

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
39 MAIN STREET SARANAC LAKE NY  
MEETING AGENDA 5:00 PM**

**Monday, June 9, 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 5-27-2025

**ROOST UPDATE**

**SPECIAL GUEST:** Ezra Schwartzberg-Riverwalk Wayfinding Project

**PUBLIC COMMENT:**

**ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>74</b>	<b>2025</b>	Joint Resolution consenting to the annexation of Pine View Village Apartments, LLC to the Village of Saranac Lake
<b>BILL</b>	<b>75</b>	<b>2025</b>	Authorize Village Manager to issue permit for temporary sale of fireworks permitted under New York State Law, by Keystone Novelties Distributors, LLC
<b>BILL</b>	<b>76</b>	<b>2025</b>	Resolution authorizing the acceptance of Franklin County Experiential Tourism Grant Award to help fund fire tower purchase at Ward Plumadore Park
<b>BILL</b>	<b>77</b>	<b>2025</b>	Authorize SWIMS Lifeguard Grant Award Agreement
<b>BILL</b>	<b>78</b>	<b>2025</b>	Authorize the Village Manager to provisionally hire Police Officer

**OLD BUSINESS:** Trustee White-Update on Employee Handbook adjustment, update on housing and loft apartments, update on any funding sources for the fire station, update on changes to the layout, update on timing of SEQR, update on adjusted cost projections

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**MOTION TO ADJOURN**

**PUBLIC COMMENT**  
**PERIOD OF MEETINGS**

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

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

## **VILLAGE BOARD REGULAR MEETING**

Tuesday, May 27, 2025

Regular Meeting began at 5:00 PM and ended at 5:40 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 \$277,163.64 batch number 05122025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: White

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 yes; Williams yes.

### **PUBLIC HEARING: 2025-2026 Water and Sewer Rates**

Chair Mayor Williams called for a motion to open the public hearing

Motion: White Second: Scollin

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

Chair Mayor Williams called for a motion to close the public hearing.

Motion: White Second: Ryan

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

### **PUBLIC COMMENT:**

Mark Wilson 33 Petrova Oil Spill

### **ITEMS FOR BOARD ACTION:**

#### **Bill 60-Appoint Climate Smart Communities Task Force Members**

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 63-2025 Resolution to approve park use application with sale of alcohol for 2025 Can-Am Carnival**

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

**Bill 64-2025 SEQR Negative Declaration Short-term Rental Law Amendments**

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

**Bill 65-2025 Adopt Local Law #1-2024 Short-term Rental Law Amendments**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 66-2025 Resolution to authorize the Village Manager to hire Logan Branch as Laborer**

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 67-2025 Resolution to authorize admin raises**

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

**Bill 68-2025 Approve Local Highway salt reduction/environmental protections project grant**

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 69-2025 Adopt 2025-2026 Water and Sewer Rate**

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 70-2025 Resolution amending the Employee Handbook to include vacation and comp time be used**

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 71-2025 Resolution authorizing the exemption of 71 Canaras Ave from all Water and Sewer Billings**

A copy of the bill is attached and made part of these minutes  
Chair Mayor Williams called for a motion  
Motion: Scollin Second: Ryan  
Roll Call: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.

**Bill 72-2025 Resolution authorizing the exemption of 34 Brandy Brook from all Water and Sewer Billings**

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

**Bill 73-2025 Resolution to approved revised bylaws for the SLACAB**

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 74-2025 Deem Equipment Surplus**

A copy of the bill is attached and made part of these minutes  
Chair Mayor Williams called for a motion  
Motion: Scollin Second: Ryan  
Roll Call: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.

**OLD BUSINESS:**

**NEW BUSINESS:** Fire Tower Grant

**PUBLIC COMMENT:**

Mark Wilson timeline of oil spill at 33 Petrova  
Elizabeth Kochar water/sewer minimum usage credits

**MOTION TO ADJURN:**

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



## Saranac Lake Destination Marketing Update

**Prepared For:** The Village of Saranac Lake

**Prepared By:** The Regional Office of Sustainable Tourism (ROOST)

**Date:** June 4, 2025

Since our presentation in November, we have released two key documents: the 2024 End of Year Report and the 2025 Destination Marketing and Management Plan Update. If you haven't had a chance to review them, both are available here: [roostadk.com/scope-work](https://roostadk.com/scope-work).

We would also like to extend our sincere thanks to Kenzie Marine for her four years of dedication to advancing the Saranac Lake destination marketing program as the Saranac Lake Regional Manager for ROOST. While we are sad to see her move on, we are incredibly grateful for the passion, expertise, and commitment she brought to the role.

We are currently in the process of hiring her successor and are actively interviewing some strong candidates. We anticipate filling the position soon. In the meantime, our team is maintaining momentum to ensure continued progress and uninterrupted support for the Saranac Lake program.

As part of our broader efforts, we are in the process of updating the ROOST Strategic Plan, and your feedback is essential. If you have not already done so, please take a few minutes to complete our short, confidential survey. Your input will help shape ROOST's future priorities and ensure they reflect the needs of our communities.



The survey is conducted by a third-party partner, and all responses are completely confidential.

Please submit your response by June 17, 2025.

Start here: [https://www.research.net/r/ROOST\\_STAKEHOLDER2025](https://www.research.net/r/ROOST_STAKEHOLDER2025)

## Summer Marketing

ROOST's 2025 summer campaign promotes Saranac Lake as a vibrant, welcoming destination where outdoor adventure meets creative community. The focus is on increasing awareness, website traffic, and overnight visitation.

### Target Audience

- **Key Target Markets:** NYC, Albany, Syracuse, Buffalo, Rochester, Utica, Watertown, Binghamton, Philadelphia, Boston
- **Audience:** 18+, household income \$81K+
- **Interests:** Travel, outdoors, biking, paddling, etc.
- **Tagline:** Decidedly Different, Authentically Adirondack
- **Tone:** Bright, upbeat, family-friendly, outdoorsy, and welcoming
- **Themes:** Adventure, arts, downtown charm, nature, and community
- **Focus Areas:** Outdoor recreation, arts & culture, events, fresh mountain air & cool waters, amenities.

## Event Support Overview

Events in Saranac Lake are a vital component of the tourism economy, drawing visitors, supporting local businesses, and enriching community life. As part of its destination marketing and management strategy, ROOST offers a wide range of event support services designed to boost visibility, increase attendance, and enhance the overall impact of local events.

### ROOST Event Support Services Include:

- **Event Calendar Management:** ROOST manages the SaranacLake.com events calendar, a central hub for promoting local events to residents and visitors.
- **The Saranac Lake Insider:** Distributed via email every Tuesday and Friday, and available as a print-friendly PDF, this community-focused newsletter shares upcoming events, community notices, and business promotions. This tool is designed to help businesses and organizations keep guests and patrons informed.
- **Advertising Support:** ROOST implements a data-driven advertising strategy focused on reaching target audiences. Efforts include digital advertising, traditional advertising, social media, and email marketing campaigns designed to drive out-of-area attendance and encourage overnight visitation.
- **In-Kind Support:** ROOST provides sponsorship and logistical assistance for some key events. ROOST staff participate in planning committees and provide day-of-event support to ensure successful execution and coordination.
- **Promotional Materials:** Design, printing, and distribution of event-related collateral, including signage, flyers, rack cards, and posters.
- **PR Support:** Creation and distribution of press releases to secure editorial coverage and increase media exposure.

- **Online Registration Assistance:** As needed, ROOST supports organizers by setting up and managing online registration platforms to streamline participant sign-ups.

### **Key Events Supported by ROOST:**

Note: This is not an all-inclusive list; it is simply a summary of those that our program is more deeply involved in supporting.

#### *November 2024 – May 2025:*

- Saranac Lake Holiday Stroll
- North Country New Year
- Saranac Lake Winter Carnival (supporting various events)
- St. Patrick's Day Parade
- Saranac Lake P3
- Mountain MudFest

#### *Current and Upcoming Events (May – October 2025):*

- Celebrate Paddling events
- Saranac Lake Farmers' Market
- Willard Hanmer Guideboat Races
- Tri-Lakes PRIDE
- Can-Am Rugby and Family Festival
- Saranac Lake ArtWalks and ArtMarkets
- Music on the Green
- Northern Current Music Festival
- Adirondack Canoe Classic (90-Miler)
- Olga Memorial Footrace
- Pat Stratton Memorial Ride
- ADK Nature Festival for People with Disabilities
- Adirondack Harvest Festival

Through these services, ROOST helps elevate Saranac Lake's events, making them more accessible, well-attended, and impactful for the local economy and community identity.

## **Marketing Support Services**

### **Social Media**

ROOST manages the overall social media strategy for Saranac Lake, with a growing focus on short-form video content to increase interest, engagement, and reach across digital platforms.

### **Public Relations and Media Placements**

ROOST has successfully enhanced Saranac Lake's visibility through strategic third-party media placements in nationally recognized outlets. Recent coverage in high-profile publications has



helped elevate the destination's profile and broaden its appeal to target audiences. Featured outlets include:

- National Geographic
- Forbes
- The Boston Globe
- Travel + Leisure
- Condé Nast Traveler
- AARP
- HGTV

These placements position Saranac Lake as a distinctive and desirable travel destination.

### **Ongoing Media Asset Acquisition**

ROOST continuously collects high-quality photo and video assets to keep digital content fresh and aligned with seasonal campaigns, local events, business openings, and other community highlights. These assets are regularly shared with local partners to support collaborative marketing efforts and promote the broader destination brand.

### **Additional Support**

In addition to these services, ROOST also provides Saranac Lake with the following ongoing support:

- Website development and management
- Content development
- SEO
- Email marketing
- Design services
- Supporting the Saranac Lake Area Chamber of Commerce with the management of the Saranac Lake Visitors Center
- Travel show attendance, sharing travel information on Saranac Lake and the Adirondacks.
  - New York Travel and Adventure Show - January
  - Adirondack Sport Summer Expo - March
  - Ottawa Vacation & Travel Show - April
  - Adirondack Day at the Saratoga Race Track - July

## **Major Initiatives in Progress**

- **Adirondack Rail Trail App**  
With the construction of the Adirondack Rail Trail nearing completion, we are actively collaborating with developers and regional partners to create the Adirondack Rail Trail App, designed to help communities and trail users easily access important information and stay connected.

- **Canada**

We have been and will continue to monitor travel sentiment and the impact on visitation from Canadian travelers in the region. In response, we are implementing a range of strategies to help offset this decline. These efforts include the development of bilingual welcome posters, the display of Canadian flags to create a more inviting atmosphere, and the creation of tailored content and email marketing campaigns with a tone that resonates more effectively with Canadian audiences.

In collaboration with Essex and Franklin counties, we also led an initiative that resulted in the passage of resolutions recognizing and welcoming our Canadian neighbors. Public relations efforts further support this initiative by reinforcing the message that the region remains a friendly and accessible destination for Canadian visitors.

At the same time, we are leveraging this challenge as an opportunity to attract new markets and diversify our visitor base, helping to fill the gap left by the decline in Canadian and international travel.

- **Public Submissions Form**

We recently rebuilt the core database behind SaranacLake.com, with the first visible improvement being a more efficient, user-friendly submission form for businesses to add events and packages. This is just the beginning, with additional enhancements to the website coming later this year.

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

SUBJECT: Annexation Approval

Date: 06/09/25

DEPT OF ORIGIN: Village Manager

Bill # 74-2025

DATE SUBMITTED: 5/28/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

A joint resolution to authorize the annexation of Pine View Village Apartments, LLC to the Village of Saranac Lake

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

**JOINT RESOLUTION CONSENTING TO THE ANNEXATION OF  
PINE VIEW VILLAGE APARTMENTS, LLC TO THE VILLAGE OF SARANAC LAKE  
PURSUANT TO NEW YORK GENERAL MUNICIPAL LAW § 711**

The following resolution was offered by \_\_\_\_\_, who moved its adoption.

**WHEREAS**, a Petition was filed and received by the Town of North Elba and the Village of Saranac Lake, dated February 10, 2025 from Pine View Apartments, LLC, owner of certain property with an address of 54 Willow Way, Tax Map Identification Number 32.3-4-6.000, being part of Lot 33 in the Town of North Elba and contiguous to both the Town of North Elba and the Village of Saranac Lake, and more fully described in Exhibit A annexed to said Petition; and

**WHEREAS**, said Petition, notarized by a duly licensed Notary in and for the State of New York, was filed by the sole owner of said property pursuant to General Municipal Law § 703 to pursue the annexation of said property from the Town of Elba to the Village of Saranac Lake, and contained a description of the territory or property to be annexed and an indication that the property is developed and contained ninety-six (96) inhabitants. Attached to the Petition is a certificate signed by the assessor for the Town of North Elba, certifying that the Petitioner is the sole owner of the property as reflected on the last preceding tax roll of said Town; and

**WHEREAS**, pursuant to Section 704 of the General Municipal Law, a Notice of Public Hearing was published indicating that the Petition for Annexation was proposed and that a joint Public Hearing would occur on March 24, 2025 at 5:30 p.m. at the Village of Saranac Lake Village Offices, 39 Main Street, Saranac Lake, New York 12983; and

**WHEREAS**, pursuant to Section 705 of the General Municipal Law, a joint public hearing was held with representatives of the Town Board of the Town of North Elba and Trustees of the Village Board of the Village of Saranac Lake present, at the Village of Saranac Lake Village Offices, 39 Main Street, Saranac Lake, New York 12983, and Village of Saranac Lake Mayor Jimmy Williams was selected to preside at said meeting; and the Town and Village received no comments regarding or concerning the proposed annexation; and

**WHEREAS**, the Town of North Elba and the Village of Saranac Lake agree to grant the requested annexation; and

**WHEREAS**, pursuant to General Municipal Law § 711 the Town of North Elba and the Village of Saranac Lake agree to equitably apportion the taxes for this fiscal year as of the date of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Petition for Annexation relating to annexation to the Village of Saranac Lake of the territory set forth above substantially complies with the provisions of Section 703 of the General Municipal Law, to wit: (a) said Petition was notarized by a duly licensed Notary in and for the State of New York; (b) said Petition was signed and filed by an agent of the sole owner of said property; and (c) said Petition contains a certificate signed by the assessor for the Town of North Elba, certifying that the Petitioner is the sole owner of the property as reflected on the last preceding tax roll of said Town; and be it further

**RESOLVED** that it is in the overall public interest to approve the proposed annexation, for reasons including, but not limited to: a) the person signing the Petition for Annexation, Michael Sullivan, is permitted to sign said Petition on behalf of the Petitioner; b) the Petitioner, Pine View Apartments, LLC, is the sole owner of the property; c) annexation may allow for further development of area public road infrastructure; d) annexation may allow for additional housing units—by reason of a difference in zoning regulation—to address local housing concerns; e) the Town and Village deem it in the best interests of their respective communities for the Petition for Annexation to be approved for the reasons set forth above; and f) there are no delinquent taxes or assumption of debt or current liabilities attached to the real estate proposed to be annexed; and be it further

**RESOLVED** that the Town Board of the Town of North Elba and the Village Board of the Village of Saranac Lake hereby consent to the annexation of said lands to the Village of Saranac Lake and do further consent to and authorize the Town of North Elba and the Village of Saranac Lake to calculate and make payments to equitably apportion the taxes for this fiscal year in accord with this resolution.

This resolution was duly seconded by \_\_\_\_\_, and adopted as follows:

**TOWN OF NORTH ELBA**

	<u>AYES</u>	<u>NOES</u>
Supervisor Derek Doty	_____	_____
Councilwoman Emily Kilburn Politi	_____	_____
Councilman Richard Cummings	_____	_____
Councilman Jason Leon	_____	_____
Councilman Rick Preston	_____	_____

**VILLAGE OF SARANAC LAKE**

	<u>AYES</u>	<u>NOES</u>
Mayor Jimmy Williams	_____	_____
Trustee Matthew Scollin	_____	_____
Trustee Kelly Brunette	_____	_____
Trustee Sean P. Ryan	_____	_____
Trustee Aurora White	_____	_____

DATED:        June 9, 2025

## **CERTIFICATION**

I, **LAURIE C. DUDLEY**, Town Clerk of the Town of North Elba, **DO HEREBY CERTIFY** that the preceding Joint Resolution was duly adopted by the Town Board of the Town of North Elba at a joint meeting of the Town Board of the Town of North Elba and the Village Board of the Village of Saranac Lake, duly called and held on the 9<sup>th</sup> day of June, 2025; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

**I HEREBY CERTIFY** that all members of said Town Board had due notice of said meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Town of North Elba, this 9<sup>th</sup> day of June, 2025.

DATED:        June 9, 2025  
                  Saranac Lake, New York

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Laurie C. Dudley  
Town Clerk, Town of North Elba  
Essex County, New York

## **CERTIFICATION**

I, **AMANDA HOPF**, Village Clerk of the Village of Saranac Lake, **DO HEREBY CERTIFY** that the preceding Joint Resolution was duly adopted by the Village Board of the Saranac Lake at a joint meeting of the Town Board of the Town of North Elba and the Village Board of the Village of Saranac Lake, duly called and held on the 9<sup>th</sup> day of June, 2025; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

**I HEREBY CERTIFY** that all members of said Village Board had due notice of said meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Town of Village of Saranac Lake, this 9<sup>th</sup> day of June, 2025.

DATED:        June 9, 2025  
                  Saranac Lake, New York

\_\_\_\_\_  
Amanda Hopf  
Village Clerk, Village of Saranac Lake  
Franklin County, New York

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

SUBJECT: Temporary Sale of Fireworks

Date: 06/09/25

DEPT OF ORIGIN: Village Manager

Bill # 75-2025

DATE SUBMITTED: 5/28/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

Resolution authorizing temporary retail of fireworks by Keystone Novelties Distributors, LLC

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_



**RESOLUTION AUTHORIZING TEMPORARY RETAIL OF FIREWORKS BY  
KEYSTONE NOVELTIES DISTRIBUTORS, LLC**

WHEREAS, Keystone Novelties Distributors, LLC has submitted a request to operate a temporary retail fireworks tent at 111 River Street (Fusion Market), within the Village of Saranac Lake, from June 23 through July 5, 2025, and,

WHEREAS, the purpose of the operation is to sell permissible sparkling devices (fireworks) as allowed under New York State Law, and

WHEREAS, pursuant to Village of Saranac Lake Local Law §142-1, “No person shall sell, offer for sale or expose for sale or transport or have in his possession, or set off, any firecrackers, torpedoes, rockets, roman candles or fireworks of any description at any time in the Village of Saranac Lake. The Board of Trustees may sanction the public display of fireworks by properly qualified individuals or organizations by the granting of a permit to be obtained from the Village Manager of the Village of Saranac Lake, New York.”, and

WHEREAS, the Board of Trustees recognizes that Keystone Novelties Distributors, LLC is requesting permission solely for the sale of sparkling devices (fireworks) permitted under New York State Law, and,

WHEREAS, the Board of Trustees finds that the request is in the public interest and compliant with applicable laws and regulations, provided all permitting and safety requirements are met,

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby authorizes the Village Manager to issue a permit to Keystone Novelties Distributors, LLC to conduct temporary fireworks tent sale at 111 River Street, Saranac Lake, New York, from June 23 to July 5, 2025.



## Keystone Novelties Distributors, LLC

531 N. 4<sup>th</sup> Street Denver PA 17517  
Ph. 717-390-0844 Fax: 717-290-7774  
Info@keystonenovelties.com

May 25, 2025  
Village of Saranac Lake  
Attn: Building Department  
39 Main St.  
Saranac Lake, NY 12983

Keystone Novelties Distributors, LLC is in the process of planning for our Fourth of July tent sale for 2025. This year we will be setting up at 111 River St. Saranac Lake, NY 12983. I have included in this package everything that I believe is necessary for the purpose of applying for the Tent sale.

- A site plan showing the location of the Tent.
- A Building Permit application. + Sign Permit Application
- A permission letter from the property owner.
- Workman's Comp and Liability insurance Proof.

The set-up will be for the period from June 23 through July 5. The tent will be put up a few days in advance and removed as soon as possible after July 5. Of course, we have "No Smoking" signs placed at the entrance and will have a fire extinguisher. We will have 1 or 2 local people manning the tent. There should be anywhere from 1-6 customers at a time at the location. If I have not included any fees, please contact me and I will send a check to cover the costs.

I hope that this information is helpful to you and I thank you again for your consideration. Should you have any questions or if anything has change, please call anytime at 717-394-1078. Thank you.

Cordially,

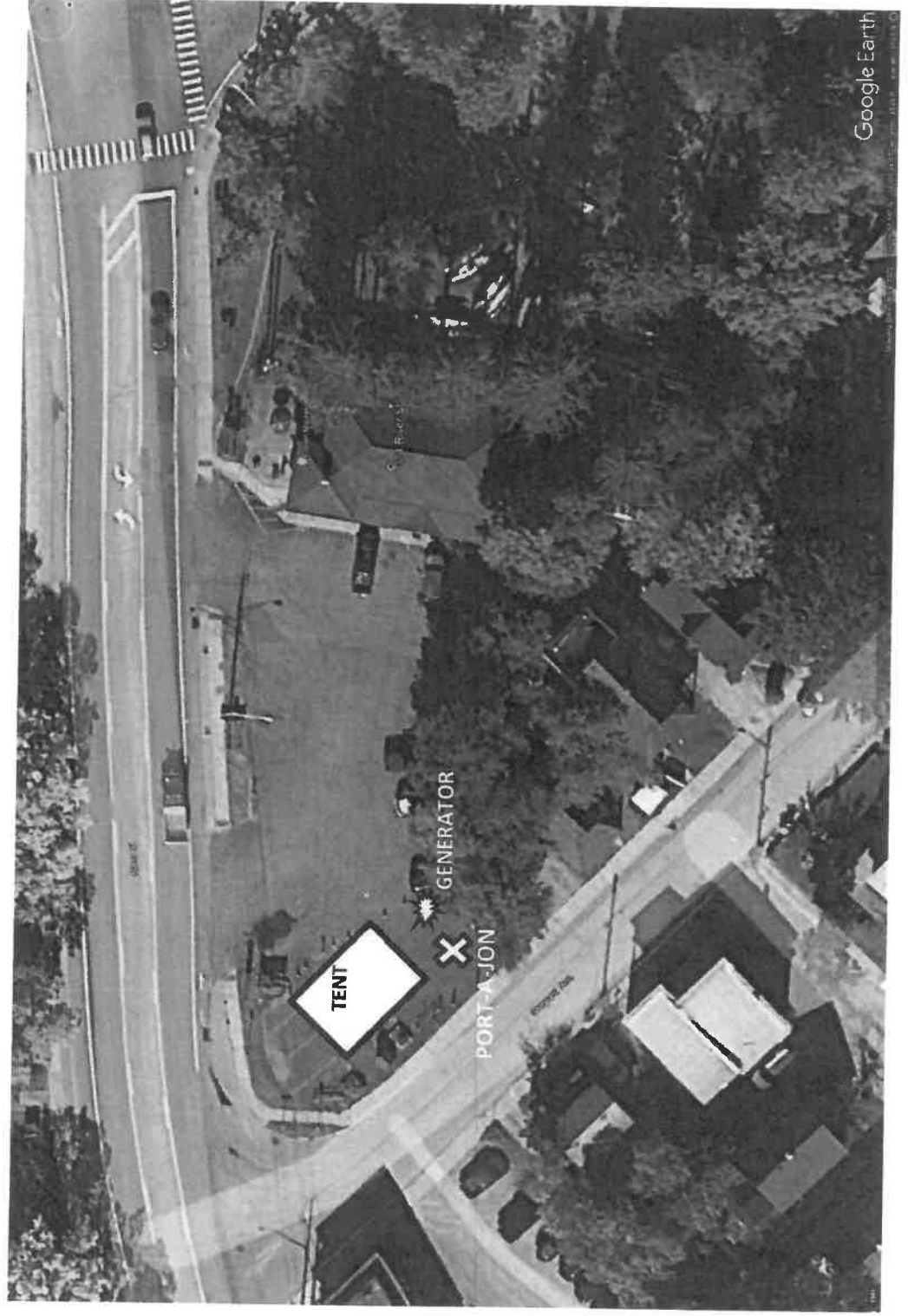
Keith Lambert  
New England Regional Locations Manager  
Keystone Fireworks  
401-323-7197

TENT LOCATION PLOT PLAN LAST SAVED MAY 13, 2025

- LOCATION NAME: SARANAC LAKE NY
- LOCATION ADDRESS: 111 RIVER ST, SARANAC LAKE, NY 12983
- NOTES:

**LEGEND:**

	PORT-A-JON		GENERATOR		TENT		STORAGE UNIT
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## Village of Saranac Lake

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

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### Building Permit Application

#### 1. Project Information:

Application Type: Building Permit

Tax Map #

Project Address: 111 River St. Saranac Lake, NY 12983

Project Description: Erection of a 20'x40' Tent.

Type of Work (check all that apply):

☐

New Construction

☒

Addition

☐

Alteration/Renovation

☐

Change of Occupancy

#### 2. Owner Application Information

Property Owner Name(s): Pragna Prajapati

Applicant Name(if different): Keith Lambert

Address: 111 River St.

Address: 531 N. 4th St.

City:  
Saranac Lake

State:  
NY

Zipcode:  
12983

City:  
Denver

State:  
PA

Zipcode:  
17517

Phone:  
518-891-2095

Email:  
pragnap9@gmail.com

Phone:  
401-323-7197

Email:  
klambert@keystonenovelties.com

24 Hour Contact Name:  
Pragna Prajapati

24 Hour Contact Name:  
Keith Lambert

#### 3. Detailed Project Description:

Retail Sales of the NY Sparkling Devices (Fireworks) from a 20'x40' tent from June 23rd thru July 5th 2025 from the hours of 9am to 10pm daily.

Please see attached signed lease with Property owner.

Office Use Only				
<b>Application Completeness</b>	✓	<b>Land Use Conformance</b>	<b>Yes</b>	<b>No</b>
Application Form		Permitted Use?		
Required Plans & Specs		Material Change of use?		
Liability Insurance Documentation		Meets dimensional requirements?		
Workers Comp Documentation		Historic District?		
Application Fee		Floodplan?		
		Overall Land Use Conformance		
The enclosed application was reviewed and is deemed complete:			<b>Assigned Project #</b>	
Reviewer Signature:				

4. Contractor/Design/Professional Information					
Contractor Name: SILVER LINE PARTY RENTALS LLC			Design Professional:		
Address: 780 W Main Street			Address:		
City: Watertown	State: NY	Zipcode: 13601	City:	State:	Zipcode:
Phone: 315-788-5097	Email: partyrentalsplus@westelcom.com		Phone:	Email:	
Does this project involve any electric work?		Yes:	No: X	Overall value of Construction: 500	

5. Project Data Table: Refer to code dimension standards to complete "allowed/required" column below <a href="https://ecode360.com/attachment/SA0109/SA0109-106b%20Schedule%202.pdf">https://ecode360.com/attachment/SA0109/SA0109-106b%20Schedule%202.pdf</a>		
Zoning District:	Allowed/Required	Proposed
Lot Area		
Front Setback		
Rear Setback		
Side Setback		
Shoreline Setback		
% of lot coverage by principle building		
% of lot coverage by impervious building		
Building Height/Stories		

### 6. Insurance Information

Liability (Select One): ☒ Liability Certificate ☐ Homeowner Exemption

Workers Compensation (Select One):

☐ NYS Insurance Fund (Form U-26.3)

☒ Private (Form C-105.2)

☐ Exemption Certificate

☐ Homeowner Exemption

### 7. Application Submissions

Info submitted with application (check all that apply)	✓	Notes/Explanation:
Application Form		
Liability Insurance Documents		
Workers' Comp/Disability Documentation		
Sketch/Site Plan		
Plans/Schematics		
Specifications		

## Building Permit Application Fee Calculation

Adopted: May 28, 2024

<b>8. Fee Schedule and Calculation</b>			
<b>Repairs, Alterations, Additions, Garage, Shed, Outbuildings, Decks, and Fences</b>	<b>Permit Fee</b>	<b>Sq. Ft.</b>	<b>Enter Fee</b>
Repairs/Alterations	\$25		
Sheds/Outbuildings	\$50		
Garages	\$100		
Fences	\$25		
<b>Additions</b> 144 sq. ft.-1000 sq ft.	\$50		
Each Additional 1000 sq ft.	\$100		
<b>Deck</b> 144 sq ft. – 500 sq ft.	\$50		
Each Additional 100 sq ft.	\$10		
Structural Alterations	\$50		
<b>New Construction (See Attached Below)</b>			
<b>Non-Structural Roofing and Structural Roofing</b>			
Non-Structural Roofing 144 sq ft-1000 sq ft.	\$50		
Each Additional 100 sq ft.	\$10		
Structural Roofing	\$100		
Non-Structural Commercial Roofing 144 sq ft.-1000 sq ft.	\$100		
Each Additional 1000 sq ft.	\$100		
<b>Residential Electrical/HVAC/Plumbing Installation</b>			
New Electrical Service or Service Upgrade	\$100		
New Electrical System Installation	\$100		
HVAC System Installation	\$100		
Plumbing Installation	\$100		
<b>Chimney/Woodstove/Pellet Stove/Boiler/Furnace Installation</b>			
Chimney Installation/Upgrade	\$50		
Wood Stove Installation	\$50		
Pellet Stove Installation	\$50		
Boiler/Furnace Installation	\$50		
<b>Demolition of Residential and Commercial Building</b>			
Residential Demolition	\$100		
Commercial Demolition	\$250		
	<b>TOTAL FEES:</b>		

**CERTIFICATION:** I certify that I am the owner of the property identified in the application, or duly authorized by the owner of the property, and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I acknowledge that nothing contained herein, including any permit issued by the Village of Saranac Lake, shall be construed as an assertion of compliance with any requirements of the provisions of any State or Federal Agency. I acknowledge that work related to this building permit application may be subject to regulations governing the handling, removal, and/or disposal of asbestos and/or lead-based paint. If the work is subject to regulations governing asbestos and/or lead-based paint, I will comply with all such regulations.

**Keith Lambert**

Print Property Owner/Authorized Representative Name

  
Signature

**5/26/25**

Date



## Village of Saranac Lake

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

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### Instructions:

- A complete application must include a plot plan or building elevation plan and a sign sketch with size, lettering and graphics
- Incomplete applications will not be issued a permit
- Temporary sign applications may only be submitted up to 30 days in advance of the event start date, and signs must be removed after 30 days
- Sign guidelines located on page 2 - Complete standards can be found at: <https://ecode360.com/31626945>

SIGN PERMIT APPLICATION -				Project Type: <input type="checkbox"/> Permanent Sign <input checked="" type="checkbox"/> Temporary Sign	
Project Address: 111 River St. Saranac Lake, NY			Tax Map #:		
Property Owner Name: Pragna Prajapati			Applicant Name (if different): Keystone Novelties Keith Lambert		
Address: 111 River St.			Address: 531 N. 4th St.		
City: Saranac Lake	State: NY	Zip: 12983	City: Denver	State: PA	Zip: 17517
Phone: 518-891-2095	Email: pragnap9@gmail.com		Phone: 401-323-7197	Email: klambert@keystonenovelties.com	

Project Description - include location on building, structure or lot - a sketch showing size, lettering and graphics <u>MUST</u> accompany form		
Retail Sales of a the NY legal Fireworks from a 20'x40' Tent. Banners will be attached to the Tent. See attached Sheet of banners.		
See attached Lease for Property owner signature.		
Size of Sign: See Attached.	Height above sidewalk: 10'	Setback distance from sidewalk or curb: 20'
Date of removal (for temporary signs only, must be within 30 days of installation): 7/5/2025		
Sign material: Vinyl Banners.		
Type of Sign: <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> New <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated		

Property Owner Signature(required): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature(if different): Keith Lambert Date: 5/27/25





## Keystone Fireworks Tents

Keystone Novelties Distributors, LLC

531 N. 4<sup>th</sup> Street Denver PA 17517 : Email: info@keystonenovelties.com

Main Ph: 717-390-0844, Leasing ex.102, Fax: 717-290-7774

THIS AGREEMENT IS MADE BETWEEN, Saranac Lake Fusion market LLC (Lessor), and Keystone Novelties Distributors, LLC (Lessee), for the purpose of allowing the retail sale of approved fireworks at the premises (Location):

**Location Address/Property Description:**

111 River St  
Saranac Lake, NY 12983

**Location:** Saranac Lake NY Fusion market

**Municipality:** Village of Saranac Lake

**Lessor Agrees to the following terms and conditions:**

1. Lessor represents that the parking lot or commonly occupied Location listed above is owned and/or controlled by the Lessor and that the Lessor grants Lessee the exclusive right to operate a retail fireworks tent or outlet at the property. The space shall be used exclusively for the tent and associated equipment required to execute the sale, including but not limited to a 20-foot storage container, portable toilet & at least one parking space dedicated to the tent clerk on the premises during the term of this Agreement. The Lessor agrees to the placement of the tent and related equipment as detailed in the Tent Placement Addendum.
2. The term of this Agreement shall include the 2025 to 2026 July 4<sup>th</sup> holiday period(s). The tent and related equipment shall be placed no sooner than June 17<sup>th</sup> and removed no later than July 11<sup>th</sup> each year the lease is in effect. The dates for the sale will not exceed: June 21<sup>st</sup> through July 6<sup>th</sup> of each year this agreement is in effect.
3. Following the initial term, the Lessor hereby grants the Lessee first rights of refusal to match any offer to lease the location for fireworks sales during the forthcoming renewal year.
4. Lessor will have the right to void this lease if the above Location is sold or developed for any purpose other than the sale of fireworks or other seasonal merchandise by providing 45 days advanced written notice prior to cancellation.
5. Lessee requests the following additional operational elements to support the tent sale. If agreed, please initial as indicated:
  - a. Lessor agrees to allow a 28 ft PUP trailer (Backhaul trailer) placed on property: Yes NO (initials)
  - b. Lessor agrees to allow access to electric if exterior access already exists: Yes NO (initials) Followed

**In return, Lessee agrees to the following terms and conditions:**

1. Lessee shall pay Lessor the amount of \$ 2,000.00 by check, yearly starting on June 20<sup>th</sup> 2025 and each year thereafter the Lease is in effect.
2. Lessee shall provide a current certificate of insurance, proving liability coverage in force at time of occupancy. All entities/individuals listed below will be included as additional insured on Lessee's policy. Insurance coverage will be in an amount not less than \$1,000,000.00.
3. Lessee guarantees that the premises will be returned to their original condition including the patching of any stake holes and removal of all trash and supplies.
4. This lease agreement shall be assignable by Lessee and is contingent upon Lessee securing any local and state permits or licenses that may be required. If the sale of fireworks is prohibited by public authority or if required permits or licenses cannot be obtained prior to the commencement of the selling season, then this agreement is terminated with all monies returned promptly. If the local municipality having jurisdiction over this outlet limits the sale of fireworks, then this lease agreement is subject to revision or termination by the Lessee.
5. Lessee shall have the right to void this agreement up to 45 days prior to the commencement of the selling period each year.

**LESSOR INFORMATION (Payee & Mail To):**

Payee: Saranac Lake Fusion market LLC

Address: 111 River St  
Saranac Lake, NY 12983

Email: Pragnap9@gmail.com

**ADDITIONAL INSURED INFORMATION**

COI Holder Name:

Address: SAME

Email COI to:

Pragnapati 5/15/25  
Lessor Date

Kurt Lamb  
Keystone Novelties Distributors, LLC Date

☐ \$125 LL Cert ☐ \$75 LL Cert ☐ \$50 LL Cert ☐ \$150 + \$125 each year Cert ☐ None



New York State Insurance Fund

PO Box 66699, Albany, NY 12206

| nysif.com

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

\*\*\*\*\* 454658832  
KEYSTONE NOVELTIES  
DISTRIBUTORS LLC (A PA LLC)  
531 N 4TH STREET  
DENVER PA 17517



SCAN TO VALIDATE  
AND SUBSCRIBE

**POLICYHOLDER**

KEYSTONE NOVELTIES  
DISTRIBUTORS LLC (A PA LLC)  
531 N 4TH STREET  
DENVER PA 17517

**CERTIFICATE HOLDER**

VILLAGE OF SARANAC LAKE  
39 MAIN STREET  
SARANAC LAKE NY 12983

POLICY NUMBER	CERTIFICATE NUMBER	POLICY PERIOD	DATE
A2389 233-4	460973	05/11/2025 TO 05/11/2026	5/26/2025

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 2389 233-4, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS POLICY DOES NOT COVER THE SOLE PROPRIETOR, PARTNERS AND/OR MEMBERS OF A LIMITED LIABILITY COMPANY.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

BY CAUSING THIS CERTIFICATE TO BE ISSUED TO THE CERTIFICATE HOLDER, THE POLICYHOLDER UNDERTAKES TO PROVIDE THE CERTIFICATE HOLDER 30 CALENDAR DAYS' NOTICE OF ANY CANCELLATION OF THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 982559424



Workers'  
Compensation  
Board

## CERTIFICATE OF INSURANCE COVERAGE DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

### PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier

1a. Legal Name & Address of Insured (use street address only)  
KEYSTONE NOVELTIES DISTRIBUTORS LLC  
531 N 4TH STREET  
DENVER, PA 17517

1b. Business Telephone Number of Insured  
(717) 394-1078

Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)

1c. Federal Employer Identification Number of Insured or Social Security Number  
454658832

2. Name and Address of Entity Requesting Proof of Coverage  
(Entity Being Listed as the Certificate Holder)

VILLAGE OF SARANAC LAKE  
39 MAIN STREET  
SARANAC LAKE, NY 12983

3a. Name of Insurance Carrier

New York State Insurance Fund (NYSIF)

3b. Policy Number of Entity Listed in Box "1a"  
DBL 6753 94 - 2

3c. Policy effective period

05/15/2025 to 05/15/2026

4. Policy provides the following benefits:

- ☒ A. Both disability and paid family leave benefits  
☐ B. Disability benefits only  
☐ C. Paid family leave benefits only

5. Policy covers:

- ☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law  
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 5/26/2025

By

Kristin Markwica

(Signature of Insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number (866) 697-4332

Name and Title Kristin Markwica, Head of Disability Insurance Unit

IMPORTANT: If Box 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200

### PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)

#### State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.

Date Signed

By

(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number

Name and Title

**Please Note:** Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.

## Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in box "3" on this form is certifying that it is insuring the business referenced in box "1a" for disability and/or paid family leave benefits under the New York State Disability and Paid Family Leave Benefits Law. The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Worker's Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Disability and/or Paid Family Leave Benefits contract of insurance only while the underlying policy is in effect.

**Please Note: Upon the cancellation of the disability and/or paid family leave benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of NYS Disability and/or Paid Family Leave Benefits Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Disability and Paid Family Leave Benefits Law.**

## DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

### §220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand and twenty-one, the payment of family leave benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits, and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Acrisure Great Lakes Partners Insurance Services  
223 West Grand River Ave #1  
Howell MI 48843

**CONTACT NAME:**  
**PHONE**  
(A/C, No, Ext): 216-658-7100 **FAX**  
(A/C, No): 216-658-7101  
**E-MAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** Arch Specialty Insurance Company 21199**INSURER B:** National Specialty Insurance Company 22608**INSURER C:** Everest Indemnity Insurance Company 10851**INSURER D:****INSURER E:****INSURER F:**

**INSURED**  
Keystone Novelties Distributors LLC  
531 N. 4th Street  
Denver PA 17517

8088

**COVERAGES****CERTIFICATE NUMBER:** 660281763**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
C	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PROJECT</b> <input checked="" type="checkbox"/> <b>LOC</b>	Y	Y	GCI0010086-241	12/31/2024	12/31/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000																				
MED EXP (Any one person)	\$																				
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GENERAL AGGREGATE	\$ 2,000,000																				
PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
	\$																				
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b> <input type="checkbox"/> <b>ALL OWNED AUTOS</b> <input checked="" type="checkbox"/> <b>SCHEDULED AUTOS</b> <input checked="" type="checkbox"/> <b>HIRED AUTOS</b> <input checked="" type="checkbox"/> <b>NON-OWNED AUTOS</b>	Y	Y	25059800021	3/1/2025	3/1/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 5,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>OCCUR</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b>  <input type="checkbox"/> <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>	Y	Y	UXP1057485-00	12/31/2024	12/31/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 4,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 4,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 4,000,000	AGGREGATE	\$ 4,000,000		\$								
EACH OCCURRENCE	\$ 4,000,000																				
AGGREGATE	\$ 4,000,000																				
	\$																				
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<table><tr><td>WC STATU-TORY LIMITS</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
WC STATU-TORY LIMITS	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement. Certificate holder is named as additionally insured with the respect to the sale of state legal sparklers and ground based fountains from June 21st through July 5th 2025

**CERTIFICATE HOLDER**

Village of Saranac Lake  
39 Main Street  
Saranac Lake NY 12983

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**



**Keystone Novelties Distributors, LLC**  
**Temporary Signs & the Sizes**

4' x 6'



4' x 6'



4' x 6'



3' x 5'



3' x 10'



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

BILL NUMBER: #76-2025  
SUBJECT: Franklin County Tourism Grant Acceptance for WP Fire Tower  
FOR AGENDA OF: 5/22/2025  
SPONSOR(S): Village Manager  
DATE SUBMITTED: 5/22/2025  
EXHIBITS: Franklin County Grant Award

**BUDGET INFORMATION**

EXPENDITURE REQUIRED: \$10k  
AMOUNT BUDGETED: \$10k  
APPROPRIATION REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution authorizing acceptance of Franklin County Experiential Tourism grant award from Franklin County Government Office of Economic Development & Tourism to help support the Ward Plumadore Fire Tower project. The Village will receive \$10k to help purchase the Fire Tower. The grant requires a match of \$10k by the Village which will be funded by the budgeted 2025 Community Enhancement Fund, per recommendation of the Community Enhancement Committee.

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION AUTHORIZING ACCEPTANCE OF THE FRANKLIN COUNTY  
TOURISM GRANT AWARD FROM THE FRANKLIN COUNTY GOVERNMENT  
OFFICE OF ECONOMIC DEVELOPMENT AND TOURISM TO SUPPORT THE  
WARD PLUMADORE FIRE TOWER PROJECT.**

WHEREAS, the Franklin County Government Office of Economic Development & Tourism makes available grant funding to promote tourism throughout Franklin County; and

WHEREAS, the Ward Plumadore Fire Tower would be a local attraction drawing visitors to Saranac Lake; and

WHEREAS, the grant award requires a match of \$10k; and

WHEREAS, the Community Enhancement Fund has been budgeted for \$10k in 2025; and

WHEREAS, the Community Enhancement Committee has made a formal request to spend its budgeted dollars for 2025 on the purchase of a 35' Fire Tower; and

THEREFORE, BE IT RESOLVED, the Village Board of Trustees authorizes the Village Manager to accept the Franklin County Experiential Tourism grant for \$10k to support the purchase of a 35' Fire Tower.



**David A. Vana  
Fire Tower Restoration  
393 Fletcher Farm Road  
Bloomingdale, New York 12913**

**INVOICE: For Fire Tower Purchase**

**May 27, 2025**

**To: Village of Saranac Lake, New York  
Mr. Bachana Tsiklauri, Village Manager  
manager@saranaclakeny.gov**

**This INVOICE is for the purchase the purchase an Historic Original 35 foot tall  
AERMOTOR MC-39 Fire Tower. This includes the Fire Tower structural materials  
package Only, i “As Is”. The Tower height to floor is 33 feet, to peak of cabin 43 feet.**

**Cost for 33 foot tall AERMOTOR MC-39 Tower Kit    \$ 20,000.00**

**Purchase Cost is fifty percent non-refundable.    \$ 10,000.00**

**Should the Village fail to move forward and cancel the project and  
wish to return the Tower Kit.**

**\*\*\*\* All Elective Options and Modifications are Extra.**

**These will be fabricated to fit before the Tower Kit is delivered.**

**Further discussions are needed to coordinate all works Required for  
the project; siting, engineering, timeline, degree of Tower Restoration  
as well as any Options and Modifications for Public Access.**

**The Fire Tower Kit is being Sold by David A Vana**

**Dated: \_\_\_\_\_,  
\_\_\_\_\_, 2025**

**By: \_\_\_\_\_  
David A. Vana**

**Tower Kit being purchased by**

**Dated: \_\_\_\_\_,  
\_\_\_\_\_, 2025**

**By: \_\_\_\_\_**

SARANAC LAKE

Fire Tower Deposit. May 2025

Name:

Title:

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

SUBJECT: SWIMS Grant

Date: 06/09/25

DEPT OF ORIGIN: Village Manager

Bill # 77-2025

DATE SUBMITTED: 5/30/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

Authorize Acceptance of SWIMS Grant Award Agreement

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS

\_\_\_\_\_

TRUSTEE WHITE

\_\_\_\_\_

TRUSTEE BRUNETTE

\_\_\_\_\_

TRUSTEE RYAN

\_\_\_\_\_

TRUSTEE SCOLLIN

\_\_\_\_\_

## AGREEMENTS

THIS AGREEMENT, made and entered into this 15th day of April, 2025

BY AND BETWEEN:

THE COUNTY OF FRANKLIN, a Municipal Corporation, duly organized and existing under the Laws of the State of New York,

Party of the First Part

And

THE VILLAGE OF SARANAC LAKE, a Municipal Corporation, duly organized and existing under the Laws of the State of New York,

Party of the Second Part

### WITNESSETH

WHEREAS: the Party of the Second Part has agreed to enter into an agreement with the Party of the First Part for the purpose of increasing the number of lifeguards and swimming opportunities and;

WHEREAS: The Franklin County Legislature has accepted reimbursement funds from New York State Department of State in the amount of \$25,000, and;

WHEREAS: the Franklin County Legislature did by Resolution No\_87\_ duly adopted on the 3rd day of April 2025 authorize the entering into of a contract with the Party of the Second Part to allow it to contract for the salary bonuses of hired lifeguards, and the implementation of a referral program to acquire new lifeguards, both for the summer of 2025, resulting in a reduction in beach closures.

NOW, THEREFORE, it is mutually understood and agreed as follows:

1. The Village of Saranac Lake, pursuant to the NYS Department of State SWIMS Lifeguard Grant, shall utilize up to \$5900.00, to be executed by September 30, 2025. All obligations must be incurred prior to this end date of the contract. Invoices, proof of payment and performance measures (Exhibit A) for expenses related to the salary and wage supplementation are required for reimbursement by the County.
2. INDEMNITY  
To the fullest extent permitted by law, the Village of Saranac Lake, will defend, indemnify, and hold harmless THE COUNTY in any claim for personal injuries, damages or administrative enforcement arising out of, the Village of Saranac Lake's operations, actions or obligations under the Agreement.
3. INSURANCE  
The Village of Saranac Lake, shall procure and maintain general liability insurance coverage with limits of liability no less than \$1 million dollars and shall name THE COUNTY as additional insured on a primary basis for any claims arising out of the operations, actions or obligations of the Village of Saranac Lake in providing services. The Village of Saranac Lake is to provide appropriate worker's compensation coverage as well. The Village of Saranac Lake shall provide certificates of insurance to THE COUNTY evidencing the existence of the coverage and the additional endorsements required herein.
4. SEVERABILITY

To the extent permitted by law, if any provision of this Agreement is deemed by a Court of competent jurisdiction to be void or voidable, all other provisions shall remain enforceable and effective.

5. VENDOR STATUS

The Village of Saranac Lake is a vendor to THE COUNTY and is neither an agent nor a department of THE COUNTY. Nothing herein should be deemed to infer that an agency or employment relationship exists between the parties.

6. MODIFICATION

This Agreement may be modified or cancelled upon written consent of both parties.

7. GOVERNING LAW AND VENUE

This Agreement will be governed by New York State law, and any action or proceeding arising out of or in connection with this Agreement will be venued in Supreme Court, Franklin County, New York.

IN WITNESS THEREOF, the parties hereto have set their hands and seals the day and year as written below.

COUNTY OF FRANKLIN

By: \_\_\_\_\_

Donna Kissane

Franklin County Manager

Date:

By: \_\_\_\_\_

Ilona Russell

Grant Coordinator, Franklin County

Date:

Approved as to Form:

\_\_\_\_\_  
Janelle Lavigne

Franklin County Attorney

Date:

BY: \_\_\_\_\_

Jimmy Williams

Village Mayor, Village of Saranac Lake

Date:

## Exhibit A- WORK PLAN

PROJECT NAME: Franklin County Lifeguard Enhancement program

CONTRACTOR SFS PAYEE NAME: Franklin County

CONTRACTOR SUB GRANT MUNICIPALITY: Village of Saranac Lake

CONTRACT PERIOD: From: 8/1/24  
To: 9/30/25

AWARD: \$5900.00

Franklin County will support the Village of Saranac Lake in increasing the number of lifeguards and swimming opportunities at the Village's beach. Tasks include hiring additional lifeguards and reducing occurrence of beach closures. The desired outcome is reliable and consistent access to the beach for residents and tourists.

The Village of Saranac Lake will utilize funding to cover the costs of salary bonuses (12 lifeguards) and referral bonuses (4 referrals) for lifeguards.

Incentivize Summer Lifeguards (SL)	Personal	Salary Bonuses to Lifeguards	Track the number of lifeguards who stay on duty through the designated end date of the fall season.
Incentivize Summer Lifeguards (SL)	Personal	Implement Referral Program	Track the number of new applicants hired through the referral bonus program.
Reduction in Beach Closures (SL)	Personal	Salary Bonuses to Lifeguards	Track the number of lifeguards who are promoted to head lifeguard.  Monitor the number of days the beach remains open during the advertised season without supervision gaps.

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

SUBJECT: Provisional Hire

Date: 06/09/25

DEPT OF ORIGIN: Village Manager

Bill # 78-2025

DATE SUBMITTED: 6/5/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

Authorize the Village Manager to provisionally hire Police Officer

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

**RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PROVISIONALLY HIRE AN OFFICER WITHIN THE POLICE DEPARTMENT**

**WHEREAS**, the Village of Saranac Lake has a civil service position of Police Officer open, and,

**WHEREAS**, the Chief of Police has recommended Ryley O'Connell be hired to fill the current full time position of Police Officer, and,

**WHEREAS**, the recruit's appointment will be provisional to successful graduation from the Policy Academy, and,

**WHEREAS**, he will be hired probationary as per Civil Service, minimal 8 weeks up to the maximum of 26 weeks as needed, and,

**WHEREAS**, benefits will be defined by the Police Benevolent Association Union Contract.

**NOW, THEREFORE BE IT RESOLVED**, the Village of Saranac Lake Board of Trustees authorizes the Village Manager to hire Ryley O'Connell as per the Benevolent Association Union Contract as a Recruit/Academy with Civil Service probation period of minimal 8 weeks up to the maximum of 26 weeks.