD	550	X 1000 Gallons
Saturday, March 18, 2023	AD	550	X 1000 Gallons
Sunday, March 19, 2023	AD	620	X 1000 Gallons
Monday, March 20, 2023	AD	490	X 1000 Gallons
Tuesday, March 21, 2023	AD	510	X 1000 Gallons
Wednesday, March 22, 2023	AD	480	X 1000 Gallons
Thursday, March 23, 2023	JR	710	X 1000 Gallons
Friday, March 24, 2023	AD	310	X 1000 Gallons
Saturday, March 25, 2023	AD	520	X 1000 Gallons
Sunday, March 26, 2023	AD	550	X 1000 Gallons
Monday, March 27, 2023	AD	500	X 1000 Gallons
Tuesday, March 28, 2023	AD	470	X 1000 Gallons
Wednesday, March 29, 2023	AD	530	X 1000 Gallons
Thursday, March 30, 2023	AD	410	X 1000 Gallons
Friday, March 31, 2023	AD	450	X 1000 Gallons
			X 1000 Gallons
	TOTAL:	14010	X 1000 Gallons
	TOTAL:	14010000	
	AVERAGE:	451.9354839	
	MIN:	300	
	MAX:	710	

Memo:

To: South Glens Falls Village Board
From: Bert Weber- Common Roots Foundation
Date: March 30, 2023

RE: Betar Byway Signage Improvements

Proposal: The Common Roots Foundation, as part of our commitment to improve amenities that support an active lifestyle in our community, would like to repair and improve some of the signage on the Betar Byway. The Foundation proposes to re-stain the framework and replace the existing sign boards with new ones. We also propose to re-stain the look-out pavilion and repair and re-do the signage on the SAAS Kiosk at the North Entrance of the Betar.

The Foundation will pay for the improvements and provide the labor and insurance waiver for this project.

Proposed Budget:

2 gallons of solid Village Blue Stain (signs)	\$56.00
4 gallons Solid Brown (pavilion)	\$112.00
Brushes, gloves, drop cloth, misc. hardware, etc.	\$75.00
Landscaping plants, mulch (\$100 per sign)	\$400.00
New aluminum informational sign per SGV info. (\$250 x 4 signs)	\$1,000.00
So. Adirondack Audubon Society Kiosk repair (New roof, stain, new bird species signage)	\$1000.00
Labor, volunteer	NC
Refreshments, lunch	<u>\$100</u>
Total	\$2743.00

Timeframe:

Upon SGF Village Board approval, the Foundation will schedule volunteer days in April and May. The project would be completed before Memorial Day of this year.

VILLAGE OF SOUTH GLENS FALLS
SRF Project No.: D0-18332
SUPPLEMENTAL CERTIFICATE
amending and supplementing the hereinafter defined Closing Certificate

Dated as of the 29 day of March , 2023

I, the undersigned Chief Fiscal Officer of the Village of South Glens Falls (the "Recipient") (as that term is defined in EXHIBIT E of the Project Finance Agreement), hereby certify and agree as follows:

1. This Supplemental Certificate is being delivered pursuant to the Project Finance Agreement (the "Project Finance Agreement") dated as of August 8, 2019 between the New York State Environmental Facilities Corporation (the "Corporation") and the Recipient and the Closing Certificate dated as of August 8, 2019 and delivered by the Recipient (the "Closing Certificate"). In accordance with the Project Finance Agreement and the Closing Certificate, the Closing Certificate is hereby supplemented. All capitalized terms used but not defined herein shall have the respective meanings set forth in the Project Finance Agreement.

2. The certifications made in paragraphs 2, 3, 7 and 8 of the Closing Certificate are confirmed and remade as of this date.

3. The Corporation is hereby requested to fund a Disbursement under the Financing in the amount of \$ 22,660.29 for Project Costs. Upon the making of a disbursement under the Recipient Financing Instrument, the Corporation is authorized to record all or a portion of such Disbursement on the grid attached thereto. The Recipient agrees that the Corporation, in its sole discretion, may allocate all or a portion of each Disbursement to the Grant or the Maximum Principal Sum of the Recipient Financing Instruments, and may allocate any amounts drawn under this Financing among the Project Costs.

4. The above Project Costs have not been paid with the proceeds of any Third-Party Funding, except as specifically described herein: _____

In the event that the Recipient intends to submit, or has submitted, to a Third-Party Funding Entity the Project Costs requested herein, the Recipient represents that all conditions precedent to such reimbursement required to have been performed as of the date hereof have been so performed. The Recipient covenants to perform all conditions required to be fulfilled subsequent to the date hereof in connection with such reimbursement.

5. The Recipient has determined that such Project Costs are reasonable, necessary, and allocable to the Financed Project under generally accepted governmental accounting standards.

6. This is Disbursement number 15 _____ requested under the Financing and this Disbursement, if disbursed, together with the prior Disbursements requested, will not exceed the Maximum Amount.

7. The making of the Disbursement will not result in a Disbursement by the Recipient that will violate any State Constitutional, statutory or judicial limitation on the issuance of debt by the Recipient.

8. The Recipient hereby represents and warrants that it is not in default under the Project Finance Agreement, that no event has occurred which, with the passage of time or the giving of notice or both, would become a default thereunder, that it has performed all of the covenants and agreements that it is required to perform under the Project Finance Agreement, that the making of the Disbursement requested by this Certificate has been duly authorized by the Recipient, and that no change in circumstances has occurred, or will occur upon the making of the Disbursement hereby requested, which would preclude continued reliance upon the opinion of bond counsel to the Recipient rendered in connection with the Financing.

9. All amounts requested for Disbursement hereunder are for eligible Project Costs which have not been included in any previous Disbursement.

10. **(If requesting payment for costs of construction):**

(e) As of the date hereof, the Recipient holds, and will retain, a legal and valid fee simple title or other estate or interest in the site(s) of the Project, including all necessary easements and/or rights-of-way, as are or will be necessary for the Recipient's continued undisturbed use and possession of the site(s) of the Project during the construction, operation and maintenance of the Project.

(f) The Recipient has obtained all licenses, permits or other approvals required as of the date hereof to undertake the Project.

(g) The Disbursement requested does not include any costs of construction (other than costs of planning and design) which have not been accepted by Agency or the Corporation.

(h) The Disbursement requested does not include any costs for change orders which have not been accepted by the Agency or Corporation.

11. **(If requesting payment for costs associated with professional services agreement):**

(c) The Disbursement requested does not include any costs incurred pursuant to any professional services agreements which have not been furnished to the Corporation.

(d) The Disbursement requested does not include any costs incurred pursuant to any professional services agreement pertaining to inspection and engineering services during construction of the Project which has not been accepted by the Agency or Corporation.

12. **(If requesting payment for costs associated with technical force account work):** The Disbursement requested does not include any costs of construction (other than costs of planning and design) associated with the technical force account proposal which has not been accepted by the Agency or Corporation.

13. **(If requesting payment for costs for equipment):** The Disbursement requested does not include any costs for equipment which have not been accepted by Agency or the Corporation.

14. The amount requested does not include any project costs associated with a Utilization Plan, EEO policy statement, or staffing plan as applicable, which has not been accepted by the Corporation.

15. The undersigned is duly authorized to execute and deliver this Supplemental Certificate on behalf of the Recipient.

16. The Recipient hereby represents and warrants that it is not a debarred or suspended party under 2 CFR Part 180 and 2 CFR 1532. Further, the Recipient has not made any award, contract or agreement for purchases of goods or services with any debarred or suspended party under 2 CFR Part 180 and 2 CFR 1532 or with any party that has been determined to be ineligible to bid under Section 316 of the Executive Law.

17. The Recipient hereby represents and warrants that it is has obtained a certification in the form of EXHIBIT N to the Project Finance Agreement from each contractor and subcontractor which has a contract financed hereunder which exceeds \$100,000 and that the Recipient has submitted to the Corporation each such contractor and subcontractor certification as required under 40 CFR Part 34.

18. If Davis-Bacon applies, the Recipient certifies, based on the payroll copies received to date, that this project is in compliance with the requirements of 29 CFR § 5.5(a)(1).

19. If an Arbitrage and Use of Proceeds Certificate is requested as part of this Financing, Recipient is in full compliance with such Arbitrage and Use of Proceeds Certificate and certifies that the representations, warranties and covenants contained in such Arbitrage and Use of Proceeds Certificate remain true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand as of the date first set forth above.

VILLAGE OF SOUTH GLENS FALLS

By: _____
Name: _____
Title: _____

SRF Project No.: D0-18332

Cost Summary
South Glens Falls V, D0-18332

Request No. 15

Contractor Name / Cost Description	Contract Date	Contract Amt	Eligible Amt	Disbursed To Date	Project Cost To Date	Elig. Contract Amt. Remaining	Costs Requested
Jersen Construction Group, LLC	02/18/2022	\$1,544,500.00	\$1,544,500.00	\$906,433.00	\$906,433.00	\$638,067.00	
Construction Contract No. 2G - WTP Upgrades Re-Bid - General Construction	Lump Sum	\$1,544,500.00	\$1,544,500.00	\$906,433.00	\$906,433.00	\$638,067.00	
New Castle Paving LLC	03/26/2021	\$175,517.32	\$0.00	\$0.00	\$175,517.32	\$0.00	
Construction Contract No. 5 - Wilson and Haviland Improvements - General Construction	Lump Sum	\$175,517.32	\$0.00	\$0.00	\$175,517.32	\$0.00	(non-SRF)
Spring Electric, Inc.	02/10/2022	\$78,500.00	\$78,500.00	\$0.00	\$0.00	\$78,500.00	
Construction Contract No. 2E - WTP Upgrades Re-Bid - Electrical Construction	Lump Sum	\$78,500.00	\$78,500.00	\$0.00	\$0.00	\$78,500.00	\$14,297.79
Tom Kubricky Company, Inc.	07/24/2020	\$573,245.86	\$0.00	\$0.00	\$573,245.86	\$0.00	
Construction Contract No. 3 - Wilson & Haviland Ave. Water & Sewer Upgrades - General Construction	Lump Sum	\$573,245.86	\$0.00	\$0.00	\$573,245.86	\$0.00	(non-SRF)
Worldwide Industries Corp.	05/04/2020	\$1,311,861.88	\$1,311,861.88	\$1,311,861.88	\$1,311,861.88	\$0.00	
Construction Contract No. 2019-01 - Water Tank Rehabilitation - General Construction	Lump Sum	\$1,311,861.88	\$1,311,861.88	\$1,311,861.88	\$1,311,861.88	\$0.00	
Delaware Engineering, D.P.C. (.)	07/10/2019	\$256,500.00	\$256,500.00	\$233,004.95	\$233,584.95	\$23,495.05	
Engineering PFOA Construction Administration and Observation	Not to Exceed	\$33,000.00	\$33,000.00	\$20,955.00	\$20,955.00	\$12,045.00	\$7,422.50
PFOA Design	Not to Exceed	\$56,200.00	\$56,200.00	\$55,994.71	\$55,994.71	\$205.29	
Re-bid of PFOA Treatment System	Estimate	\$10,800.00	\$10,800.00	\$0.00	\$580.00	\$10,800.00	\$940.00
Re-bid Tank Construction Administration and Observation	Not to Exceed	\$65,400.00	\$65,400.00	\$65,399.49	\$65,399.49	\$0.51	
Re-bid Tank Design	Not to Exceed	\$6,100.00	\$6,100.00	\$6,095.00	\$6,095.00	\$5.00	
Water Main Construction Administration and Observation	Not to Exceed	\$42,000.00	\$42,000.00	\$41,999.30	\$41,999.30	\$0.70	

Cost Summary
South Glens Falls V, D0-18332

Request No. 15

Contractor Name / Cost Description	Contract Date	Contract Amt	Eligible Amt	Disbursed To Date	Project Cost To Date	Elig. Contract Amt. Remaining	Costs Requested
Delaware Engineering, D.P.C. (.)	07/10/2019	\$256,500.00	\$256,500.00	\$233,004.95	\$233,584.95	\$23,495.05	
Engineering	Water Main Design	\$43,000.00	\$43,000.00	\$42,561.45	\$42,561.45	\$438.55	
Technical Force Account		\$43,194.08	\$0.00	\$0.00	\$43,194.08	\$0.00	
Technical FA	Technical Force Account - Wilson and Haviland Improvements	\$43,194.08	\$0.00	\$0.00	\$43,194.08	\$0.00	(non-SRF)
Technical Force Account		\$42,964.57	\$0.00	\$0.00	\$38,909.58	\$0.00	
Technical FA	Technical Force Account - Water Tank Rehabilitation	\$42,964.57	\$0.00	\$0.00	\$38,909.58	\$0.00	(conditioned)
Bartlett, Pontiff, Stewart & Rhodes, P.C. (.)	09/19/2019	\$8,100.00	\$8,100.00	\$8,100.00	\$8,100.00	\$0.00	
Bond Counsel	Short-Term	\$4,055.00	\$4,055.00	\$4,055.00	\$4,055.00	\$0.00	
	Short-Term (Amended & Restated Note	\$4,045.00	\$4,045.00	\$4,045.00	\$4,045.00	\$0.00	
Law Firm of Susan Bartkowski, Esq.		\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Local Counsel	Local Counsel	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	(conditioned)
< To Be Determined >		\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	(conditioned)
Other	WTP Upgrade Granulated Activated Carbon Media	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	(conditioned)
Miscellaneous		\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
Other	Miscellaneous (copies, postage, legal ads, etc.)	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	

Cost Summary
South Glens Falls V, D0-18332

Request No. 15

Contractor Name / Cost Description	Contract Date	Contract Amt	Eligible Amt	Disbursed To Date	Project Cost To Date	Elig. Contract Amt. Remaining	Costs Requested
Contingency	05/05/2019	\$269,405.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contingency	Estimate	\$269,405.00	\$0.00	\$0.00	\$0.00	\$0.00	(not releaseable)
New contracts (include copy of contract with request):							
PROJECT TOTALS FOR D0-18332:							
		\$4,512,788.71	\$3,200,461.88	\$2,459,399.83	\$3,290,846.67		

LESS OFFSETS:

TOTAL NET REQUESTED FOR THIS DISBURSEMENT: \$22,660.29

Summary of SRF Funding for D0-18332 (all financings)

Total Amount Financed by SRF:	\$ 1,080,000.00
Total Grant:	1,620,000.00
Total Project Costs Disbursed to Date:	2,459,399.83
PLUS: Cost of Issuance Disbursed:	0.00
Total SRF Funds Disbursed To Date:	\$ 2,459,399.83

Summary of SRF Funding for D0-18332 (current financing only)

SRF Financing Amount:	\$ 1,080,000.00
Grant Amount:	1,620,000.00
Disbursed To Date:	2,459,399.83
Available Balance:	\$ 240,600.17



Delaware Engineering, D.P.C.

28 Madison Avenue Extension
Albany, New York 12203

Tel: 518.452.1290
Fax: 518.452.1335

March 14th, 2023

Nicholas Bodkin, Mayor
Village of South Glens Falls
46 Saratoga Ave
South Glens Falls, New York 12803

Subject: Payment Application
 Water Treatment Plant Upgrades Re-Bid 2E

Dear Mayor Bodkin:

Delaware Engineering has reviewed the attached Application and Certificates for Payment submitted by the contractor for the referenced project. All of the information in the application appears correct and the work noted has been completed. We are recommending approval of the following payments:

Contract #	Pay App #	Contractor	Payment Request
2E	1	Spring Electric, Inc.	\$ 14,297.79

If you have any questions or require additional information, please do not hesitate to contact me at (518) 452-1290. We look forward to continuing work on this important project.

Sincerely,

Anthony P. Mantas
Engineer I

TO OWNER:
 Village of South Glens Falls
 46 Saratoga Avenue
 South Glens Falls, NY 12803

FROM CONTRACTOR:
 Spring Electric, Inc.
 93 Blue Factory Road
 Averill Park, NY 12018

PROJECT:
 WTP Upgrades Re-Bid

ARCHITECT/ENGINEER:
 Delaware Engineering, D.P.C.
 238 Madison Ave Ext
 Albany, NY 12203

APPLICATION NO: 1
APPLICATION DATE: 12/6/2022
PERIOD FROM: 2/10/2022
TO: 12/3/2022

PROJECT #'s:
 CONTRACTO E2208
 ARCH/ENG: 2E
 OWNER: 2E

CONTRACT DATE: 2/10/2022

Distribution to:
 OWNER
 ARCHITECT/ENGINEER
 CONTRACTOR
 FEDERAL
 NYS
 OTHER (LIST):

CONTRACTOR FOR: SGF WTP Upgrades Electrical

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown, below, in connection with the Contract, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....
2. NET CHANGE BY CHANGE ORDERS.....
3. CONTRACT SUM TO DATE (Line 1 + 2).....
4. TOTAL COMPLETED & STORED TO DATE.....
 (Column N on Continuation Sheet)
5. RETAINAGE.....
 5.00% of Total Completed and Stored to Date
 (Column N on Continuation Sheet)
6. TOTAL EARNED LESS RETAINAGE.....
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate).....
8. CURRENT PAYMENT DUE.....
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....
 (Line 3 less Line 6)

\$	78,500.00
\$	78,500.00
\$	\$15,050.31
\$	752.52
\$	\$14,297.79
\$	64,202.21

Change Order Summary	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$ -
Total approved this Month		
NET CHANGES by Change Order	TOTALS	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Spring Electric, Inc.
 By: [Signature] Date: 12/22/22
 State Of: New York
 County Of: Albany
 Subscribed and sworn to before me this 22 day of December, 2022
Notary Public: Chelsea M Russell
 My Commission expires: 7/12/2025
CHIEF: SEAM. RUSSELL
 Notary Public, State of New York
 Saratoga County #01RU6419498
 Commission Expires July 12, 2025

ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner that to the best of the Architect's/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED:..... \$14,297.79

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT/ENGINEER:

BY: [Signature] DATE: 03/14/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
 * The Total Scheduled Value & The Total amount Completed and Stored to Date (for the project) may not exceed the Contract Sum to Date unless a change order has been fully executed by the contractor, architect/engineer & owner.
 ** Enter the actual Total Completed and Stored to Date & Actual Balance to Finish even if the total for any item exceeds the scheduled value.
 *** All approved change orders are to be listed on the continuation sheet

A	B	C	D	E	F	G		H		I		J		K		M	N	O	P	Q
						TOTAL PREVIOUS IN PLACE QUANTITY	TOTAL FROM PREVIOUS APPLICATIONS	TOTAL IN PLACE QUANTITY THIS PERIOD	TOTAL THIS PERIOD	TOTAL STORED QUANTITY (NOT IN G OR J)	TOTAL STORED (NOT IN H OR J)	TOTAL IN PLACE QUANTITY DATE	** TOTAL COMPLETED AND STORED TO DATE (H+K)	** TOTAL PERCENT COMPLETE (N/C)	** BALANCE TO FINISH					
1.0	Mobilization & General Construction	\$ 4,000.00	LS		\$ 4,000.00								\$ 2,500.00					62.50%	1,500.00	\$125.00
2.0	General Electrical Building Work	\$ 23,500.00	LS		\$ 23,500.00								\$ -					0.00%	23,500.00	\$0.00
3.0	Power & Control from Existing Building to GAC Filler Building	\$ 8,000.00	LS		\$ 8,000.00								\$ 2,050.31					94.38%	449.69	\$377.52
4.0	Equipment and Panels	\$ 5,000.00	LS		\$ 5,000.00								\$ 5,000.00					100.00%	0.00	\$250.00
5.0	Power and Control for Sewer Pumps	\$ 5,000.00	LS		\$ 5,000.00								\$ -					0.00%	5,000.00	\$0.00
6.0	Start up of Equipment	\$ 3,000.00	LS		\$ 3,000.00								\$ -					0.00%	3,000.00	\$0.00
7.0	Contingency Allowance	\$ 30,000.00	LS		\$ 30,000.00								\$ -					0.00%	30,000.00	\$0.00
* TOTALS		\$ 78,500.00			\$ 78,500.00								\$ 8,000.00		\$ 7,050.31			19.17%	\$ 63,449.69	\$ 752.52

PARTIAL RELEASE AND WAIVER OF MECHANIC'S LIEN

Project Name: South Glens Falls WTP Upgrades Re-Bid

Project Address: 2 Beach Rd., Glens Falls, NY 12801

Owner: Village of South Glens Falls

Contractor: Spring Electric, Inc. Contract #2

Construction Manager: Delaware Engineering

For payments made through: 2/25/2023

Partial Payment Amount: 14,297.79

CONTRACTOR/SUPPLIER has provided labor, materials, rentals and/or services (collectively, "Work") on the above-described Project.

CONTRACTOR/SUPPLIER, for and in consideration of Partial Payment Amount to be paid upon execution of this Partial Release, does for itself, its successors, administrations and assigns, hereby affirm and agree as follows with respect to all Work performed to date and for which payment has been made pursuant to this Partial Release, except as noted below in Paragraph 3:

1. All labor employed in connection with the Work and the Project and all related payroll taxes and charges (such as withholding taxes, social security taxes and worker's compensation, disability and unemployment taxes and/or insurance premiums) have been paid in full, see attached; and
2. All materials, tools, equipment, supplies and services furnished and used upon or in connection with the Work and the Project have been paid for in full; and all sales, use, excise and similar taxes on or in connection with the same have been fully paid, see attached; and
3. Upon receipt by CONTRACTOR/SUPPLIER of a check from the CONSTRUCTION MANAGER in the Partial Payment Amount described above, payable to the CONTRACTOR/SUPPLIER, and when the check has been paid, this document shall become effective to release and forever discharge the CONSTRUCTION MANAGER, its surety and the OWNER and their respective officers, directors, agents, servants and employees, and all lands, improvements, chattels, and other real and personal property connected with or a part of the Project from any and all claims, demands, liens and claims of lien whatsoever, which it now has or hereafter might or could have arising out of the performance of all Work for which payment has been made.

CONTRACTOR/SUPPLIER will, at its sole cost and expense, forever hold harmless, CONSTRUCTION MANAGER, its surety and OWNER from any and all claims and demands and will defend against and obtain the discharge of any liens and claims of lien of others arising out of or in connection with the work, including, without limitation, those claimed or asserted by any employee, supplier or subcontractor of the CONTRACTOR/SUPPLIER (or any employee or supplier of any subcontractor/supplier of the undersigned), governmental agency or any insurance carrier; and

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/whf347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



NAME OF CONTRACTOR OR SUBCONTRACTOR Spring Electric, Inc.

ADDRESS 93 Blue Factory Road, Averill Park, NY 12018

PAYROLL NO. 32 FOR WEEK ENDING 08/13/2022 PROJECT AND LOCATION South Glens Falls WTP

OMB No.: 1235-0008 Expires: 07/31/2015 PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) S P O C O C O C O	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX	Health	NYPL		OTHER	TOTAL DEDUCTIONS
			S	M	T	W	Th	F	S										
Patrick P. Spring 4367 93 Blue Factory Road Averill Park, NY 12018	0	Owner								3.00									
Daniel J. Buonocore 2939 40 Gilligan Road East Greenbush, NY 12061	7	Electrician						7.00		23.00	\$2,343.29	\$153.68	\$236.99	\$334.33	\$11.97	\$0.60	\$737.57	\$1,605.72	
Casey M. Kilmartin 0526 17 New Jersey Ave Rensselaer, NY 12144	0	Apprentice Electrician						7.00		7.00	\$1,534.25	\$117.37	\$275.79		\$7.84	\$0.60	\$401.60	\$1,132.65	
Casey M. Kilmartin 0526 17 New Jersey Ave Rensselaer, NY 12144	0	Apprentice Electrician						8.00		16.00	\$747.20	\$117.37	\$275.79		\$7.84	\$0.60	\$401.60	\$1,132.65	
Victoria J. Spring 4707 93 Blue Factory Road Averill Park, NY 12018	0	Owner																	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, gathering existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, if you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S9502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement



GMES GLENS FALLS
 319 CORINTH ROAD
 QUEENSBURY NY 12804
 518-792-5867 Fax

www.gmes.com

INVOICE

INVOICE DATE	INVOICE NUMBER
08/31/22	S3951533.007
PLEASE REMIT PAYMENT TO:	
GREEN MOUNTAIN ELECTRIC SUPPLY 356 RATHE RD COLCHESTER VT 05446	

SHIP TO:

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	RELEASE NUMBER	
56495	ALCOVE 2208			
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
James Catillaz	BW - BEST WAY	NET 10TH DUE 10TH	08/31/22	05/27/22
DESCRIPTION	ORDER QTY	SHIP QTY	NET UNIT PRICE	NET AMOUNT
^LOT BILLING EATON CUTLER HAMMER South Glens Falls WTP SAY1279718	1ea	1ea	4366.180/ea	4366.18
This Lot Shipment Consists of:				
Ord Qty Shp Qty Description				
1	1			P22D400LT42CH01
1	1			EZT2060S
1	1			EZB2060R
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Our New Remit Address is:</p> <p>356 Rathe Rd</p> <p>Colchester, VT 05446-1505</p> </div>				

check 1660

Invoice is due by 09/10/22.

Signed by:

SUBTOTAL	4366.18
S&H CHGS	
SALES TAX	0.00
AMOUNT DUE	4366.18

Web Enrollment Token: RTV RQR BRR <http://greenmountainelec.billtrust.com>

TERMS are NET10th. Finance charges of 1.75% per month or the max. allowable by law may be charged on past due accounts. In the event account is referred for collection, customer agrees to pay all costs in collection, including court costs and reasonable attorney's fees. Stock returns by permission only and subject to restock charge. Special orders are non-returnable.

9/7/2022

Green Mountain Electric Supply

**4,459.58

Four Thousand Four Hundred Fifty-Nine and 58/100*****

Green Mountain Electrical Supply
356 Rathe Rd
Colchester, VT 05446-1505

56495

Green Mountain Electric Supply				9/7/2022		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/11/2022	Bill	S4122806.001	49.16	49.16		49.16
8/30/2022	Bill	S4139960.001	44.24	44.24		44.24
8/31/2022	Bill	S3951533.007	4,366.18	4,366.18		4,366.18
					Check Amount	4,459.58

Saratoga National Ch 56495

4,459.58

Green Mountain Electric Supply				9/7/2022		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/11/2022	Bill	S4122806.001	49.16	49.16		49.16
8/30/2022	Bill	S4139960.001	44.24	44.24		44.24
8/31/2022	Bill	S3951533.007	4,366.18	4,366.18		4,366.18
					Check Amount	4,459.58

Saratoga National Ch 56495

4,459.58

001660

Service National
80-1122210

Spring Electric, Inc.
83 Blue Factory Rd
Averill Park, NY 12018-5302

9712022

PAY TO THE
ORDER OF

Green Mountain Electric Supply

\$ 4,459.58

Four Thousand Four Hundred Fifty Nine and 58/100

DOLLARS

Green Mountain Electrical Supply
366 Rathe Rd
Colchester, VT 05446-1805

Victoria J. M.

MEMO

56495

⑆001660⑆ ⑆021311929⑆ 70247107⑆

THIS CHECK IS VOID UNLESS IT IS SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE ISSUING ENTITY.

FOR DEPOSIT ONLY
GREEN MOUNTAIN ELECTRICAL SUPPLY, INC.
05446-1805

CHECK BOX FOR BILL/REMOTE DEPOSIT
YOUR BANK OR FINANCIAL INSTITUTION ON LINE ACCESS





GMES GLENS FALLS
 319 CORINTH ROAD
 QUEENSBURY NY 12804
 518-792-5867 Fax

www.gmes.com

INVOICE

INVOICE DATE	INVOICE NUMBER
06/15/22	S3951533.003
PLEASE REMIT PAYMENT TO:	
GREEN MOUNTAIN ELECTRIC SUPPLY 356 RATHE RD COLCHESTER VT 05446	

SHIP TO:

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	RELEASE NUMBER
56495	ALCOVE		
WRITER	SHIP VIA	TERMS	SHIP DATE
James Catillaz	BW-BEST WAY	NET 10TH DUE 10TH	06/15/22
DESCRIPTION	ORDER QTY	SHIP QTY	NET UNIT PRICE
^LOT BILLING EATON CUTLER HAMMER South Glens Falls WTP SAY1279718	1ea	1ea	1505.480/ea
This Lot Shipment Consists of: Ord Qty Shp Qty Description			
1	1	DH365NGK	1505.48
<p>Our New Remit Address is: 356 Rathe Rd Colchester, VT 05446-1505</p>			

Check 1624

Invoice is due by 07/10/22.

Signed by:

SUBTOTAL	1505.48
S&H CHGS	
SALES TAX	0.00
AMOUNT DUE	1505.48

Web Enrollment Token: RTV RQR BRR <http://greenmountainelec.billtrust.com>

TERMS are NET10th. Finance charges of 1.75% per month or the max. allowable by law may be charged on past due accounts. In the event account is referred for collection, customer agrees to pay all costs in collection, including court costs and reasonable attorney's fees. Stock returns by permission only and subject to restock charge. Special orders are non-returnable.

7/2/2022

Green Mountain Electric Supply

**2,897.15

Two Thousand Eight Hundred Ninety-Seven and 15/100*****

Green Mountain Electrical Supply
356 Rathe Rd
Colchester, VT 05446-1505

56495

Green Mountain Electric Supply

Date	Type	Reference	Original Amt.	Balance Due	7/2/2022 Discount	Payment
6/15/2022	Bill	S3951533.003	1,505.48	1,505.48		1,505.48
6/28/2022	Bill	S4081457.001	69.67	69.67		69.67
6/29/2022	Bill	S3951533.005	1,322.00	1,322.00		1,322.00
					Check Amount	2,897.15

Saratoga National Ch 56495

2,897.15

Green Mountain Electric Supply

Date	Type	Reference	Original Amt.	Balance Due	7/2/2022 Discount	Payment
6/15/2022	Bill	S3951533.003	1,505.48	1,505.48		1,505.48
6/28/2022	Bill	S4081457.001	69.67	69.67		69.67
6/29/2022	Bill	S3951533.005	1,322.00	1,322.00		1,322.00
					Check Amount	2,897.15

Saratoga National Ch 56495

2,897.15

001624

Bank of Montreal
50-118211

Spring Electric, Inc.
83 Blue Factory Rd
Averill Park, NY 12018-8302

7/12/2022

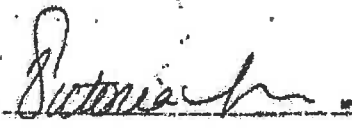
PAY TO THE
ORDER OF

Green Mountain Electric Supply

\$ 2,697.15

Two Thousand Eight Hundred Ninety Seven and 15/100 DOLLARS

Green Mountain Electrical Supply
856 Rattle Rd
Colchester, VT 05446-1505



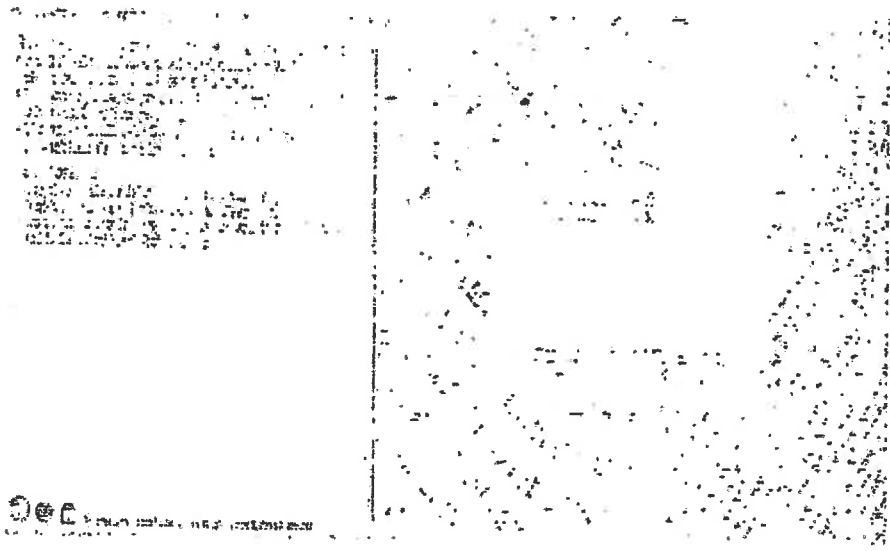
MEMO

66495

001624 0213115291 90249107

FOR REMOTE DEPOSIT ONLY
CREDIT YOUR BANK ACCOUNT WITHIN 2 BUSINESS DAYS
833.088.928

DEPOSIT FOR MAIL/REMOTE DEPOSIT
CREDIT YOUR BANK ACCOUNT WITHIN 2 BUSINESS DAYS





GMES GLENS FALLS
 319 CORINTH ROAD
 QUEENSBURY NY 12804
 518-792-5867 Fax

www.gmes.com

INVOICE

INVOICE DATE	INVOICE NUMBER
05/27/22	S3951533.001
PLEASE REMIT PAYMENT TO:	
GREEN MOUNTAIN ELECTRIC SUPPLY 356 RATHE RD COLCHESTER VT 05446	

SHIP TO:

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

SPRING ELECTRIC, INC.
 93 BLUE FACTORY ROAD
 AVERILL PARK NY 12018

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	RELEASE NUMBER
56495	8208		
WRITER	SHIP VIA	TERMS	SHIP DATE
James Catillaz	BW -BEST WAY	NET 10TH DUE 10TH	05/27/22
DESCRIPTION	ORDER QTY	SHIP QTY	NET UNIT PRICE
LOT BILLING EATON CUTLER HAMMER South Glens Falls WTP SAY1279718	1ea	1ea	1091.340/ea
This Lot Shipment Consists of: Ord Qty Shp Qty Description			
3	3	DH363UGKN	
<p>Our New Remit Address is: 356 Rathe Rd Colchester, VT 05446-1505</p>			

Check 1599

Invoice is due by 06/10/22.

Signed by:

SUBTOTAL	1091.34
S&H CHGS	
SALES TAX	87.31
AMOUNT DUE	1178.65

Web Enrollment Token: RTV RQR BRR <http://greenmountainelec.billtrust.com>

TERMS are NET10th. Finance charges of 1.75% per month or the max. allowable by law may be charged on past due accounts. In the event account is referred for collection, customer agrees to pay all costs in collection, including court costs and reasonable attorney's fees. Stock returns by permission only and subject to restock charge. Special orders are non-returnable.

6/3/2022

Green Mountain Electric Supply

**1,091.34

One Thousand Ninety-One and 34/100*****

Green Mountain Electrical Supply
356 Rathe Rd
Colchester, VT 05446-1505

56495

Green Mountain Electric Supply				6/3/2022		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
5/27/2022	Bill	S3951533.001	1,091.34	1,091.34		1,091.34
				Check Amount		1,091.34

Saratoga National Ch	56495					1,091.34
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Green Mountain Electric Supply				6/3/2022		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
5/27/2022	Bill	S3951533.001	1,091.34	1,091.34		1,091.34
				Check Amount		1,091.34

Saratoga National Ch	56495					1,091.34
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Spring Electric, Inc.
93 Blue Factory Rd
Averill Park, NY 12018-8302

Banknote National
80-1182218

001599

6/3/2022

PAY TO THE ORDER OF Green Mountain Electric Supply

\$ 1,091.34

One Thousand Ninety-One and 34/100 DOLLARS

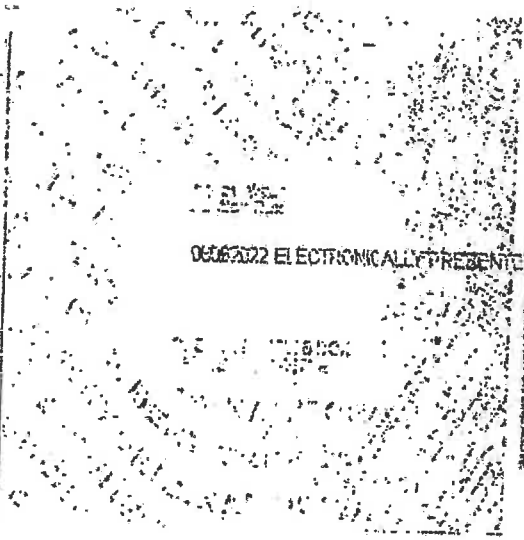
Green Mountain Electrical Supply
356 Ratha Rd
Colchester, VT 05446-1505

Victoria

MEMO 58485

⑈001599⑈ ⑆021311529⑆ 90247107⑈

Small, illegible text block on the left side of the document, possibly a routing slip or internal memo.



06062022 ELECTRONICALLY PRESENTED

CHECK BOX FOR MOBILE/NOTE DEPOSIT
FOR THE BANK OF AMERICA
Page Requested: Deposit Only
Green Mountain Electrical Supply, Inc.
800598929



Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203
 (518) 452-1290

Village of South Glens Falls
 46 Saratoga Ave.
 South Glens Falls, NY 12803

Invoice number 19-1820-27
 Date 02/21/2023

Project 19-1820 Village of South Glens Falls -
 Water System Upgrades

For Services Rendered Through January 29, 2023

PFOA CA & CO

	Hours	Rate	Billed Amount
Anthony Mantas	40.00	125.00	5,000.00
Karla Nunamann	1.00	90.00	90.00
Phase subtotal	41.00		5,090.00
subtotal	41.00		5,090.00
Invoice total			5,090.00

Invoice Summary

Description	Contract Amount	Remaining	Percent Complete	Prior Billed	Current Billed
PFOA DESIGN	56,200.00	17.79	99.97	56,182.21	0.00
REBID GAC TREATMENT	10,800.00	2,753.75	74.50	8,046.25	0.00
WATER MAIN DESIGN	43,000.00	438.55	98.98	42,561.45	0.00
REBID TANK DESIGN	6,100.00	5.00	99.92	6,095.00	0.00
PFOA CA & CO	33,000.00	6,955.00	78.92	20,955.00	5,090.00
H & W WATER MAIN CA & CO	42,000.00	0.70	100.00	41,999.30	0.00
REBID TANK CA & CO	65,400.00	0.51	100.00	65,399.49	0.00
Total	256,500.00	10,171.30	96.03	241,238.70	5,090.00

Approved by:

Robert Flores

Please remit payment to:
 Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203



Delaware Engineering, D.P.C.
28 Madison Ave. Ext.
Albany, NY 12203
(518) 452-1290

Village of South Glens Falls

Project 19-1820 Village of South Glens Falls - Water System Upgrades

Invoice number 19-1820-27
Date 02/21/2023



Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203
 (518) 452-1290

Village of South Glens Falls
 Project 19-1820 Village of South Glens Falls - Water System Upgrades

Invoice number 19-1820-27
 Date 02/21/2023

Anthony Mantas

Timesheet Date: 01/29/2023

Project	Phase	Activity	Employee Type	Mon-23	Tue-24	Wed-25	Thu-26	Fri-27	Sat-28	Sun-29	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I	1.00				4.00			5.00
Regular total				1.00	0.00	0.00	0.00	4.00	0.00	0.00	5.00
Timesheet total				1.00	0.00	0.00	0.00	4.00	0.00	0.00	5.00

Timesheet Date: 01/22/2023

Project	Phase	Activity	Employee Type	Mon-16	Tue-17	Wed-18	Thu-19	Fri-20	Sat-21	Sun-22	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I	3.00	4.00		3.00				10.00
Regular total				3.00	4.00	0.00	3.00	0.00	0.00	0.00	10.00
Timesheet total				3.00	4.00	0.00	3.00	0.00	0.00	0.00	10.00

Timesheet Date: 01/15/2023

Project	Phase	Activity	Employee Type	Mon-09	Tue-10	Wed-11	Thu-12	Fri-13	Sat-14	Sun-15	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I	2.50	3.50	1.00	3.00				10.00
Regular total				2.50	3.50	1.00	3.00	0.00	0.00	0.00	10.00
Timesheet total				2.50	3.50	1.00	3.00	0.00	0.00	0.00	10.00

Timesheet Date: 01/08/2023

Project	Phase	Activity	Employee Type	Mon-02	Tue-03	Wed-04	Thu-05	Fri-06	Sat-07	Sun-08	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I		8.00	1.00	4.00	2.00			15.00
Regular total				0.00	8.00	1.00	4.00	2.00	0.00	0.00	15.00
Timesheet total				0.00	8.00	1.00	4.00	2.00	0.00	0.00	15.00

Karla Nunamann

Timesheet Date: 01/15/2023

Project	Phase	Activity	Employee Type	Mon-09	Tue-10	Wed-11	Thu-12	Fri-13	Sat-14	Sun-15	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Technical Typist				1.00				1.00
Regular total				0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Timesheet total				0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00



Delaware Engineering, D.P.C.

28 Madison Ave. Ext.
Albany, NY 12203
(518) 452-1290

Village of South Glens Falls
46 Saratoga Ave.
South Glens Falls, NY 12803

Invoice number 19-1820-28
Date 03/14/2023

Project 19-1820 Village of South Glens Falls -
Water System Upgrades

For Services Rendered Through February 26, 2023

REBID GAC TREATMENT

	Hours	Rate	Billed Amount
Anthony Mantas	3.50	125.00	437.50
Phase subtotal	3.50		437.50

PFOA CA & CO

	Hours	Rate	Billed Amount
Anthony Mantas	16.50	125.00	2,062.50
Karla Nunamann	3.00	90.00	270.00
Phase subtotal	19.50		2,332.50
subtotal	23.00		2,770.00

Consultant

REBID GAC TREATMENT

	Date	Units	Rate	Billed Amount
Lab Services				
ATLANTIC TESTING LAB				
	02/20/2023			502.50
Phase subtotal				502.50
Consultant subtotal				502.50

Invoice total 3,272.50

Invoice Summary

Description	Contract Amount	Remaining	Percent Complete	Prior Billed	Current Billed
PFOA DESIGN	56,200.00	17.79	99.97	56,182.21	0.00
REBID GAC TREATMENT	10,800.00	1,813.75	83.21	8,046.25	940.00
WATER MAIN DESIGN	43,000.00	438.55	98.98	42,561.45	0.00
REBID TANK DESIGN	6,100.00	5.00	99.92	6,095.00	0.00
PFOA CA & CO	33,000.00	4,622.50	85.99	26,045.00	2,332.50
H & W WATER MAIN CA & CO	42,000.00	0.70	100.00	41,999.30	0.00
REBID TANK CA & CO	65,400.00	0.51	100.00	65,399.49	0.00
Total	256,500.00	6,898.80	97.31	246,328.70	3,272.50



Delaware Engineering, D.P.C.

28 Madison Ave. Ext.

Albany, NY 12203

(518) 452-1290

Village of South Glens Falls

Project 19-1820 Village of South Glens Falls - Water System Upgrades

Invoice number 19-1820-28

Date 03/14/2023

Approved by:

Robert Flores

*Please remit payment to:
Delaware Engineering, D.P.C.
28 Madison Ave. Ext.
Albany, NY 12203*



Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203
 (518) 452-1290

Village of South Glens Falls
 Project 19-1820 Village of South Glens Falls - Water System Upgrades

Invoice number 19-1820-28
 Date 03/14/2023

Anthony Mantas

Timesheet Date: 02/26/2023

Project	Phase	Activity	Employee Type	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24	Sat-25	Sun-26	Total
Village of South Glens Falls - Water System Upgrades	ReBid GAC Treatment	Project Time	Engineer I		1.00	1.00	1.50				3.50
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I				0.50				0.50
Regular total				0.00	1.00	1.00	2.00	0.00	0.00	0.00	4.00
Timesheet total				0.00	1.00	1.00	2.00	0.00	0.00	0.00	4.00

Timesheet Date: 02/12/2023

Project	Phase	Activity	Employee Type	Mon-06	Tue-07	Wed-08	Thu-09	Fri-10	Sat-11	Sun-12	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I	1.00	5.00		1.00				7.00
Regular total				1.00	5.00	0.00	1.00	0.00	0.00	0.00	7.00
Timesheet total				1.00	5.00	0.00	1.00	0.00	0.00	0.00	7.00

Timesheet Date: 02/05/2023

Project	Phase	Activity	Employee Type	Mon-30	Tue-31	Wed-01	Thu-02	Fri-03	Sat-04	Sun-05	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Engineer I	2.50	5.00		0.50	1.00			9.00
Regular total				2.50	5.00	0.00	0.50	1.00	0.00	0.00	9.00
Timesheet total				2.50	5.00	0.00	0.50	1.00	0.00	0.00	9.00

Karla Nunamann

Timesheet Date: 02/26/2023

Project	Phase	Activity	Employee Type	Mon-20	Tue-21	Wed-22	Thu-23	Fri-24	Sat-25	Sun-26	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Technical Typist				1.00	1.00			2.00
Regular total				0.00	0.00	0.00	1.00	1.00	0.00	0.00	2.00
Timesheet total				0.00	0.00	0.00	1.00	1.00	0.00	0.00	2.00

Timesheet Date: 02/19/2023

Project	Phase	Activity	Employee Type	Mon-13	Tue-14	Wed-15	Thu-16	Fri-17	Sat-18	Sun-19	Total
Village of South Glens Falls - Water System Upgrades	PFOA CA & CO	Project Time	Technical Typist		1.00						1.00
Regular total				0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Timesheet total				0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00

SOUTH GLENS FALLS ANIMAL CONTROL

Report March 2023

**5 calls on skunks, 6 calls on cats, 1 call on a woodchuck, 1 call on a grey squirrel,
7 calls for information, 11 calls on dogs (referred to town), 2 on grey foxes.**

E. G. Robbins, ACO

April 1st, 2022



Village of South Glens Falls

Organizational Meeting

April 6, 2023

7:05 pm

Final Draft

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POLICIES

There are numerous policies that the village should have in place, including but by no means limited to cell phone use, computer and internet use policies, a fixed assets policy, an investment policy, a sexual harassment policy, social media, a vehicle use policy, and work place violence prevention policy. The organizational meeting is a good time to review these policies.

RESOLUTIONS

Various matters require board action on an annual basis. To allow the board to approve claims in advance, to allow employees and officers to receive mileage allowances for travel, to allow employees and officers to attend schools and conferences, and to designate depositories, the board must adopt annual resolutions. Although the resolutions may be adopted at any time during the year, it is recommended that they be adopted at the organizational meeting to avoid the necessity, and sometimes embarrassment, of having to call a special meeting to adopt a resolution before a certain date.

BOARD OF TRUSTEES

2023-2024

Mayor

Nicholas Bodkin

Trustees

Timothy Carota

Anthony Girard

Harry G. Gutheil, Jr.

Joseph Orlow

OFFICERS

Name	Office	Term	Expiration Date
Nicholas Bodkin	Mayor	4 Years	April 2025
Timothy Carota	Deputy Mayor	4 Years	April 2027
Anthony Girard	Trustee	4 years	April 2025
Harry G. Gutheil Jr.	Trustee	4 Years	April 2025
Joseph Orlow	Trustee	4 years	April 2027
Samantha Berg	Clerk Treasurer	2 Years	April 2025
Molly Devaux	Deputy Treasurer	2 Years	April 2025
Matthew Espey	Deputy Clerk Treasurer	2 Years	April 2025
Samantha Berg	Registrar of Vital Statistics	1 Year	April 2024
Matthew Espey	Deputy Registrar of Vital Statistics	1 Year	April 2024
Kevin Ostrander Jr.	Building Inspector/Code Enforcement/Fire Marshall		
Miller, Mannix, Schachner, and Hafner	Village Attorney, per contract		

COMMITTEE APPOINTMENTS

Insurance	Trustees Gutheil & Girard
Lighting	Trustees Gutheil & Carota
Parade	Trustees Gutheil & Orlow
Parks/Buildings & Grounds	Trustees Carota & Orlow
Police	Trustees Carota & Girard
Water/Sewer	Trustees Girard & Gutheil
Streets	Trustees Carota & Orlow
Trees	Trustees Carota & Gutheil
Personnel	Trustees Carota & Girard
Safety	Trustees Carota & Girard

OTHER APPOINTMENTS

Auditing	Board of Trustees
Fire Co. Liaison	Trustee Carota
Historian	Trustee Gutheil
Planning Board Liaison	Trustee Orlow
Zoning Board Liaison	Trustee Orlow

PLANNING BOARD

Alfred Chapman	Planning Board, Chair	5 Years	April 2027
Doug Clingen	Planning Board	5 Years	April 2027
Keith Comstock	Planning Board	5 Years	April 2027
Thomas Wade	Planning Board	5 Years	April 2028
Vacant	Planning Board	5 Years	April 2023
Alternate:			

ZONING BOARD

William Giorgianni	Zoning Board, Chair	5 Years	April 2028
Linda Albert	Zoning Board	5 Years	April 2028
Peter Moskov	Zoning Board	5 Years	April 2026
Mark Burns	Zoning Board	5 Years	April 2028
Vacant	Zoning Board	5 Years	April 2026
Alternate:			

CODE OF ETHICS

*Village of South Glens Falls, NY
April 6, 2023*

Chapter 9. Ethics, Code of

§ 9-1. Purpose.

Pursuant to the provisions of §806 of the General Municipal Law, the Board of Trustees of South Glens Falls recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this chapter to promulgate these rules of ethical conduct for the officers and employees of the Village of South Glens Falls. These rules shall serve as a guide for official conduct of the officers and employees of the Village of South Glens Falls. The rules of ethical conduct of this chapter, as adopted, shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

§ 9-2. Definitions

As used in this chapter, the following terms shall have the meanings indicated.

INTEREST

A pecuniary or material benefit accruing to an officer or employee of the Village of South Glens Falls, including a pecuniary or material benefit accruing to the officer's or employee's spouse, minor children and dependents or a firm, partnership or association of which such officer or employee is a member.

MUNICIPAL OFFICER OR EMPLOYEE

An officer or employee of the Village of South Glens Falls, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Chief Engineer or Assistant Chief Engineer.

§ 9-3. Standard of conduct

Every officer or employee of the Village of South Glens Falls shall be subject to and shall abide by the following standards of conduct:

- A. Gifts. He/She shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value greater than that specified by § 805-a of the General Municipal Law, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or could reasonably be expected to influence him in the performance of his official duties or was intended as a reward for any official action on his part.^[1]

[1] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art .I)*

- B. Confidential information. He/She shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
- C. Representation before one's own agency. He/She shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he has the power to appoint any member, officer or employee.
- D. Representation before any agency for a contingent fee. He/She shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of this municipality whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he/she knows thereof, a member of the Board of Trustees and any officer or employee of the Village of South Glens Falls, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any legislation before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.
- F. Disclosure of interest in certain applications. A member of any board, commission, committee or individual representing the Village of South Glens Falls, and any officer or employee of the Village of South Glens Falls, whether paid or unpaid, who participates in the discussion or gives official opinion to the Planning Board on any application for review before the Planning Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such application.[2]
[2] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art. I)*
- G. Disclosure of employment of relatives. No person who is related by blood or marriage to a public officer or department head of the Village of South Glens Falls shall be employed by said public officer or department head before publicly disclosing the name, relationship and proposed employment to the Board of Trustees and upon consent of a majority of said Board at a duly held meeting thereof.

- H. Investments in conflict with official duties. He/She shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction which creates a conflict with his/her official duties.
- I. Private employment. He/She shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
- J. Future employment. He/She shall not, after the termination of service or employment with the Village of South Glens Falls, appear before any board or agency of the Village of South Glens Falls in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

§ 9-4. Certain filings permitted.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Village of South Glens Falls or any agency thereof, on behalf of himself/herself or any member of his/her family, arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

§ 9-5. Distribution.

The Mayor of the Village of South Glens Falls shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Village of South Glens Falls within 30 days after the effective date of this chapter. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. Failure to distribute any such copy or failure of any officer or employee to receive such copy shall have no effect on the duty of compliance with such code, nor the enforcement of the provision thereof.

[1] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art .I)*

§ 9-6. Penalties for offenses.

In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates any of the provisions of this chapter may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

ADVANCED APPROVAL OF CLAIMS

Pursuant to Village Law §5-524(6), the Board of Trustees may, by resolution, authorize claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card and express charges to be paid in advance of audit. An appropriate resolution authorizing advance payment of claims follows:

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card and express charges; and

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card 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.

Section 2. That this resolution is effective immediately.

PROCUREMENT POLICY

Initial Adoption 12/04/91

WHEREAS, § 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the VILLAGE involved in the procurement process, now, therefore, be it

RESOLVED, that the **VILLAGE OF SOUTH GLENS FALLS** does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

1. Every purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known to be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which lead to an emergency purchase, or another written documentation that is appropriate.

2. All goods and services will be secured by use of written request for proposals, written quotations, verbal quotations, or any other method that assures the goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts under \$10,000 and public works contracts \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to § 186 of the Correction Law; purchases under State contracts pursuant to §104 of the General Municipal

Law; purchases under county contracts pursuant to § 103 (3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of

Purchase Contract

\$500 - \$999

\$1,000 - \$2,999

\$3,000 - \$19,999

\$20,000 and more

Method

2 verbal quotations

3 verbal quotations

3 written/fax/email quotations or
written request for proposals

Formal Bid

Estimated Amount of

Public Work Contract*

\$500 - \$999

\$1,000 - \$2,999

\$3,000 - \$4,999

\$5,000 - \$34,999

\$35,000 and more

Method

2 verbal quotations

3 verbal quotations

3 written/fax/email quotations

3 written/fax/email quotations or
written request for proposals

Formal Bid

*Public Work is defined as any work constructed for public use, protection or improvements.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required to each action taken in connection with each purchase.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offer. This document will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under the circumstances.

6. Pursuant to General Municipal Law § 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the VILLAGE of SOUTH GLENS FALLS to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to § 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods. If alternate proposals are required, the VILLAGE may purchase surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and the lower price may include an older product.

d. Goods or services under \$250.00. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

MILEAGE ALLOWANCE

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties. An appropriate resolution authorizing a mileage allowance follows:

“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:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the IRS business rate per mile at the time of the event.

Section 2. That this resolution is effective immediately.”

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

BANK DEPOSITORIES AND CASH MANAGEMENT POLICY

1. The Clerk Treasurer, Deputy Clerk Treasurer, or Deputy Treasurer may take in checks and cash during the day, and will cash out at the end of the day.
2. A double count audit will be performed by a combination of two of the following; Clerk Treasurer, Deputy Treasurer or Deputy Clerk Treasurer will count the cash and checks and match it up to the cash out report.
3. The deposit will then be placed in a bank bag.
4. The bank bag will be walked into the bank or dropped for a nightly deposit by the Deputy Clerk Treasurer, Deputy Treasurer or the Clerk Treasurer.
5. If needed the Police will assist with dropping off the deposit to the bank.
6. The Clerk-Treasurer, Deputy Clerk Treasurer, and Mayor (in the absence of the Treasurer and Deputy Treasurer) are the authorized signatory of all Village checks.

DESIGNATING DEPOSITORIES

Pursuant to Village Law § 4-412(3)(2), the Board of Trustees must designate, by resolution, banks or trust companies in which the Treasurer, Clerk, receiver, and town receiver who are designated and appointed as Village Receiver may deposit Village monies received by them. An appropriate resolution designating depositories follows:

“WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all monies received by the Village Clerk Treasurer, Deputy Clerk, Deputy Treasurer, and Receiver of Taxes. Names of Institutions: Glens Falls National Bank and Trust Co., TD Bank, NBT Bank and NYCLASS.

Section 2. That this resolution is effective immediately.”

INVESTMENT POLICY

1. SCOPE

This investment policy applies to all monies and other financial sources available for investment by the Village.

2. OBJECTIVES

The primary objectives of the Village's investment activities are, in priority order:

- a. To conform to all applicable federal, state and other legal requirements (legal).
- b. To adequately safeguard principal (safety).
- c. To provide sufficient liquidity to meet all operating requirements (liquidity).
- d. To obtain a reasonable rate of return (yield).

3. DELEGATION OF AUTHORITY

The Board of Trustees' responsibility for administration of the investment program is delegated to the Clerk-Treasurer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees. All investment programs will be approved by the Mayor. Each CD not to exceed \$250,000 per NY GEN MUN § 11.

4. PRUDENCE

The Clerk-Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Village to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. The Clerk-Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair his/her ability to make impartial investment decisions.

5. DIVERSIFICATION

It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

6. **INTERNAL CONTROL**

It is the policy of the Village for all monies collected by any officer or employee of the government to transfer those funds to the Clerk-Treasurer within 1-3 days of receipt. The Clerk-Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

7. **DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of monies up to the following maximum amount are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
TD Bank	\$5,000,000	Clerk Treasurer/Mayor
Glens Falls National	\$5,000,000	Clerk Treasurer/Mayor
NYCLASS	\$5,000,000	Clerk Treasurer/Mayor

8. **COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Village, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated as follows:
- b. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
- c. Obligations issued fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public monies; and
- d. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guarantee.

9. **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village's deposits, together with agreed upon interest (if any), and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the Village to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

10. **PERMITTED INVESTMENTS**

As authorized by General Municipal Law, Section 11, the Village authorizes the Clerk-Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided.

11. **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Village shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. The Clerk-Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually.

FEE SCHEDULE

The following fees are hereby established pursuant to Chapter 67 of the Village of South Glens Falls Code. Fees may be adopted or revised by the Board of Trustees from time to time by Board resolution.

<u>CODE CHAPTER & TYPE</u>	<u>FEE</u>
Chapter 49 <u>Amusement Devices</u>	
Application (non-refundable)	\$100.00
Annual License	\$600.00 plus \$35.00 for each machine
Transfer	\$5.00
Chapter 57 <u>Circuses & Carnivals</u>	
Business enterprise for private-gain license	\$25.00 per day
Chapter 68 <u>Fence Permit</u>	
Application	\$25.00
Chapter 69 <u>Uniform Fire Prevention And Building Code</u> (All Applications (non-refundable))	
House Permit (Single Family)	\$0.25/sq ft. Min \$250.00
Addition Permit	\$0.25/sq ft. Min \$100.00
Duplex or Greater Permit	\$0.30/sq ft. Min \$400.00
Addition Permit (Duplex)	\$0.30/sq ft. Min \$400.00
Commercial/Industrial Permit:	
With Alterations (includes CO)	\$100 + .25/sq ft. Min \$100
With Minor Alterations (includes CO)	\$100 + .15/sq ft. Min \$100
Change Use (without alterations)	\$100 + .10/sq ft. Min \$100
Certificate of Occupancy	\$100 (existing business, without CO)
Addition Permit	\$0.15/sq ft. Min \$50.00
Garage Permit	\$0.10/sq ft. Min \$50.00
Shed Permit	\$25.00
Accessory Permit	\$50.00

CODE CHAPTER & TYPE

FEE

Chapter 69	<u>Uniform Fire Prevention And Building Code</u> <i>(All Applications (non-refundable) (continued))</i>	
	Solar Permit Residential	\$100.00
	Solar Permit Commercial	\$150.00
	Demolition Residential	\$50.00
	Demolition Commercial/Industrial	\$0.30/sq ft. Min \$250.00
	Duplicate certificate or permit	\$25.00
	Permit renewal after 1 year	Same as original fee
Chapter 99	<u>Peddler/Solicitor/Transient Merchant Permit</u>	
	Solicitors	\$300.00 per year \$5,000.00 bond or cash equivalent
	Transient Merchants	\$500.00 per day (14 days only calendar year) \$10,000.00 bond cash equivalent
Chapter 103	<u>Records, Public Access</u>	
	Copies of Records	\$0.25 per page
Chapter 111	<u>Sewer</u>	
	Unmetered (residential)	\$110.00
	Metered (residential) Single, 2-Family & Multi-Family	\$110.00 minimum plus \$2.84 per 1,000 gallons over 25,000
	Metered (commercial)	\$110.00 minimum plus \$2.84 per 1,000 gallons over 25,000
	Metered (industrial) Metered outside users	\$3.77 per 1,000 gallons \$188.00 minimum plus \$4.34 per 1,000 gallons over 25,000
	Unmetered outside users	\$188.00 per unit

CODE CHAPTER & TYPE

FEE

Chapter 111 **Sewer** *(continued)*

Sewer Connection Fee – New Construction:

Single Dwelling	\$1,000.00
Two Family	\$1,000.00
Multi Family	*Tap Fee \$500.00 for second unit \$1,000.00 *Tap fee/\$500.00 each addtl unit
Commercial, Public Assembly & Industrial Site	\$2,000.00

** This fee would cover any sewer up to 6", sewer taps over 6", time and materials would be calculated before installation and charged accordingly**

Chapter 115 **Signs**

Application	\$75.00
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Chapter 119 **Site Plan Review**

Site Plan Pre-Submission Conference	No Charge
Review Application for subdivision of land (Includes sketch, preliminary and final review)	\$280.00
Review application and plans for non-residential (Includes sketch, preliminary and final review)	\$250.00
Review application/plans for multiple dwellings (Includes sketch, preliminary and final review)	\$250.00
Review application/plans for combination or aggregation of existing tax map parcels (Includes sketch, preliminary and final review)	\$250.00
ZBA referral for special use permits application	No Charge
ZBA referral for area/use variance application	No Charge

Technical Assistance

Fees incurred by the Village reimbursed by the developer

CODE CHAPTER & TYPE

FEE

Chapter 131 **Swimming Pools**

Construction/maintenance permit	\$25.00 \$300-1000 Est. Cost \$50.00 \$1000-5000 Est. Cost \$75.00 Over \$5000 Est. Cost
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Chapter 149 **Water**

Unmetered Customers (Residential, semi-annual)

Kitchen Sink	\$ 40.25
Bath or shower	\$ 32.00
Toilet	\$ 32.00
Outside faucet	<u>\$ 20.75</u>
Total Fee	\$125.00

Unmetered Customers (Residential, semi-annual)

Lawn Sprinkler (Effective April 1, 2015)	\$30.00
Swimming Pool	\$30.00

Metered Customers (Semi-Annual)

Single, 2-Family & Multi-Family	\$125.00 minimum plus \$2.25 per 1,000 gallons over 25,000
Commercial	\$125.00 minimum \$2.25 per 1,000 gallons over 25,000

Hydrant Use

Demolition	\$300.00 minimum
Swimming Pool Filling	\$3.25 per 1,000 over 25,000 \$50.00 for 10,000 or more gallons; \$25.00 for less than 10,000 gallons

Outside Users

Including Town of Moreau (Dist. #1)	\$3.25 per 1,000 gallons
Connections – Tap Installation	D.P.W. Supt

CODE CHAPTER & TYPE

FEE

Water Connection Fee/Charges – New Construction

Single Dwelling	\$1,500.00
Two Family	\$1,500.00 tap fee/\$500 second unit
Multi Family	\$1,500.00 tap fee/\$500 second unit
Commercial, Public Assembly & Industrial Site	\$2,500.00

** This fee would cover any water tap up to 1". Water taps over 1", time and materials would be calculated before installation and charged accordingly**

Water Meters	D.P.W. Supt.
Water Turn-on	\$15.00
Water Turn-off	\$15.00
Service restore fee after turn-off for Non-payment	\$25.00

Chapter 153 **Zoning**

All Appeals - Applications	\$250.00
Rehearing on applications/appeal/amendments	\$250.00

Chapter 141 **Vehicles and Traffic**

Parking Fines:
\$35.00 for the first offense
\$55.00 for the second offense
\$75.00 for the third offense

Failure to pay after 10 days will result in double the fine

MISCELLANEOUS:

Accident Reports	\$5.00
Tax Searches	\$10.00
Certificate of Occupancy Search	\$10.00
Birth or death certified certificates (seal)	\$10.00
Birth or death certificates for genealogical (no seal)	\$11.00
Curb Cut	\$75.00
Municipal Search/Zoning Letter	\$150.00
Zoning Booklet	\$20.00
Returned checks (each)	\$32.00
Code books	\$150.00
By-way/Gazebo usage (effective 6/1/2013)	\$30.00

**THE VILLAGE OF SOUTH GLENS FALLS DULY AUTHORIZED
REPRESENTATIVE CERTIFICATION**

Authorization to Represent the Village of South Glens Falls in matters regarding the South Glens Falls' NYSDEC SPEDS Municipal Separate Storm Sewer System (MS4) Operators Permit Annual Reporting requirements:

Per the Mayor and the Board of Trustees, the Village of South Glens Falls hereby Authorizes Timothy Chagnon, Superintendent of Public Works, to act as signatory on behalf of South Glens Falls in the absence of the Mayor Nicholas J. Bodkin, when a timely signature to finalize the South Glens Falls' MS4 Permit Annual Report is required.

Duly Authorized Representative Certification Statement:

Duly Authorized Representative

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

Signature

Date

Print name of Signatory

GUIDANCE:

This document is intended to be used in accordance and compliance with NYSDEC SPDES General Permit for Storm water from Municipal Separate Storm Sewer System Operators; GP-0-15-003 Part VI.J. (or as amended or revised). This document and authorization are intended to be adopted via municipal resolution naming a representative (or position) authorized to sign the MS4 Annual Report in the absence of the chief elected official or principal executive officer. The Local StormWater Management Programs (L-SWMPs) must indicate if this Certification and Authorization is for the POSITION or the INDIVIDUAL that is being authorized to sign the L-SWMP's Annual Report to NYSDEC.

SOCIAL MEDIA PARTICIPATION POLICY VILLAGE BOARD OF TRUSTEES

The term “social media” refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled board meeting to receive citizen input, officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comply with federal and state law.

Commenting on Village Accounts

The Village of South Glens Falls uses social media to send and receive messages about village information, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public.

1. Similarly, others who engage with the Village on social media, as an elected official you should understand the Village’s current guidelines for public participation, which are subject to change as new technology and tools emerge.
2. Public comments may be removed from Village-administered social media accounts if they contain any one or more of the following:
 - a. Vulgar, physically threatening or harassing language.
 - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income or other protected status under applicable law.
 - c. Inappropriate sexual content or similar links.
 - d. Private or otherwise confidential information.
 - e. Content that promotes illegal activity or encouragement of actions that may compromise public safety.

- f. Content that violates a legal ownership interest of any other party.
- g. Comments not topically related to the original article or post.
- h. Comments in support of or opposition to political candidates, campaigns or ballot measures during an election season.
- i. Promoting or advertising a commercial transaction, organization or event that is not sponsored or in direct relationship with the City.
- j. Organized political activity.
- k. Information that may compromise the safety or security of the public or public systems.

Use of Personal Accounts

As a policy-making body, Board members are given more latitude than Village employees to publicly express thoughts and opinions on local issues. However, as an elected official, you should be aware of additional risks related to your general participation on social media.

1. Open Meetings Law – Communications between a quorum of Board members about public business, no matter the forum or time, can constitute a “meeting” to which the New York Open Meetings Law applies. If the Law applies to a discussion, an agenda must be posted 72 hours in advance, and the public must be allowed to attend.

Therefore, you should consider the following when using personal social media accounts:

- a. Remove elected titles from profiles used to identify a personal social media account, and clearly state how constituents should communicate regarding public matters.
- b. Include an introductory statement in the profile or about section of your account that defines the purpose and topical scope of your page:

“This account is intended for personal use only. The views, postings, positions or opinions expressed on this site are my own and do not represent those of the Village of South Glens Falls. If you are a citizen of South Glens Falls and would like to discuss village business, please go to [official page] or contact me at [official email].”

- c. Redirect information to official government sources and avoid making posts related to your official duties or governmental bodies.
- d. Redirect political dialogue requests to an alternative means of communication (i.e. email, phone or other preferred social media account).
- e. Avoid commenting on local issues where other Board members are also participating in discussion.
- f. Avoid making posts and/or comments on behalf of the Village and/or the Board of Trustees.
- g. Avoid making posts and/or comments in your official capacity as an elected official. h. Avoid making posts and/or comments regarding City business.

2. Public Information Act – State law clarifies the definition of “public information” as information that is written, produced, collected, assembled, or maintained in connection with the transaction of official business, which includes email, Internet posting, text message, instant message, and other electronic communication.

Therefore, you should consider the following:

- a. Hide, rather than delete, clearly inappropriate public comments on your personal or official social media account, if possible. In some cases, these comments may still be subject to verification or public disclosure in the future. When in doubt, don’t delete it.
- b. Avoid responding to inappropriate comments or personal attacks on social media. If the commenter persists, redirect them to an alternate method of communication (i.e. email).
- c. Be aware that a personal social media account, depending on its content, may still be subject to the Public Information Act.

3. First Amendment – More constituents are posting comments on elected officials’ personal pages to voice concerns on public issues. Once an elected official’s social media page is opened for political discussion, it is transformed into a public forum for speech and debate, instantly granting every user a First Amendment right to comment.

Therefore, you should consider the following:

- a. Limit open-ended political and city business discussions from your personal social media accounts and redirect dialogue requests to an alternate channel.
- b. When in doubt, don't block users. Especially those with whom you have previously engaged. If you must, consult with legal counsel first, and then document your actions and reasons for blocking.

Use of Official Accounts

If you choose to create a social media account to engage with constituents, a best practice is to keep this account distinct and separate from other personal accounts that you maintain.

Elected officials increasingly use social media for reelection purposes as well. However, mixing campaign and constituent communications from the same account could put you at risk for violating laws that prohibit using government resources for political purposes.

Therefore, you should consider the following:

1. Make it official – Your account profile, description and photo should clearly indicate your position as a member of the Village of South Glens Falls Board of Trustees and your intent to use the account as a way of communicating with constituents.
2. Your account is a public forum – Your engagement with the public on social media as an elected official establishes your platform as a limited public forum, which affords users the right to comment on content you publish. It also means that any speech restrictions or censorship is subject to strict scrutiny, and First Amendment activities generally may not be prohibited. So, when in doubt, don't delete it.
3. Prohibited content is defined by Village policy – For consistency, consider managing prohibited content on your accounts in the same way Village-administered accounts are managed.
4. Campaign separately – Board members in office should not use Village administered or funded social media accounts for electioneering. It's equivalent to campaigning from the dais during a public meeting, which may violate state law.
5. Involve legal counsel – If you are unsure about publishing certain content, or feel you are justified in the removal of content, involve legal counsel before making a decision.

General Guidelines

1. **Be transparent** – Your honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. And be clear about why you support, or don't support, certain policies or programs.
2. **Be judicious** – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.
3. **Be knowledgeable** – Write in first-person and consider linking to your information sources. If you publish to a website outside of the Village, consider using a clarifier such as: "These comments and opinions reflect my position as one member of VSGF Board of Trustees." If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, seek an opinion from legal counsel.
4. **Be perceptive** – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the Village. Be sure that all content associated with you is consistent with the Village's values and professional standards.
5. **Be conversational** – Talk to your readers like you would talk to people in professional situations. Avoid overly "composed" language. Bring in your own personality and say what is on your mind. Consider content that is open-ended and invites response. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
6. **Be excited** – The Village is making important contributions to the community, state and nation, as well as to public dialogue on a broad range of issues. Our activities are focused on providing services and innovation that benefits citizens and stakeholders. Share what South Glens Falls is learning and doing, and open up social media channels to learn from others.
7. **Be valuable** – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things that they value. Social communication from Village leaders should help citizens, partners and families. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the Village better, then it adds value.

8. **Be responsible** – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, don't publish. If you are still unsure, you might want to check with legal counsel. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.

9. **Mistakes happen** – If you make a mistake, admit it. Be upfront and quick with your corrections. If you are posting to a blog, you could choose to modify an earlier post. Make it clear that you have done so.

Records Retention

1. Because of your position as an elected official, activity on your social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record.

Therefore, you should consider the following:

a. The Village does not archive or manage Board member social media accounts. You are solely responsible for the retention and archival of content published to your individual accounts.

b. When in doubt, don't delete content without consulting with legal counsel first.

2. Social media content administered by Village employees, and intended for public access and comments, will follow a minimum retention period of two years, as established by the Records Management Office. This includes Board member comments posted on Village accounts.

3. When applicable, the Village will use a software-assisted social media capture tool to obtain and archive an authentic copy of monitored content. This includes Board member comments posted on Village accounts.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions apply:

1. **Comment** – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled solely by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.

2. Connections – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.

3. Limited forum – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.

4. Post – In relation to social media accounts or online activity, anything published in an online forum or social media account.

5. Social media – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.

Violation of Policy

This policy is not meant to circumvent or bypass any of the other processes, policies or laws that are applicable to the Village Board of Trustees. Social media activity and conduct by Board members should not only comply with these policy terms, but all other processes, policies and laws that may apply as well.

Policy Updates

The Board of Trustees reserves the right to update these terms of use at any time

CHAIN OF COMMAND

CHAIN OF COMMAND (During an Emergency Situation)

