

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:30 PM**

Tuesday, October 15, 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 9-23-2024

COMMUNITY DEVELOPMENT UPDATE

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	143	2024	Workplace Violence Policy Adoption
BILL	144	2024	Resolution to submit a Northern Border Regional Commission (NBRC) grant application for Mount Pisgah Recreation Center Improvements
BILL	145	2024	Resolution to authorize the Village Board to act as Lead Agency for the SEQR process for the Mount Pisgah Water Withdrawal Permit Project
BILL	146	2024	Resolution authorizing the submission of the Village of Saranac Lake Mount Pisgah Water Withdrawal Permit to NYSDEC
BILL	147	2024	Resolution to approve updates to the STR permit application and a draft request form for new short-term rental exemptions
BILL	148	2024	Resolution to amend the Saranac Lake Fire Vehicle Replacement Plan
BILL	149	2024	Resolution designating Prescott Park as Prescott-IPW Park
BILL	150	2024	Special Meeting Rules
BILL	151	2024	Resolution directing the Village Manager and Police Chief to seek quotes for enhanced security protocols and infrastructure for the Village Offices

OLD BUSINESS: Short-term Rentals, Ampersand Ave designs, Rezoning Recommendations, and Armory

NEW BUSINESS: Open Meetings Law (location/attendees)

PUBLIC COMMENT:

EXECUTIVE SESSION: Employment and financial History of particular person/corp and matters which imperil safety if disclosed

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, September 23, 2024

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

WORK SESSION: Short-term Rentals

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$549,364.67 batch number 09232024. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Ryan

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; abstain; White yes; Williams yes.

PUBLIC COMMENT:

Kathy Pallotta regarding new STR exemption by the Board

Mark Wilson requesting update on public input session by wendel and the boards decision to use wendel for EMS project

Rich Shapiro updated on 400 Broadway, expenditures of 33 Petrova, employee retention time, STR report, and Bill 133-SEQR

ITEMS FOR BOARD ACTION:

Bill 140-2024 Resolution designating September 27th as DJ Daniel Day in the Village of Saranac Lake

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 141-2024 Resolution to engage Siemens Industry Inc. for Project Management and Energy Services Company (ESCO)

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 142-2024 Resolution to approve Park Use Application for Harvest Fest with permission to serve beer and wine

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 133-2024 Resolution to authorize release of RFP for professional services for SEQR process to complete zoning changes for Emergency Services 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

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

OLD BUSINESS: Housing Update and Emergency Services Facility Update

NEW BUSINESS: Employee Handbook, Village Policies, and NYCOM Conference

PUBLIC COMMENT SECTION:

Rich Shapiro workplace violence policy adoption and embarrassment of SEQR vote

Elizabeth Kochar understanding of SEQR resolution

Doug Haney exploring all options of 33 Petrova

EXECUTIVE SESSION: History of Employment of Particular Corporation and Sale of Property

Chair Mayor Williams called for a motion to enter into Executive Session

Motion: Scollin Second: Ryan

Roll Call: Brunette yes; Ryan yes; Scollin; yes; White no; 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: Workplace Violence Policy

Date: 10/15/2024

DEPT OF ORIGIN: Village Manager

Bill # 143-2024

DATE SUBMITTED: 9/29/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to adopt workplace violence policy

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO ADOPT WORKPLACE VIOLENCE POLICY

WHEREAS, the Village of Saranac Lake is committed to the safety and security of our employees and volunteers, and,

WHEREAS, the existing Village of Saranac Lake Workplace Violence Policy has been reviewed and updated to ensure compliance with New York State regulations,

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees adopts the Workplace Violence Program and Policy.



VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE POLICY

ADOPTED OCTOBER 15, 2024

The question of the adoption of the foregoing resolution was duly put to a vote on April 15th, 2024 roll call which resulted as follows:

Motion: _____ Second: _____

Roll Call: Brunette ___; Ryan ___ Scollin ___; White ___; Williams _____

I, _____, Village Clerk of the Village of Saranac Lake, Franklin County, New York hereby certify that I have compared the preceding resolution with the original thereof filed in my office and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Village of Saranac Lake this 15th day of October, 2024.

Village Clerk

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VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE POLICY

I. Policy Statement

The Village of Saranac Lake is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village of Saranac Lake property will be thoroughly investigated and appropriate action will be taken. Individuals who engage in this behavior may be removed from Village of Saranac Lake's property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Village of Saranac Lake policies, rules, and collective bargaining agreements, Civil Service Law, and/or referral to law enforcement authorities for criminal prosecution. The Village Board of Trustees, officials, department heads, staff, volunteers, vendors, contractors, consultants, and others, who business with the Village are expected to maintain a working environment free from violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and authorized employee representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Programs.

The goal of this policy is to promote the safety and well-being of all people in the workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village of Saranac Lake has identified response personnel that include a member of management and an employee representative. If appropriate, the Village of Saranac Lake will provide counseling services or referrals for employees.

All Village of Saranac Lake personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Additionally, personnel are encouraged to report behavior they reasonably believe poses a potential for workplace violence.

Contact Person: Village Manager. manager@saranaclakeny.gov . 518-891-4150 ext. 205

II. Definitions

- A. **Workplace Violence** is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression or disrupts the workplace, or the Village's ability to provide services to the public. This includes, but is not limited to:
- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
 - Any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - Intentional and wrongful physical contact with a person without their consent; or
 - Stalking an employee with the interest of causing fear of physical harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.
- B. **Who is Covered:** This policy shall apply to all employees of the Village, as well as the Village Board of Trustees, elected and appointed officials, department heads, staff, volunteers, vendors, contractors, consultants, and others who do business with the Village.

III. Initial evaluation and determination of workplace violence risks

The Village of Saranac lake determines that the following are some of the factors or situations in the Village workplaces that might place employees at risk:

1. Duties that involve the handling or exchange of monies
2. Duties that involve mobile workplace assignments
3. Working with unstable or volatile persons in criminal justice settings
4. Working in community-based settings
5. Working in rural or sparsely populated areas
6. Working in poorly lit environment
7. Working alone

IV. Preventing Workplace Violence Methods

1. All Village employees shall possess Village-issued identification.
2. Several Village departments are locked and secured preventing the general public from access unless they are authorized or accompanied by a Village of Saranac lake employee.
3. The hierarchy of controls to which the program shall adhere is as follows:
Engineering controls, work practice controls and personal protective equipment.
4. All employees will participate in annual workplace violence training.

TRAINING at a minimum will include:

1. The requirements of the 12 NYCRR Part 800.6 regulation and the risk factors that were identified in the risk evaluation and determination;
2. Measures that employees can take to prevent themselves from the identified risks including specific procedures that the employer has implemented to protect employees, such as an incident alert and notification procedures, appropriate work practices, emergency procedures and use of security alarms and other devices.
3. The location of written workplace violence prevention program and how to obtain a copy.

V. Reporting of Incidents

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any Village employee. Workplace violence should be promptly reported to the supervisor, the Village Manager or, if the incident involved the Village Manager, to a Village Trustee. Employees are encouraged to complete and file the Incident Report Form (Appendix A) with the Village Manager, or, if an incident is verbally reported, the person to whom the incident is reported should complete and file the form. The Village Manager shall contact the Workplace Violence Advisory Team. Additionally, Village employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. It is important that all employees take this responsibility seriously to effectively maintain a safe working environment.

VI. Responsibilities

A. Elected Officials and Department Heads

Elected officials and department heads shall be responsible for the implementation of this policy. The responsibility includes dissemination of this policy to all employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all administration and supervisors are aware of their responsibilities under this policy through internal communication and training.

B. Supervisory Staff

Each employee designated with supervisory responsibility (hereinafter "Supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report, to the Village Manager, any complaint of workplace violence made to him/her and any other incidents of workplace violence which he/she becomes aware or reasonably believes to exist.

C. Village Manager

The Village Manager is responsible for ensuring new employees have a copy of the Workplace Violence Policy and appropriate training. The Village Manager will also be responsible for annually disseminating this policy to Village Personnel, as well as positing the policy appropriately throughout buildings and locations.

The Village Manager will assist Department Heads and the Workplace Violence Advisory Team in responding to workplace violence; and consulting with, as necessary, counseling services to ensure professional intervention.

The Village Manager (or designated department heads) will offer periodic, (annual) opportunities for training in the prevention and awareness of workplace violence.

The Program will be reviewed in its entirety at least annually, tentatively April of each year.

VII. The Workplace Violence Advisory Team

The Workplace Violence Advisory Team will consist of the Village Manager, the Department Head (where the incident arose), and a Union Representative (as applicable).

This team will assist in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the Village's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention intervention and interviewing techniques in responding to workplace violence.

VIII. Confidentiality

The Village shall maintain confidentiality of investigations of workplace violence to the fullest extent possible. The Village will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that safety and well-being of Village employees would be served by such action.

IX. Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination, and referral to law enforcement in aggravated circumstances.

APPENDIX A
VILLAGE OF SARANAC LAKE
WORKPLACE VIOLENCE INCIDENT REPORT

Workplace Violence is any action that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights or expression, or disrupts the workplace, or Village's ability to provide services to the public.

A reportable violent incident is defined as any physical assault, threatening behavior or verbal abuse in any location where an employee performs a work-related duty whether directly involved or observed. Complete this form immediately following a workplace violence incident and submit it to:

Village Manager
39 Main Street, Suite 9
Saranac Lake, NY 12983
manager@saranaclakeny.gov

Date of Incident: _____ Time of Incident: _____

Employee Name and Job Title _____

Phone: _____

Names of other affected employees: _____

Department: _____ Work Location: _____

Incident Location: _____

Were injuries sustained: Yes No

If yes, please specify the extent of the injuries and the location of treatment: _____

Supervisor's Name and Title: _____

Briefly describe the incident: _____

Has corrective action been taken? Yes No

Specify: _____

Additional Comments: _____

Date of Report

Signature of individual filing report

VILLAGE OF SARANAC LAKE
WORKPLACE VIOLENCE POLICY

ACKNOWLEDGEMENT

(To be placed in employee's personnel file)

I hereby acknowledge that I have received, read, and understand the Village of Saranac Lake's Workplace Violence Policy and agree to review any changes or modifications to this policy.

Signature: _____ Date: _____

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

SUBJECT: NBRC Grant Submission

Date: 10/15/2024

DEPT OF ORIGIN: Village Manager

Bill # 144-2024

DATE SUBMITTED: 9/24/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**VILLAGE OF SARANAC LAKE
RESOLUTION TO SUBMIT A NORTHERN BORDER REGIONAL COMMISSION (NBRC)
APPLICATION FOR MT. PISGAH RECREATION CENTER IMPROVEMENTS**

WHEREAS, the Northern Border Regional Commission (NBRC), established by Congress in 2008, offers grants through the Catalyst Program for projects across the Northern Border region;

WHEREAS, the Village of Saranac Lake has been invited to apply for infrastructure funding up to \$1,000,000 under the NBRC Catalyst Program for improvements to Mt. Pisgah Recreation Center; and

WHEREAS, if awarded, the Grant Agreement requires that the municipality designate an Authorized Representative for the project; and

NOW, THEREFORE, LET IS BE RESOLVED by the Village of Saranac Lake Board of Trustees that it hereby authorizes submission of an NBRC Catalyst grant for up to \$1,000,000;

BE IT FURTHER RESOLVED, that the Village Manager, Bachana Tsiklauri, is hereby authorized as the official representative of the Village of Saranac Lake to execute and submit the NBRC application, all understandings and assurances contained therein, and is also hereby authorized to accept and execute any NBRC grant agreements or documents to implement the grant funding.

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

SUBJECT: Lead Agency SEQR Mount Pisgah Date: 10/15/2024
DEPT OF ORIGIN: Village Manager Bill # 145-2024
DATE SUBMITTED: 10/9/2024 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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SUMMARY STATEMENT:

Resolution authorizing the Village Board to act as lead agency for the SEQR process for the Mount Pisgah Water Withdrawal Permit Project

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution # 145-2024

A RESOLUTION AUTHORIZING THE VILLAGE BOARD OF TRUSTEES TO ACT AS LEAD AGENCY FOR THE SEQR PROCESS OF THE VILLAGE OF SARANAC LAKE MOUNT PISGAH WATER WITHDRAWAL PERMIT PROJECT

WHEREAS, the Village of Saranac Lake is required to secure a water withdrawal permit from the New York State Department of Environmental Conservation for the use of groundwater and surface water stored in Frog Pond, located at the Mount Pisgah property for the use in snowmaking for Mount Pisgah and is required to complete the SEQR process to comply with permit requirements; and

WHEREAS, the SEQR process requires a Lead Agency be designated to facilitate review; and

WHEREAS, the Lead Agency will solicit input from agencies on the environmental impact of the above referenced project; and

WHEREAS, the Lead Agency will review input and make a declaration on the impact of the above referenced project consistent with SEQR guidance; and

WHEREAS, the Lead Agency will notify other agencies as to declaration of impact.

NOW AND THEREFORE IT BE RESOLVED, the Village of Saranac Lake Board of Trustees will act as the Lead Agency for the above referenced project; and the Village shall cause to be circulated a letter to all known involved and interested agencies notifying those agencies with a summary information on the project.

Whereupon, the Resolution was put to a vote, recorded as follows,

Ayes _____ Nays _____ Abstentions _____

SO APPROVED:

Village Clerk / Village of Saranac Lake

Date: _____

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

SUBJECT: Water Withdrawal Permit Submission Date: 10/15/2024

DEPT OF ORIGIN: Village Manager Bill # 146-2024

DATE SUBMITTED: 10/9/2024 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE AMOUNT APPROPRIATION
REQUIRED: BUDGETED: REQUIRED:

SUMMARY STATEMENT:

Resolution authorizing the submission of the Village of Saranac Lake Mount Pisgah Water Withdrawal Permit to NYSDEC

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution # 146-2024

A RESOLUTION AUTHORIZING THE SUBMISSION OF THE VILLAGE OF SARANAC LAKE MOUNT PISGAH WATER WITHDRAWAL PERMIT TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

WHEREAS, the Village of Saranac Lake is required to secure a water withdrawal permit from the New York State Department of Environmental Conservation for the use of groundwater and surface water stored in Frog Pond, located at the Mount Pisgah property, for the use in snowmaking for Mount Pisgah; and

WHEREAS, the permit requires and authorizing signature; and

WHEREAS, the permit requires a responsibly person to ensure permit compliance and submit yearly reporting to the Department of Environmental Conservation; and

WHEREAS, Frog Pond requires supplemental water from the Village's drinking water source.

NOW AND THEREFORE IT BE RESOLVED, the Village of Saranac Lake Board of Trustees authorizes the Village Manger to submit the water withdrawal permit to the New York State Department of Environmental Conservation and sign all required documents, designates the Village Parks Manager to act as the responsible person to ensure permit compliance and submit required yearly reports to the Department of Environmental Conservation, and requires that all Village water supply usage shall conform to all Village policies surrounding same and shall only be used under the direction of the Village's Chief Water Operator.

Whereupon, the Resolution was put to a vote, recorded as follows,

Ayes _____ Nays _____ Abstentions _____

SO APPROVED:

Village Clerk / Village of Saranac Lake

Date: _____

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

SUBJECT: STR Permit Applications and New STR Exemption Request Forms

Date: 10/15/2024

DEPT OF ORIGIN: Mayor Williams

Bill # 147-2024

DATE SUBMITTED: 10/9/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to approve application form for new short-term rental exemption requests

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION TO APPROVE UPDATES TO THE STR PERMIT APPLICATION AND
DRAFT REQUEST FORM FOR NEW SHORT TERM RENTAL MORATORIUM
EXEMPTIONS**

WHEREAS, the Village of Saranac Lake Board of Trustees passed a Local Law placing a Moratorium on any new short-term rental applications in the Village of Saranac Lake, and,

WHEREAS, the Board is considering extending the moratorium until December 31, 2025, and,

WHEREAS, the Moratorium Law states that exemptions may be granted by the Board of Trustees under “special circumstances,”

WHEREAS, a draft request form to approach the Village Board and any updates to the STR permit application must be approved by the Village Board in accordance with the short-term rental Law in order to consider the exemptions and special circumstances.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees approves the use of the updated STR permit application and request form for new STR exemption requests while the moratorium is still in place.



**Request to Approach Village Board
STR Moratorium Exemption**

STR Moratorium Exemption Process:

- Submit this form to the Village Clerk with as much information as possible. Please include photo's of the property and all supporting documentation as necessary.
- The Village Clerk will distribute this form and supporting documents to the Village Board and schedule a public hearing.
- During the scheduled public hearing, the Village Board will consider the public's input on your requested exemption and determine if your request will be granted or denied at that time.
- If the exemption is granted, please contact Katrina Glynn, Saranac Lake Development Board Director, for next steps: Special Use Permit Application to the Development Board and STR Permit Application, if applicable.

Applicant Name:

Applicant Phone Number & Email:

Date:

Property Address:

Property Tax Map ID:

Is applicant a resident of the Village of Saranac Lake?

Is this STR currently available to rent? If no, when is the requested date of first rental?

Justification for Exemption:

For Village Staff Use Only

Date of Village Board meeting to initiate STR exemption process and request public hearing:

Date of public hearing:



Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

APPLICATION #: _____

DATE RECEIVED: _____

DATE PAID: _____

SHORT-TERM RENTAL PERMIT APPLICATION

Instructions

- Applicant to complete the permit application only after a Notice of Decision has been issued for approval of a **Special Use Permit** at the property for the operation of a short-term rental.
- Fees - STR Permit application fees are dependent on STR owner type (owner occupied vs. secondary home) and number of rooms per unit. See **fee schedule**.
 - New Short-Term Rental applicants will be required to pay both the Special Use Permit and the STR Permit fee.
 - STR permits shall be valid for up to a one-year period, expiring on January 31st of the following year. Renewal permits shall run from January 31 of the year of issuance to January 31 of the following calendar year. If the permit is not renewed by the expiration date, the STR will be operating without a permit and subject to fines outlined in the Fine and Fee Schedule.
- Incomplete applications will not be approved.

STR Property Address: _____

Applicant Information	
Applicant Name	
Applicant Address	
Mailing Address, if different	
Applicant Email	
Applicant Phone	

Contact Information

List the contacts **in the order they should be contacted**. Include the property owner(s), host, or property manager if applicable.

Title	Name	Email	Day Phone	Night Phone
<i>Example: Owner</i>	<i>Jane Doe</i>	<i>jdoe@gmail.com</i>	<i>518-xxx-xxxx</i>	<i>518-xxx-xxxx</i>

Submit the following documentation:

- Proof of Ownership in the form of a Deed or Land Contract.
- Copy of the corresponding Franklin or Essex County Certificate of Authority to collect occupancy tax.
- An affidavit signed by all property owners and a notary public (see attached form).
- Floor Plan. A floor plan of each property, including the dimensions of all rooms and the methods of ingress and egress (examples: doors and windows).

Water and Sewer/Septic

<u>Water:</u>	Municipal service	Well
<u>Sewer:</u>	Municipal service	Septic

STR Hosting Platform Information

Title of listing Name

Name of platform

url

Title of listing

Name of platform

url

Title of listing

Name of platform

url

Acknowledgements

Instructions: Initial next to each statement verifying that you understand and agree to follow each of these conditions in order to retain a STR Permit:

Initials	Statement
	House Rules. A copy of the House Rules will be posted in a visible location for guests.
	Camping. Camping is not permitted on the STR property.
	The STR permit will be displayed in the dwelling unit in a place where it is easily visible to the occupants (on or about the inside of the front or main door of each dwelling unit)
	Emergency contact information will be posted in the dwelling unit in a place where it is easily visible to the occupants.
	Emergency exit plan and location of fire extinguishers shall be posted in each dwelling where it is easily visible for guests.
	Guests shall be made aware of the property lines and notified that that they may be liable for illegal trespassing.
	Guests must obey local noise ordinances. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing and unnecessary noise shall not occur, including during quiet hours between 10pm and 7am.
	Rental arbitrage is not permitted on properties with an STR Permit.
	Transfer. STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties, except to a spouse, parent, or naturally born/legally adopted child or sibling. If a permitted property is sold, the new owners shall submit a completed STR permit application, and nonrefundable STR permit application fee to the STR Permit Administrator within 30 days of the date of new ownership to continue operation as an STR.
	STR permits are valid for up to one year. Permits expire on January 31 each year. It is the owner's responsibility to renew the STR permit each year. If a permit is not renewed by the expiration date it is understood that the STR will be operating without a permit and subject to fines.
	The STR unit(s) shall not be used for any other commercial use or commercial event space.
	Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves will be shared with all guests. If fires are not allowed, that information will be conveyed to guests.
	Pools. If the property has a pool, hot tub or other swimming appurtenance, a clear list of requirements related to pool use, including an explanation of the use of required barriers, latches, alarms, or electrical disconnects will be shared with all guests.
	Garbage. Procedures for disposal of garbage and recycling shall be shared with guests.
	By accepting a STR Permit, I acknowledge that the property may be inspected by the Code Enforcement Officer to verify compliance with New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit.
	Renewal Application. The STR Permit Administrator may deny a renewal application based on noncompliance with STR regulations or conditions of the Special Use Permit, or upon failure of a fire safety inspection in any aspect of that inspection. The STR Permit holder may appeal the denial to the Development Board.
	If any information submitted as part of this application changes before the time of renewal of an STR Permit, the applicant must submit changes in writing to the Community Development Department via email to comdevassist1@saranacounty.gov .
	Agree to follow any conditions relating to the approval of the Special Use Permit.

Certification

Applicant's Signature _____ **Date** _____

If Applicant is not the property owner:

Property Owner Name: _____

Property Owner Signature: _____ **Date** _____



Process for Moratorium Exemptions & New Short Term Rental Applications October 15, 2024

Moratorium Extension

- The Development Board agrees that the moratorium should be extended until December 31, 2025.
 - New Short Term Rental applications will require a three-step process.
 - Step 1 is conducted by the Village Board.
 - Step 2 is conducted by the Development Board. *
 - Step 3 is conducted by the STR Permit Administrator. *
- * Steps 3 and 4 were included in the Pre-Existing STR Application Process

Step 1 - Moratorium Exemption Request - Village Board Review

Applicant to submit Moratorium Exemption Request:

- Moratorium Exemption Request to be sent to Village Board, via the Village Clerk.
 - Applicant to provide pictures of property and/or other documentation to support request for exemption.
 - New construction and rehabilitation are only two measures for why the Village Board may grant an exemption to the moratorium. The moratorium law states above "*special circumstances such as...*" There may be other conditions for exemption, such as financial hardship.
- Village Clerk will notice a public hearing in the paper.
 - According to Page 1 of the Moratorium Law: "*No such applications shall be accepted by any Board or official of the Village of Saranac Lake while this law remains in effect.*" "*Exemptions may be granted by the Board of Trustees under special circumstances such as new construction and rehabilitation of a derelict or dilapidated building. Any exemption granted by the Board of Trustees shall first require a public hearing.*"

Village Board Review of Moratorium Exemption Request:

- Public Hearing
- Applicant to present request to the Village Board. The Village Board will either grant or decline the applicants request for an exemption.

Step 2 - STR Special Use Permit Application Process - Development Board Review

Applicant to submit application for a Special Use Permit to the Development Board Director:

- A Special Use Permit requires the applicant to notice a public hearing to neighbors within 200ft of the property.
- The Development Board will evaluate the application and has the right to visit an STR, evaluate the property, and ask for a site visit, if necessary.

Development Board Review of Special Use Permit Application:

- Public Hearing
- Applicant to present application to the Development Board. The Development Board will either grant or decline the applicant's request for a Special Use Permit.

Step 3 - New STR Permit Application Process - STR Permit Administrator Review

Applicant to submit application for an STR Permit to the STR Permit Administrator:

- New STR Permit application is updated, removing reference to pre-existing applications.
- The requirement to provide proof of authority to collect occupancy tax, has not been removed. Proof of authority to collect occupancy tax is a County certificate which registers the applicant with the county to collect occupancy tax. This document was required of pre-existing STR applications and will continue as a requirement for new applications.
 - All Village Hotel/Motels, Inns, Bed and Breakfasts, and pre-existing STRs in the Village are required to have a proof of authority to collect occupancy tax certificate.
- According to Page 7 of the STR Law: *"After issuance of a Special Use Permit, the STR may be inspected by the Code Enforcement Officer to verify compliance with the New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit. An STR which is not in compliance with conditions of the Special Use Permit shall not receive an STR permit."*
- STR Permit Administrator to either grant or decline the applicant request for an STR Permit.

Special Use Permit and STR Permit Fees

- A Special Use Permit (SUP) fee (\$300) was collected for each pre-existing STR application (85 applications). The SUP fee included the STR permit fee for the first year.
 - In 2024, the Village collected \$25,500 (85 applicants x \$300 SUP Fee = \$25,500).
- In 2025, the Village expects to collect approximately \$19,000 in pre-existing permit renewals fees.
- Fees collected for new applications (TBD for 2025) will include both a SUP Fee (\$300) and a STR Permit fee. Fee schedule approved as of 2024 (attached).

STR Compliance

- The Community Development Department will issue letters of noncompliance to approximately 30 Village unregistered STR's, requesting the property owner to removal of the listing from rental websites.
- The property owner will have 30 days to comply before the Code Enforcement Office issues a violation and proceeds forward with collection of fines.
- Each month, Community Development will check the list of noncompliant properties (through RentalScape) and repeat this process.



Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranacknyny.gov

Short-Term Rental Permit Fee and Fine Schedule

STR Annual Fees

One bedroom in owner occupied house	\$25.00
Studio/Efficiency - 1 Bedrooms	\$200.00
2-4 Bedrooms	\$400.00
5-6 Bedrooms	\$800.00
7-8 Bedrooms	\$1,200.00
9 + Bedrooms	\$1,600.00

STR Fines

Operating without a permit	Up to \$ 500.00 Per Day
Failure to remedy	Up to \$ 500.00 Per Day

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

SUBJECT: Fire Vehicle Equipment Plan

Date: 10/15/2024

DEPT OF ORIGIN: Village Manager

Bill # 148-2024

DATE SUBMITTED: 10/10/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to amend the Saranac Lake fire department vehicle replacement plan

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

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

SUBJECT: Fire Vehicle Equipment Plan

Date: 10/15/2024

DEPT OF ORIGIN: Village Manager

Bill # 148-2024

DATE SUBMITTED: 10/10/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to amend the Saranac Lake fire department vehicle replacement plan

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION TO AMEND THE SARANAC LAKE FIRE DEPARTMENT VEHICLE
REPLACEMENT PLAN**

WHEREAS, there is a continual need for replacement equipment within the Village of Saranac Lake Fire Department and the implementation of an equipment replacement plan allows for reliability and cost effectiveness for the purchase of such equipment, and,

WHEREAS, the Village of Saranac Lake Board of Trustees previously approved the purchase of a new Fire truck (HD Rescue Pumper) in order to perform the required services to the Village of Saranac Lake and the surrounding towns, and,

WHEREAS, the previously established Fire Department Equipment Cash Reserve will accumulate funds by 2027 in order to cover the cost of the approved purchase of the Fire Truck in the amount of \$892,992 and,

WHEREAS, payment to the vendor for the purchase of the Fire Truck will be made in the year 2027, and,

WHEREAS, the Village of Saranac Lake will be responsible for 28% of the new truck given the difference shown between the price of the Fire Truck in 2027 and the funds accumulated in the Fire Department Equipment Cash Reserve through the Saranac Lake Fire Department Equipment Replacement Plan.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees approve the use of the Fire Department Equipment Cash Reserve and the amendment of the Saranac Lake Fire Department Vehicle Replacement Plan.

Fire Vehicle Replacement Plan

Heavy Rescue (ETA-142)	Pumper Truck (ETA-141)	Ladder Truck (LT-144)
Newin2027	Newin2016	Newin2024
Projected Replacement		
2047 at 20 years old	2036 at 20 years old	2059 at 35 years old

Year	Equipment To Save For	Reserve Allocation	Reserve Fund Balance	Estimated Purchase Price
2024	Heavy rescue - 142	\$ 100,000.00	\$ 208,000.00	
2025	Heavy rescue - 142	\$ 150,000.00	\$ 358,000.00	
2026	Heavy rescue - 142	\$ 150,000.00	\$ 508,000.00	
2027	Heavy rescue - 142	\$ 150,000.00	\$ 658,000.00	\$ 900,000.00
2028	Pumper Truck - 141	\$ 150,000.00	\$ (92,000.00)	
2029	Pumper Truck - 141	\$ 150,000.00	\$ 58,000.00	
2030	Pumper Truck - 141	\$ 150,000.00	\$ 208,000.00	
2031	Pumper Truck - 141	\$ 150,000.00	\$ 358,000.00	
2032	Pumper Truck - 141	\$ 150,000.00	\$ 508,000.00	
2033	Pumper Truck - 141	\$ 150,000.00	\$ 658,000.00	
2034	Pumper Truck - 141	\$ 150,000.00	\$ 808,000.00	
2035	Pumper Truck - 141	\$ 150,000.00	\$ 958,000.00	
2036	Pumper Truck - 141	\$ 150,000.00	\$ 1,108,000.00	\$ 1,000,000.00
2037	Heavy Rescue - 142	\$ 150,000.00	\$ 258,000.00	
2038	Heavy Rescue - 142	\$ 150,000.00	\$ 408,000.00	
2039	Heavy Rescue - 142	\$ 150,000.00	\$ 558,000.00	
2040	Heavy Rescue - 142	\$ 150,000.00	\$ 708,000.00	
2041	Heavy Rescue - 142	\$ 150,000.00	\$ 858,000.00	
2042	Heavy Rescue - 142	\$ 150,000.00	\$ 1,008,000.00	
2043	Heavy Rescue - 142	\$ 150,000.00	\$ 1,158,000.00	
2044	Heavy Rescue - 142	\$ 150,000.00	\$ 1,308,000.00	
2045	Heavy Rescue - 142	\$ 150,000.00	\$ 1,458,000.00	
2046	Heavy Rescue - 142	\$ 150,000.00	\$ 1,608,000.00	
2047	Heavy Rescue - 142	\$ 150,000.00	\$ 1,758,000.00	\$ 1,000,000.00
2048	Pumper Truck - 141	\$ 150,000.00	\$ 908,000.00	
2049	Pumper Truck - 141	\$ 150,000.00	\$ 1,058,000.00	
2050	Pumper Truck - 141	\$ 150,000.00	\$ 1,208,000.00	
2051	Pumper Truck - 141	\$ 150,000.00	\$ 1,358,000.00	
2052	Pumper Truck - 141	\$ 150,000.00	\$ 1,508,000.00	
2053	Pumper Truck - 141	\$ 150,000.00	\$ 1,658,000.00	
2054	Pumper Truck - 141	\$ 150,000.00	\$ 1,808,000.00	
2055	Pumper Truck - 141	\$ 150,000.00	\$ 1,958,000.00	
2056	Pumper Truck - 141	\$ 150,000.00	\$ 2,108,000.00	\$ 1,000,000.00
2057	Ladder Truck - 144	\$ 150,000.00	\$ 1,258,000.00	
2058	Ladder Truck - 144	\$ 150,000.00	\$ 1,408,000.00	
2059	Ladder Truck - 144	\$ 150,000.00	\$ 1,558,000.00	\$ 2,000,000.00

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

SUBJECT: Redesignate Prescott Park

Date: 10/15/2024

DEPT OF ORIGIN: Trustee Scollin

Bill # 149-2024

DATE SUBMITTED: 10/10/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to redesignate Prescott Park as Prescott-IPW Park

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____



RESOLUTION REDESIGNATING PRESCOTT PARK AS PRESCOTT-IPW PARK

WHEREAS, Prescott Park was established in 1925 through the efforts of Mary R. Prescott, a founding member of the Village Improvement Society; and

WHEREAS, Prescott Park was previously home to the Saranac Lake village beach and remains open to the public for day usage including picnicking, dog walking, and canoe and kayak launching; and

WHEREAS, Prescott Park is also home to the Saranac Lake Winter Carnival Ice Palace, constructed annually thanks to the generosity of community volunteers and financial/in-kind donations; and

WHEREAS, the generous community volunteers who construct the Saranac Lake Winter Carnival Ice Palace each year are members of the informal Ice Palace Workers “union” (IPW-Local 101); and

WHEREAS, members of IPW-Local 101 work at all hours of the day and night, oftentimes in sub-zero temperatures, to create – from massive ice blocks and countless buckets of slush – the centerpiece of every Saranac Lake Winter Carnival, inspiring wonder and gratitude in the hearts of locals and visitors alike; therefore, be it

RESOLVED, that the village board of trustees hereby redesignates “Prescott Park” as “Prescott-IPW Park” in perpetuity, in honor of all past, present, and future members of IPW-Local 101; and

BE IT FURTHER RESOLVED, that no site modifications shall ever be made at Prescott-IPW Park without first engaging the Saranac Lake Winter Carnival Committee, and chair of the Ice Palace Committee, in good-faith consultation.

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

SUBJECT: Special Meeting Rules

Date: 10/15/2024

DEPT OF ORIGIN: Trustee White

Bill # 150-2024

DATE SUBMITTED: 10/10/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution amending special meeting rules

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Be it Resolved, **SPECIAL MEETINGS** shall be defined as those village board meetings that are not regularly scheduled in the organizational meeting and at which bills and actions are considered and/or voted upon by the board. These meetings shall only be called and held under the following conditions:
Emergency-Village Manager. The Village Manager may call a Special Meeting where the health, welfare or financial security of any part of the village is threatened by harm or loss. A 24-Hour notice is required for this type of Special Meeting.

Emergency-Mayor. The Mayor or in the Mayor's absence, the Deputy Mayor, may call a Special Meeting where the health, welfare or financial security of any part of the village is threatened by harm or loss. A 24-Hour notice is required for this type of Special Meeting.

Non-Emergency-Mayor. The Mayor, or in the Mayor's absence, the Deputy Mayor, may call a Special Meeting for the consideration and/or vote upon a bill or bills deemed worthy with a three day notice to all other Trustees.

Non-Emergency-Trustees. Any individual Trustee may call a Special Meeting for the consideration and/or vote upon on a bill or bills deemed worthy with a three day notice to all other Trustees and Mayor. The Trustees must physically sign their notice at the Village Offices or in such a manner agreeable by the majority of the board.

Further: A vote for any monetary expenditure at a Special Meeting shall require a minimum of three affirmative votes.

All meeting rules adopted in the Organizational Meeting shall apply to Special Meetings.

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

SUBJECT: Seek Quotes

Date: 10/15/2024

DEPT OF ORIGIN: Trustee Brunette

Bill # 151-2024

DATE SUBMITTED: 10/10/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution directing the Village Manager and Police Chief to seek quotes for enhanced security protocols and infrastructure for the Village Offices

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

DIRECTING THE VILLAGE MANAGER AND POLICE CHIEF TO SEEK QUOTES FOR ENHANCED SECURITY PROTOCOLS AND INFRASTRUCTURE FOR THE VILLAGE OFFICES

WHEREAS, the Village of Saranac Lake recognizes the importance of maintaining a safe and secure environment for its employees, residents, and visitors at the Village Offices located within Harrietstown Town Hall; and

WHEREAS, the Village Offices currently operate with minimal security measures which do not adequately address modern security needs; and

WHEREAS, the Village Board of Trustees has determined that enhanced security protocols and infrastructure are necessary to protect village employees and visitors from potential safety threats while maintaining the accessibility of village services; and

WHEREAS, modern security measures, including access control systems, high-quality surveillance cameras, protective barriers, emergency communication systems, and comprehensive employee training, are essential to ensuring the safety of public buildings and those who work and conduct business within them; and

WHEREAS, the Village Board wishes to obtain cost estimates for implementing enhanced security measures at the Village Offices;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Saranac Lake as follows:

1. The Village Manager, in coordination with the Police Chief, is hereby directed to solicit quotes from qualified security vendors and contractors for the following security measures at the Village Offices:
 - o Access control systems, including key card readers and/or electronic locks;
 - o Installation of high-definition digital surveillance cameras at points and within key interior areas;
 - o Protective barriers for public-facing service window, with a focus on maintaining the building's aesthetic and operational efficiency;
 - o An emergency communication system, providing real-time alerts and coordination in the event of an incident;
 - o Employee training programs focused on security awareness, emergency response protocols, and evacuation procedures.
2. The Village Manager and Police Chief are encouraged to consult with security experts to ensure that the proposed security measures align with best practices and modern standards for government buildings.
3. The Village Manager shall report back to the Village Board of Trustees with a summary of the quotes, along with any recommendations, no later than November 11, 2024, in order to facilitate timely consideration of budgetary and operational next steps.

Submitted by Trustee Brunette as a follow up to the discussion regarding the Short-Term Rental (STR) law on September 23, 2024.

It seems clear that the board is in favor of extending the current moratorium on STR permits. I propose we set this extension date until December 31, 2025. A longer extension ensures that we have time to assess, develop, and implement a framework that addresses both enforcement and the rehabilitation goals we have for the village. This extension should be voted on as a 12-month moratorium, allowing us to review and renew the policy as needed. This will give us the breathing room to create the best model for our village.

There was strong interest from the board in exploring an assessment-based approach to granting new STR permits. To ensure that we're moving in the right direction, I recommend we prioritize working with the development board to iron out the details, alongside gathering input from the public.

Under this system, I see the code enforcement officer evaluating properties seeking an STR permit, rating them based on the level of rehabilitation. This process is critical to ensuring that our STR policy aligns with the village's broader goals of encouraging investment in dilapidated or underutilized properties. After this initial assessment, the village board will review and approve the properties eligible for the next stage.

Once approved through this assessment process, applicants would proceed with the standard process: a special use permit review by the development board, followed by the STR application, which will be approved or denied by the STR Administrator.

I recommend we update the existing STR application to reflect these changes, particularly removing the outdated requirements for proof of authority to collect occupancy tax and proof of operation between January 31, 2022, and January 31, 2023. Instead, we will require proof and a signed affidavit of investment in the rehabilitation of the property.

Questions to be answered by Village Staff:

1. What is the total revenue from STR fees (both Special Use Permit and STR application fees)? Understanding this will help us evaluate the fiscal impact and determine future projections based on permit activity.
2. What is the plan for compliance and enforcement of STR permits? We need to ensure the system we implement is not only fair but also enforceable. A clear strategy on compliance will be essential as we move forward.