

**VILLAGE BOARD REGULAR MEETING**

Monday, February 24, 2025

Regular Meeting began at 5:30 PM and ended at 7:30 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:** Mayor Williams present; Trustee Brunette present; Trustee Ryan; present; Trustee Scollin present; Trustee White present.

Staff also Present: Village Manager Bachana Tsiklauri, Village Treasurer Kendra Martin, and Deputy Clerk Nicole McClatchie

**AUDITING:**

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$105,922.39 batch number 02242025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Ryan Second: Scollin

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

**APPROVAL OF MINUTES:**

Chair Mayor Williams called for a motion to approve these minutes

Motion: White Second: Ryan

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

**WOODRUFF STREET UPDATE:** Joe Garso of Northwood Engineering

**VILLAGE TREASURER EXPENSE ACCOUNT APPROPRIATIONS UPDATE**

**PUBLIC COMMENT:**

Charles Story negative impacts of STR permitting to a neighborhood

Aggie Pelletieri cost of combined EMS and suggests exploring other options

Mark Wilson VFIRE Grant and EMS facility location

Doug Haney exploring options of housing at 33 Petrova

**ITEMS FOR BOARD ACTION:**

**Bill 19-2025 Authorize the Village Manager to sign BETA Stewardship Agreement**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

**Bill 20-2025 Authorize the acceptance of a Volunteer Fire Infrastructure and Response Equipment (VFIRE) Grant**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

Motion to Table: White Second: Scollin

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

**Bill 21-2025 Authorize MOU with Women’s Civic Chamber for Hometown Heroes Banner Program**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

**Bill 22-2025 Authorize the Village Manager to hire Francis Bearup for Water Wastewater Maintenance Worker for DPW**

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

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

**Bill 23-2025 Resolution to authorize the proposal by Gomez and Sullivan for Engineering Services of Waterway Restoration Project**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: White

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

**Bill 16-2025 Resolution authorizing the creation of an Emergency Water and Sewer Grant and Loan Program**

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

Motion to Table: White Second: Scollin

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

**OLD BUSINESS:** Housing Update, Emergency Services Facilities Update, Maintenance costs of 33 Petrova, and 1-3 Main Street Update

**NEW BUSINESS:** FOIL Request Appeal Process and STR Permitting/Amendment Process

**PUBLIC COMMENT SECTION:**

Deb Story clearer distinction on types of STRs in the Village and renewal permitting process

Mark Wilson suggestions on uses of current EMS buildings

**EXECUTIVE SESSION:** Proposed Acquisition of Property and employment history of particular person

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

Motion: Scollin Second: Ryan

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

Chair Mayor Williams called for a motion to exit Executive Session

Motion: Ryan Second: Williams

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

**MOTION TO ADJURN:**

Chair Mayor Williams called for a motion

Motion: Scollin Second: Williams

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

# Accounts Payable

## Computer Check Proof List by Vendor

User: accountspayable@saranacounty.gov  
 Printed: 02/21/2025 - 2:32PM  
 Batch: 00004.02.2025 - Vouchers 2025-02-24



Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
Vendor: 3769	RECREATION ENGINEERING & PLANNING					
#10	PROFESSIONAL SERVICES FOR WHITEWA.	7,260.00	02/24/2025	Check Sequence: 1 250-8662-0416-0000	11054611	ACH Enabled: False
	Check Total:	7,260.00				
Vendor: 423	SUOZZO, DOTY & ASSOCIATES					
24-128(3)	Project #24-128: WPCP Upgrades Task 1-Desigr	8,932.50	02/24/2025	Check Sequence: 2 251-1440-0400-0000	11054614	ACH Enabled: False
24-129(3)	Project #24-129: Collection System Task 1-Desiq	2,094.40	02/24/2025	251-1440-0400-0000	11054614	
24-130(3)	#24-130: Collection System FEMA Task 3-Desiq	8,877.50	02/24/2025	230-1440-0400-0000	11054614	
24-130(3)	#24-130: Collection System FEMA Task 2-Exist	14,087.50	02/24/2025	230-1440-0400-0000	11054614	
24-130(3)	#24-130: Collection System FEMA Task 4-Grant	1,855.00	02/24/2025	230-1440-0400-0000	11054614	
24-130(3)	#24-130: Collection System FEMA Reimbursibl	17.50	02/24/2025	230-1440-0400-0000	11054614	
24-130(3)	#24-130: Collection System FEMA Task 5-Proje	3,286.25	02/24/2025	230-1440-0400-0000	11054614	
	Check Total:	39,150.65				
Vendor: 3381	ADIRONDAK TECHS. LLC					
11490	2024-25 Yearly PO IT Services	447.66	02/24/2025	Check Sequence: 3 004-8310-0400-0000	11054605	ACH Enabled: False
11490	2024-25 Yearly PO IT Services	447.66	02/24/2025	001-1680-0400-0000	11054605	
11490	2024-25 Yearly PO IT Services	447.66	02/24/2025	005-8110-0400-0000	11054605	
	Check Total:	1,342.98				
Vendor: 5052	AMERICAN ROCK SALT CO LLC					
0790012	Blanket PO- Road Salt- Customer #000529	2,284.15	02/24/2025	Check Sequence: 4 001-5142-0401-0000	11054617	ACH Enabled: False
0790372	Blanket PO- Road Salt- Customer #000529	5,404.06	02/24/2025	001-5142-0401-0000	11054617	
	Check Total:	7,688.21				
Vendor: 2347	AT LAKE CHAMPLAIN LLC					
	Check Total:	7,688.21				ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
X121023730:01	Wheel Speed Sensor - 2021 Int Large Dump Tru	234.20	02/24/2025	001-5142-0408-0000	11054594	
X121023807:01	DEF (Diesel Exhaust Fluid)	969.57	02/24/2025	001-5142-0408-0000	11054594	
	Check Total:	1,203.77				
Vendor: 2556	CENTURY LINEN & UNIFORM			Check Sequence: 6		ACH Enabled: False
2076139	YEARLY CONTRACT FOR UNIFORM SERV1	24.34	02/24/2025	001-1640-0400-0000	11054598	
2076139	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	005-1640-0400-0000	11054598	
2076139	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	004-1640-0400-0000	11054598	
2080452	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	004-1640-0400-0000	11054598	
2080452	YEARLY CONTRACT FOR UNIFORM SERV1	24.34	02/24/2025	001-1640-0400-0000	11054598	
2080452	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	005-1640-0400-0000	11054598	
2084805	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	004-1640-0400-0000	11054598	
2084805	YEARLY CONTRACT FOR UNIFORM SERV1	24.34	02/24/2025	001-1640-0400-0000	11054598	
2084805	YEARLY CONTRACT FOR UNIFORM SERV1	23.61	02/24/2025	005-1640-0400-0000	11054598	
	Check Total:	214.68				
Vendor: 3687	COLUMN SOFTWARE PBC			Check Sequence: 7		ACH Enabled: False
2DAA3AE4-0114	Dev. Board Hearings, STRs, Bond Public Notice	207.04	02/24/2025	005-8110-0400-0000	11054609	
2DSS3SE4-0111	Dev. Board Hearings, STRs, Bond Public Notice	44.02	02/24/2025	001-8620-0400-0000	11054609	
2DSS3SE4-0113	Dev. Board Hearings, STRs, Bond Public Notice	29.81	02/24/2025	001-8620-0400-0000	11054609	
	Check Total:	280.87				
Vendor: 1149	COMPASS PRINTING PLUS			Check Sequence: 8		ACH Enabled: False
64081	1500 #10 Regular Logo Emvelopes	71.40	02/24/2025	001-1610-0401-0000	11054582	
64081	1500 #10 Regular Logo Emvelopes	69.30	02/24/2025	005-8110-0401-0000	11054582	
64081	1500 #10 Regular Logo Emvelopes	69.30	02/24/2025	004-8310-0401-0000	11054582	
	Check Total:	210.00				
Vendor: 2519	EMPIRE HYDRAULICS & MACHINE			Check Sequence: 9		ACH Enabled: False
125121	R/R Hydraulic Motor - 2007 CAT Roller	695.46	02/24/2025	001-5110-0408-0000	11054596	
	Check Total:	695.46				
Vendor: 3551	ENDYNE INC.			Check Sequence: 10		ACH Enabled: False
521236	Raw & Purification Water Testing at WTP	50.00	02/24/2025	004-8330-0400-0000	11054607	

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
521333	SPDES Required Testing at WWTP (Lab Testing)	95.00	02/24/2025	005-8130-0400-0000	11054607	
521792	SPDES Required Testing at WWTP (Lab Testing)	115.00	02/24/2025	005-8130-0400-0000	11054607	
521925	Raw & Purification Water Testing at WTP	50.00	02/24/2025	004-8330-0400-0000	11054607	
	Check Total:	310.00				
Vendor: 3220	EQUIPMENT RENTALS			Check Sequence: 11		ACH Enabled: False
0063673-00	Hydraulic Coupler kit - 2011 Bobcat	213.66	02/24/2025	001-5142-0408-0000	11054602	
	Check Total:	213.66				
Vendor: 3284	EVERGREEN AUTO CENTER			Check Sequence: 12		ACH Enabled: False
18997	Fisher Motor, Fisher Relay - Plow	313.30	02/24/2025	001-5142-0408-0000	11054604	
	Check Total:	313.30				
Vendor: 4085	EXCELLUS BLUECROSS BLUESHIELD			Check Sequence: 13		ACH Enabled: False
000042097040	Retiree Traditional Health Plan - March 2025	424.62	02/24/2025	001-9060-0800-0000	11054613	
000042097040	Retiree Traditional Health Plan - March 2025	896.42	02/24/2025	001-3120-0860-0000	11054613	
000042097040	Retiree Traditional Health Plan - March 2025	412.12	02/24/2025	004-9060-0800-0000	11054613	
000042097040	Retiree Traditional Health Plan - March 2025	412.12	02/24/2025	005-9060-0800-0000	11054613	
	Check Total:	2,145.28				
Vendor: 3159	EXCELLUS HEALTH PLAN			Check Sequence: 14		ACH Enabled: False
000042100080	Retiree Prescription Plan - March 2025	322.33	02/24/2025	005-9060-0800-0000	11054600	
000042100080	Retiree Prescription Plan - March 2025	1,089.48	02/24/2025	001-3120-0860-0000	11054600	
000042100080	Retiree Prescription Plan - March 2025	429.78	02/24/2025	001-9060-0800-0000	11054600	
000042100080	Retiree Prescription Plan - March 2025	322.33	02/24/2025	004-9060-0800-0000	11054600	
	Check Total:	2,163.92				
Vendor: 5003	EXCELLUS HEALTH PLAN - GROUP			Check Sequence: 15		ACH Enabled: False
000042097206	PD Health Insurance Premium - March 2025	8,888.32	02/24/2025	001-3120-0860-0000	11054616	
	Check Total:	8,888.32				
Vendor: 3162	FERGUSON WATERWORKS #576			Check Sequence: 16		ACH Enabled: False
1228387	United Valve Rebuild Kit	1,500.00	02/24/2025	004-8320-0410-0000	11054601	
1228387	United Valve Rebuild Kit	423.53	02/24/2025	004-8320-0407-0000	11054601	

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
	Check Total:	1,923.53				
Vendor: 3746	FIRST NATIONAL BANK OF OMAHA					ACH Enabled: False
7965	Credit card bill through 02/11/2025	5.75	02/24/2025	001-1680-0400-0000	11054610	
7965	Credit card bill through 02/11/2025	31.66	02/24/2025	004-8310-0400-0000	11054610	
7965	Credit card bill through 02/11/2025	55.24	02/24/2025	001-7260-0408-0000	11054610	
7965	Credit card bill through 02/11/2025	31.66	02/24/2025	005-8110-0400-0000	11054610	
7965	Credit card bill through 02/11/2025	19.00	02/24/2025	001-1230-0400-0000	11054610	
7965	Credit card bill through 02/11/2025	32.62	02/24/2025	001-1610-0400-0000	11054610	
7965	Credit card bill through 02/11/2025	617.06	02/24/2025	001-1680-0200-0000	11054610	
	Check Total:	792.99				
Vendor: 1068	FOREST HOME MECHANICAL LLC					ACH Enabled: False
421	17 Main - Heaters serviced	664.92	02/24/2025	004-8320-0407-0000	11054580	
	Check Total:	664.92				
Vendor: 105	Glynn, Katrina					ACH Enabled: False
23090	Reimbursement for Postage-Certified letters	94.86	02/24/2025	001-8620-0400-0000	11054577	
37914	Reimbursement for Postage-Certified letters	217.62	02/24/2025	001-8620-0400-0000	11054577	
	Check Total:	312.48				
Vendor: 5226	HIGH PEAKS FORD					ACH Enabled: False
51396	LH Window Regulator - 2019 F350 4x4	136.80	02/24/2025	004-8340-0408-0000	11054618	
	Check Total:	136.80				
Vendor: 4887	JOE JOHNSON EQUIPMENT LLC					ACH Enabled: False
P02398	51" Cutting Edge- 2017 Trackless	568.86	02/24/2025	001-5142-0408-0000	11054615	
	Check Total:	568.86				
Vendor: 997	KONICA MINOLTA PREMIER FINANCE					ACH Enabled: False
46485093	Copier Lease - Village Office, PD	119.90	02/24/2025	001-1610-0400-0000	11054620	
46485093	Copier Lease - Village Office, PD	110.41	02/24/2025	001-3120-0400-0000	11054620	
46485093	Copier Lease - Village Office, PD	116.37	02/24/2025	004-8310-0400-0000	11054620	
46485093	Copier Lease - Village Office, PD	116.37	02/24/2025	005-8110-0400-0000	11054620	

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
	Check Total:	463.05				
Vendor: 3389	TRAVIS LABAR			Check Sequence: 23		ACH Enabled: False
01292025	Travel Reimbursement	76.00	02/24/2025	001-3120-0406-0000	11054606	
	Check Total:	76.00				
Vendor: 2089	M & T BANK			Check Sequence: 24		ACH Enabled: False
6219	C5-5516-09-00 Interest 07/16/24-01/16/25	7,669.89	02/24/2025	005-9710-0700-0000	11054590	
	Check Total:	7,669.89				
Vendor: 2208	MBF2, INC			Check Sequence: 25		ACH Enabled: False
MARCH	2024-25 Rent "Sears" Parking Lot	1,940.41	02/24/2025	001-5650-0400-0000	11054592	
	Check Total:	1,940.41				
Vendor: 5253	MOUNTAIN MEDICAL SERVICES, PLLC.			Check Sequence: 26		ACH Enabled: False
22336K1798	Physicals & Drug Screens - Pisgah	283.00	02/24/2025	001-7260-0400-0000	11054619	
	Check Total:	283.00				
Vendor: 134	NATIONAL GRID			Check Sequence: 27		ACH Enabled: False
02115-52037	Electric Bills	32.00	02/24/2025	001-7110-0403-0000	11054583	
05230-05003	Electric Bills	9.02	02/24/2025	001-7110-0403-0000	11054583	
50163-40109	Electric Bills	1,830.70	02/24/2025	001-5132-0403-0000	11054583	
51399-57113	Electric Bills	586.21	02/24/2025	001-1620-0403-0000	11054583	
	Check Total:	2,457.93				
Vendor: 2203	NORTH COUNTRY CHAMBER OF COMMERCE			Check Sequence: 28		ACH Enabled: False
20088688	Annual Membership Dues 03/01/25-02/28/26 M	235.00	02/24/2025	001-1920-0400-0000	11054591	
	Check Total:	235.00				
Vendor: 3681	DARIN PERROTTE			Check Sequence: 29		ACH Enabled: False
01232025	Travel reimbursement	248.50	02/24/2025	001-3120-0406-0000	11054608	
	Check Total:	248.50				
Vendor: 2024	QUILL CORPORATION			Check Sequence: 30		ACH Enabled: False



Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
42688617	Folders, Cleaning spray, Copy Paper, etc.	17.67	02/24/2025	005-8110-0401-0000	11054589	
42688617	Folders, Cleaning spray, Copy Paper, etc.	18.20	02/24/2025	001-1610-0401-0000	11054589	
42688617	Folders, Cleaning spray, Copy Paper, etc.	17.67	02/24/2025	004-8310-0401-0000	11054589	
42696655	Folders, Cleaning spray, Copy Paper, etc.	44.58	02/24/2025	005-8110-0401-0000	11054589	
42696655	Folders, Cleaning spray, Copy Paper, etc.	44.58	02/24/2025	004-8310-0401-0000	11054589	
42696655	Folders, Cleaning spray, Copy Paper, etc.	45.93	02/24/2025	001-1610-0401-0000	11054589	
	Check Total:	188.63				
Vendor: 1083	ROBERTS SPORTS, LLC			Check Sequence: 31		ACH Enabled: False
078053-11012	Carbide Ski Runner, Slide Wheel - 2009 SkiDoo	194.98	02/24/2025	001-7260-0408-0000	11054581	
078105-09201	Carbide Ski Runner, Slide Wheel - 2009 SkiDoo	-44.99	02/24/2025	001-7260-0408-0000	11054581	
078106-09201	Idler Wheel - 2009 Ski Doo	59.98	02/24/2025	001-7260-0408-0000	11054581	
078194-10201	Windshield, Repair heat exchange, Kill switch-st	361.73	02/24/2025	001-7260-0408-0000	11054581	
	Check Total:	571.70				
Vendor: 4066	RR CHARLEBOIS, INC.			Check Sequence: 32		ACH Enabled: False
IV68984	PTO Air Control - 2021 Int. Dump Trock	474.94	02/24/2025	001-5142-0408-0000	11054612	
IV69186	Def Heater Valve - 2014 Freightliner	88.99	02/24/2025	001-5142-0408-0000	11054612	
	Check Total:	563.93				
Vendor: 2546	SLIC NETWORK SOLUTIONS INC			Check Sequence: 33		ACH Enabled: False
4109368	Internet Charges - February 2025	77.52	02/24/2025	005-8110-0400-0000	11054597	
4109368	Internet Charges - February 2025	79.86	02/24/2025	001-1680-0400-0000	11054597	
4109368	Internet Charges - February 2025	77.52	02/24/2025	004-8310-0400-0000	11054597	
	Check Total:	234.90				
Vendor: 1055	SMARTSIGN			Check Sequence: 34		ACH Enabled: False
SMT-803901	Signs- Employees Only, Main Entrance, etc.	51.31	02/24/2025	001-3120-0200-0000	11054578	
	Check Total:	51.31				
Vendor: 1064	KURT & VICTORIA STURGEON			Check Sequence: 35		ACH Enabled: False
02052025	TAX REIMBURSEMENT	132.50	02/24/2025	001-1950-0400-0000	11054579	
	Check Total:	132.50				

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
Vendor: 423	SUOZZO, DOTY & ASSOCIATES			Check Sequence: 36		ACH Enabled: False
24-061(5)	Project 24-061: Smart Growth Streetscape	1,680.00	02/24/2025	004-1440-0400-0000	11054614	
25-012(1)	Update ERP/RRR plans, cyber security plan, etc.	1,627.50	02/24/2025	004-8320-0400-0000	11054614	
25-012(1)	Update ERP/RRR plans, cyber security plan, etc.	1,627.50	02/24/2025	005-8130-0400-0000	11054614	
	Check Total:	4,935.00				
Vendor: 1572	SYMQUEST GROUP, INC.			Check Sequence: 37		ACH Enabled: False
1974599	Copier Services - WWTP & Garage	39.61	02/24/2025	004-8310-0401-0000	11054586	
1974599	Copier Services - WWTP & Garage	39.61	02/24/2025	005-8110-0401-0000	11054586	
1974599	Copier Services - WWTP & Garage	18.15	02/24/2025	001-1490-0401-0000	11054586	
	Check Total:	97.37				
Vendor: 1730	THE UPS STORE			Check Sequence: 38		ACH Enabled: False
20250124005	Picture WF Matte Wide Format	12.00	02/24/2025	001-1210-0401-0000	11054587	
	Check Total:	12.00				
Vendor: 186	TOWN OF HARRIETSTOWN			Check Sequence: 39		ACH Enabled: False
MARCH	2025 Lease for Office Space: January - May 202	1,206.66	02/24/2025	001-1610-0418-0000	11054588	
MARCH	2025 Lease for Office Space: January - May 202	1,171.17	02/24/2025	005-8110-0418-0000	11054588	
MARCH	2025 Lease for Office Space: January - May 202	1,171.17	02/24/2025	004-8310-0418-0000	11054588	
	Check Total:	3,549.00				
Vendor: 146	Tsiklauri, Bachana			Check Sequence: 40		ACH Enabled: False
001	Reimburse-Party at Pisgah ads on FB & Instagram	199.00	02/24/2025	001-7260-0401-0000	11054584	
	Check Total:	199.00				
Vendor: 2277	ULINE			Check Sequence: 41		ACH Enabled: False
188473810	PD-Carpet mats, key cabinet, tags, etc.	228.04	02/24/2025	001-3120-0401-0000	11054593	
18855288	PD-Carpet mats, key cabinet, tags, etc.	3,709.00	02/24/2025	001-3120-0401-0000	11054593	
	Check Total:	3,937.04				
Vendor: 300009	UNITED AG & TURF NE			Check Sequence: 42		ACH Enabled: False
10967741	Fuel Filters Primary - Sidewalk Plow/Sander	205.12	02/24/2025	001-5142-0408-0000	11054599	

Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
	Check Total:	205.12				
Vendor: 323	Verizon			Check Sequence: 43		ACH Enabled: False
626000063147	Monthly Subscription-Dash cams, GPS	229.60	02/24/2025	001-3120-0400-0000	11054603	
	Check Total:	229.60				
Vendor: 25	W.B. MASON CO., INC.			Check Sequence: 44		ACH Enabled: False
252168955	Black ink cartridge, memo pads, gorilla tape, etc	90.81	02/24/2025	001-3120-0401-0000	11054595	
252248364	Black ink cartridge, memo pads, gorilla tape, etc	11.39	02/24/2025	001-3120-0401-0000	11054595	
CM3455210	Black ink cartridge, memo pads, gorilla tape, etc	-11.39	02/24/2025	001-3120-0401-0000	11054595	
	Check Total:	90.81				
Vendor: 154	Young/Sommer LLC			Check Sequence: 45		ACH Enabled: False
167881	Code Enforcement - Legal Council	977.52	02/24/2025	001-3620-0400-0000	11054585	
167890	Code Enforcement - Legal Council	92.50	02/24/2025	001-3620-0400-0000	11054585	
	Check Total:	1,070.02				
	Total for Check Run:	105,922.39				
	Total of Number of Checks:	45				

# Accounts Payable Voucher Approval List



User: accountspayable@saranacklakeny.gov  
 Printed: 02/21/2025 - 2:33PM  
 Batch: 00004.02.2025 - Vouchers 2025-02-24

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054605	11490	ADIRONDACK TECHS. LLC	2024-25 Yearly PO IT Services	005-8110-0400-0000	447.66
11054605	11490	ADIRONDACK TECHS. LLC	2024-25 Yearly PO IT Services	001-1680-0400-0000	447.66
11054605	11490	ADIRONDACK TECHS. LLC	2024-25 Yearly PO IT Services	004-8310-0400-0000	447.66
<b>Warrant Total:</b>					<b>1,342.98</b>
11054617	0790012	AMERICAN ROCK SALT CO LLC	Blanket PO- Road Salt- Customer #000529	001-5142-0401-0000	2,284.15
11054617	0790372	AMERICAN ROCK SALT CO LLC	Blanket PO- Road Salt- Customer #000529	001-5142-0401-0000	5,404.06
<b>Warrant Total:</b>					<b>7,688.21</b>
11054594	X121023730:01	AT LAKE CHAMPLAIN LLC	Wheel Speed Sensor - 2021 Int Large Dump Truck	001-5142-0408-0000	234.20
11054594	X121023807:01	AT LAKE CHAMPLAIN LLC	DEF (Diesel Exhaust Fluid)	001-5142-0408-0000	969.57
<b>Warrant Total:</b>					<b>1,203.77</b>
11054598	2076139	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	004-1640-0400-0000	23.61
11054598	2076139	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	001-1640-0400-0000	24.34
11054598	2076139	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	005-1640-0400-0000	23.61
11054598	2080452	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	001-1640-0400-0000	24.34
11054598	2080452	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	004-1640-0400-0000	23.61
11054598	2080452	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	005-1640-0400-0000	23.61
11054598	2084805	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	001-1640-0400-0000	24.34
11054598	2084805	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	004-1640-0400-0000	23.61
11054598	2084805	CENTURY LINEN & UNIFORM	YEARLY CONTRACT FOR UNIFORM SERVICE	005-1640-0400-0000	23.61
<b>Warrant Total:</b>					<b>214.68</b>
11054609	2DAA3AE4-0114	COLUMN SOFTWARE PBC	Dev. Board Hearings, STRs, Bond Public Notice	005-8110-0400-0000	207.04
11054609	2DSS3SE4-0111	COLUMN SOFTWARE PBC	Dev. Board Hearings, STRs, Bond Public Notice	001-8620-0400-0000	44.02
11054609	2DSS3SE4-0113	COLUMN SOFTWARE PBC	Dev. Board Hearings, STRs, Bond Public Notice	001-8620-0400-0000	29.81
<b>Warrant Total:</b>					<b>280.87</b>
11054582	64081	COMPASS PRINTING PLUS	1500 #10 Regular Logo Emvelopes	004-8310-0401-0000	69.30
11054582	64081	COMPASS PRINTING PLUS	1500 #10 Regular Logo Emvelopes	005-8110-0401-0000	69.30

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054582	64081	COMPASS PRINTING PLUS	1500 #10 Regular Logo Emvelopes	001-1610-0401-0000	71.40
				<b>Warrant Total:</b>	<b>210.00</b>
11054608	01232025	DARIN PERROTTE	Travel reimbursement	001-3120-0406-0000	248.50
				<b>Warrant Total:</b>	<b>248.50</b>
11054596	125121	EMPIRE HYDRAULICS & MACHINE	R/R Hydraulic Motor - 2007 CAT Roller	001-5110-0408-0000	695.46
				<b>Warrant Total:</b>	<b>695.46</b>
11054607	521236	ENDYNE INC.	Raw & Purification Water Testing at WTP	004-8330-0400-0000	50.00
11054607	521333	ENDYNE INC.	SPDES Required Testing at WWTP (Lab Testing)	005-8130-0400-0000	95.00
11054607	521792	ENDYNE INC.	SPDES Required Testing at WWTP (Lab Testing)	005-8130-0400-0000	115.00
11054607	521925	ENDYNE INC.	Raw & Purification Water Testing at WTP	004-8330-0400-0000	50.00
				<b>Warrant Total:</b>	<b>310.00</b>
11054602	0063673-00	EQUIPMENT RENTALS	Hydraulic Coupler kit - 2011 Bobcat	001-5142-0408-0000	213.66
				<b>Warrant Total:</b>	<b>213.66</b>
11054604	18997	EVERGREEN AUTO CENTER	Fisher Motor, Fisher Relay - Plow	001-5142-0408-0000	313.30
				<b>Warrant Total:</b>	<b>313.30</b>
11054613	000042097040	EXCELLUS BLUECROSS BLUESHIELD	Retiree Traditional Health Plan - March 2025	005-9060-0800-0000	412.12
11054613	000042097040	EXCELLUS BLUECROSS BLUESHIELD	Retiree Traditional Health Plan - March 2025	004-9060-0800-0000	412.12
11054613	000042097040	EXCELLUS BLUECROSS BLUESHIELD	Retiree Traditional Health Plan - March 2025	001-3120-0860-0000	896.42
11054613	000042097040	EXCELLUS BLUECROSS BLUESHIELD	Retiree Traditional Health Plan - March 2025	001-9060-0800-0000	424.62
				<b>Warrant Total:</b>	<b>2,145.28</b>
11054600	000042100080	EXCELLUS HEALTH PLAN	Retiree Prescription Plan - March 2025	005-9060-0800-0000	322.33
11054600	000042100080	EXCELLUS HEALTH PLAN	Retiree Prescription Plan - March 2025	004-9060-0800-0000	322.33
11054600	000042100080	EXCELLUS HEALTH PLAN	Retiree Prescription Plan - March 2025	001-9060-0800-0000	429.78
11054600	000042100080	EXCELLUS HEALTH PLAN	Retiree Prescription Plan - March 2025	001-3120-0860-0000	1,089.48
				<b>Warrant Total:</b>	<b>2,163.92</b>
11054616	000042097206	EXCELLUS HEALTH PLAN - GROUP	PD Health Insurance Premium - March 2025	001-3120-0860-0000	8,888.32
				<b>Warrant Total:</b>	<b>8,888.32</b>
11054601	1228387	FERGUSON WATERWORKS #576	United Valve Rebuild Kit	004-8320-0410-0000	1,500.00
11054601	1228387	FERGUSON WATERWORKS #576	United Valve Rebuild Kit	004-8320-0407-0000	423.53

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
				<b>Warrant Total:</b>	<b>1,923.53</b>
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	001-1610-0400-0000	32.62
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	001-7260-0408-0000	55.24
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	001-1680-0200-0000	617.06
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	005-8110-0400-0000	31.66
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	001-1230-0400-0000	19.00
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	001-1680-0400-0000	5.75
11054610	7965	FIRST NATIONAL BANK OF OMAHA	Credit card bill through 02/11/2025	004-8310-0400-0000	31.66
				<b>Warrant Total:</b>	<b>792.99</b>
11054580	421	FOREST HOME MECHANICAL LLC	17 Main - Heaters serviced	004-8320-0407-0000	664.92
				<b>Warrant Total:</b>	<b>664.92</b>
11054577	23000	Glynn, Kairina	Reimbursement for Postage-Certified letters	001-8620-0400-0000	94.86
11054577	37914	Glynn, Kairina	Reimbursement for Postage-Certified letters	001-8620-0400-0000	217.62
				<b>Warrant Total:</b>	<b>312.48</b>
11054618	51396	HIGH PEAKS FORD	LH Window Regulator - 2019 F350 4x4	004-8340-0408-0000	136.80
				<b>Warrant Total:</b>	<b>136.80</b>
11054615	P02398	JOE JOHNSON EQUIPMENT LLC	51" Cutting Edge- 2017 Trackless	001-5142-0408-0000	568.86
				<b>Warrant Total:</b>	<b>568.86</b>
11054620	46485093	KONICA MINOLTA PREMIER FINANCE	Copier Lease - Village Office, PD	001-3120-0400-0000	110.41
11054620	46485093	KONICA MINOLTA PREMIER FINANCE	Copier Lease - Village Office, PD	001-1610-0400-0000	119.90
11054620	46485093	KONICA MINOLTA PREMIER FINANCE	Copier Lease - Village Office, PD	005-8110-0400-0000	116.37
11054620	46485093	KONICA MINOLTA PREMIER FINANCE	Copier Lease - Village Office, PD	004-8310-0400-0000	116.37
				<b>Warrant Total:</b>	<b>463.05</b>
11054579	02052025	KURT & VICTORIA STURGEON	TAX REIMBURSEMENT	001-1950-0400-0000	132.50
				<b>Warrant Total:</b>	<b>132.50</b>
11054590	6219	M & T BANK	C5-5516-09-00 Interest 07/16/24-01/16/25	005-9710-0700-0000	7,669.89
				<b>Warrant Total:</b>	<b>7,669.89</b>
11054592	MARCH	MBF2, INC	2024-25 Rent "Sears" Parking Lot	001-5650-0400-0000	1,940.41

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054619	22336K1798	MOUNTAIN MEDICAL SERVICES, PLLC.	Physicals & Drug Screens - Pisgah	001-7260-0400-0000	1,940.41
				<b>Warrant Total:</b>	<b>283.00</b>
11054583	02115-52037	NATIONAL GRID	Electric Bills	001-7110-0403-0000	32.00
11054583	05230-05003	NATIONAL GRID	Electric Bills	001-7110-0403-0000	9.02
11054583	50163-40109	NATIONAL GRID	Electric Bills	001-5132-0403-0000	1,830.70
11054583	51399-57113	NATIONAL GRID	Electric Bills	001-1620-0403-0000	586.21
				<b>Warrant Total:</b>	<b>2,457.93</b>
11054591	20088688	NORTH COUNTRY CHAMBER OF COMMERCE	Annual Membership Dues 03/01/25-02/28/26 Member #50217	001-1920-0400-0000	235.00
				<b>Warrant Total:</b>	<b>235.00</b>
11054589	42688617	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	001-1610-0401-0000	18.20
11054589	42688617	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	004-8310-0401-0000	17.67
11054589	42688617	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	005-8110-0401-0000	17.67
11054589	42696655	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	004-8310-0401-0000	44.58
11054589	42696655	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	005-8110-0401-0000	44.58
11054589	42696655	QUILL CORPORATION	Folders, Cleaning spray, Copy Paper, etc.	001-1610-0401-0000	45.93
				<b>Warrant Total:</b>	<b>188.63</b>
11054611	#10	RECREATION ENGINEERING & PLANNING	PROFESSIONAL SERVICES FOR WHITEWATER PARK (DRU)	250-8662-0416-0000	7,260.00
				<b>Warrant Total:</b>	<b>7,260.00</b>
11054581	078053-11012	ROBERTS SPORTS, LLC	Carbide Ski Runner, Slide Wheel - 2009 SkiDoo	001-7260-0408-0000	194.98
11054581	078105-09201	ROBERTS SPORTS, LLC	Carbide Ski Runner, Slide Wheel - 2009 SkiDoo	001-7260-0408-0000	-44.99
11054581	078106-09201	ROBERTS SPORTS, LLC	Idler Wheel - 2009 Ski Doo	001-7260-0408-0000	59.98
11054581	078194-10201	ROBERTS SPORTS, LLC	Windshield, Repair heat exchange, Kill switch-snowmobile	001-7260-0408-0000	361.73
				<b>Warrant Total:</b>	<b>571.70</b>
11054612	IV68984	RR CHARLEBOIS, INC.	PTO Air Control - 2021 Int. Dump Truck	001-5142-0408-0000	474.94
11054612	IV69186	RR CHARLEBOIS, INC.	Def Heater Valve - 2014 Freightliner	001-5142-0408-0000	88.99
				<b>Warrant Total:</b>	<b>563.93</b>
11054597	4109368	SLIC NETWORK SOLUTIONS INC	Internet Charges - February 2025	004-8310-0400-0000	77.52
11054597	4109368	SLIC NETWORK SOLUTIONS INC	Internet Charges - February 2025	005-8110-0400-0000	77.52
11054597	4109368	SLIC NETWORK SOLUTIONS INC	Internet Charges - February 2025	001-1680-0400-0000	79.86

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054578	SMT-803901	SMARTSIGN	Signs- Employees Only, Main Entrance, etc.	001-3120-0200-0000	234.90
				<b>Warrant Total:</b>	<b>51.31</b>
11054614	24-128(3)	SUOZZO, DOTY & ASSOCIATES	Project #24-128: WPCP Upgrades Task 1-Design	251-1440-0400-0000	8,932.50
11054614	24-129(3)	SUOZZO, DOTY & ASSOCIATES	Project #24-129: Collection System Task 1-Design	251-1440-0400-0000	2,094.40
11054614	24-130(3)	SUOZZO, DOTY & ASSOCIATES	#24-130: Collection System FEMA Reimbursibles	230-1440-0400-0000	17.50
11054614	24-130(3)	SUOZZO, DOTY & ASSOCIATES	#24-130: Collection System FEMA Task 5-Project Management	230-1440-0400-0000	3,286.25
11054614	24-130(3)	SUOZZO, DOTY & ASSOCIATES	#24-130: Collection System FEMA Task 4-Grant Admin	230-1440-0400-0000	1,855.00
11054614	24-130(3)	SUOZZO, DOTY & ASSOCIATES	#24-130: Collection System FEMA Task 3-Design Eval	230-1440-0400-0000	8,877.50
11054614	24-061(5)	SUOZZO, DOTY & ASSOCIATES	#24-130: Collection System FEMA Task 2-Existing Sanitary Survey	230-1440-0400-0000	14,087.50
11054614	25-012(1)	SUOZZO, DOTY & ASSOCIATES	Project 24-061: Smart Growth Streetscape	004-1440-0400-0000	1,680.00
11054614	25-012(1)	SUOZZO, DOTY & ASSOCIATES	Update ERP/RRR plans, cyber security plan, etc.	004-8320-0400-0000	1,627.50
11054614	25-012(1)	SUOZZO, DOTY & ASSOCIATES	Update ERP/RRR plans, cyber security plan, etc.	005-8130-0400-0000	1,627.50
				<b>Warrant Total:</b>	<b>44,085.65</b>
11054586	1974599	SYMQUEST GROUP, INC.	Copier Services - WWTP & Garage	004-8310-0401-0000	39.61
11054586	1974599	SYMQUEST GROUP, INC.	Copier Services - WWTP & Garage	005-8110-0401-0000	39.61
11054586	1974599	SYMQUEST GROUP, INC.	Copier Services - WWTP & Garage	001-1490-0401-0000	18.15
				<b>Warrant Total:</b>	<b>97.37</b>
11054587	20250124005	THE UPS STORE	Picture WF Matte Wide Format	001-1210-0401-0000	12.00
				<b>Warrant Total:</b>	<b>12.00</b>
11054588	MARCH	TOWN OF HARRIETSTOWN	2025 Lease for Office Space: January - May 2025	005-8110-0418-0000	1,171.17
11054588	MARCH	TOWN OF HARRIETSTOWN	2025 Lease for Office Space: January - May 2025	004-8310-0418-0000	1,171.17
11054588	MARCH	TOWN OF HARRIETSTOWN	2025 Lease for Office Space: January - May 2025	001-1610-0418-0000	1,206.66
				<b>Warrant Total:</b>	<b>3,549.00</b>
11054606	01292025	TRAVIS LABAR	Travel Reimbursement	001-3120-0406-0000	76.00
				<b>Warrant Total:</b>	<b>76.00</b>
11054584	001	Tsiklauri, Bachana	Reimburse-Party at Pisgah ads on FB & Instagram	001-7260-0401-0000	199.00
				<b>Warrant Total:</b>	<b>199.00</b>
11054593	188473810	ULINE	PD-Carpet mats, key cabinet, tags, etc.	001-3120-0401-0000	228.04
11054593	188535288	ULINE	PD-Carpet mats, key cabinet, tags, etc.	001-3120-0401-0000	3,709.00



Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054599	10967741	UNITED AG & TURF NE	Fuel Filters Primary - Sidewalk Plow/Sander	001-5142-0408-0000	3,937.04
				<b>Warrant Total:</b>	<b>205.12</b>
11054603	626000063147	Verizon	Monthly Subscription-Dash cams, GPS	001-3120-0400-0000	229.60
				<b>Warrant Total:</b>	<b>229.60</b>
11054595	252168955	W.B. MASON CO., INC.	Black ink cartridge, memo pads, gorilla tape, etc.	001-3120-0401-0000	90.81
11054595	252248364	W.B. MASON CO., INC.	Black ink cartridge, memo pads, gorilla tape, etc.	001-3120-0401-0000	11.39
11054595	CM3455210	W.B. MASON CO., INC.	Black ink cartridge, memo pads, gorilla tape, etc.	001-3120-0401-0000	-11.39
				<b>Warrant Total:</b>	<b>90.81</b>
11054585	167881	Young/Sommer LLC	Code Enforcement - Legal Council	001-3620-0400-0000	977.52
11054585	167890	Young/Sommer LLC	Code Enforcement - Legal Council	001-3620-0400-0000	92.50
				<b>Warrant Total:</b>	<b>1,070.02</b>
				<b>Report Total:</b>	<b>105,922.39</b>

# Accounts Payable

## Voucher Approval Document



User: accountspayable@saranaclakeny.gov  
 Printed: 02/21/2025 - 2:33PM  
 Batch: 00004.02.2025 - Vouchers 2025-02-24

### ABSTRACT OF CLAIMS FOR VILLAGE OF SARANAC LAKE

The claims set forth bearing numbers \_\_\_\_\_ to \_\_\_\_\_ have been audited and allowed by us being the Mayor & Trustees of the Village Board.  
 Mayor/Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

### TO THE TREASURER OF THE VILLAGE

You are hereby authorized and directed to pay to the order of the following vendors the various amounts in payment of Claims hereinafter set forth, numbered the same as above inclusive, which have been audited and allowed and are chargeable to the fund and appropriation account as designated.

Fund	Description	Amount
001	GENERAL FUND	38,022.92
004	WATER FUND	8,953.57
005	SEWER FUND	12,535.25
230	SEWER TRUNK/SWAMP LINE FEMA	28,123.75
250	DRI PROJECTS	7,260.00
251	WPCP & WWTP UPGRADES	11,026.90
<b>Report Total:</b>		105,922.39

# Accounts Payable

## Computer Check Proof List by Vendor

User: accountspayable@saranaculakeny.gov  
 Printed: 02/21/2025 - 3:13PM  
 Batch: 00005.02.2025 - Vouchers 2025-02-24-2



Invoice No	Description	Amount	Pmt Date	Acct Number	Voucher No	Reference
Vendor: 3730	NEW YORK STATE TEAMSTERS COUNCIL					ACH Enabled: False
10610	Health Ins Premium-K Martin Feb & March 202	1,250.48	02/24/2025	004-9060-0800-0000	11054621	
10610	Health Ins Premium-K Martin Feb & March 202	1,288.38	02/24/2025	001-9060-0800-0000	11054621	
10610	Health Ins Premium-K Martin Feb & March 202	1,250.48	02/24/2025	005-9060-0800-0000	11054621	
	Check Total:	3,789.34				
	Total for Check Run:	3,789.34				
	Total of Number of Checks:	1				

# Accounts Payable Voucher Approval List



User: accounts payable@saranac.lakeny.gov  
 Printed: 02/21/2025 - 3:14PM  
 Batch: 00005.02.2025 - Vouchers 2025-02-24-2

Voucher No.	Invoice Number	Vendor	Description	Account Number	Amount
11054621	10610	NEW YORK STATE TEAMSTERS COUNCIL	Health Ins Premium-K Martin Feb & March 2025	001-9060-0800-0000	1,288.38
11054621	10610	NEW YORK STATE TEAMSTERS COUNCIL	Health Ins Premium-K Martin Feb & March 2025	004-9060-0800-0000	1,250.48
11054621	10610	NEW YORK STATE TEAMSTERS COUNCIL	Health Ins Premium-K Martin Feb & March 2025	005-9060-0800-0000	1,250.48
<b>Warrant Total:</b>					<b>3,789.34</b>
<b>Report Total:</b>					<b>3,789.34</b>

# Accounts Payable

## Voucher Approval Document



User: accountspayable@saranaclakeny.gov  
 Printed: 02/21/2025 - 3:14PM  
 Batch: 00005.02.2025 - Vouchers 2025-02-24-2

### ABSTRACT OF CLAIMS FOR VILLAGE OF SARANAC LAKE

The claims set forth bearing numbers \_\_\_\_\_ to \_\_\_\_\_ have been audited and allowed by us being the Mayor & Trustees of the Village Board.  
 Mayor/Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

### TO THE TREASURER OF THE VILLAGE

You are hereby authorized and directed to pay to the order of the following vendors the various amounts in payment of Claims hereinafter set forth, numbered the same as above inclusive, which have been audited and allowed and are chargeable to the fund and appropriation account as designated.

Fund	Description	Amount
001	GENERAL FUND	1,288.38
004	WATER FUND	1,250.48
005	SEWER FUND	1,250.48
<b>Report Total:</b>		<b>3,789.34</b>

## VILLAGE BOARD REGULAR MEETING

Monday, February 10, 2025

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:** Mayor Williams present; Trustee Brunette present; Trustee Ryan; present; Trustee Scollin present; Trustee White present.

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 \$503,884.76 batch number 02102025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Ryan Second: Williams

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: White Second: Ryan

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

### PUBLIC COMMENT:

Dustin Martin encouraged support and appreciation of DPW workers

Rich Loeber in support of Bill 17-2025

Jeff Dixon Mount Pisgah Residential Neighborhood Signage Improvements

Ren Davidson Seward issues with Baldwin Park plowing

Peter Seward on closing of road for Artwalks

### ITEMS FOR BOARD ACTION:

#### **Bill 12-2025 Resolution to authorize the transfer of funds accumulated from the Harrietstown Housing Authority Supplemental Services Agreement to the Police Department Supplies and Equipment Accounts**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Williams

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

#### **Bill 13-2025 Resolution amending and restating a bond resolution relating to improvements to the Village's Water Pollution Control Plant and Collection System**

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

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

**Bill 14-2025 Resolution to authorize the transfer of \$275K from the General Fund to a Capital Project Fund for Municipal Building Improvements**

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

Motion to Amend: White Second: Williams

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

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

**Bill 15-2025 Approve transfer of \$67,900.80 from the water and sewer accounts for the purchase of new bobcat for the Wastewater Treatment Plant**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

**Bill 16-2025 Resolution authorizing the creating of an Emergency Water and Sewer Grant and Loan Program**

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

Motion to Table: Williams Second: White

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

**Bill 17-2025 Resolution for safeguarding our residents and our financial resources**

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

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

**Bill 18-2025 Resolution to establish a joint, Village of Saranac Lake and Town of Harriestown Working Group with the New York State DOT**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Brunette

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

**OLD BUSINESS:**

Emergency Services Project and Committee Update, Baldwin Park Project

**NEW BUSINESS:** Local Occupancy Tax, State STR Law Amendment, Ken Garwood Park Project, and Firetower/Ward Plumadore Park Project

**PUBLIC COMMENT SECTION:**

Mark Wilson on requests for funding updates and a comfortable amount of bonding monies for EMS Project

Doug Haney gratitude of Winter Carnival and exploring options for 33 Petrova

Elizabeth Kochar exploring options for 33 Petrova and EMS Committee  
Kyle Pickereign questions on occupancy tax discussion

**EXECUTIVE SESSION:** Employment History of Particular Person  
Chair Mayor Williams called for a motion to enter into Executive Session  
Motion: White Second: Ryan  
Roll Call: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.  
Chair Mayor Williams called for a motion to exit Executive Session  
Motion: Williams Second: Ryan  
Roll Call: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.

**MOTION TO ADJURN:**  
Chair Mayor Williams called for a motion  
Motion: Williams Second: Ryan  
Roll Call: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.



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

SUBJECT: BETA Stewardship Agreement

Date: 2/24/2025

DEPT OF ORIGIN: Village Manager

BILL # 19-2025

DATE SUBMITTED: 2/13/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Authorize Village Manager to sign stewardship agreement with BETA

**RECOMMENDED ACTION**

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE RYAN yes

TRUSTEE SCOLLIN yes

TRUSTEE WHITE yes



## TRAILS STEWARDSHIP AGREEMENT

This agreement is made between the Barkeater Trails Alliance, with an address of PO Box 843 Lake Placid, NY 12946, hereinafter called "BETA"; and the Village of Saranac Lake, with an address of 39 Main St, Suite 9, Saranac Lake, NY 12983, hereinafter called the "Village."

**Purpose** - The purpose of this agreement is to establish roles and responsibilities for parties engaged in implementing public access trails on lands owned by the Village of Saranac Lake, commonly known as "Mount Pisgah Ski Area." In the past, the Village has approved the use of these lands for the establishment of a system of multi-use, natural surface trails suitable for mountain biking on Village-owned lands at Mount Pisgah Ski Area. This agreement formalizes that intent, and provides guidance regarding responsibilities relative to trail planning, creation, maintenance and policing.

**WHEREAS**, the Village is the owner of the following parcel in the Village of Saranac Lake, Town of St. Armand, Essex County, New York: 92 Mount Pisgah Lane, Saranac Lake, New York (also known as tax identification number: 32.102-1-2.000);

**WHEREAS**, BETA is a duly formed not-for-profit corporation under the laws of the State of New York which has constructed trails for mountain biking, ski touring and other human-powered activities in the region on lands of New York State, lands of private individuals, and lands of the local municipalities in the Counties of Essex and Franklin;

**WHEREAS**, the trails commonly known as the "Mount Pisgah Trails" are located on lands of the Village as described above;

**WHEREAS**, there is a need for the continued services and support of BETA staff and volunteers provided through this agreement to further maintain and improve the existing trails, and to plan, design and construct additional trails with approval of the Village;

**THEREFORE**, the parties agree as follows:

### **IT IS MUTUALLY AGREED THAT:**

- I. Term and Termination** – The term of this Trails Stewardship Agreement will run from January 1, 2025 to December 31, 2025 and shall be renewed automatically for additional terms of one year each, unless terminated by either party. Either party may terminate this agreement at any time for any reason on 10 days written notice to the other party hereto.

**II. Insurance and Indemnification** – BETA shall, upon the commencement of this agreement, maintain the following insurance: (i) Worker’s compensation insurance, disability benefits insurance, and each other form of insurance which the parties hereto are required by law to provide, covering loss resulting from injury, sickness, disability or death of employees of the any person working at the Property; (ii) Insurance against loss or losses from liabilities imposed by law or assumed in any written contract and arising from personal injury and death or damage to the property of others caused by any accident or occurrence, with limits of not less than \$1,000,000 per accident or occurrence on account of personal injury, including death resulting therefrom, and \$500,000.00 per accident or occurrence on account of damage to the property of others; and a general aggregate policy limit of \$2,000,00.00, protecting against any loss or liability or damage for personal injury or property damage. The Village shall be named as an additional insured on all such policies of insurance. BETA shall also provide the Village with a copy of its liability insurance binder naming the Village of Saranac Lake as additionally insured, which policy must cover general liability, and coverage for all trail work performed by BETA staff and volunteers; BETA organized mountain bike and cross-country ski outings; and BETA organized special events. BETA hereby protects, defends, indemnifies and holds harmless the Village against any and all claims, costs, judgments, liens, or actions, including reasonable attorney’s fees and costs of defense, for damage to property or injury to persons suffered on, or resulting or arising from the negligence or willful misconduct of BETA, or any employee, agent, contractor, or volunteer of BETA in connection with this agreement.

**III. Stewardship** - BETA staff, volunteers and subcontractors are permitted to perform the following activities related to the planning, design, construction and maintenance of natural surface trails suitable for mountain biking, ski touring, and other human-powered activities.

- i. Routine trail maintenance, including removal of blowdown and woody debris, brushing, pruning, cleaning of ditches and culverts, and repair of bridges;
- ii. New trail construction, in accordance with an annual plan approved by the Village;
- iii. Cutting of live trees to create trail corridors and remove hazards;
- iv. Construction of bridges, ditches, water bars and culverts as needed to facilitate proper drainage of trails;
- v. Development and placement of trailhead kiosks, printed and online maps, trail markers and other signage to direct and educate trail users;
- vi. Chain saws and brush mowers may be used for the removal of trees, woody debris and brush. Per BETA's risk management plan, staff, volunteers and subcontractors who operate chainsaws must have current chainsaw safety training certification. Users of motorized equipment of any kind must use personal protective equipment.

**IV. Use of Motor Vehicles** - Use of motor vehicles and/or heavy equipment by authorized BETA staff and subcontractors for the purpose of trail stewardship and construction is permitted, but limited to the following:

- i. Use motor vehicles on paved and unpaved maintenance roads on a limited basis for the purpose of transporting trail work tools, equipment and materials (lumber, gravel,

etc.) to the trails;

- ii. Use of heavy equipment such as a track excavator or material hauler for the purpose of new trail construction. Such use shall only occur in accordance with an annual work plan approved by the Village. BETA and BETA subcontractors shall carry a policy for heavy equipment liability insurance to cover such activities.

**V. BETA agrees to:**

- i. To serve as the party responsible for coordinating and implementing the initial planning, design and construction of trails and related facilities;
- ii. To provide leadership for planning and implementing routine and special maintenance on the trail and related facilities;
- iii. To help plan and provide trail construction and maintenance training to BETA staff, volunteers, or other groups who work on the trails;
- iv. To assure trail construction, maintenance, education activities and other trail related projects are completed according to current best practices, the terms of this agreement and the constraints and guidelines contained herein;
- v. To serve as a partner for the Village to secure funding necessary to construct, operate, and maintain multi-use trails at Mount Pisgah Ski Area;
- vi. On an annual basis, provide the Village with a written work plan describing the trail construction, stewardship and maintenance activities to be performed by BETA and BETA subcontractors in each calendar year;
- vii. Report to the Village of damages to the property, any potentially dangerous conditions, or any injuries incurred by persons; occurring during trail work performed by BETA staff and volunteers, outings organized by BETA, and special events organized by BETA;
- viii. Report to the Village on work accomplished, the number of staff, volunteer or subcontractor hours spent on activities, and the amount of money expended for those projects; and,
- ix. Inform the Village of any problems, disagreements, and questions of interpretation regarding this Agreement or other concerns in a timely manner.

**VI. The Village of Saranac Lake agrees to:**

- i. To make the Village lands commonly known as "Mount Pisgah Ski Area" available for planning, construction, operation and maintenance of public access, multi-use, natural surface trails suitable for primarily mountain biking;
- ii. That prior to construction of new trails or other facilities, the Village shall review and approve an annual trail work plan developed by BETA;
- iii. To work in cooperation with BETA to obtain necessary regulatory permits and approvals as needed;
- iv. To provide notice of any access closures for management or emergencies;
- v. Provide sufficient notice to BETA of management or policy changes which may lead to temporary or permanent loss of access to the trails;
- vi. To plan and develop trails for this site in cooperation with BETA and other interests including the public;
- vii. To serve as either the lead or partner to secure and provide funding or other resources

- necessary to construct, operate, and maintain trails at Mount Pisgah Ski Area;
- viii. To assure trail construction, maintenance, education activities and other trail related projects are completed according to the terms of this memorandum and any constraints and guidelines contained in the agreement; and,
  - ix. Inform BETA of any problems, disagreements, or questions of interpretation regarding this Agreement or other concerns in a timely manner.

**Contacts:**

The contact person for **Barkeater Trails Alliance (BETA)** is Glenn Glover, who may be reached at the following address, email or telephone number: PO Box 843, Lake Placid, NY 12983; [glenn@betatrails.org](mailto:glenn@betatrails.org) 518-523-1365.

The contact person for the **Village of Saranac Lake** is Bachana Tsiklauri, who may be reached at the following address, email or telephone number: 1 Main St, Saranac Lake, NY 12983; [manager@saranaclakeny.gov](mailto:manager@saranaclakeny.gov); 518-891-4150.

By signing below, both parties agree to the terms set forth in this Trails Stewardship Agreement.

**Glenn Glover, Executive Director, Barkeater Trails Alliance (BETA)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bachana Tsiklauri, Village Manager, Village of Saranac Lake**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

SUBJECT: Accept Grant

Date: 2/24/2025

DEPT OF ORIGIN: Village Manager

BILL # 20-2025

DATE SUBMITTED: 2/13/2025 EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution to accept a Volunteer Fire Infrastructure and Rescue Equipment (VFIRE) Grant

**RECOMMENDED ACTION**

MOVED BY: White SECONDED BY: Scollin

VOTE ON ROLL CALL: TO TABLE

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE RYAN yes

TRUSTEE SCOLLIN yes

TRUSTEE WHITE yes

**RESOLUTION TO ACCEPT A VOLUNTEER FIRE INFRASTRUCTURE &  
RESPONSE EQUIPMENT (VFIRE) GRANT**

WHEREAS, the Village of Saranac Lake has been awarded a Volunteer Fire Infrastructure and Response Equipment (VFIRE) Grant in the amount of \$200,532, and,

WHEREAS, funding in the amount of \$200,532 will be used for renovation and/or construction of the fire apparatus addition of a new Emergency Services Building purchased in 2022, to include design and project management, construction, renovation, and upgrades, and,

WHEREAS, the Village accepts the terms of the grant;

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees accepts the Volunteer Fire Infrastructure and Response Equipment grant award of \$200, 532.



# Homeland Security and Emergency Services

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

October 18, 2024

Bachana Tsiklauri  
Manager  
Village of Saranac Lake  
39 Main Street 2<sup>nd</sup> Floor  
Saranac Lake, NY 12983

Reference: VF23-1650

Dear Bachana Tsiklauri:

I am pleased to announce that the Village of Saranac Lake has been awarded \$200,532 under the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program. Funding for this state grant award will be administered by the New York State Division of Homeland Security and Emergency Services (DHSES). The performance period for this grant will be from November 1, 2024 through October 31, 2027.

As outlined in the V-FIRE Request for Applications (RFA), this funding is provided for agencies comprised of 100% volunteer firefighters that provide fire protection and emergency response services to improve their facilities and/or response capabilities through either the construction, renovation or purchase of facilities, or the purchase of new equipment.

All funding through this grant program is subject to New York State guidelines and regulations. To ensure these funds are made available as quickly as possible, a representative from the DHSES Grants Program Administration Office will be reaching out to your grant point of contact. If you have any questions about this program, please contact Eric Abramson, Director of Grants Program Administration at [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov) or (518) 402-2123.

Congratulations on your award and I look forward to working with you to administer this program.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline Bray".

Jackie Bray  
Commissioner



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

SUBJECT: Authorize MOU

Date: 2/24/2025

DEPT OF ORIGIN: Village Manager

BILL # 21-2025

DATE SUBMITTED: 2/19/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Authorize Village Manager to sign MOU with Women's Civic Chamber for Hometown Heroes Banner Program

**RECOMMENDED ACTION**

MOVED BY: Ryan \_\_\_\_\_ SECONDED BY: White \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE RYAN yes

TRUSTEE SCOLLIN yes

TRUSTEE WHITE yes

## **MEMORANDUM OF UNDERSTANDING**

### **Between the Women's Civic Chamber of Saranac Lake and the Village of Saranac Lake**

**Purpose** This Memorandum of Understanding (MOU) establishes the terms and responsibilities for the implementation and operation of the Hometown Heroes Banner Program, a joint initiative to honor and recognize individuals with a connection to the Saranac Lake community who are serving or have served in the United States Armed Forces.

**Objectives** The Hometown Heroes Banner Program aims to:

1. Honor and recognize the brave men and women who have served or are currently serving in the United States Armed Forces.
2. Beautify the village streets with a meaningful and patriotic display.

### **Roles and Responsibilities**

#### **Women's Civic Chamber of Saranac Lake:**

1. Oversee the Hometown Heroes Banner Program, including development and implementation, application management, sponsor communication, banner proofs, payment processing, and banner production.
2. Be the point of contact for all communications with the banner printing company, Holiday Outdoor Décor.
3. Maintain a waitlist for eligible banners if no immediate placement is available.
4. Coordinate with the Village of Saranac Lake to hang and take down the banners.
5. Return all retired/decommissioned banners to Sponsors.
6. Coordinate with the Village of Saranac Lake a Memorial Day commissioning ceremony for the banners. Additional ceremonies can be added if needed and agreed upon.
7. Notify the Village of Saranac Lake regarding banners that require removal or replacement.
8. Promote the program through press releases, social media, and local outreach efforts.

#### **Village of Saranac Lake:**

1. Handle the installation and removal of banners through the Department of Public Works (DPW).
2. Approve banner placement on utility poles along Lake Flower and coordinate with National Grid as needed.
3. Support promotional efforts by featuring the program on the village website and social media platforms.
4. Coordinate with Women's Civic Chamber a Memorial Day commissioning ceremony for the banners. Additional ceremonies can be added if needed and agreed upon.

### **Program Details**

1. **Eligibility:** Any current or former military member with a connection to the Saranac Lake community, such as a resident, former resident, or a family member of a resident (child, parent, grandparent, aunt/uncle, niece/nephew) is eligible.
2. **Banner Design:** Banners will be 24" x 48", featuring a photo of the service member in uniform, their name, branch, and service dates. Banners will be designed by the Women's

Civic Chamber Hometown Heroes Committee from standard templates provided by the Hometown Heroes Banner Program. Final design will be approved by the Village.

3. Display Period: Banners will be displayed for two consecutive years starting Memorial Day. Retired banners will be returned to sponsors.
4. Cost: Each banner costs \$ 225 and includes production, printing, and hanging for two years.
5. Implementation Plan: The deadline for completed and paid banner applications is March 21<sup>st</sup> for the current year's Memorial Day ceremony. Applications will continue to be accepted on a rolling basis; however, applications received after March 21<sup>st</sup> will be included the following year, unless additional commissioning ceremonies are held during the year.

### **Funding and Sponsorship**

1. The program is self-supporting, with sponsors covering the cost of the banner printing and banner mounting brackets. Minor costs, such as printing of applications or web page design or Village staff time, will be covered by the organization responsible for these tasks.
2. Sponsors will be notified when renewal is due, or banners will be taken down if no renewal is requested.

### **Ceremony and Community Engagement**

1. A yearly ceremony commissioning the banners and honoring the service members and their families will be held on or around Memorial Day.
2. Collaborate with local veterans' organizations and historical societies to promote and enrich the program.

### **Evaluation and Review**

1. A joint annual review will be held between Women's Civic Chamber and the Village of Saranac Lake to assess program effectiveness and address community feedback.
2. Adjustments will be made as necessary to ensure the program's ongoing success and alignment with its objectives.

**Duration and Termination** This MOU will remain in effect until terminated by mutual agreement between the Women's Civic Chamber of Saranac Lake and the Village of Saranac Lake.

**Signatures** By signing below, the parties agree to the terms outlined in this MOU.

#### **Women's Civic Chamber of Saranac Lake:**

Name: Patti Savvie Title: President  
Date: 02/20/2025

#### **Village of Saranac Lake:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

SUBJECT: Hire Maintenance Worker

Date: 2/10/2025

DEPT OF ORIGIN: Village Manager

Bill # 22-2025

DATE SUBMITTED: 2/20/2025

EXHIBITS:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

Resolution to authorize the Village Manager to hire Francis Bearup as Maintenance Worker within DPW

MOVED BY: White SECONDED BY: Ryan

VOTE ON ROLL CALL: ~~NO TABLE~~

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO HIRE FRANCIS BEARUP  
AS WATER WASTEWATER MAINTENANCE WORKER WITHIN DPW

WHEREAS, the Village of Saranac Lake has an open position of Water Wastewater Maintenance Worker within DPW, and,

WHEREAS, the Village is committed to maintaining a full staff and,

WHEREAS, the Village of Saranac Lake is authorized to work through Franklin County Civil Service, and,

WHEREAS, the application of Francis Bearup has been approved by Franklin County Personnel and the DPW Superintendent, and,

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

THEREFORE, BE IT RESOLVED, the Village of Board of Trustees authorizes the Village Manager to hire Francis Bearup as Water Wastewater Maintenance Worker with the Department of Public Works.

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

SUBJECT: Approve proposal for engineering services

Date: 2/10/2025

DEPT OF ORIGIN: Village Manager

Bill # 23-2025

DATE SUBMITTED: 2/20/2025

EXHIBITS:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

Resolution authorize the proposal and funding of Engineering Services for repairs of Waterway Project at 1-3 Main Street

MOVED BY: Brunette SECONDED BY: White

VOTE ON ROLL CALL: ~~FORWARD~~

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

**RESOLUTION ACCEPTING CFA GRANT FOR 1-3 MAIN STREET WATERWAY  
RESTORATION PROJECT**

**WHEREAS**, the Village submitted a EPF Consolidated Funding Application (CFA) to aid in the restoration of the basement waterway at 1-3 Main Street, and,

**WHEREAS**, the Village of Saranac Lake Board of Trustees approved the award in the amount of \$526,313 for the waterway restoration project, and,

**WHEREAS**, the Village has an existing contract with Gomez and Sullivan for the relicensing of the dam, and

**WHEREAS**, the relicensing of the dam and the waterway restoration project are intertwined, and,

**WHEREAS**, Gomez and Sullivan provided the Village with a proposal to provide engineering design services for the repairs necessary for the waterway restoration project at 1-3 Main.

**THEREFORE, BE IT RESOLVED**, the Village of Saranac Lake Board of Trustees authorizes the Village Manager, pending approval of New York State Parks, Recreation and Historic Preservation, to sign the proposal provided by Gomez and Sullivan for repairs of the waterway restoration project.



February 17, 2025

Mr. Bachana Tsiklauri  
Village Manager  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

Submitted via email to [manager@saranaclakeny.gov](mailto:manager@saranaclakeny.gov)

Re: Proposal for Engineering Services for Repairs to the Water Chamber at Lake Flower Dam Hydroelectric Project; GSE Proposal No. 90305

Dear Mr. Tsiklauri,

Gomez and Sullivan Engineers, D.P.C. (Gomez and Sullivan) is pleased to submit this proposal to the Village of Saranac Lake (the Village) to perform engineering services for repairs to the water chamber under the office building at 1 - 3 Main Street in the Village of Saranac Lake. This proposal includes our proposed scope of services and fee estimate to complete the specified services.

## BACKGROUND

It is our understanding that the Adirondack Park Agency (APA) is interested in renting the office space at 1 – 3 Main Street in the Village of Saranac Lake (Village) for their office headquarters. The property at 1 – 3 Main Street is an office building that was originally constructed over the water chamber for the Lake Flower Dam Hydroelectric Project that is currently owned by the Village. The APA retained Bergmann Associates (now Colliers Engineering) to perform an inspection of the dewatered passages below the 1 - 3 Main Street Building and to prepare a summary report of their findings. Bergmann Associates' report recommended that numerous repairs be performed prior to the APA entering into a lease with the Village.

The Village provided Gomez and Sullivan with Bergmann's September 6, 2023 Assessment Report for the water chamber, and requested that we review and advise the Village on an order of priority for the recommendations in Bergmann's report. The Village also asked that Gomez and Sullivan determine which recommendations should be performed immediately and those that could be delayed. On March 20, 2024, Gomez and Sullivan performed our own observations of the water chamber to determine the repairs that should be implemented immediately. On April 24, 2024, we submitted our recommendations to the Village along with our Opinion of Probable Construction Costs (OPCC).

It is our understanding that the Village has obtained grant funds for the design and implementation of those repairs identified in Gomez and Sullivan's April 24, 2024, OPCC memo. In accordance with the Village's request, we are submitting this proposal to provide engineering design services for those repairs recommended in our OPCC memo. The design services included in this proposal are summarized below.



- Water is infiltrating the area between the water chamber ceiling and the office building first floor slab. Gomez and Sullivan will develop an inspection plan and procedures (removals) to be implemented by Village personnel. After the removals are completed, we will visit the site to observe the area within the water chamber ceiling in an effort to determine the origin of the infiltration. We anticipate that Village personnel will be onsite to assist with this effort.

***Note: Our fee will include the development of the demolition plan and notes for removal of small areas of the ceiling slab to accommodate an observation of the area. However, until the origin of the infiltration is known we cannot define the design services that will be required to stop the water infiltration. We have included 40 hours of time in our fee estimate to design and detail the repairs required to stop the water infiltration. If, based upon the findings of the ceiling observations, it is believed that time in excess of 40 hours would be needed to design and detail the repairs, Gomez and Sullivan will notify the Village. Additional time beyond our initial estimate of 40 hours for this task is outside the scope of this proposal, and such services can be performed by Gomez and Sullivan upon request by the Village for an additional fee on a time and materials or other mutually agreed basis.***

- There are leaks infiltrating the north wall of the water chamber located upstream of the dam. One leak noted during our interior observations of the water chamber was a 3 to 4-inch diameter hole with pressurized flow. The Village has proposed to utilize their sewer video equipment to locate the origins of the leak (from the riverside of the wall) and to visually assess the condition of the riverside of the chamber wall. Gomez and Sullivan will be onsite during the inspection to watch the video and provide guidance during the inspection. Underwater inspection utilizing video type equipment is difficult due to typically poor visibility through the water. If this video method of inspection provides inconclusive information, for the Village's consideration we have included as an optional task to have divers perform an underwater inspection of the riverside of the wall.

***Note: Until the exterior of the wall is inspected, we cannot define the services that will be required to design the wall repairs. We have included 80 hours of time to develop the design details necessary to repair the holes in the north wall. If, based upon the findings of the north wall inspection, it is believed that time in excess of 80 hours would be needed to design and detail the repairs, Gomez and Sullivan will notify the Village. Additional time beyond our initial estimate of 80 hours for this task is outside the scope of this proposal, and such services can be performed by Gomez and Sullivan upon request by the Village for an additional fee on a time and materials or other mutually agreed basis.***

- The existing concrete beam located at the upstream side of the water chamber under the office building wall is in poor condition. Gomez and Sullivan will develop details to repair and reinforce this beam.
- A portion of the concrete ceiling slab located between the concrete beam referenced above and the first downstream W27 steel beam supporting the floor of the office building is sagging. We will prepare details and design a new ceiling consisting of steel plate ceiling panels.
- After the sagging portion of the water chamber ceiling is removed, Gomez and Sullivan will perform a visual observation of the framing system (reportedly, cold-formed metal floor framing joists and the supporting steel beams) that supports the first floor of the office building. These site observations will be performed during the construction phase of the work. The scope of services contained herein does not include the design of any repairs to the floor framing system

that may be required. The design of any repairs that may be warranted can be added to our design services by change order.

State and Federal permits are not anticipated at this time since the currently known repairs are expected to be performed from the interior of the dewatered chamber. This may change after the exterior of the water chamber wall is inspected.

The OGS estimate, developed based on Bergmann Associate's recommendations, included architectural repairs to the building. These costs were included in Gomez and Sullivan's OPCC. We assume these items are included in the grant funds. These architectural services (listed below) are not included in Gomez and Sullivan's scope of services. We anticipate this work will be performed by the Village.

- Exterior parging at 3<sup>rd</sup> story
- Shelf repair
- Caulk at exterior parging
- Plug void in wall below office, south face
- Expansion joint repair

## SCOPE OF SERVICES

This section includes our scope of services for this project. The scope items presented below are based on Gomez and Sullivan's understanding of the project and our assessment of the services required.

### Task 100 – Site Observation & Repair of Water Infiltration into Ceiling Slab

For this task, Gomez and Sullivan will develop a demolition plan and demolition notes for the removal of two small areas of the water chamber's ceiling slab. It is our understanding the removal will be performed by Village personnel. The slab is reportedly a 5-inch-thick wire mesh reinforced concrete slab. The two removal areas will be approximately 24" wide by 24" long. The areas will be repaired during the final construction project by the general contractor. The removals shall be performed in a manner that will stabilize the two holes that will be left open.

After the slab removals are complete, Gomez and Sullivan will perform a visual observation of the area between the top of the water box ceiling slab and the underside of the first floor of the office building to determine if the source of the water infiltration can be identified.

The water chamber is a confined space, and our fee is based on the Village providing a hole watch supervisor, emergency personnel, and a second individual to assist Gomez and Sullivan's engineer during the site observations. We also assume that the Village will supply ladders for access to the open holes in the ceiling slab.

The design of the water infiltration repairs cannot be fully defined at this time. Our fee for this task includes 40 hours of time to develop the repairs necessary to stop the water infiltration. Time in excess of 40 hours will be considered out of scope services that, if approved by the Village, will need to be added to our Contract by Change Order.

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### **Task 200 – Site Observation and Repair of North Wall Hole**

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The Village proposes to utilize their sewer inspection equipment to inspect the riverside of the north water chamber wall. Gomez and Sullivan will be onsite during the inspection of the wall to observe the video inspection and to obtain a better understanding of the inspection findings.

Gomez and Sullivan's fee for this task assumes that site observation of the ceiling slab in the water chamber (Task 100), and this Task 200 will be performed on the same day. To this end, Gomez and Sullivan's engineer will coordinate with the Village to schedule the site visit on a date that the water chamber is dewatered and Village personnel are available to assist with these site observations. It is envisioned that Gomez and Sullivan's engineer and Village personnel will first visit the water chamber to determine the location of the two 24" wide by 24" long removal areas in the chamber ceiling. Once determined, Village personnel will commence saw cutting to create the observation access points. While sawcuts are underway, Gomez and Sullivan's engineer will meet with the Village's personnel at the riverside of 1 – 3 Main Street for the exploratory inspection of the north water chamber wall. Upon completion of this inspection, Gomez and Sullivan's engineer will revisit the water chamber to perform site observation of the ceiling slab for the water infiltration (as discussed under Task 100).

The design of the north wall hole repairs cannot be defined at this time. Our fee for this task includes 80 hours of time to develop the repairs necessary to repair holes in the north wall of the water chamber. Time in excess of 80 hours will be considered out of scope services that, if approved by the Village, will need to be added to our Contract by Change Order.

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### **Task 250 – Optional Dive Inspection of the North Chamber Wall**

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Should inspection of the riverside of the north chamber wall as discussed under Task 200 be inconclusive, we have included as an optional task the use of underwater inspection services. Under this task Gomez and Sullivan will obtain the services of an underwater diving subconsultant to perform a video inspection of the riverside of the north chamber wall upstream of the dam. An engineer from Gomez and Sullivan will be onsite during the dive inspection to coordinate with the divers, view the video inspection in real time, and to obtain a better understanding of the dive inspection findings.

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### **Task 300 – Water Chamber Repairs**

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Under this task Gomez and Sullivan will provide design services for the following:

- Repair and reinforcement of the existing concrete beam that is located at the upstream side of the water chamber under the office building wall.
- A new 300± square foot area of ceiling in the water chamber to replace the sagging concrete ceiling slab located between the deteriorated concrete beam referenced above and the first downstream W27 steel beam supporting the floor of the office building.

Plans and specifications will be prepared for these repairs. We will provide the Village with draft design drawings in Adobe, \*.pdf format for review and comment. The following is a list of the anticipated drawings and technical specifications that will be needed:

**Drawings****Technical Specifications**

<u>No.</u>	<u>Title</u>	<u>Section</u>	<u>Title</u>
1	Cover Sheet	011000	Summary of Work
2	General Notes	013100	Project Management and Coordination
3	General Site Plan	013300	Submittal Procedures
4	Removal Plan and Sections	014000	Quality Requirements
5	Removal Details	015000	Temporary Facilities
6	Proposed Plan and Sections	015500	Mobilization/Demobilization
7	Proposed Details	017419	Construction Waste Management and Disposal
		017700	Closeout Procedures
		017839	Project Record Documents
		024113	Selective Site Demolition
		033000	Cast in Place Concrete
		051200	Structural Steel Framing

Note that this scope of services does not include design services for any repairs that the first floor framing system may require. If the Village believes that additional repairs are required, or if design requirements warrant additional drawings and/or specifications than those assumed above, Gomez and Sullivan can perform these services for an additional fee.

It is assumed that the Village will develop the commercial terms and conditions of the construction contracts for the selected contractor, and any other Division I specification that may be required. Developing these items is not included in our scope of services.

It is assumed that the Village will provide Gomez and Sullivan with one set of consolidated review comments on the plans and specifications. We have budgeted for one conference call with the Village to discuss any comments and questions they may have, and to obtain feedback on the draft design drawings.

Following receipt and review of the Village's comments, Gomez and Sullivan will update the drawings and specifications, as appropriate, and submit final Issued for Construction drawings for bid purposes. We will provide the Village with the final design drawings in Adobe, \*.pdf format.

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### **Task 400 – Bid & Construction Phase Support**

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Gomez and Sullivan will assist the Village with the bidding process by participating in a virtual pre-bid meeting and answering Bidders' Requests for Information (RFIs). We have included 8 hours in our fee estimate for preparing for and participating in the virtual pre-bid meeting, and 24 hours in our fee estimate for bid services and for the development of RFIs during the bid phase.

The final Issued for Construction drawings will require the Contractor to prepare detailed fabrication drawings and technical submittals for both fabrication and installation. We will review these submittals to confirm consistency with design intent and project requirements. Our reviews will be completed in a timely manner to maintain project schedules and to expedite the related work. We have budgeted the review of three (3) technical submittals at five (5) hours per submittal.

In addition, as the contractor encounters areas that need clarification or further direction from the design engineer, they will submit Request for Information (RFIs). These RFIs will be catalogued and answered by the project design team. We have budgeted 16 hours to prepare responses to Owner/Contractor's Construction RFIs.

Additional RFIs and/or submittals beyond those assumed in this proposal can be addressed for an additional fee upon request from the Village on a time and materials or other mutually agreed basis.

As part of our Construction Phase services, Gomez and Sullivan will participate in a virtual kickoff meeting with the selected contractor and provide a field representative to conduct up to three (3) site visits (for half a day, excluding travel) to review general conformance with the design plans and specifications. We assume one of the site visits will be scheduled after the removal of the sagging ceiling slab so we can observe the condition of the framing members located above the ceiling that support the first floor of the office building. Gomez and Sullivan will submit a field report after each site visit with a summary of the site visit findings and photographs. In addition, after our observations of the first floor framing, we will include recommendations regarding the condition and/or repair of the first floor framing. If additional site visits beyond the three assumed in this proposal are necessary, they can be performed upon request from the Village for an additional fee on a time and materials or other mutually agreed basis.

At the completion of the construction phase and upon receipt of final marked-up redline drawings from the Contractor, we will prepare record drawings for the repairs. The record drawings will substantially represent the constructed project, per industry standards, clearly showing where deviations may have occurred in the work during construction that were identified by the Contractor or other relevant parties.

We have assumed that the project record drawings will be submitted to the Village electronically in Adobe, \*.pdf format.

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### **Task 500 – Project Management**

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Coordination with the Village will occur on a regular basis. We have budgeted time within this task to discuss project progress with the Village, as needed. Other administrative costs include reviewing invoices and managing budget, scope, and schedule.

## SCHEDULE

The following draft schedule is based on tasks identified in our Scope of Services and our understanding of the services required. The listed completion dates are the estimated latest date for the milestone tasks to be completed.

<b>Milestone</b>	<b>Estimated Completion Date</b>
<i>Receipt of PO from the Village</i>	<i>By March 31, 2025</i>
Site Observation of Water Chamber Ceiling Slab and North Wall	By April 30, 2025
Optional Task: Dive Inspection of North Wall	By May 15, 2025
Draft Drawings and Technical Specifications to the Village	By July 15, 2025
Final Drawings and Technical Specifications to the Village	By August 15, 2025
Documents Issued for Contractor Bidding	By August 29, 2025
Contractor Award	By October 1, 2025
Construction Commences	By October 20, 2025
Construction Completed	By November 30, 2025

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## COMPENSATION

Gomez and Sullivan Engineers, D.P.C. proposes to undertake the proposed services on the basis of hourly billing rates plus direct costs for tasks authorized by the Village of Saranac Lake. Our budgetary fee estimate for the scope of services included in this proposal is shown in **Table 1**. Table 2 is the budgetary fee estimate for the additional, optional Dive Inspection Services. These fee estimates assume all of our services are completed in 2025. If the project is extended beyond the end of 2025, through no fault of Gomez and Sullivan, our fee will be adjusted appropriately.

Hourly billing rates include actual direct salary payments to all personnel for the time directly engaged on the project, plus payroll charges including vacation, sick leave, and holiday pay; unemployment and payroll taxes; social security contributions; workman's compensation insurance; retirement benefits, medical insurance; group insurance benefits; general overhead; and profit.

Hourly billing rates for Gomez and Sullivan staff are on file with the Village. These billing rates will remain in effect through December 31, 2025, at which time they may be adjusted to reflect changing business conditions.

Direct costs include costs which are directly applicable to the services, such as transportation and subsistence expense during travel in the interest of the services, long distance telephone calls, reproductions, topographic maps, special insurance, outside electronic computer rental costs, usage of computer programs, model and laboratory testing, aerial and ground surveying, equipment rental(s), subsurface exploration, and subcontractors billed through Gomez and Sullivan.

Telecommunications (phone, fax, e-mail, and conference calls) will be billed at the rate of three percent (3%) of labor based fee. All other direct costs (except telecommunications) will be assessed a 10% service charge when handled by Gomez and Sullivan.

Payment will be due from the Village within thirty days of the invoice date. Payments not received within thirty days will be subject to an interest charge of 1.5 percent per month.

### Terms and Conditions

It is assumed these services will be performed under the Terms and Conditions defined in the Professional Services Agreement between the Village of Saranac Lake and Gomez and Sullivan Engineers, D.P.C. effective September 3, 2021. The scope of services contained herein will commence upon receipt of a Purchase Order from the Village for the proposed services.

Gomez and Sullivan is very interested in continuing our services with the Village. We appreciate the opportunity to submit our proposal and look forward to your favorable review. If you have any questions, please do not hesitate to contact me or Amanda Crandall at (315) 724-4860.

Sincerely,



Jerry Gomez, P.E.  
Principal

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Table 1: Budgetary Fee Estimate for the Design of Water Chamber Repairs at Lake Flower Dam

Task No.	Task Description	HOURS ALLOTTED					COST			
		Principal II	Senior Engineer V	Engineer III B	Project Engineer II	Project Assistant	TOTAL HOURS	Labor	Direct Expenses*	TOTAL COST
<b>100</b>	<b>Site Visit/Observation, Repair of Infiltration into Ceiling Slab</b>	<b>1</b>	<b>6</b>	<b>22</b>	<b>50</b>	<b>0</b>	<b>79</b>	<b>\$13,535</b>	<b>\$1,006</b>	<b>\$14,541</b>
	Review existing information		2	2	4		8	\$1,476	\$44	\$1,520
	Develop Demolition Plan and Notes		2	1	12		15	\$2,575	\$77	\$2,652
	Field Visit/Observation			16			16	\$2,768	\$683	\$3,451
	Repair Design	1	2	3	34		40	\$6,716	\$201	\$6,917
<b>200</b>	<b>Site Visit/Observation, Repair of North Wall Hole</b>	<b>1</b>	<b>12</b>	<b>6</b>	<b>65</b>	<b>0</b>	<b>84</b>	<b>\$14,634</b>	<b>\$439</b>	<b>\$15,073</b>
	Onsite visit/observation			4			4	\$692	\$21	\$713
	Repair Design	1	12	2	65		80	\$13,942	\$418	\$14,360
<b>300</b>	<b>Water Chamber Repairs</b>	<b>0</b>	<b>44</b>	<b>8</b>	<b>96</b>	<b>2</b>	<b>150</b>	<b>\$27,748</b>	<b>\$832</b>	<b>\$28,580</b>
	beam repair		8	2			10	\$2,322	\$70	\$2,392
	ceiling replacement		8	2			10	\$2,322	\$70	\$2,392
	CADD		8	2	96		106	\$17,586	\$528	\$18,114
	specifications		20	2		2	24	\$5,518	\$166	\$5,684
<b>400</b>	<b>Bid &amp; Construction Phase Services</b>	<b>0</b>	<b>4</b>	<b>63</b>	<b>40</b>	<b>2</b>	<b>109</b>	<b>\$18,479</b>	<b>\$1,244</b>	<b>\$19,723</b>
	Virtual Pre-bid Meeting		2	6			8	\$1,532	\$46	\$1,578
	BID RFIs			8	16		24	\$3,928	\$118	\$4,046
	Virtual Construction Kick-off Meeting		2	6			8	\$1,532	\$46	\$1,578
	Shop Drawings/ Contractor Submittals			3	12		15	\$2,427	\$73	\$2,500
	Construction RFIs			4	12		16	\$2,600	\$78	\$2,678
	Site Visits, including Framing System Observation			36		2	38	\$6,460	\$884	\$7,344
<b>500</b>	<b>Project Management</b>	<b>3</b>		<b>10</b>	<b>2</b>	<b>3</b>	<b>18</b>	<b>\$3,287</b>	<b>\$99</b>	<b>\$3,386</b>
	<b>Task SUBTOTAL</b>	<b>5</b>	<b>66</b>	<b>109</b>	<b>253</b>	<b>7</b>	<b>440</b>	<b>\$ 77,683</b>	<b>\$ 3,620</b>	<b>\$ 81,303</b>

say \$ 81,500

\*Direct expenses reflect a 10% service charge. Telecommunications (phone, fax, e-mail, and conference calls) will be billed at the rate of three percent (3%) of the labor-based fee (included as a direct expense under each task).



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Table 2: Budgetary Fee Estimate for Optional Task 250 – Dive Inspection Services

Task No.	Task Description	HOURS ALLOTTED					TOTAL HOURS	COST		
		Principal II	Senior Engineer V	Engineer IIIB	Project Engineer II	Project Assistant		Labor	Direct Expenses*	TOTAL COST
250	Optional Dive Inspection Services	0	0	16	0	1	17	\$2,884	\$7,087	\$9,971
	Dive Inspection			16		1	17	\$2,884	\$7,087	\$9,971
	<b>Task SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>17</b>	<b>\$ 2,884</b>	<b>\$ 7,087</b>	<b>\$ 9,971</b>

Total Fee with Optional Task 250, Say \$ 91,500

\*Direct expenses reflect a 10% service charge. Telecommunications (phone, fax, e-mail, and conference calls) will be billed at the rate of three percent (3%) of labor based fee (included as a direct expense under each task).

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

SUBJECT: Emergency Water and Sewer Grant Loan Program

Date: 2/10/2025

DEPT OF ORIGIN: Trustee White

Bill # 16-2025

DATE SUBMITTED: 2/6/2025

EXHIBITS:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

Resolution authorizing the creation of an Emergency Water and Sewer Grant and Loan Program

MOVED BY: White SECONDED BY: Scollin

VOTE ON ROLL CALL: TO TABLE

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE RYAN yes

TRUSTEE SCOLLIN yes

TRUSTEE WHITE yes

**RESOLUTION AUTHORIZING THE CREATION OF AN EMERGENCY WATER  
AND SEWER GRANT AND LOAN PROGRAM**

**WHEREAS**, the Village of Saranac Lake operates municipal water and sewer systems funded through fees paid by users; and

**WHEREAS**, from time-to-time users experience unexpectedly large water and sewer bills due to leaks, breaks and other circumstances; and

**WHEREAS**, users with unexpectedly large water and sewer bills will occasionally request partial or full forgiveness of their fee from the Board of Trustees; and

**WHEREAS**, the Board of Trustees is prohibited by law from forgiveness of water and sewer fees; and

**WHEREAS**, the Board of Trustees seeks to balance the needs of all ratepayers while showing empathy and support to certain owners who experience extraordinary circumstances.

**THEREFORE BE IT RESOLVED**, the Board of Trustee intends to establish an emergency water & sewer grant and loan program funded through its community development fund to assist rate payers with emergencies, and

**BE IT FURTHER RESOLVED**, the Board of Trustees directs the Village Manager to develop and present program guidelines to the Board for consideration and approval, and

**BE IT FURTHER RESOLVED**, the guidelines shall include the following:

1. The program is limited to accounts for properties located within the Village of Saranac Lake.
2. The program is limited to the primary residence of the applicant.
3. The grant or loan shall be transferred directly between the community development fund and the water and sewer funds so that the water and sewer funds are made whole.
4. Grant Eligibility & Criteria: One time grants may be considered for the following account holders:
  - a. Households at or below 80% of the median household income for Franklin and Essex counties whichever is higher,
  - b. Households where the owner is disabled,
  - c. Households where the owner is 65 years or older.
  - d. The amount of the grant shall be equal to the current charge minus the average charge from the last 4 quarters. Will only be available for a quarterly charge that is at least 25% higher than the 4 quarter average.
5. Loan Eligibility & Criteria: One-time loans may be considered for all account holders within the Village of Saranac Lake.

- a. Loans may be considered for terms of 1, 2 or 5 years and a fixed interest rate of 2%.
  - b. The amount of the loan shall be equal to the current charge minus the average charge from the last 4 quarters. Will only be available for a quarterly charge that is at least 25% higher than the 4 quarter average.
6. Upon receipt of an application the Village Manager or designee shall determine whether the application meets the criteria, if so, the application shall be approved by the Village Manager.