



Village of South Glens Falls

Organizational Meeting

April 17, 2024

7:05 pm

**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**

**2024-2025**

### Mayor

Nicholas Bodkin

### Trustees

Timothy Carota

Anthony Girard

Harry G. Gutheil, Jr.

Joseph Orlow

## **OFFICERS**

<b>Name</b>	<b>Office</b>	<b>Term</b>	<b>Expiration Date</b>
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 2025
Matthew Espey	Deputy Registrar of Vital Statistics	1 Year	April 2025
Kevin Ostrander Jr.	Building Inspector/Code Enforcement/Fire Marshall		
William Nikas	Village Attorney, per contract		

## COMMITTEE APPOINTMENTS

Insurance	Trustees Gutheil & Girard
Lighting	Trustees Gutheil & Carota
Parade	Trustees Gutheil & Orlow
Parks/Buildings & Grounds	Trustees Carota & Gutheil
Police	Trustees Carota & Girard
Water/Sewer	Trustees Girard & Orlow
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	Reed Antis
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
Dennis DaVall	Planning Board	5 Years	April 2029
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
John Hoey	Zoning Board	5 Years	April 2026
Alternate:			

## CODE OF ETHICS

*Village of South Glens Falls, NY  
April 3, 2024*

### 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.<sup>[1]</sup>

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

- 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. 1)*

- 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

**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.

- 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.

- Documentation is required to each action taken in connection with each purchase.
- 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.
- 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 (state and local governments exclusively) 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 \$300.00. 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 Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.
  - IRS.gov

## **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, Deputy 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 &amp; TYPE</u>	<u>FEE</u>
Chapter 49 <b><u>Amusement Devices</u></b>	
Application (non-refundable)	\$100.00
Annual License	\$600.00 plus \$35.00 for each machine
Transfer	\$5.00
Chapter 57 <b><u>Circuses &amp; Carnivals</u></b>	
Business enterprise for private-gain license	\$25.00 per day
Chapter 68 <b><u>Fence Permit</u></b>	
Application	\$25.00
Chapter 69 <b><u>Uniform Fire Prevention And Building Code</u></b> <small>(All Applications (non-refundable))</small>	
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	<b><u>Uniform Fire Prevention And Building Code</u></b> (All Applications (non-refundable) (continued))	
	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	<b><u>Peddler/Solicitor/Transient Merchant Permit</u></b>	
	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	<b><u>Records, Public Access</u></b>	
	Copies of Records	\$0.25 per page
Chapter 111	<b><u>Sewer</u></b>	
	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)	\$3.77 per 1,000 gallons
	Metered outside users	\$188.00 minimum plus \$4.34 per 1,000 gallons over 25,000
	Unmetered outside users	\$188.00 per unit

<u>CODE CHAPTER &amp; TYPE</u>	<u>FEE</u>
Chapter 111 <b><u>Sewer</u></b> <i>(continued)</i>	
Sewer Connection Fee – New Construction:	
Single Dwelling	\$1,000.00
Two Family	\$1,000.00 *Tap Fee \$500.00 for second unit
Multi Family	\$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 <b><u>Signs</u></b>	
Application	\$75.00
 Chapter 119 <b><u>Site Plan Review</u></b>	
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

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	<b>\$125.00</b>

**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 \$3.25 per 1,000 over 25,000
Swimming Pool Filling	\$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 addtl 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
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Chapter 153 **Zoning**

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

Chapter 141 **Vehicles and Traffic**

Parking Fines:	\$30.00
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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

