

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:30 PM
Monday, August 26, 2024**

**This meeting will be held in the Village Board Room and may be viewed through ZOOM
Enter at the side door of the building, 39 Main Street**

Join Zoom Meeting

<https://us02web.zoom.us/j/83464593667?pwd=UzV2Yll2VGtqdGRzL3F5OVZvNmMxUT09>

Meeting ID: 834 6459 3667

Passcode: 459999

CALL TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 8-12-2024 and 8-19-2024

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	130	2024	Authorize Training and Overnight Travel for Chief of Police
BILL	131	2024	Resolution approving the annual notification letter of unpaid taxes and \$2 Levy unpaid tax bills
BILL	132	2024	Resolution to appoint member to the project advisory committee for the Whitewater Project
BILL	133	2024	Resolution to authorize the release of RFP seeking professional services for SEQR process of zoning changes for Emergency Services Building Project

OLD BUSINESS: Housing and Emergency Services Updates

NEW BUSINESS:

PUBLIC COMMENT:

EXECUTIVE SESSION: Employment History

MOTION TO ADJOURN

PUBLIC COMMENT
PERIOD OF MEETINGS

1. Anyone may speak to the Village Board of Trustees during the public comment periods of a public hearing or the public comment periods of the meeting.
2. As a courtesy, we ask those participating in public comment to introduce themselves.
3. Individual public comment is limited to **5 minutes** and may be shortened by the meeting chairperson if not respectful and productive in manner.
4. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.
5. Individual time may not be assigned/given to another.
6. A public hearing is meant to encourage comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board member. Should a village response be asked, The Village Board of Trustees may offer explanation or information to the public at that time. They also reserve the right to request the individual leave contact information with the Clerk to receive a more researched answer at a later time.
7. Individuals requesting response from the village board, not offered during the meeting, will be contacted by phone, email, letter, or request for in-person meeting.
8. All remarks shall be addressed to the board as a body and not to any individual member thereof.
9. Interested parties or their representatives may address the board at any time by written or electronic communications.
10. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
11. Village Board members are offered a 5-minute grace period for meeting start. If board member is more than 5 minutes late to the meeting, they will forfeit their right to participate and vote during the meeting.
12. While electronic devices are necessary for viewing documents and time keeping, as a courtesy to the public and fellow board members, Village Board Members must refrain from texting, e-mailing, and instant messaging during Board Meetings, except in the case of family emergencies.

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

VILLAGE BOARD REGULAR MEETING

Monday, August 12, 2024

Regular Meeting began at 5:30 PM and ended at 8:00 PM

Meeting was held in person in the Village Board Room and was also available on zoom

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL FOR REGULAR MEETING: Present, Mayor James Williams

Trustees: Present, Trustee Brunette, Trustee Ryan, Trustee Scollin, and Trustee White.

Staff also Present: Village Manager Bachana Tsiklauri, Village Clerk Amanda Hopf, and Village Treasurer Kendra Martin

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$517,588.27 batch number 08122024. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Brunette

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve these minutes

Motion: Ryan Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

PUBLIC COMMENT:

Mark Wilson regarding Bill #129 and spending money on EMS project before SEQR
Elizabeth Kochar on board consideration of Trustee Brunettes letter to the editor

ITEMS FOR BOARD ACTION:

Bill 117-2024 Resolution to approve the acceptance of Smart Growth Grant for Lake Flower Project

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: Brunette

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 118-2024 Resolution authorizing the Village to contract with SDA for Lake Flower Ave Smart Growth Grant and approve funding source for match portion

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Ryan Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 119-2024 Authorize Travel and Training for Community Development Department overnight travel to NYCOM Fall Training School

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 120-2024 Approve funding for Rail Trail Crossing Signage

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Ryan Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 121-2024 Resolution establishing policies and procedures for the Village of Saranac Lake Revolving Loan Fund

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Brunette Second: White

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 122-2024 Authorize overnight travel for Village Manager and Head Mechanic for inspection of new Aerial Platform Fire Truck

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 123-2024 Resolution authorizing the acceptance of the ADK quad county statewide community regrant for \$4500 to support Music on the Green 2024 Concert Series

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 124-2024 Resolution to waive residency requirements for Deputy Clerk/Treasurer Position

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: Ryan

Motion to Amend: Scollin Second: Ryan

Roll Call to Amend: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 125-2024 Authorize Village Manager to execute Hot House Lease Renewal

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: White

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 126-2024 Resolution to approve acceptance of Smart Growth Grant for the Pendragon Theater Project

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Ryan Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 127-2024 Resolution to authorize a contract with SDA for Mount Pisgah Water Withdrawal DEC Permit Application

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: White Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

Bill 128-2024 Appoint ex-officio member Aurora White to the SLLDC

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Brunette Second: Scollin

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White abstain; Williams yes.

Bill 129-2024 Resolution to authorize the Village Manager to approve a contract with plan2scan for 3D scan of existing facility at 33 Petrova

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: Ryan

Motion to Table: White Second: Brunette

Roll Call to Table: Brunette yes; Ryan yes; Scollin; no; White yes; Williams no.

WORK SESSION: Advisory Boards and Committees

PUBLIC COMMENT SECTION:

Mary Thill thanks for tabling Bill #129 and bids/RFQs in wendel contract

Mark Wilson tabling of Bill #129, attorney presence at meetings, communication, and 1-3 Main Street

Elizabeth Kochar on status of EMS building project questions being answered

Dave Ryan importance of committees and advisory boards for the Village

MOTION TO ADJOURN:

Chair Mayor Williams called for a motion to adjourn

Motion: Scollin Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

VILLAGE BOARD SPECIAL MEETING

Monday, August 19, 2024

Regular Meeting began at 5:30 PM and ended at 5:55 PM

Meeting was held in person in the Village Board Room and was also available on zoom

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL FOR REGULAR MEETING: Present, Mayor James Williams

Trustees: Present, Trustee Brunette, Trustee Ryan, Trustee Scollin, and Trustee White.

Staff also Present: Village Manager Bachana Tsiklauri and Village Clerk Amanda Hopf.

PUBLIC COMMENT:

Mark Wilson on Bill 129-2024

Keith Murphy process of EMS building project

Doug Haney on consideration of all possibilities for use of 33 Petrova

Ben Douglas with follow up on the issues with Wendel Contract

ITEMS FOR BOARD ACTION:

Bill 129-2024 Resolution to authorize the Village Manager to approve a contract with plan2scan for 3D scan of existing facility at 33 Petrova

A copy of the bill is attached and made part of these minutes

Chair Mayor Williams call for a motion

Motion: Scollin Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

PUBLIC COMMENT SECTION:

Mark Wilson disappointment with Board

MOTION TO ADJOURN:

Chair Mayor Williams called for a motion to adjourn

Motion: Scollin Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White yes; Williams yes.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Overnight Travel

Date: 08/26/2024

DEPT OF ORIGIN: Village Manager

Bill # 130-2024

DATE SUBMITTED: 8/12/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution authorizing the overnight travel and training for the Chief of Police

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO AUTHORIZE THE OVERNIGHT TRAVEL AND TRAINING FOR
THE CHIEF OF POLICE

WHEREAS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that will increase their knowledge, skills and job performance, and,

WHEREAS, the Chief of Police will be attending two individual training seminars that will require overnight travel:

1. Albany NY for the State Public Safety Symposium
2. International Association of Chiefs of Police Conference

WHEREAS, the costs associated with the overnight travel and training are included in the 2024-2025 budget for the Police Department.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby authorizes the overnight travel and training for Darin Perrotte, Chief of Police.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Unpaid Tax \$2 Levy

Date: 08/26/2024

DEPT OF ORIGIN: Village Manager

Bill # 131-2024

DATE SUBMITTED: 8/20/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution approving the annual notification letter of unpaid taxes and \$2 Levy onto unpaid tax bills

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO APPROVE THE ANNUAL NOTIFICATION LETTER OF UNPAID TAXES
AND A \$2 LEVY ONTO UNPAID TAX BILLS

WHEREAS, the Village of Saranac Lake is required to mail letters to residents who have unpaid tax bills after the regular collection period ends, and,

WHEREAS, the unpaid tax letters will be mailed in September to notify residents of their unpaid tax bills, and,

WHEREAS, the Village of Saranac Lake is permitted to levy a \$2 charge to those unpaid Village tax bills in order to cover the cost of the processing and mailing of the unpaid tax letters, and,

NOW, THEREFORE BE IT RESOLVED, the Saranac Lake Village Board of Trustees hereby authorizes a \$2 charge to be added to unpaid tax bills to cover the cost of mailing the notification letter.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Whitewater Project Committee

Date: 08/26/2024

DEPT OF ORIGIN: Trustee Brunette

Bill # 132-2024

DATE SUBMITTED: 8/20/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to appoint member to the project advisory committee for the Whitewater Project

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO APPOINT MEMBER TO THE PROJECT ADVISORY COMMITTEE FOR THE
WHITEWATER PROJECT

WHEREAS, the Village Board of Trustees established the Whitewater Project Advisory Committee to oversee the design, engineering and construction of the whitewater feature until the end of the contract and grant funds are expended; and

BE IT FURTHER RESOLVED, the Board of Trustees appoints Trustee Brunette as Ex-Officio to said committee.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Authorize RFP

Date: 08/26/2024

DEPT OF ORIGIN: Trustee White

Bill # 133-2024

DATE SUBMITTED: 8/22/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to authorize the release of a RFP for professional services for SEQOR process to complete zoning changes for Emergency Services Building Project

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution to authorize the release of a RFP for professional services for SEQR process to complete zoning changes for Emergency Services Building Project

WHEREAS, the Village is committed to completing the SEQR process for the zoning regulation changes, amendments to the comprehensive plan, and the proposed Emergency Services Facility, and

WHEREAS, the Village recognizes changes to zoning districts and amendments to the comprehensive plan are considered a Type 1 action under the State Environmental Quality Review Act and require an environmental review and a Full Environmental Assessment Form,

WHEREAS, the Village currently has the need for an independent company to oversee and assist in the SEQR process for the necessary zoning changes, adjustments to the comprehensive plan and the proposed Emergency Services Facility at 33 Petrova,

NOW, THEREFORE BE IT RESOLVED, the Village Board of Trustees authorizes the Village Manager to issue an RFP seeking the professional services of a SEQR expert to complete the process for zoning changes within the Village, updates to the comprehensive plan, and the proposed Emergency Services Facility project.