

VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
MEETING AGENDA 5:00 PM
Monday, May 12, 2025

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82045243868>

Meeting ID: 820 4524 3868

CALL TO ORDER

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 4-28-2025

SPECIAL GUEST: Scott Childs, Director of Plant Operations Adirondack Medical Center

DEPARTMENT HEAD UPDATE: Community Development Director

PUBLIC HEARING: STR Amendments

SPECIAL GUEST: Doug Haney Fawn Valley Project

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

| | | | |
|-------------|-----------|-------------|---|
| BILL | 56 | 2025 | Call for Public Hearing for 2025-2026 Sewer Rates |
| BILL | 57 | 2025 | Resolution to execute MOU with Teamsters Union |
| BILL | 58 | 2025 | Resolution to approve the proposal from Accessible Adirondack Tourism for ADA survey of Village Parks |
| BILL | 59 | 2025 | Resolution authorizing the overnight travel for the Community Development Department |
| BILL | 60 | 2025 | Appoint new members to the Climate Smart Communities Task Force |
| BILL | 61 | 2025 | Approve SDA contract amendments for Sewer Project |
| BILL | 62 | 2025 | Amend Employee Handbook |

OLD BUSINESS: Riverwalk Signage, Emergency Services Building Update/Wendel

NEW BUSINESS: 33 Petrova, Citizen's Advocates, and Armory

PUBLIC COMMENT:

EXECUTIVE SESSION: Collective bargaining negotiations per Article 14 of Civil Service Law

MOTION TO ADJOURN

PUBLIC COMMENT
PERIOD OF MEETINGS

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

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

VILLAGE BOARD REGULAR MEETING

Monday, April 28, 2025

Regular Meeting began at 5:00 PM and ended at 6:45 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 Village Clerk Amanda Hopf.

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 Budget \$211,432.47 batch number 04282025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Brunette Second: Scollin

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

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve these minutes

Motion: Scollin Second: Ryan

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

SPECIAL GUEST: NYS DOT Regional Directors and Planning Team

ITEMS FOR BOARD ACTION:

Bill 46-Adopt 2025-2026 Budget

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 47-2025 Resolution authorizing the acceptance and implementation of wayfinding proposal for the Saranac Riverwalk

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: Ryan

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

Bill 48-2025 Appointment of Health Officer, Ray Scollin for one year term.

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 abstain; White yes; Williams yes.

Bill 49-2025 Resolution to authorize re-levy of unpaid water/sewer bills to Village tax bills

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

Bill 50-2025 Authorize the acceptance of ADK quad county statewide community regrant (SCR)

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 51-2025 Resolution to support the funding for the Willard Hanmer Guideboat Race

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

Motion to amend: Ryan Second: White

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 52-2025 Resolution authorizing the Village Manager to provisionally hire code enforcement officer

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

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

Bill 53-2025 Deem Equipment Surplus for dry well concrete structures

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 54-2025 Resolution allowing dissolution of the Village's contract with Jouse Assets, Inc. to provide administrative services for CCA Program

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 55-2025 Resolution to call for a public hearing on Monday, May 12, 2025 at 5:00 PM for amendments to the short-term rental law

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.

OLD BUSINESS: EMS Committee Update

NEW BUSINESS: AEDC Policy

PUBLIC COMMENT:

Mary Thill FOIL request

Mark Wilson budget concerns

Elizabeth Kochar April 14, 2025 meeting minute concerns

Doug Haney 33 Petrova transparency

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

PUBLIC HEARING

SHORT-TERM RENTAL LAW AMENDMENTS

**VILLAGE OF SARANAC LAKE
LOCAL LAW NO. # 3 OF 2023**

**A LOCAL LAW TO AMEND THE VILLAGE OF SARANAC LAKE
UNIFIED DEVELOPMENT CODE**

SECTION 1: TITLE.

This local law shall be cited as Local Law No. 3 of 2023 of the Village of Saranac Lake and entitled "Short-Term Rental Law."

SECTION 2: LEGISLATIVE INTENT AND PURPOSE.

This local law amends Chapter 106 of the Village Code to provide amendments to the Village's Unified Development Code. The purpose of this local law is to address the use of Short-Term Rental Units [hereafter STRs] within the Village of Saranac Lake; in an effort to mitigate the impact of STRs on the Village; ensure the safety of STRs; and ensure that certain concerns and opportunities, including but not limited to, the following are addressed:

- A. Balance the needs and rights of all residents;
- B. Protect residents from external forces affecting housing access and affordability;
- C. Provide stability and a high quality of life for Village residents;
- D. Provide Village residents with the opportunity to benefit from tourism;
- E. Provide great benefit to the community when operated appropriately by Village residents.

The continued operation of Pre-Existing STRs must also be addressed with an appreciation for the substantial investments that have often been made by the owners of those properties and/or their reliance on income from those properties. The Village acknowledges that it has allowed Pre-Existing STRs to be developed and operated without any zoning regulation or required approvals and that zoning regulation of STRs has only recently evolved.

Accordingly, as a matter of fairness to these owners, the Village Board finds that Pre-Existing STRs should be allowed to continue to operate so long as they comply with requirements deemed necessary by the Village for the protection of public health, safety, and welfare. To achieve the desired balance of needs and rights, however, residents living near Pre-Existing STRs should have the opportunity to comment on their operation.

Overall, it is the Village Board's goal to see a respectful dialogue between Pre-Existing STR owners and potentially impacted neighbors facilitated by the Development Board through the Special Use Permit process.

This Local Law imposes mandatory regulations and requirements on all Village of Saranac Lake property owners currently renting, or planning to operate, one or more STRs, as defined herein. The purpose of such regulations and requirements is to assure that the properties being rented meet certain minimum safety and regulatory requirements thereby protecting the property owners, the occupants of such housing, and the residents of the Village of Saranac Lake.

SECTION 3: AUTHORITY.

This Local Law is adopted in accordance with Article 7 of the Village Law of the State of New York, which grants the Village of Saranac Lake the authority to regulate and restrict the location and use of buildings, structures, and land for trade, industry, and residence, for the purpose of promoting the health, safety, morals, or general welfare of the community, and in accordance with Municipal Home Rule Law, Article 2, Section 10, that gives the Village of Saranac Lake the power to protect and enhance its physical and visual environment.

The Village Board of Trustees authorizes the Development Board to issue Special Use Permits to property owners to use their properties as STRs, per the provisions set forth in this local law. The STR Permit Administrator may, thereafter, issue or deny STR renewal permits. Applications for permits to operate STRs shall be processed under the procedures set forth in the Development Code and this local law.

SECTION 4: APPLICABLE LAW.

All property owners desiring to operate an STR must comply with the regulations of this local law. However, nothing in this local law shall alter, affect, or supersede any regulations or requirements of the Village of Saranac Lake Development Code, any regulations or requirements imposed by Franklin or Essex Counties, or any State or Federal regulations or requirements, and all property owners must continue to comply with such regulations or requirements.

Except as temporarily provided herein for Pre-Existing STRs, no operation of an STR unit shall occur except pursuant to a valid Special Use Permit issued by the Village of Saranac Lake Development Board and an STR permit issued by the STR Permit Administrator. Such STR permits shall be valid for up to a one-year period, expiring on January 31st of the following year.

SECTION 5: DEFINITIONS.

Article 11, Section 106-6 of the Development Code entitled "Definitions" is hereby amended by adding the following new definitions:

Access: The place, means, or way by which pedestrians and or vehicles shall have safe, adequate, and usable ingress and egress to a property, structure, or use.

Bedroom: Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

Building Code: The New York State Uniform Fire Prevention and Building Code as promulgated by the New York State Building Code Commission pursuant to Article 18 of the New York Executive Law.

Camping: The use of a property as a site for sleeping outside; or for the temporary parking of occupied travel or pop-up trailers, motor homes, truck campers, tents, and all buildings and facilities pertaining thereto to serve as temporary residences.

Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Host-Pre-Existing-Owner: A person who owns the real property within which the STR is located and has lawfully been in operation as of January 31, 2023.

Host Resident-Owner: A person whose legal primary residence is within the Village of Saranac Lake, and can provide proof of such residency, and owns the real property within which the STR is to be located.

House Rules: A set of rules that applies to renters of an STR unit while occupying the unit, set forth by the property owner prior to any rental occurrence or lease.

Hosted Short-Term Rental: A short-term rental property that is the owners primary residence, and at which the owner stays overnight during the entire term of each short-term rental of the property. Hosted STR's are permitted in all zoning districts in the Village and are subject to Village STR permit cap, to be set by Village Board of Trustees and reviewed annually **by the Board of Trustees and the Development Board.**

Un-Hosted Short-Term Rental: A short-term rental at which the owner does not stay overnight during the entire term of each short-term rental of the property.

Primary Residence: A person's domicile where they usually live. A primary residence is considered to be a legal residence for the purpose of income tax and voting registration.

Rental: An agreement granting use or possession of a residence, in whole or in part, to a person or group in exchange for consideration valued in money, goods, labor, credits, or other valuable consideration.

Rental Arbitrage: The practice of renting or leasing properties and subletting them on STR platforms with or without knowledge or consent of the property owner.

Short-Term Rental (STR): The use of a lot for the rental or lease of any, or part of any, residential use dwelling unit, for a period no more than thirty (30) days. The STR may occur within an entire dwelling, in rooms within a dwelling, or in a separate attached or detached dwelling unit or units on the parcel. Motels, hotels, resorts, inns, and beds & breakfasts, as defined in this chapter, are excluded from this definition.

Short-Term Rental Permit: A Permit issued and renewed through the STR Permit Administrator. All applicants must be issued a Special Use Permit by the Development Board before an STR Permit can be issued for the first time.

Short-Term Rental Permit Administrator: A person(s) designated by the Village Board to issue STR permits and annual renewals.

Short-Term Rental Unit: Dwelling units or rooms used as STRs.

Short-Term Rental Pre-Existing: An STR, as defined herein, which is lawfully in operation as of January 31, 2023 and is authorized to continue operation pursuant to the provisions of subsection 106-14.3 of these regulations.

Short-Term Rental New: An STR not lawfully in operation as of January 31, 2023.

Sleeping Unit: A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both.

Wastewater: Includes, but is not limited to laundry, toilets, and showers.

Article 11, Section 106-6 of the Development Code entitled "Definitions" is hereby amended by removing the following existing definitions:

Housekeeping Cottage: A one-story building containing a single unit made up of a room or group of rooms, containing facilities for eating, sleeping, bathing and cooking, rented to transient guests for a period usually not exceeding 30 days.

Districts where permitted.

Section 106-40 of the Development Code entitled "Schedule of Use Regulations" is hereby amended to include Short-term Rental as a new residential land use type requiring special use permit in all districts.

SECTION 6: SUPPLEMENTAL STANDARDS.

Article XIV of the Development Code entitled "Supplemental Standards" is hereby amended by the addition of new section 106-104.2 entitled "Short-Term Rentals" as follows.

Ownership of Properties.

Properties must be owned by an individual, individuals, sole proprietorship, general partnership, limited liability partnership, limited liability company, or S corporation. No property owned by any other type of corporation shall qualify for a permit.

A general partnership, limited liability partnership, limited liability company, or S corporation must disclose names of all partners and/or members when applying. Any changes in partners and/or members shall be provided in writing to the STR Permit Administrator within thirty (30) days.

Individually owned properties must be owned by a **Host**-Resident-Owner, as defined above, to qualify for a New STR Permit. At least one owner, with at least 25% ownership of proposed STR property, (1) owner of a general partnership, limited liability partnership, a limited liability company, or an S-Corp must be a **Host**-Resident-Owner, as defined above, to qualify for a New STR Permit.

Host-Pre-Existing-Owners are exempt from the **Host**-Resident-Owner requirement.

Density Regulation.

To maintain neighborhood balance and prevent over-saturation of short-term rentals (STRs), new STR applications are subject to a density restriction. A new short-term rental cannot be established within 200ft. of an existing or newly approved STR property, excluding districts E1, E2, E3, B1, B2, B3, B4, G, L3, and the cabin colony establishment/existing HOA within K2. A 200ft. radius is measured from the parcel boundary. Density restriction will apply to a tax map parcel and does not restrict the number of units on a property.

Short-Term Rentals Pre-Existing.

Property owners who operate a Pre-Existing STR, as of the effective date of this local law, shall have 60 days from such date to apply for a Special Use Permit for a minor project from the Development Board.

Continued operation of a Pre-Existing STR may occur so long as an application for Special Use Permit is diligently pursued and until such time as approval, or approval with conditions, is granted by the Development Board and an STR Permit is issued by the STR Permit Administrator.

Special Use Permit application fees shall be applied to Pre-Existing STRs application fees for permit to operate. New STRs will be required to pay both special use permit and STR permit fees associated Procedures for notices for public hearings are outlined in section 106-20. (Notices of public hearings required by this code shall be provided by Village publication in a newspaper of general circulation within the Village at least 10 days prior to the hearing.

Within the same time frame, a copy of the notice shall also be provided by the applicant by certified mail to all owners within 200 feet of the Tax Map parcel on which the applicant's project is proposed. Proof of certified mailing upon such individual property owners shall be provided to the Director before the public hearing is held.

The applicant shall also post a conspicuous, waterproof copy of the notice at the site of the proposed project at least 10 days prior to the date of the hearing.)

To qualify as a Pre-Existing STR, within 60 days of the effective date of this local law, a property owner shall submit a complete a Special Use Permit application and an STR Permit application to the STR Permit Administrator and the following documentation:

1. A Franklin or Essex County Certificate of Authority to collect occupancy tax. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

Any property owner who fails to produce such documentation shall not qualify as a Pre-Existing STR and shall cease operation until a Special Use Permit is approved by the Development Board and an STR permit is issued by the STR Permit Administrator.

After a public hearing, the Development Board shall approve Pre-Existing STRs, but shall have the authority to impose reasonable, site-specific conditions in addition to these regulations to address valid impacts. Any conditions shall be limited to reasonable measures required in order to minimize impacts on the neighborhoods where Pre-Existing STRs are located.

Short-Term Rental Permit Cap.

The Village of Saranac Lake Board of Trustees will set a maximum number of STR permits allowed during any given period, in order to protect the health and safety of the residents of the Village of Saranac Lake. The maximum number of New STR permits issued Village-wide between the effective date of this local law and January 31, 2024, shall not exceed 10.

Separate caps will be established for hosted and un-hosted Short-term Rentals. The caps on available permits (not including those deemed to be Pre-Existing) shall be established **without zoning district restrictions** and may be reviewed annually **by the Board of Trustees and the Development Board.**

~~Exemptions to the caps may be granted by the Board of Trustees under special circumstances such as new construction and rehabilitation of a derelict or dilapidated building. Any exemption to the caps that may be granted by the Board of Trustees shall first require a public hearing.~~

General STR Permit Regulations.

All STRs shall conform with applicable sections of the Village Code, a Special Use Permit, and the following regulations:

Camping. Camping is not permitted on properties where an STR is permitted.

Display. Permit must be displayed in the dwelling unit in a place where it is easily visible to the occupants. STRs shall have posted on or about the inside of the front or main door of each dwelling unit a card listing emergency contact information and House Rules.

Noise. STRs must obey local noise ordinance.

Occupancy. The Code Enforcement Officer shall establish the maximum occupancy. The Code Enforcement Officer shall limit the number of occupants per the provisions of NYS Property Maintenance Code. Occupancy limits shall be strictly enforced by the owner.

Parking. Parking shall be allowed solely in approved off-street or legal on-street parking spaces.

Rental Arbitrage. Rental Arbitrage is not permitted on properties where an STR is permitted.

Rubbish & Garbage. The owner is responsible for all refuse and garbage removal. Rubbish & garbage management and storage shall conform to section 106-96.

Signage. Exterior advertising signs are prohibited, however an STR may display one non-illuminated accessory use freestanding or wall sign not to exceed four (4) square feet in area to identify the STR. The sign shall conform to the Signage Design Standards.

Transfer. STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties, except to a spouse, parent, or naturally born/legally adopted child or sibling. If a permitted property is sold, the new owners shall submit a completed STR permit application, and nonrefundable STR permit application fee to the STR Permit Administrator within 30 days of the date of new ownership to continue operation as an STR.

Validity. STR permits shall be valid for up to one year. An STR permit issued in any given year will expire on January 31 of the next calendar year. All renewal permits shall run from January 31 of the year of issuance to January 31 of the following calendar year. If the permit is not renewed by the expiration date, the STR will be operating without a permit and subject to fines outlined in the Fine and Fee Schedule.

All new STR permits, whether Hosted or Un-Hosted, shall be issued only to property owners whose primary residence is located within the Village of Saranac Lake, as demonstrated by proof of residency at the time of application, if available under the district cap.

Application Forms.

Application forms for an STR permit shall be developed by Village staff and authorized for implementation/revision by the Village Board.

Fee.

A nonrefundable STR permit application fee shall be established by resolution of the Village of Saranac Lake Board of Trustees for each dwelling unit that functions as or contains at least one STR unit. Such permit fee shall be submitted with each new application and each annual renewal application. An application shall not be deemed complete unless the permit fee is received.

Application Process.

The initial application to operate an STR shall include both a Special Use Permit application and an STR Permit application submitted to the Director. The Special Use Permit application will be reviewed by the Development Board. If the Special Use Permit is approved, the STR Permit application will be reviewed by the STR Permit Administrator. The two applications shall include the following:

Proof of Ownership in the form of a Deed or Land Contract.

Certificate of Authority to collect occupancy tax. Copy of the corresponding Franklin or Essex County Certificate of Authority to collect occupancy tax.

Contact Information. The names, addresses, email address(es), and day/night telephone numbers of the property owner(s), host or property manager. List the contacts in the order that should be contacted.

Description. A floor plan of each property, including the dimensions of all rooms, occupancy of each bedroom and the methods of ingress and egress (examples: doors and windows).

Site Plan. The applicant shall submit a plan of the property showing approximate property boundaries and existing features, including buildings, structures, driveway, the number and location of parking spaces, dumpsters or garbage receptacle locations, firepits, streets and neighboring buildings within ten (10) feet of the property line.

Hosting Platform Information. Names and URLs for all hosting platforms (including, but not limited to, Airbnb, VRBO, etc.), websites, social media platforms (including, but not limited to, Facebook and Instagram) used by the applicant for advertisement of the STR. Any changes or additions to this information shall be reported on the renewal permit application.

House Rules. A copy of the House Rules that will be posted.

Water and Sewer/Septic. The source of the water and sewer/septic service shall be stated on the application and the permit. Sewer/septic systems shall be functioning. The type, size, and location of the septic system (if applicable) shall also be stated on the application.

For Pre-Existing STR applications, submit proof of lawful operation as of January 31, 2023. Acceptable forms of proof include copies of occupancy tax payments, Certificate of Authority to Collect Occupancy Tax, or a dated screen shot of listing on an advertising platform.

For New STR applications, submit proof of residency. Acceptable forms of proof are:

1. Copy of a license or state-issued ID
2. Voter registration.
3. Tax return documentation

Hosted short-term rental applicants shall sign an affidavit ensuring that the owner stays overnight during the entire term of each short-term rental of the property.

Application Review.

Upon receipt of the application and fee, the Director shall determine if the applicant has complied with all the requirements of this local law, the Development Code, and any applicable federal, state, county, or local laws. If the applicant has fully complied, then the Development Board may issue the property owner a Special Use Permit for an STR after a public hearing. Based on the approval of such a Special Use Permit, the STR Permit Administrator may issue a renewable STR permit. No more than one application for short-term rental new host-resident-owner will be permitted in a 30 day period.

Renewal Permits.

A renewal permit application with the renewal application fee must be submitted to the STR Permit Administrator annually. Permit holders shall be able to apply for renewal permits from November 1 through January 15 and shall be allowed to continue to operate until a determination is made on their application. Any applicant who applies for an STR permit and did not hold a permit the immediate prior year, shall be considered an initial applicant and not a renewal applicant. The STR Permit Administrator may deny a renewal application based on noncompliance with the regulations contained in this section or conditions of the Special Use permit, or upon failure of a fire safety inspection in any aspect of that inspection. The STR Permit holder may appeal the denial to the Development Board.

When the primary residence of an approved short-term rental changes, the STR permit shall be void and shall not be eligible for renewal.

Inspections.

No initial or renewal permits may be issued without all owners of the property signing an affidavit attesting to compliance with all required elements of the submitted application, and all fire, safety, and building codes, including, but not limited to;

There shall be one functioning smoke detector in each bedroom and at least one functioning smoke detector in at least one other room, one functioning fire extinguisher, in the kitchen and at each primary exit. At least one carbon monoxide detector is required if a source of combustion is present in the STR.

Exterior doors shall be operational, and all passageways to exterior doors shall be clear and unobstructed.

Electrical systems shall be serviceable with no visual defects or unsafe conditions.

All fireplaces, fireplace inserts or other fuel-burning heaters and furnaces shall be vented and properly installed.

Each bedroom shall have an exterior exit that opens directly to the outside, or an emergency escape or egress window.

GFI's must be present in all kitchens and bathrooms.

After issuance of a Special Use Permit, the STR may be inspected by the Code Enforcement Officer to verify compliance with the New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit. An STR which is not in compliance with conditions of the Special Use Permit shall not receive an STR permit.

House Rules.

STR properties shall post for renters of each STR unit a listing of House Rules. House Rules shall include, at minimum, the following:

Camping. Camping is not permitted.

Commercial Use. STR units shall not be permitted to be used for any other commercial use or commercial event space.

Contact Information. The names, addresses, email address(es), and day/night telephone numbers of the property owner(s)/manager(s).

Description. An emergency exit egress plan and the location of fire extinguishers. Identification of the property lines and a statement emphasizing that unit occupants may be liable for illegal trespassing.

Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves. If not allowed by the property owner, a statement to that effect.

Noise. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing, and unnecessary noise should not occur, including during quiet hours between 10:00 p.m. and 7:00a.m.

Parking. Parking shall be allowed solely in approved off-street or legal on-street parking spaces.

Pool. If the property has a pool, hot tub, or other swimming appurtenance [hereafter pool], a clear list of requirements related to use of the pool, including explanation of the use of any required barriers, barrier latches, alarms, electrical disconnects, etc.

Rubbish & Garbage. Identification of the procedures for disposal of rubbish and garbage.

Complaints.

Complaints regarding noise of an STR shall be made to the Village of Saranac Lake Police Department.

Complaints regarding the operation of an STR shall be made in writing to the Code Enforcement Officer.

Upon receipt of a complaint of violation, the Code Enforcement Officer shall investigate to determine the presence of a violation. Upon finding that a violation was or is currently occurring,

the Code Enforcement Officer shall issue a notice detailing the alleged violation(s) as determined in accordance with Village Code. Such notice shall also specify what corrective action is required, and the date by which action shall be taken. No renewal permit shall be issued until violation(s) are resolved.

Penalties for Offenses.

Operation of an STR without a permit will result in fines outlined in the Fine and Fee Schedule. The Code Enforcement officer may bring a criminal or civil proceeding in Town Court for enforcement of this section.

Severability.

If any part or provision of this local law is judged invalid by any court of competent jurisdiction, such judgment shall be confined in application to the part or provision directly on which judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Law or the application thereof to other persons or circumstances. The Village hereby declares that it would have enacted the remainder of this Law even without such part, provision, or application.

Effective Date.

This local law shall become effective immediately upon its filing in the office of the New York Secretary of State pursuant to Section 27 of the Municipal Home Rule Law.

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

SUBJECT: Call for Public Hearing

Date: 5/12/2025

DEPT OF ORIGIN: Village Manager

Bill # 56-2025

DATE SUBMITTED: 4/29/2025

EXHIBITS:

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED: \$

SUMMARY STATEMENT:

Resolution to call for a Public Hearing on Tuesday, May 27, 2025 at 5:00 PM on the 2025-2026 Sewer Rates

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE SHAPIRO _____

TRUSTEE BRUNETTE _____

TRUSTEE CATILLAZ _____

TRUSTEE SCOLLIN _____

**SARANAC LAKE VILLAGE BOARD OF TRUSTEES RESOLUTION CALLING FOR A
PUBLIC HEARING ON THE PROPOSED 2025-2026 SEWER RATES**

WHEREAS, the Village of Saranac is responsible for providing water and sewer services to its residents and businesses, and,

WHEREAS, it is the responsibility of the Village of Saranac Lake Board of Trustees to ensure an adequate level of water and sewer services to the community at a reasonable cost, and,

WHEREAS, potential adjustments to water and sewer rates may be necessary to ensure funding for continued infrastructure improvements and regulatory compliance, and,

WHEREAS, the Village of Saranac Lake Board proposes to maintain the current water and sewer rates for the 2025-2026 fiscal year.

NOW, THEREFORE BE IT RESOLVED, the Village Board of Trustees will set a Public Hearing for Tuesday, May 27 at 5:00 PM regarding the proposed 2025-2026 sewer rates.

VILLAGE OF SARANAC LAKE WATER & SEWER RATES FY2025-2026(WAT 0.00% INC/SEW 0.00% INC)

Metered Rates Per 1,000 Gallons: Water = \$10.7526 / Sewer = \$8.6181 --> Metered Minimum Charge: 8,500 Gallons/Quarter

| Water Code | Sewer Code | Description | Water Quarterly | Sewer Quarterly | Total Quarterly | Water Annually | Sewer Annually | Total Annually |
|------------|------------|---|-----------------|-----------------|-----------------|----------------|----------------|----------------|
| 101 | 201 | Metered - Inside Village <i>Minimum Rate</i> | \$91.40 | \$73.25 | \$164.65 | \$365.59 | \$293.01 | \$658.60 |
| 120 | 220 | Metered - District <i>Minimum Rate</i> | \$182.79 | \$146.51 | \$329.30 | \$731.18 | \$586.03 | \$1,317.21 |
| 130 | 230 | Metered - Outside-No District <i>Minimum Rate</i> | \$274.19 | \$219.76 | \$493.95 | \$1,096.77 | \$879.04 | \$1,975.81 |
| 301 | 401 | 1 or 2 Bedroom House | \$202.85 | \$160.48 | \$363.33 | \$811.41 | \$641.91 | \$1,453.32 |
| 302 | 402 | 3 Bedroom House | \$296.63 | \$235.78 | \$532.41 | \$1,186.52 | \$943.14 | \$2,129.66 |
| 303 | 403 | 4 Bedroom House | \$390.41 | \$311.09 | \$701.50 | \$1,561.62 | \$1,244.37 | \$2,805.99 |
| 304 | 404 | 5 Bedroom House | \$484.17 | \$386.38 | \$870.55 | \$1,936.67 | \$1,545.53 | \$3,482.20 |
| 305 | 405 | 6 Bedroom House | \$577.94 | \$461.69 | \$1,039.63 | \$2,311.78 | \$1,846.76 | \$4,158.54 |
| 306 | 406 | 7 Bedroom House | \$671.72 | \$537.00 | \$1,208.72 | \$2,686.88 | \$2,147.99 | \$4,834.87 |
| 307 | 407 | 8 Bedroom House | \$765.48 | \$612.30 | \$1,377.79 | \$3,061.93 | \$2,449.22 | \$5,511.15 |
| 308 | 408 | 1 Bedroom Apartment | \$202.85 | \$160.48 | \$363.33 | \$811.41 | \$641.91 | \$1,453.32 |
| 309 | 409 | 2 Bedroom Apartment | \$202.85 | \$160.48 | \$363.33 | \$811.41 | \$641.91 | \$1,453.32 |
| 310 | 410 | 3 Bedroom Apartment | \$296.63 | \$235.78 | \$532.41 | \$1,186.52 | \$943.14 | \$2,129.66 |
| 311 | 411 | 4 Bedroom Apartment | \$390.41 | \$311.09 | \$701.50 | \$1,561.62 | \$1,244.37 | \$2,805.99 |
| 312 | 412 | 5 Bedroom Apartment | \$484.17 | \$386.38 | \$870.55 | \$1,936.67 | \$1,545.53 | \$3,482.20 |
| 313 | 413 | Hotel, Cabins, Motel - Per Bedroom | \$129.49 | \$125.88 | \$255.38 | \$517.97 | \$503.53 | \$1,021.50 |
| 314 | 414 | Bd Hse, B&B, Tourist Hm, Dorm - Per Bedrm | \$112.56 | \$116.04 | \$228.59 | \$450.23 | \$464.15 | \$914.38 |
| 316 | 416 | 2 Car/Stall Garage | \$32.24 | \$27.88 | \$60.12 | \$128.95 | \$111.54 | \$240.48 |
| 317 | 417 | 3 Car/Stall Garage | \$64.54 | \$54.81 | \$119.35 | \$258.17 | \$219.23 | \$477.40 |
| 318 | 418 | 4 Car/Stall Garage | \$96.78 | \$81.65 | \$178.43 | \$387.12 | \$326.58 | \$713.71 |
| 319 | 419 | Public Garage - Per Sq Ft | \$0.41 | \$0.39 | \$0.79 | \$1.62 | \$1.55 | \$3.17 |
| 320 | 420 | Gasoline/Service Station | \$259.19 | \$273.33 | \$532.52 | \$1,036.78 | \$1,093.31 | \$2,130.09 |
| 322 | 422 | Misc Office - Small - Under 1000 Ft | \$124.49 | \$124.58 | \$249.08 | \$497.96 | \$498.34 | \$996.30 |
| 323 | 423 | Misc Office - Large - Per Floor | \$248.23 | \$248.87 | \$497.09 | \$992.90 | \$995.47 | \$1,988.37 |
| 325 | 425 | Misc Store - Large - Over 1000 Ft | \$618.05 | \$620.33 | \$1,238.38 | \$2,472.20 | \$2,481.31 | \$4,953.51 |
| 326 | 426 | Misc Store - Small - Under 1000 Ft | \$200.62 | \$176.75 | \$377.36 | \$802.47 | \$706.98 | \$1,509.45 |
| 329 | 429 | Beauty Shop - 1st 2 Chairs | \$355.15 | \$356.26 | \$711.41 | \$1,420.60 | \$1,425.02 | \$2,845.63 |
| 330 | 430 | Beauty Shop - Each Chair Over 2 | \$72.35 | \$72.22 | \$144.58 | \$289.42 | \$288.89 | \$578.31 |
| 331 | 431 | Physicians Offices (Each) | \$200.62 | \$176.75 | \$377.36 | \$802.47 | \$706.98 | \$1,509.45 |
| 332 | 432 | Dentists Offices & Labs (Each) | \$668.73 | \$594.72 | \$1,263.45 | \$2,674.92 | \$2,378.88 | \$5,053.80 |
| 333 | 433 | Bar, Grill, Fountain, Restaurant | \$580.39 | \$582.55 | \$1,162.94 | \$2,321.56 | \$2,330.19 | \$4,651.75 |
| 335 | 435 | Hall or Lodge | \$451.72 | \$453.28 | \$905.00 | \$1,806.89 | \$1,813.11 | \$3,619.99 |
| 340 | 440 | Trailer Park - Per Connection | \$101.03 | \$101.05 | \$202.08 | \$404.11 | \$404.20 | \$808.32 |
| 343 | 443 | Warehouse - Per Sq Ft | \$0.41 | \$0.39 | \$0.79 | \$1.62 | \$1.55 | \$3.17 |
| 347 | 447 | Boat House - Commercial | \$291.01 | \$291.86 | \$582.87 | \$1,164.05 | \$1,167.42 | \$2,331.47 |
| 348 | 448 | Theater - Per Seat | \$1.51 | \$1.48 | \$2.99 | \$6.04 | \$5.93 | \$11.97 |
| 349 | 449 | School - Per Student | \$8.37 | \$8.38 | \$16.75 | \$33.48 | \$33.51 | \$67.00 |
| 356 | | Vacant Lot With Tap | \$91.39 | \$0.00 | \$91.39 | \$365.57 | \$0.00 | \$365.57 |
| 366 | 466 | Church | \$200.62 | \$176.75 | \$377.36 | \$802.47 | \$706.98 | \$1,509.45 |
| 372 | 472 | Field House | \$101.10 | \$91.49 | \$192.59 | \$404.39 | \$365.97 | \$770.36 |
| 373 | 473 | Temporary Disconnect | \$91.40 | \$73.25 | \$164.65 | \$365.60 | \$293.00 | \$658.61 |

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

SUBJECT: Teamsters MOU

Date: 5/12/2025

DEPT OF ORIGIN: Village Manager

BILL # 57-2025

DATE SUBMITTED: 5/7/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution to authorize MOU with the Teamsters Union regarding use of leave under FMLA

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION TO EXECUTE THE MEMORANDUM OF UNDERSTANDING (MOU)
REGARDING USE OF LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT
(FMLA)**

WHEREAS, the Village of Saranac Lake is committed to ensuring compliance with the Family and Medical Leave Act (FMLA), which provides eligible employees with job-protected leave for qualifying family and medical reasons, and

WHEREAS, the Village of Saranac Lake and Teamsters Local Union 687 have entered a Memorandum of Understanding (MOU) clarifying the procedures for the use of paid leave in conjunction with FMLA leave, and

WHEREAS, the MOU stipulates that employees must exhaust all available **sick leave** before being permitted to use **vacation or personal leave** while on FMLA leave, and

WHEREAS, the MOU ensures consistency, transparency, and compliance with applicable federal law while aligning with the organization's leave policies.

THEREFORE, BE IT RESOLVED by the Village of Saranac Lake Board of Trustees that the MOU regarding the use of leave under the Family and Medical Leave Act (FMLA), including the provision that all available sick leave must be used before vacation or personal leave, is approved. Staff are authorized and directed to implement all necessary administrative procedures to enforce and comply with the terms of the MOU.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
VILLAGE OF SARANAC LAKE AND TEAMSTERS LOCAL 687**

USE OF SICK LEAVE DURING FMLA-APPROVED LEAVE

This Memorandum of Understanding (MOU) is entered into by and between Village of Saranac Lake ("Employer") and Teamsters Local 687 ("Union") (collectively, "the Parties") and shall be effective upon execution by both Parties.

Purpose

The purpose of this MOU is to clarify the use of leave time by union-represented employees during periods of leave approved under the Family and Medical Leave Act (FMLA).

Use of Sick Leave During FMLA Leave

All union-represented employees who are approved for FMLA leave agree to exhaust all available accrued *sick leave* prior to the use of any other form of paid leave (e.g., vacation leave or personal leave) during the FMLA leave period.

Application

This requirement shall apply only to FMLA-approved leaves and does not alter the rights or obligations under the FMLA or the current collective bargaining agreement, except as expressly stated in this MOU.

Term and Expiration

This MOU shall remain in effect through the end of the current negotiated contract year, expiring on May 31, 2026, unless extended in writing by mutual agreement of the Parties.

Entire Agreement

This MOU constitutes the full and complete agreement between the Parties with respect to the subject matter contained herein and supersedes all prior discussions, understandings, or agreements.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the dates shown below:

For the Employer:

Village Manager: _____

Signature: _____

Date: _____

For the Union:

Representative: _____

Signature: _____

Date: _____

For the Union:

Name: _____

Title: _____

Signature: _____

Date: _____

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

SUBJECT: Accessible Adirondack Tourism, Inc. Date: 05/12/2025

DEPT OF ORIGIN: Trustee Ryan Bill # 58-2025

DATE SUBMITTED: 05/07/2025 EXHIBITS: Proposal

APPROVED AS TO FORM:

Village Attorney

Village Administration

| | | |
|----------------------------------|------------------------|-------------------------------|
| EXPENDITURE REQUIRED: \$6,850 | AMOUNT BUDGETED: \$ | APPROPRIATION REQUIRED: \$ |
|----------------------------------|------------------------|-------------------------------|

SUMMARY STATEMENT:

A resolution to approve the proposal from Accessible Adirondack Tourism for ADA/ABA Accessibility Survey of Village Parks.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE WHITE _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

**RESOLUTION TO APPROVE PROPOSAL FROM ACCESSIBLE ADIRONDACK TOURISM
FOR ADA/ABA ACCESSIBILITY SURVEY OF VILLAGE PARKS.**

WHEREAS, the Americans with Disabilities Act (ADA) mandates that public entities provide two forms of accessibility, physical accessibility and program accessibility; and

WHEREAS, Architectural Barriers Act (ABA) developed guidelines for outdoor developed areas; and

WHEREAS, the Village Board approved a Comprehensive Wayfinding Proposal (CWP) to develop and implement trailhead kiosks, printed maps, interpretive signage, on-trail directional signs, and a mobile-friendly interactive map to support Riverwalk access, navigation, and visitor experience; and

WHEREAS, the key focus of the CWP is to highlight accessibility, ensuring that the signage and maps emphasize accessible routes and features for all visitors, and that, inclusive routes and amenities must ensure all visitors, including those with mobility challenges, can navigate comfortably; and

WHEREAS, the Village Board acknowledges that accessibility for people with disabilities is important for the people of the Village of Saranac Lake at all of our municipal parks; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby approves the proposal from Accessible Adirondack Tourism to assess 12 Village parks in accordance with the ADA through the ABA guidelines.



ACCESSIBLE ADIRONDACK TOURISM, INC.
HELPING PEOPLE WITH DISABILITIES ENJOY
TOURISM OPPORTUNITIES THROUGHOUT
THE ADIRONDACK REGION
EIN: 88-1311640
A 501(C)(3) NON-PROFIT CORPORATION

MEMORANDUM PROPOSAL

TO: Village of Saranac Lake
Katrina Glynn
Community Development Director

FROM: Nick Friedman
President and Executive Director
Accessible Adirondack Tourism, Inc.

Ph. (518) 400-2351
e-Mail: Admin@AccessibleAdirondackTourism.org

SUBJECT: ADA/ABA Accessibility Survey of Village Parks

DATE: May 7, 2025

1. Background

On April 8, 2025, the Village board approved the Comprehensive Wayfinding Proposal (CWP) prepared by Green Goat Maps, to develop and implement trailhead kiosks, printed maps, interpretive signage, on-trail directional signs, and a mobile-friendly interactive map to support Riverwalk access, navigation, and visitor experience. The CWP provided that "A key focus of this project is highlighting accessibility, ensuring that the signage and maps emphasize accessible routes and features for all visitors.¹" and that "Inclusive Routes and Amenities must ensure all visitors, including those with mobility challenges, can navigate comfortably."² This project is scheduled to begin in June 2025.

¹ Comprehensive Wayfinding Proposal, page 2.

² Comprehensive Wayfinding Proposal, page 4

However, the Saranac Lake Riverwalk has not been assessed for accessibility, a pre-requisite to the mapping project's identification of accessible routes and features.

Accessibility for people with disabilities is important for the people of the Village of Saranac Lake, for our visitors, and for adherence with New York State Human Rights Law, and the Americans with Disabilities Act (ADA). Accessible Adirondack Tourism has completed over 100 accessibility assessments³, and we propose that we provide accessibility assessments to 12 of the 14 Village parks.

2. Legal Framework

The ADA mandates that public entities⁴ provide two forms of accessibility: physical accessibility and program accessibility. Failure to ensure both is considered unlawful discrimination against individuals with disabilities. Under the ADA, a disability is defined as a physical or mental impairment that significantly limits one or more major life activities, a history of such an impairment, or being perceived as having such an impairment. There is no exhaustive list of qualifying disabilities; any condition that genuinely limits—or is perceived to limit—a major life function may be considered a disability.

2.1 Physical Accessibility

Physical accessibility is achieved when a facility is free from barriers or obstacles that limit entry or use by individuals with disabilities. The specific requirements for physical accessibility are outlined in regulations issued by the Department of Justice (DOJ). Before March 15, 2012, entities were required to follow the 1991 ADA Accessibility Guidelines (1991 ADAAG) for new construction and alterations. Starting on that date, the DOJ began enforcing the 2010 ADA Accessibility Guidelines for Buildings and Facilities, now referred to as the ADA Standards for Accessible Design (ADA SAD). These standards are primarily developed by the U.S. Access Board, a federal agency responsible for creating accessibility guidelines for the built environment, transportation, communication, medical diagnostic equipment, and information technology.

In addition to following the 2010 ADA Standards, the Village must also comply with the New York State Building Code⁵, which includes accessibility requirements and references International Building Code⁶ standards for detailed technical guidance on accessible and usable buildings. Together, the ADA Standards and the State Building Code apply to a broad range of facilities and set minimum accessibility requirements.

³ <https://www.adirondackdailyenterprise.com/uncategorized/2025/03/accessible-adirondack-tourism-reaches-100-locations/>

⁴ ADA Title II

⁵ New York State Building Code 2020, Section 1110 - Recreational Facilities

⁶ The International Building Code (IBC) is a publication for the construction of buildings and structures, including fire safety, occupancy classification, building height and area limitations, egress, and structural design. The New York State Building Code 2020 is based on the International Building Code 2018 (IBC 2018) with amendments and additions.

Although the ADA Standards and New York State Building Code address many types of built structures, they do not provide specific standards for most outdoor recreation areas. To fill this gap, the Access Board issued the Architectural Barriers Act (ABA) Guidelines for Outdoor Developed Areas in September 2013. These guidelines apply to federal agencies, entities receiving federal funding, and those building or altering facilities on federal land through concession contracts, partnership agreements, or similar arrangements.

Although the ADA Standards do not specifically cover certain features commonly found at recreation sites—such as trails, picnic and camping areas, viewing spots, and beach access routes—state and local governments are still responsible for ensuring that these areas are accessible to visitors with disabilities. As such, and in the absence of other standards for outdoor developed areas, we recommend the Village, through Accessible Adirondack Tourism, adopts and utilizes the ABA Guidelines⁷ as a reference to help ensure that its parks and historic sites are accessible to all visitors.

2.2 Program Accessibility

Program accessibility goes beyond just physical access—it also encompasses the policies, practices, and procedures that enable individuals with disabilities to fully participate in programs and access essential information. It requires public entities to offer people with disabilities an equally effective opportunity to engage in or benefit from their programs and services. Achieving program accessibility involves both structural and non-structural approaches. Non-structural methods may include acquiring or modifying equipment, providing assistive aids, or offering services at alternate locations.

3. Accessibility Survey

The following 12 parks⁸ will be assessed in accordance with the ADA through the ABA guidelines:

1. Berkeley Green (including restroom facilities in adjacent parking lot)
2. Hydro Point Park
3. Mt. Pisgah Recreation Center
4. Prescott Park
5. Riverfront Park

⁷ Similarly, the ADA is silent on website accessibility, but through many federal and New York state court decisions, websites of businesses open to the public, governmental agencies, etc., are required to comply with the ADA using the Web Content Accessibility Guidelines (WCAG) as the standard. See, <https://www.ada.gov/resources/2024-03-08-web-rule/>

⁸ Baldwin Park is scheduled for demolition in the fall, and Ken Garwood POW Park is currently under consideration for reconstruction in accordance with ADA standards.

6. Riverside Park
7. Saranac Lake Riverwalk
8. Saranac Lake Skatepark
9. William Morris Park
10. William Wallace Park / Lake Colby Beach
11. Ward Plumadore Park
12. World War 1 Memorial

Upon conclusion of the assessments an assessment report will be provided to the Village which will include the locations of each assessment, a detailed description of any deviation from ADA/ABA standards and New York State Building Code 2020, with specific citations of the applicable ADA/ABA/Building Code provision(s), suggestions for remediation, and images depicting such deviations, where possible, to assist in remediation efforts.

Due to the tight timeline required to meet the start of the mapping project, the assessment of the Saranac Lake Riverwalk will be considered the highest priority. The assessment will commence within 5 days of the Village's approval of this proposal (should the proposal be approved during the May 12, 2025, board meeting⁹), and will be completed by May 30, 2025. Upon completion, a single-site assessment report (same content as above), will be submitted to the Village which it can then utilize for the mapping project.

As William Wallace Park / Lake Colby Beach is scheduled to open on Memorial Day Weekend, this property will be also be prioritized for assessment, which will commence within 7 days of the Village's approval of this proposal (should the proposal be approved during the May 12, 2025, board meeting⁹), and will be completed by May 23, 2025. Upon completion, a single-site assessment report (same content as above), will be submitted to the Village.

The remainder of the project will be completed by July 15, 2025.

Cost for ADA/ABA Assessment: **\$6,850.00**

⁹ If not approved during this meeting, then the assessment will begin within a reasonable time following approval to allow for scheduling.

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

SUBJECT: Overnight Travel

Date: 5/12/2025

DEPT OF ORIGIN: Village Manager

BILL # 59-2025

DATE SUBMITTED: 5/7/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution authorizing the overnight travel for the Community Development Department for NYCOM Conference

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION AUTHORIZING OVERNIGHT TRAVELING FOR COMMUNITY
DEVELOPMENT DEPARTMENT FOR NYCOM CONFERENCE

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

WHEREAS, the Community Development Department is attending the 2025 NYCOM Annual Meeting and Training School on May 28 and 29, 2025 and will require one night of overnight travel, and,

WHEREAS, the expenditure for the training and travel is designated in the 2024-2025 budget for registration fees and lodging.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the overnight travel and training for the Community Development Department.

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

SUBJECT: CSC Task Force Members

Date: 5/12/2025

DEPT OF ORIGIN: Village Manager

BILL # 60-2025

DATE SUBMITTED: 5/7/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution appointing three new members to the Climate Smart Communities Task Force

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION APPOINTING MEMBERS TO THE
CLIMATE SMART COMMUNITIES TASK FORCE

WHEREAS, the Village of Saranac Lake is dedicated to achieving a Climate Smart Communities certification, and,

WHEREAS, the Village has established a CSC Task Force to facilitate certification of the Village as a Climate Smart Community, and,

WHEREAS, individuals have expressed interest in joining the CSC Task Force.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby appoints Sunita Halasz, Steve Halasz, and Oliver Halasz to the Climate Smart Communities Task Force.

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

SUBJECT: SDA Contract Amendments

Date: 5/12/2025

DEPT OF ORIGIN: Village Manager

BILL # 61-2025

DATE SUBMITTED: 5/7/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Approve SDA contract amendments for Sewer Project

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



Wastewater Collection System Project

May 12, 2025

Village Board of Trustees,

As part of the agenda for tonight there are two contract amendments for the SDA's contract for the sewer project. As a reminder we have broken our contract into three parts, the wastewater treatment plant, the FEMA funded portion of the collection system, and the remaining portions of the collection system. The multiple contracts were set up partially as housekeeping for our files and partially for funding purposes. The current amendments are for the two collection system contracts.

FEMA Funded Collection System Contract:

Our current scope of work is to evaluate the recommended options for the Trunk Main (along Route 3) and the Swamp Line (behind the fire station) and confirm the selected option or make recommended modifications. The work so far has included completing survey, site inspections, design calculations, and starting camera inspections. As we have moved through this process, we are evaluating certain options that are significantly impacted by the wastewater flow. We need to gather better data to accurately design these options. To do so we need to install flow meters in the system to track the amount of flow, and particularly the impact of storms on the lines. This will tell us how much water we think we can take out of the system by repairing it as well as how much we have handle in our design. Ideally the flow data will enable us to reduce final costs by right sizing the infrastructure.

The amendment for the SDA contract 24-130 is to install the necessary flow meters on the system. As this was a critical item, we have already installed the flow meters so that we did not miss the spring weather.

Remaining Collection System Project:

In order to secure the grant funding for this project, a number of engineering reports were developed by the Village's prior engineering firm. As part of the normal review process NYSEFC sent a large number (75 +/-) comments on the report. We had originally excluded this work from our contract as we weren't sure how many comments EFC would send. To keep the project on track and avoid missing any deadlines, SDA responded to those comments.

The amendment for SDA contract 24-129 is to cover the time to respond to these comments, including additional time for new comments and to finalize securing financing. We have also included time to review the Village's billing data to provide additional information that NYSEFC requires. Please note that this work is all Time and Materials, so any budget not used for these purposes can be utilized to complete new tasks.

Note:

In these early stages of the projects, it can be difficult to predict the exact scope of work for each stage. To provide the best cost value to the Village, we have been providing smaller contracts and amendments to cover specific tasks. This does mean that we will come back for more amendments as we move through the design process. All costs are accounted for in the overall project budget. When the project scope is refined and moves toward final design; we'll be able to provide more comprehensive contracts.

Sincerely,

Gregory Swart, Senior Engineer



April 23, 2025

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

**RE: Village of Saranac Lake Collection System: EFC Funded - Professional Services Modification
Proposal #1
SDA Project #24-129**

Dear Mr. Tsiklauri,

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) thanks you for the opportunity to submit this professional services modification proposal for your consideration. This proposal is for the NYSEFC funded collection system improvements portion of the Village's overall WPCP and collection system capital project. This proposal adds Task 02 - Engineering Report Updates and EDU Calculations which allows SDA to respond to NYS EFC/NYS DEC comments regarding the preliminary engineering reports developed by the Village's previous engineering consultant for this project. The work also includes analyzing the Villages' billing structure to provide data to NYS EFC regarding the number and type of Equivalent Dwelling Units (EDUs) within the Village and surrounding Town connections.

Please see below for specific details regarding this professional services modification proposal. Please note that since this professional services modification proposal includes a new task, the new task number will consecutively follow previously authorized tasks:

SCOPE OF SERVICES

Task 02: Engineering Report Updates and EDU Calculations

As the Village is aware, due to time constraints associated with NYSEFC financing deadlines, SDA has already advanced efforts to respond to EFC comments and prepared an initial modification of the report. We will invoice the Village for the efforts put forth thus far, and any additional efforts associated with responding to any future EFC comments under this task. Also under this task, SDA will analyze the Village's sewer billing rate structure. In summary and as requested, the work will generally include the following:

- Response to NYS EFC comments on the four engineering reports that comprise the overall project financing plan with NYS EFC. Responding to these comments includes the following:
 - Developing responses to the comments
 - Incorporating the responses into an amendment that includes updates to the reports (original reports will not be directly modified, as SDA will prepare addendums to the reports).
 - As started previously, the initial comment responses have been provided to NYSEFC. It is anticipated that NYSEFC will have additional comments that require response and report addendums, as is typical for the scope of a project this size as well as at this phase of the



project. We have included approximately 16 hours of additional time to allow for this work in the budget presented below.

- Provide NYS EFC with the Village’s billing data in the format required by NYS EFC.
 - SDA will review the Village’s billing data to differentiate between residential, commercial, or industrial customers.
 - SDA will translate the information into an Equivalent Dwelling Unit (EDU) structure which quantifies all users in terms of a single-family residence. This is typically completed by comparing the water/wastewater usage of a facility to that of a typical single-family home.

Because the level of effort needed to respond to additional NYS EFC/DEC comments is unknown, we propose to advance services for the same on a time and materials (T&M) basis. At this time, we recommend a budget of \$26,000.

ASSUMPTIONS/LIMITATIONS

The following are excluded from this proposal:

- Updating the engineering reports beyond what is described above.

PROFESSIONAL SERVICES FEE AND COMPENSATION

SDA will perform the above-listed professional services in accordance with the fees and schedule depicted in the Professional Services Fee Schedule. Lump sum tasks will be billed monthly commensurate with work completed to date. Time and material tasks will be completed on a time and materials basis which will be billed in accordance with our discounted rate schedule in effect at the time of service. The budgets for Time and Materials tasks are estimates only, SDA will attempt to complete the tasks within the subject budgets, but an additional budget may be required to complete the noted services. SDA will not exceed any budget without prior authorization from you.

Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) are inclusive of the fee of Task 02

Invoices will be submitted to the Client on a monthly basis. Payment shall be made to Suozzo, Doty & Associates Professional Engineering, PLLC within 30 calendar days of the date of invoice. A 1.5% finance charge will be applied to any invoice unpaid within 30 days. Checks shall be forwarded to Suozzo, Doty & Associates Professional Engineering, PLLC, 4607 Lake Shore Drive, P.O. Box 653, Bolton Landing, NY 12814.



PROFESSIONAL SERVICES FEE SCHEDULE

| Task | Lump Sum | T&M Estimate¹ | Sub Fee¹ | Schedule² |
|---|-----------------|-------------------------------------|----------------------------|---------------------------------------|
| Task 02: Engineering Report Updates and EDU Calculations | --- | \$26,000 | --- | Start: March 1, 2025 End: 7/1/2025 |
| Subtotal | --- | \$26,000 | --- | |
| Total | | \$26,000 | | |

¹Subconsultant & reimbursable fees include 15% markup for SDA's administrative efforts.

CLOSING AND AGREEMENT

We thank you for this opportunity to continue working with the Village! If you find this proposal acceptable, please execute where indicated below. This professional services modification agreement serves as an extension of our existing agreement with the Village for this project. If you have any questions or if you need additional information, please feel free to contact us directly at 518-240-6293. Thank you!

Sincerely,

Gregory Swart, PE, Project Manager

cc: File

Authorized signature indicates acceptance of this professional services modification proposal described herein:

Authorized Representative

Date



April 23, 2025

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

**RE: Village of Saranac Lake – FEMA Funded Collection System Improvements Project -
Professional Services Modification Proposal #1
SDA Project #24-130**

Dear Mr. Tsiklauri,

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) thanks you for the opportunity to submit this professional services modification proposal for your consideration. This proposal is for the FEMA funded collection system improvements portion of the Village's overall WPCP and collection system capital project. This proposal adds Task 06 – Flow Monitoring to the project. Flow Monitoring as discussed with the Village is necessary, as data to be gathered from the same will be used in part to inform design of remediation of the Trunk Sewer and a pump station to be designed on at the terminus of the "SWAMP Line" sewer.

Please see below for specific details regarding this professional services modification proposal. Please note that since this professional services modification proposal includes a new task, the new task number will consecutively follow previously authorized tasks:

SCOPE OF SERVICES

Task 06: Sewer Flow Monitoring

As the Village is aware, our office has already begun efforts to install flow meters at various locations in the Village sewer system. The intent of installing these monitors is to inform the design of sewer rehabilitation at the Trunk Sewer and to design a pump station at the terminus of the "Swamp Line." The intended flow monitoring locations are depicted below:

MH W-9.2, MH W-8, MH W-8-2, MH 30, MH 21, MH 28-2, MH W-22.66

As discussed with the Village, the duration of monitoring is proposed to be eight weeks. Flow Monitoring Services at the noted location generally include, but are not limited to the following:

- One (1) day of reconnaissance for all of the installation sites.
- Installation and setup of the flow metering equipment listed below. To installed the flow monitors, SDA will deploy two (2) confined entry certified staff for the installation of the meters, data logger, and cell connection device. Any necessary traffic control shall be provided by the Village.
- If field inspection indicates an in-manhole antenna not suitable, a permanent pavement embedded antenna installation may be required at additional cost; pavement work to be provided by Village.



- **If necessary, the Village shall provide cleaning of the manhole and piping if debris or sedimentation interferes with data gathering/monitoring efforts. SDA reserves the right to halt work and reschedule if the condition of the manhole is deemed unacceptable for monitoring. Additional costs may be applied for such events.**

Anticipated Equipment:

- Seven (7) packages of the following equipment:
 - Area-Velocity Sensor w/ mounting ring and bands.
 - Data logger with cellular connection, in-manhole antenna, batteries, and communication package.
 - Data package with daily upload and maintenance alarms.
 - If field inspection indicates in-manhole antenna not suitable, a permanent pavement embedded antenna may be required at additional cost.

On-going Monitor System Maintenance Observations:

During the flow monitoring period, SDA will:

- Check flow monitoring data almost daily and perform weekly data review.
- Based on data availability as reported by cellular call-ins, SDA will respond to monitoring locations where data has failed to send, or where battery power is running low to ensure continued data gathering, or for the resumption of data gathering. As part of this project, we have included up to 3 visits of 3 hours of duration each, at each monitoring location.

Data Procedures:

- Flow meters will be set up to collect information continually and log values at 15-minute intervals with level (in.), velocity (ft/sec.), and flow rate (gpm) unless instructed otherwise. Data will be uploaded once a day to extend battery life. The sensors also include standard callout alarms for proper operation (Low battery, sensor failure, etc.).
- At the end of the monitoring period, SDA will use the collected data to support design initiatives. Collected data will be summarized in graphical form and provided to the Village.

Flow Monitoring Equipment Removal:

- At the conclusion of the monitoring period, SDA will make one site visit to each location for removal of flow meters. SDA will deploy two (2) confined entry certified staff for removal of the meters, data logger, and cell connection. All traffic control shall be provided by the Village.

ADDITIONAL ASSUMPTIONS AND LIMITATIONS

- Only items and services listed in this proposal shall be provided. The listed cost includes travel to and from the site. Any site visits required outside of the noted visits or additional services can be performed at an additional cost.



- SDA is not liable for any discrepancies in data caused by flow conditions (heavy sediments, flow surcharge due to the pump station's proximity, etc.). Any data modification results from these events can be performed at an additional cost.
- Flow monitoring units shall be area flow velocity meters with a ring and single sensor. Currently, SDA uses FloWav Pipeline Model PSA-AV flow monitors Trimble Teloggers. SDA can provide Sensor specification information to the Village if the Village would like to review limitations of the same (minimum and maximum sensor range, etc.).
- The above proposal assumes cellular network coverage is available at the manhole locations listed.
- The Village shall provide all necessary traffic control for field activities. Failure to provide traffic control will result in work stoppage and rescheduling. Additional costs will be applied for such events.
- Any damage or loss of equipment at no fault of SDA will be the responsibility of the Village. Damage would entail impacts to the equipment outside the normal wear and tear of flow monitoring.
- SDA reserves the right to provide the project as a reference for future projects, unless otherwise directed in writing by the Village.
- The above proposal is valid for the work to be performed between **April and June of 2025**. Work to be performed outside this time period will be subject to proposal revision.
- If the extension of the monitoring period is requested, it can be provided at an additional cost and subject to equipment availability.

PROFESSIONAL SERVICES FEE AND COMPENSATION

SDA will perform the above-listed professional services in accordance with the fees and schedule depicted in the Professional Services Fee Schedule. Lump sum tasks will be billed monthly commensurate with work completed to date. Time and material tasks will be completed on a time and materials basis which will be billed in accordance with our discounted rate schedule in effect at the time of service. The budgets for Time and Materials tasks are estimates only, SDA will attempt to complete the tasks within the subject budgets, but an additional budget may be required to complete the noted services. SDA will not exceed any budget without prior authorization from you.

Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) are inclusive of the fee of Task 06

Invoices will be submitted to the Client on a monthly basis. Payment shall be made to Suozzo, Doty & Associates Professional Engineering, PLLC within 30 calendar days of the date of invoice. A 1.5% finance charge will be applied to any invoice unpaid within 30 days. Checks shall be forwarded to Suozzo, Doty & Associates Professional Engineering, PLLC, 4607 Lake Shore Drive, P.O. Box 653, Bolton Landing, NY 12814.



Professional Services Fee Schedule

| Task | Lump Sum | T&M Estimate¹ | Sub Fee¹ | Schedule² |
|---------------------------------------|-----------------|-------------------------------------|----------------------------|-------------------------------------|
| Task 06: Sewer Flow Monitoring | \$48,500 | --- | --- | Start: March 2025 End: June 2025 |
| Subtotal | \$48,500 | --- | --- | |
| Total | \$48,500 | | | |

¹Subconsultant & reimbursable fees include 15% markup for SDA's administrative efforts.

CLOSING AND AGREEMENT

We thank you for this opportunity to continue working with the Village! If you find this proposal acceptable, please execute where indicated below. This professional services modification agreement serves as an extension of our existing agreement with the Village for this project. If you have any questions or if you need additional information, please feel free to contact us directly at 518-240-6293. Thank you!

Sincerely,

Gregory Swart, PE, Project Manager

cc: File

Authorized signature indicates acceptance of this professional services modification proposal described herein:

Authorized Representative

Date

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

SUBJECT: Amend Employee Handbook

Date: 5/12/2025

DEPT OF ORIGIN: Trustee White

BILL # 62-2025

DATE SUBMITTED: 5/8/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

****RESOLUTION ****

WHEREAS the Village of Saranac Lake approves and distributes an employee handbook each year; and

WHEREAS the section entitled, **MAYORAL APPOINTMENTS SUBJECT TO BOARD APPROVAL** does not represent Saranac Lake Village §33-3 (local law 3-2012). Which states all power of appointment and removal of Village officers and employees lies solely with the Board of Trustees of the Village of Saranac Lake.

WHEREAS the Village of Saranac Lake local law would be applicable as opposed to state law §3-301(3), currently referenced in the employee handbook

NOW, THEREFORE, BE IT RESOLVED, Village of Saranac Lake Board of Trustees directs the clerk to update the referred section of the employee handbook to reflect local law; and

BE IT FURTHER RESOLVED, the current text would be changed from:

MAYORAL APPOINTMENTS SUBJECT TO BOARD APPROVAL

Under Village Law §3-301(3), the Offices filled by Mayoral appointments subject to Board approval include:

to:

Board of Trustees Appointments Subject to Recommendation by Village Manager

Under Saranac Lake Village Law §33-3, the offices filled by Board of Trustee appointments, made by resolution of the Board of Trustees include: