

VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 6:30 PM

Monday, September 9, 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/86297799451?pwd=Q3Fnb3N0UGw4U0NDcTF0WHh2b2pkQT09>

Meeting ID: 862 9779 9451

Passcode: 737970

CALL TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 8-26-2024

SPECIAL GUEST: Executive Director North Country Sports Council

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	134	2024	Arbor Day Proclamation
BILL	135	2024	Appoint members to Tree Committee
BILL	136	2024	Overnight Travel and Training for Community Development Department for APA Chapter Conference
BILL	137	2024	Resolution to authorize the Village Manager to hire Account Clerk
BILL	138	2024	Deem Equipment Surplus
BILL	139	2024	Resolution to appoint project advisory committee for DRI Whitewater Project

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

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 26, 2024

Regular Meeting began at 5:30 PM and ended at 7:00 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 \$1,585,454.77 batch number 08262024. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Brunette Second: Scollin

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: Brunette

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

PUBLIC COMMENT:

Mark Wilson email regarding 3D scan, Bill 133-2024, and answers to questions on EMS building project

Joy Cranker disgust of board

ITEMS FOR BOARD ACTION:

Bill 130-2024 Authorize Training and overnight travel for Chief of Police

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 131-2024 Resolution approving the annual notification letter of unpaid taxes and \$2 levy of unpaid tax bills

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

Chair Mayor Williams call for a motion

Motion: Brunette Second: Ryan

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

Bill 132-2024 Resolution to appoint member to the project advisory committee for whitewater park project

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 133-2024 Resolution to authorize the release of RFP seeking professional services for SEQR process of zoning changes for EMS building project

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

Chair Mayor Williams call for a motion

Motion: White Second: Brunette

Motion to Table: Scollin Second: Ryan

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

OLD BUSINESS: Housing and Emergency Services Updates

NEW BUSINESS: Agenda Items and Lake Champlain Basin Program Grant

PUBLIC COMMENT SECTION:

Jeremy Evans on zoning changes and SEQR

Mark Wilson tabling of Bill 133-2024 and Capital Reserve Fund Resolution

EXECUTIVE SESSION: Employment History of particular person(s)

Chair Mayor Williams called for a motion to enter into executive session

Motion: White Second: Scollin

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

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: Arbor Day Proclamation

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 130-2024

DATE SUBMITTED: 8/28/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to declare October 7, 2024 as Arbor Day in the Village of Saranac Lake

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____



Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, James Williams, Mayor of the Village of Saranac Lake, do hereby proclaim October 7, 2024 as

Arbor Day

In the Village of Saranac Lake, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generation.

Dated this 9th day of September, 2024.

Mayor James Williams

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

SUBJECT: Tree Committee Members

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 131-2024

DATE SUBMITTED: 9/3/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution appoint members to Tree Committee

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution for the Village of Saranac Lake to appoint members to Tree Committee

WHEREAS, the Village of Saranac Lake adopted a Public Tree Care Law in 2019, and,

WHEREAS, the establishment of a tree committee was part of the Tree Care Law,

WHEREAS, the Tree Care Law states the committee shall consist of members whom shall have a working knowledge of tree care, and,

WHEREAS, the Village Manager, Ski Area Manager and DPW Superintendent shall serve as ex officio members of the committee, and,

WHEREAS, the Village Manager and Ski Area Manager has recommended members to be appointed to the Saranac Lake Tree Committee, and,

THEREFORE, BE IT RESOLVED, Christian Wissler, Jason Smith, Taylor Samburgh, and Steve Langdon be re-appointed to the Village of Saranac Lake Tree Committee for a two-year term.

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

SUBJECT: Overnight Travel/Training

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 132-2024

DATE SUBMITTED: 8/28/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to authorize training and overnight travel for Community Development Department

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION AUTHORIZING TRAVEL AND TRAINING FOR COMMUNITY DEVELOPMENT
DIRECTOR AND COMMUNITY DEVELOPMENT ADMINISTRATIVE ASSISTANT**

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 Community Development Department will attend the APA Chapter Conference on October 9th and 10th, which will require one night of overnight lodging, and,

WHEREAS, the total expenditure that is designated in the 2024-2025 Budget is \$637.00 for conference registration fees and overnight lodging.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the expenditure of \$637 plus necessary mileage to cover training and overnight travel expenses for the Community Development Department to attend the APA Chapter Conference.

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

SUBJECT: Hire Account Clerk

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 133-2024

DATE SUBMITTED: 9/3/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to provisionally appoint Account Clerk

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER
TO PROVISIONALLY HIRE AN ACCOUNT CLERK**

WHEREAS, the Village has a vacant position of account clerk, and,

WHEREAS, the Village requested a certified list from Franklin County for the position of account clerk, and,

WHEREAS, the certified list is now non-mandatory and Village staff conducted interviews for interested candidates and is recommending Ana Rottner-Ruiz be provisionally hired to the position of Account Clerk contingent on passing the next civil service exam for the position, and,

WHEREAS, Franklin County has pre-approved the position upon review of the application, and,

WHEREAS, this position is a member of the Teamster Union and will begin with all the benefits to a starting union member.

NOW, THEREFORE BE IT RESOLVED, authorization is given to the Village Manager to provisionally hire Ana Rottner-Ruiz for the position of Account Clerk.

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

SUBJECT: Equipment Surplus

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 134-2024

DATE SUBMITTED: 8/26/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to deem equipment surplus

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION DECLARING EQUIPMENT SURPLUS AND AUTHORIZING SALE
OF SURPLUS EQUIPMENT

WHEREAS, the Village of Saranac Lake has determined the equipment listed below is no longer useful to the Village, and,

-2014 Chevrolet Impala Vin #2G1WA5E30E1176803

WHEREAS, the Village may deem equipment as surplus and dispose of it, if it no longer useful to the Village.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of Trustees deems the equipment on the list below as surplus and allows the sale to another municipality or the services of Auction International to sell the equipment.

BE IT FURTHER RESOLVED, the revenue from the sale of the surplus equipment will be transferred to the surplus equipment account.

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

SUBJECT: Whitewater Project Committee

Date: 09/09/2024

DEPT OF ORIGIN: Village Manager

Bill # 135-2024

DATE SUBMITTED: 8/27/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to appoint members to project advisory committee for DRI Whitewater Project

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION TO APPOINT PROJECT ADVISORY COMMITTEE FOR DRI
WHITEWATER PROJECT**

WHEREAS, the DRI Local Project Committee selected the Saranac Lake Whitewater Park as a priority project in the DRI Strategic Investment Plan; and

WHEREAS, the Saranac Lake Whitewater Park project was awarded a DRI grant by New York State in the amount of \$410,616; and

WHEREAS, the Board of Trustees approved taking on the Saranac Lake Whitewater Park project as the project sponsor;

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

BE IT RESOLVED, the Board of Trustees appoints the persons listed below to said committee, with a two-year term.

DRI Whitewater Project Advisory Committee Members:

Scott McKim

Orli Gottlieb

Colleen O'Neil

Jim Cunningham

Randall Swanson

Kelly Brunette, Ex-Of ficio

Katrina Glynn/ John Dixon - Village Staf f