

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

**Monday, August 11, 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 7-28-2025

**SPECIAL GUEST:** ROOST CEO Dan Keller and Saranac Lake Rep Ashley Garwood

**PUBLIC COMMENT:**

**ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>85</b>	<b>2025</b>	Resolution to Support 3P Funding Request
<b>BILL</b>	<b>104</b>	<b>2025</b>	Resolution authorizing the submission of a NYS Homes and Community Renewal Community Development Block Grant (CDBG)
<b>BILL</b>	<b>105</b>	<b>2025</b>	Resolution authorizing the overnight travel and training for Pisgah Employees
<b>BILL</b>	<b>106</b>	<b>2025</b>	Resolution authorizing the overnight travel and training for the Chief of Police
<b>BILL</b>	<b>107</b>	<b>2025</b>	Authorize the execution of 2025-2026 ROOST Contract
<b>BILL</b>	<b>108</b>	<b>2025</b>	Resolution reaffirming sponsorship for Boothe River Park
<b>BILL</b>	<b>109</b>	<b>2025</b>	Resolution authorizing the creation of an emergency water/sewer grant and loan program
<b>BILL</b>	<b>110</b>	<b>2025</b>	Resolution to appoint ex-officio members to Police Interface Committee
<b>BILL</b>	<b>111</b>	<b>2025</b>	Resolution to amend the Emergency Services Facility Committee Resolution

**OLD BUSINESS:** Trustee Brunette-Capital Improvement Plan and Cannabis Sales Taxation Grant Program.  
Trustee White- EMS Building updates

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**EXECUTIVE SESSION:** Proposed Lease of Real Property

**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, July 28, 2025

Regular Meeting began at 5:00 PM and ended at 5:45 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 absent.

Staff also Present: Village Manager Bachana Tsiklauri and Village Clerk Amanda Hopf.

### **AUDITING:**

Chair Mayor Williams called for a motion to approve payment for the 2025 and 2026 Budgets \$359,187.37 batch number 0728025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Ryan

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

### **APPROVAL OF MINUTES:**

Chair Mayor Williams called for a motion to approve these minutes

Motion: Ryan Second: Brunette

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

### **PUBLIC COMMENT:**

Jessica Mullen water sewer bill forgiveness status

Helen Pelcher water sewer bill credit

Mark Wilson unanswered questions regarding EMS Facilities

Keith Murphy support of union contract negotiations and DPW

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

#### **Bill 96-Resolution to reappoint members to the Saranac Lake Arts and Culture Advisory Board**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: Scollin

Roll Call to take no action: Brunette yes; Ryan yes; Scollin yes; White absent; Williams yes.

#### **Bill 97-2025 Approve and sponsor BETA Mount Pisgah Summer Trails Enhancement and Master Plan**

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 absent; Williams yes.

**Bill 98-Resolution authorizing the use of the equipment reserve for purchase of new groomer for Mount Pisgah**

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 absent; Williams yes.

**Bill 99-2025 Resolution to approve park use application with sale of alcohol for 90 Miler Canoe 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

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

**Bill 100-2025 Resolution to approve park use application with sale of alcohol for “Half-way to St. Patrick’s Day” Event**

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 absent; Williams yes.

**Bill 101-2025 Resolution to approve park use application with sale of alcohol for “High Peaks Harvest Festival” Event**

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 absent; Williams yes.

**Bill 102-2025 Authorize Village Manager to renew lease agreement with the Hot House**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Brunette

Motion to amend: Scollin Second: Ryan

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

Roll Call to pass amended: Brunette yes; Ryan yes; Scollin yes; White absent; Williams yes.

**Bill 103-2025 Resolution requesting the submission approval for Climate Smart Communities Grant**

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 absent; Williams yes.

**OLD BUSINESS:**

Trustee White-Update on Safeguarding of our Residents resolution, Update on Housing, Discussion on the Police Interface Committee needs, Update on the Booth River Park Grant Application, and July Grant Status Update

**NEW BUSINESS: ROOST Contract**

**PUBLIC COMMENT:**

Elizabeth Kochar commended board for Climate Smart Actions  
Mark Wilson suggested ADA railing for Board Meeting door

**EXECUTIVE SESSION:**

- a. Credit or Employment History of particular person/corporation
- b. Current and ongoing threat to safety pursuant to Public Officers Law 105(1)(a)

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

Motion: Scollin Second: Ryan

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

Chair Mayor Williams called for a motion to exit Executive Session

Motion: Ryan Second: Scollin

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

**MOTION TO ADJURN:**

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

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

SUBJECT: 3P Funding Support

Date: 8/11/2025

DEPT OF ORIGIN: Trustee Brunette

Bill # 85-2025

DATE SUBMITTED: 6/19/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

\_\_\_\_\_  
EXPENDITURE  
REQUIRED:

\_\_\_\_\_  
AMOUNT  
BUDGETED:

\_\_\_\_\_  
APPROPRIATION  
REQUIRED:

Resolution to support funding of the Saranac Lake 3P Race Event

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

VOTE ON ROLL CALL:

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

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

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

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

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

## RESOLUTION TO SUPPORT FUNDING FOR THE SARANAC LAKE 3P (POLE – PEDAL – PADDLE)

WHEREAS, SaranacLake3P, Inc., a locally based 501(c)(3) nonprofit organization, is requesting financial support from the Village of Saranac Lake to ensure the continued success and growth of the annual Saranac Lake 3P race event; and

WHEREAS, the 3P is a homegrown, community-driven race that highlights Saranac Lake's unique access to outdoor recreation across disciplines—skiing, biking, and paddling—while celebrating the spirit of adventure, volunteerism, and environmental stewardship; and

WHEREAS, the 3P draws participants and spectators from across the region, generating economic activity and showcasing the Village as a four-season destination for outdoor recreation; and

WHEREAS, the mission of the 3P is to foster community spirit, encourage healthy lifestyles, and celebrate the natural assets that make Saranac Lake such a vibrant place to live and visit; and

WHEREAS, SaranacLake3P, Inc. respectfully requests \$2,000 to help offset event-related expenses including safety coordination, logistical support, and community-centered activities;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees supports the funding request of \$2,000 for the Saranac Lake 3P and recognizes the event's value to the community, both in its celebration of outdoor recreation and in its contribution to local vibrancy, pride, and economic vitality.



## 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.saranacknyny.gov](http://www.saranacknyny.gov)

### FUNDING REQUEST FORM

Businesses and organizations seeking Village funding for special events or projects must complete and return this application, along with a statement letter on your organizations official letterhead. This request form must be submitted at least 6 six weeks prior to the event the funding will be used for.

#### Organizational Information:

Date: 9 JUL 2025

Organization Name: SARANAC LAKE 3P, INC.

Contact Name & Title: SCOTT M. KIM, RACE DIRECTOR



E-mail: SARANACLAKE3P@GMAIL.COM Is this a Fundraising event? ☒ Yes ☐ No

#### Event/Program Information:

Name of Event: SARANAC LAKE 3P

Date(s) of Event: 18 OCTOBER 2025

Is this the first time requesting funds for this event? ☒ Yes ☐ No  
(2025)

Has this event received financial support from other sources? ☒ Yes ☐ No

If yes, please list here: FRANKLIN CNTY ADMP, SPURGEON FOUNDATION

Amount Requesting: \$2000-

How many years has this event taken place? 3

Location of event: (address, town, county) SARANAC LAKE

Website of Event/Organization(if applicable): SARANACLAKE3P.ORG



Description of Event: Multi-sport Race encompassing bike, hike, & paddle

How will the requested funds be used? TO COVER INSURANCE & FOOD COSTS

**\*\*Please attach a draft budget for the event you are seeking funding for (if applicable)\*\***

Saranac Lake Backcountry 3p		
Income		Budget Category Amount
	Merch sales	\$200.00
	Registration	\$2,000.00
	Grants	\$1,000.00
	Total	\$3,200.00
Expense		
	advertising	\$280
	Race Insurance	\$2,150
	Aid Station supp	\$300
	Timing System	1300
	Total	\$4,030

Submit completed form to  
[clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)  
or

Village Clerk  
Village of Saranac Lake  
39 Main St., Suite 9  
Saranac Lake, NY, 12983

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

BILL NUMBER: # **104-2025**

SUBJECT: New York State Homes and Community Renewal (HCR) Community  
Development Block Grant (CDBG) Public Facilities Program

FOR AGENDA OF: 8/18/2025

SPONSOR(S): Village Manager

DATE SUBMITTED: July 29, 2025

EXHIBITS:

**BUDGET INFORMATION**

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

**SUMMARY STATEMENT**

Resolution authorizing application for a New York State Homes and Community Renewal Community Development Block Grant (CDBG) on behalf of the Saranac Lake Adult Center, to make critical upgrades to its building on Broadway that will increase energy efficiency, improve accessibility, and replace aging equipment.

**RECOMMENDED ACTION**

**APPROVAL OF RESOLUTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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

**RESOLUTION TO SUPPORT THE SARANAC LAKE ADULT CENTER HCR  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, New York State Homes and Community Renewal is soliciting CDBG applications from Adirondack Park communities; and

WHEREAS, only municipalities are eligible to apply for CDBG funds; and

WHEREAS, the Village of Saranac Lake can apply for funds on behalf of the Saranac Lake Adult Center; and

WHEREAS, the Saranac Lake Adult Center has contracted with the Franklin County Economic Development Corporation (FCEDC) to assist with writing of the application and, if awarded, administration of the project.

WHEREAS, the Saranac Lake Adult Center is responsible for all associated project costs, including but not limited to, grant administration fees, matching grant funds if required, and project cost overruns; and

THEREFORE BE IT RESOLVED, the Village of Saranac Lake Board of Trustees authorizes Village staff to partner with the Saranac Lake Adult Center and FCEDC to submit a NYS HCR Community Development Block Grant Application.

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

SUBJECT: Overnight Travel Pisgah

Date: 8/11/2025

DEPT OF ORIGIN: Village Manager

BILL # 105-2025

DATE SUBMITTED: 8/5/2025

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 Mount Pisgah Ski Area Manager, Heavy Equipment Operator, and Laborer to attend the SKI NY Expo

**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 MOUNT PISGAH  
EMPLOYEES

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 Mount Pisgah Ski Area Manager, Heavy Equipment Operator, and Laborer will be attending the 2025 SKI NY Expo September 15-17, and,

WHEREAS, the expenditure for the training and travel is designated in the 2025-2026 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 Mount Pisgah Ski Area Manager, Heavy Equipment Operator, and Laborer to attend the 2025 SKI NY Expo.



## ORDER CONFIRMATION

**SKI NY**  
PO Box 375  
Jamesville, NY 13078  
315-696-6550  
memberservice@iskiny.com  
VAT/Tax Number: 22-2367597

Date: July 31, 2025  
Transaction ID: 1370  
Status: **Incomplete**

 **Event Name:** DNU-SKI NY - PORA EXPO: PORA Member Ski Area Registration

( [view](#) )

Ticket	Description	Quantity	Price	Total
PORA Member Registration	<b>PORA Ski Area Member Registration. Price is per person.</b> (For DNU-SKI NY - PORA EXPO: PORA Member Ski Area Registration) <i>This ticket can be used once at any of the dates/times below.</i>	3	\$265.00	\$795.00

 **Date/Time:**

 **Venue**

September 15, 2025 7:00 am - September 17, 2025 12:00 pm (America/New\_York) Holiday Valley Resort  
( [view](#) )

 **Registration Details** ( )

**Attendee**

John Dixon  
(piscgahmanager@saranacklakeny.gov)

**Registration Code:**

1370-80-1-fc30 - **Pending Payment**

**Custom Questions and Answers:**

**Title**

Ski Area Manager

**Company**

Village of Saranac Lake

**Website**

saranacklakeny.gov

**Participating in Golf Tourney? (\$35 per person including cart pay on-site at Holiday Valley Resort Clubhouse)**

**Attending the NSAA Lift Bootcamp on Monday of the EXPO?**

Attendee	Logan Branch (pisgahmanager@saranaclakeny.gov)
Registration Code:	1370-80-2-0a38 - Pending Payment
Custom Questions and Answers:	
Title	Ski Area Manager
Participating in Golf Tourney? (\$35 per person including cart pay on-site at Holiday Valley Resort Clubhouse)	
Attending the NSAA Lift Bootcamp on Monday of the EXPO?	
Attendee	Jeremy Parent (pisgahmanager@saranaclakeny.gov)
Registration Code:	1370-80-3-6604 - Pending Payment
Custom Questions and Answers:	
Title	Ski Area Manager
Participating in Golf Tourney? (\$35 per person including cart pay on-site at Holiday Valley Resort Clubhouse)	
Attending the NSAA Lift Bootcamp on Monday of the EXPO?	

**Additional Charges/Discounts**

Name	Description	Quantity	Unit Price	Total
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**Taxes**

\* Taxable items. The total amount collected for taxes is reflected in the total(s) below.

Tax Name	Description	Rate	Tax Amount
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**Grand Total: \$795.00 USD**

**Payments**

Payment Method	Date	Transaction Id / Cheque #	P.O. / S.O.#	Status	Amount
No approved payments have been received.					
Total Paid					\$0.00 USD
Amount Owed:					\$795.00 USD

Additional Information:

Venue Details:

Holiday Valley Resort

Holiday Valley Resort  
6557 Holiday Valley Rd.  
Ellicottville, NY 14731  
716-699-2345  
Holiday Valley Rd.  
Ellicottville  
New York  
14731  
United States





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

SUBJECT: Overnight Travel Chief of Police      Date: 8/11/2025

DEPT OF ORIGIN: Village Manager      BILL # 106-2025

DATE SUBMITTED: 8/5/2025      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 Chief of Police to attend the International Association of Chiefs of Police (IACP)

**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  
THE SARANAC LAKE CHIEF OF POLICE

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 Chief of Police will be attending the International Association of Chiefs of Police (IACP) on October 18-21m 2025, and,

WHEREAS, the expenditure for the training and travel is designated in the 2025-2026 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 Chief of Police.

2025  
SPONSORS



Be safe out there.



# REGISTRATION AND GENERAL EVENT INFORMATION

[REGISTER NOW](#)

[DOWNLOAD THE REGISTRATION FORM](#)

[BOOK HOUSING](#)

The IACP 2025 Annual Conference and Exposition will take place at the Colorado Convention Center in Denver, Colorado, October 18-21, 2025. IACP 2025 is a professional law enforcement event, open to IACP members, qualified non-members, and exposition exhibitors.

Only IACP members can take advantage of the member registration rate. All IACP memberships are individual and non-transferable for conference registration member rates.

Qualified non-members include sworn officers, first responders, public safety personnel, civilians, and members of the armed forces. Civilian employees of public safety and government agencies includes offices of police, sheriffs, EMS, fire hazard, hazmat; park rangers from federal, state, city, county, campus, and tribal agencies; and the armed forces. A valid form of identification will be required. The IACP reserves the right to refuse ineligible registrations.

Annual Banquet ticket sales will begin on September 4, 2025.

[Rules for Participating](#)

[Photo, Image, and Recording Disclaimer](#)

## IACP 2025 Registration Rates

Category*	Advance Registration On or Before September 3, 2025	On and after September 4, 2025
IACP Member - Full Conference	\$500	\$600
First Time IACP Member - Full Conference	\$445	\$545
Non-Member - Full Conference	\$700	\$850
Family Member	\$150	
6-18	\$45	
5 and under	Free	
<u>Expo Hall Only.</u>	Free	
One-Day Pass	Not Available	\$175
Two-Day Pass	Not Available	\$250
Speaker - Full Conference	\$225	\$225
Speaker - Complimentary 1-Day Pass	Free	
Annual Banquet Ticket	Not Available	\$125

\*See Terms

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## Cancellation Policy

- All cancellations must be made in writing and mailed, faxed (703-836-4543), or e-mailed (Attendee: [AnnualConference@theIACP.org](mailto:AnnualConference@theIACP.org); Exhibitors: [exhibits@theIACP.org](mailto:exhibits@theIACP.org)) to the IACP headquarters.
- A penalty will apply. No telephone cancellations will be accepted. It will take a minimum of six (6) weeks to receive a refund for in-person event cancellations.
- A 25% penalty will be assessed on all cancellations postmarked or fax/e-mail dated on or before September 24, 2025.
- A 50% penalty will be assessed on cancellations postmarked or fax/e-mail dated September 25–October 10, 2025.
- No refunds will be issued on or after October 11, 2025.
- No refunds will be given for no-shows.
- Registration or Annual Banquet tickets may be transferred to another person in your organization by written request to IACP prior to September 24, 2025. After this date all changes must be made at the conference. Additional charges may apply.
- There are no refunds for Annual Banquet tickets after September 3, 2025.
- The Cancellation Policy is subject to change.

## Rules for Participation

The following guidelines make up the IACP Meeting and Event Safety Protocols, which represent state and local mandated protocols in place during the event. Any updates will be posted and shared with registered attendees, exhibitors, sponsors, & vendors prior to the event.

- Must agree to and follow the [IACP Meeting and Event Safety Protocols](#).
- Full conference registration fee includes access to all general assemblies, workshops, receptions, Exposition Hall, and Chiefs Night.
- The First Time IACP Member discounted rate must be taken at the time of the initial registration. Refunds cannot be given for incorrect registration submissions.
- Only IACP members can take advantage of the member registration rate. All IACP memberships are individual and non-transferable for conference registrations member rates.
- Family refers to a spouse or family member, not a business associate or fellow law enforcement colleague. Only the family member's name, city and state will appear on his or her badge. Family members do not receive certificates for workshops.
- The IACP Annual Banquet is held on Tuesday, October 21, 2025, and features the swearing-in of the Incoming IACP President and Board of Directors, as well as the presentation of our Leadership Awards. This is a black-tie optional event (business suits are appropriate). Seats are sold on a first-come, first-served basis and are limited. A separate ticket is required. **Annual Banquet tickets will be sold online starting September 4, 2025.** No refunds will be given after this date.
- 1-Day and 2-Day Pass registration will begin online on September 4, 2025. Each person may register for only ONE 1-Day or 2-Day Pass.

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## Photo, Image, and Recording Disclaimer

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*Last updated: 10/22/2024*

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# INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE

*Shaping the future of the policing profession*

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44 Canal Center Plaza, Suite 200, Alexandria, VA, 22314 USA | phone: 703.836.6767 or 1.800.THE.IACP | fax: 703.836.4543 | [www.theiacp.org](http://www.theiacp.org)

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Website Design and Development by [Matrix Group International](#)

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

SUBJECT: ROOST Contract

Date: 8/11/2025

DEPT OF ORIGIN: Village Manager

BILL # 107-2025

DATE SUBMITTED: 8/5/2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Authorize the execution of the 2025-2026 ROOST Contract

**RECOMMENDED ACTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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



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## DESTINATION MARKETING CONTRACT

This **AGREEMENT** is entered into as of the 1st day of \_\_\_\_\_ 2025 between:

### Parties

The Village of Saranac Lake, 39 Main Street, Saranac Lake, NY 12986, and

The Regional Office of Sustainable Tourism, 2608 Main Street, Lake Placid, NY 12946  
(hereinafter called "ROOST").

### SCOPE

It is understood and agreed by the parties that ROOST will be responsible for destination marketing and destination planning services for Saranac Lake per the length of this contract.

Whereas the parties request that ROOST develop and implement a leisure travel and event marketing plan for the Tupper Lake.

Whereas ROOST agrees to design, host, maintain, and develop content for a Saranac Lake leisure travel driven website.

Whereas ROOST agrees to design, host, maintain and develop content for Saranac Lake social media platforms; including Facebook, Instagram, and any other platforms.

Whereas ROOST agrees to provide updates to the Village of Saranac Lake board with respect to the tourism destination marketing services.

### CONTRACT TERM

The term of this agreement is from \_\_\_\_\_ 1, 2025, through \_\_\_\_\_, 2026. Upon the end of the contract, the parties may choose to enter into a contract renewal.

### Payment

As consideration for the above-listed services, the Village of Saranac Lake will pay ROOST: \$12,500, year one (1)

This payment will be contingent on Franklin County's support.



**VILLAGE OF SARANAC LAKE**

By: \_\_\_\_\_  
Jim William, Mayor

**REGIONAL OFFICE OF SUSTAINABLE  
TOURISM**

By: \_\_\_\_\_  
Mary Jane Lawrence, COO

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

SUBJECT: Boothe River Park

Date: 8/11/2025

DEPT OF ORIGIN: Trustee Brunette

BILL # 108-2025

DATE SUBMITTED: 8/7/2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution reaffirming sponsorship for Boothe River Park

**RECOMMENDED ACTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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

## RESOLUTION TO REAFFIRM SPONSORSHIP AND SUPPORT FOR BOOTHE RIVER PARK

WHEREAS, the Village of Saranac Lake has long prioritized enhancing public access to and recreational use of the Saranac River, as reflected in the following formally adopted planning documents:

- the *1992 River Corridor Plan*,
- the *Local Waterfront Revitalization Program* (2004),
- the *Destination Master Plan* (2009),
- the *Comprehensive Plan* (2013),
- the *Parks Vision Plan* (2018), and
- the *Downtown Revitalization Initiative (DRI) Strategic Investment Plan* (2019); and

WHEREAS, the project now known as Boothe River Park was awarded \$410,616 in Downtown Revitalization Initiative funding by New York State as one of the Village's top-priority catalyst projects for enhancing downtown recreation, placemaking, and tourism; and

WHEREAS, the Village Board of Trustees unanimously adopted a resolution in 2022 accepting sponsorship of the project, recognizing the leadership of the late Tom Boothe, and committing to the project's advancement; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees:

1. Reaffirms its sponsorship and commitment to the Boothe River Park project as a Village-led initiative and public asset, grounded in decades of community visioning and formal planning.
2. Commits the same level of professional oversight, operational coordination, and long-term stewardship as applied to other Village-owned parks and public spaces to Boothe River Park.
3. Clarifies that the Village is authorized and expected to carry out all necessary administrative, legal, and compliance-related activities required to fulfill its obligations as project sponsor and grant recipient, including but not limited to: securing access easements, completing environmental and permitting requirements, overseeing grant writing, administration, and reporting, and facilitating any public processes necessary to meet State or Federal funding conditions.
4. Maintains the Village's original intent to avoid burdening taxpayers with construction costs.
5. Recognizes the substantial contributions of the "Friends of Boothe River Park", whose volunteer time, public events, and outreach efforts have helped build community momentum and awareness complementing the Village's leadership and responsibility in bringing the project to fruition.

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

SUBJECT: Water/Sewer grant and loan program                      Date: 8/11/2025

DEPT OF ORIGIN: Trustee White                      BILL # 109-2025

DATE SUBMITTED: 8/7/2025                      EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution authorizing the creation of an emergency water/sewer grant and loan program

**RECOMMENDED ACTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUBJECT: Police Interface Ex-Officio Members

Date: 8/11/2025

DEPT OF ORIGIN: Trustee White

BILL # 110-2025

DATE SUBMITTED: 8/7/2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution appointing two ex-officio members to the Police Interface Committee

**RECOMMENDED ACTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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

**RESOLUTION APPOINTING TWO EX-OFFICIO MEMBERS TO THE POLICE  
INTERFACE COMMITTEE**

**WHEREAS**, in response to Executive Order 203 the Village of Saranac Lake formed the Saranac Lake Police Review Committee in July 2020 to perform a comprehensive review of the Village of Saranac Lake's current police force deployments, strategies, policies, procedures, and practices;

**WHEREAS**, the Saranac Lake Police Review Committee was also charged with developing a plan to improve all of the above, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color;

**WHEREAS**, as part of the plan it developed, the Saranac Lake Police Review Committee recommended forming a Citizen Police Review Committee in its final report which was submitted with Village Board approval to New York State on or about April 1, 2021;

**WHEREAS**, the purpose of the Saranac Lake Citizen Police Interface Committee is to provide a vehicle for breaking down barriers and building a bridge between the SLPD and the citizens in our community that will enable ongoing constructive communication, enhance public safety and embrace and support a respect for the diversity of our residents and visitors;

**NOW, THEREFORE BE IT RESOLVED**, The Village Board of Trustees appoints Trustee Sean Ryan and Trustee Aurora White as Ex-officio members to the Police Interface Committee to attend committee meetings when requested.



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

SUBJECT: Amend EMS Facility Committee Resolution     Date: 8/11/2025

DEPT OF ORIGIN: Trustee White                      BILL # 111-2025

DATE SUBMITTED: 8/7/2025                      EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution to amend the Emergency Services Facility Committee Resolution

**RECOMMENDED ACTION**

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

VOTE ON ROLL CALL:

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

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

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

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

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

## **Emergency Services Facility Committee (Public Safety Building Committee / Fire Building Committee)**

### **Purpose:**

**To provide a committee that can bridge the SLPD, SLFD, SLVRS and the citizens in our community.**

**To assess the adequacy of the emergency services facilities to enable planning, funding, and other pursuits of these services for the Village.**

**Prompted by over a decade of concerns from various representatives from these Village functions about aging and inadequate facilities to support these critical services for the community into the future.**

### **Membership:**

***Eleven (previously seven) volunteer members to be appointed by the Village Board of Trustees.***

**Village of Saranac Lake Chief of Police, Darin Perrotte**

**Village of Saranac Lake Head Fire Driver, Rick Yorkey**

**Volunteer Fire Department Chief, Brendan Keough**

**Volunteer Fire Department Treasurer, Michael Knapp**

**Volunteer Fire Department Secretary, Domenic Fontana**

**Volunteer Rescue Squad Chief, Ryan Siddell**

**Volunteer Rescue Squad, Ben Watson**

**Community Member 1: To be appointed at the August 25, 2025 Village Board Meeting**

**Community Member 2: To be appointed at the August 25, 2025 Village Board Meeting**

**Community Member 3: To be appointed at the August 25, 2025 Village Board Meeting**

**Community Member 4: To be appointed at the August 25, 2025 Village Board Meeting**

### **Ex-officio:**

**Village of Saranac Lake Mayor, Jimmy Williams**

**Village of Saranac Lake Trustee, Matt Scollin**

### **Terms:**

**Four years with staggered terms to ensure continuity. The terms that will be expiring in May of 2026 will be decided upon by August 25th, 2025 meeting.**

**The Village Board is responsible for filling vacancies.**

### **Anticipated Activities:**

- Hold regular meetings to discuss an Emergency Services Facility.**
- Conduct an existing facility assessment.**
- Identify existing facility deficiencies.**
- Create a vehicle/large equipment inventory.**
- Conduct a preliminary needs assessment.**
- Determine the current and future space needs based on current and future staffing, current and future vehicles/equipment, and other factors.**
- Recommend a consultant to develop conceptual plans for the Emergency Services Facility.**
- Aid the Village Board of Trustees in decision making and selecting a direction for**

**the future of the Emergency Services Facilities.**

- **And other activities to be determined by the Committee.**

**Meetings:**

**To be held once a month, with the option of calling additional meetings as needed. The regularly scheduled meeting time will be decided upon before the August 25, 2025 meeting. Meetings will be open to the public as required by the Open Meetings Law.**

**Members will be asked to resign if they miss 3 consecutive meetings without a compelling reason for the absence. Time, day etc. to be determined when committee has been formed.**

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

SUBJECT: Approve Emergency Services Facility Committee      DATE: 5-9-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 65-2022

DATE SUBMITTED: \_\_\_\_\_

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED

AMOUNT  
BUDGETED

APPROPRIATION  
REQUIRED:

Approve Emergency Service Facility Committee

MOVED BY: Scollin      SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS

YES

TRUSTEE BRUNETTE

YES

TRUSTEE CATILLAZ

YES

TRUSTEE SCOLLIN

YES

TRUSTEE SHAPIRO

YES

## **Emergency Services Facility Committee**

### **Purpose:**

To provide a committee that can bridge the SLPD, SLFD, SLVRS and the citizens in our community.

To assess the adequacy of the emergency services facilities to enable planning, funding, and other pursuits of these services for the Village.

Prompted by over a decade of concerns from various representatives from these Village functions about aging and inadequate facilities to support these critical services for the community into the future.

### **Membership:**

Seven volunteer members to be appointed by the Village Board of Trustees.

Village of Saranac Lake Chief of Police, Darin Perrotte

Village of Saranac Lake Head Fire Driver, Rick Yorkey

Volunteer Fire Department Chief, Brendan Keough

Volunteer Fire Department Treasurer, Michael Knapp

Volunteer Fire Department Secretary, Domenic Fontana

Volunteer Rescue Squad Chief, Ryan Siddell

Volunteer Rescue Squad, Ben Watson

### **Ex-officio:**

Village of Saranac Lake Mayor, Jimmy Williams

Village of Saranac Lake Trustee, Matt Scollin

### **Terms:**

Four years with staggered terms to ensure continuity.

The Village Board is responsible for filling vacancies.

### **Anticipated Activities:**

- Hold regular meetings to discuss an Emergency Services Facility.
- Conduct an existing facility assessment.
- Identify existing facility deficiencies.
- Create a vehicle/large equipment inventory.
- Conduct a preliminary needs assessment.
- Determine the current and future space needs based on current and future staffing, current and future vehicles/equipment, and other factors.
- Recommend a consultant to develop conceptual plans for the Emergency Services Facility.
- Aid the Village Board of Trustees in decision making and selecting a direction for the future of the Emergency Services Facilities.
- And other activities to be determined by the Committee.

**Meetings:**

To be held once a month, with the option of calling additional meetings as needed. Members will be asked to resign if they miss 3 consecutive meetings without a compelling reason for the absence. Time, day etc. to be decided once the committee has been formed.

# Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

## Grant Program

### Program Overview:

The Village of Saranac Lake is establishing the Cannabis Sales Taxation Funds Grant Program to allocate local cannabis sales tax revenues toward community betterment. This program is designed to ensure that funds derived from cannabis sales directly benefit Village residents and enhance the overall well-being and vitality of the community. The program emphasizes transparency, accessibility, and local benefit in all aspects of funding distribution.

### Funding Priorities:

The Village is committed to using cannabis sales tax revenue to support projects in three key areas:

- Youth Programs: Activities and programs that serve children and teenagers, particularly supporting educational enrichment or assisting economically disadvantaged youth.
- Support for Seniors: Programs that promote socialization, health, wellness, and independent living for the aging population in the Village.
- Recreational Opportunities: Projects that expand or improve recreational facilities, parks, trails, or community sports and wellness programs for residents.

### Eligibility Criteria:

Eligible applicants are local non-profit organizations or organizations with an eligible non-profit as a fiscal sponsor. Projects must align with at least one of the funding priority areas listed above. All funded activities should primarily benefit residents of the Village of Saranac Lake. Additional eligibility conditions include:

- Projects or programs must be new or ongoing (funds will not be awarded retroactively for projects already completed).
- No grant funding may be used for salaries or wages of staff. The intent is to fund programmatic expenses, materials, equipment, events, or other direct costs that benefit the community.
- Applicants must ensure compliance with all relevant local, state, and federal laws in the implementation of their projects. Non-compliance can result in disqualification or required reimbursement of funds.

### Funding Limits:

Grant awards are capped at a maximum of \$5,000 per project, unless the applicant provides matching funds from other sources. Proposals requesting larger amounts may be considered if they include significant matching funds, demonstrating additional support and commitment from the applicant or other funders. This matching-fund exception is to encourage leveraging of the Village's grant to attract other investments. By default, no single grant will exceed \$5,000 in Village funds. The program aims to distribute funds to multiple worthy projects rather than deplete the fund on one initiative, ensuring broader community impact.

### Application Process:

Grant applications will be accepted on a rolling basis, allowing applicants to apply at any time throughout the year. The process consists of the following steps:

1. **Submission:** Interested organizations must complete the official Village of Saranac Lake Cannabis Tax Fund Grant Application Form (see next section). Applications should include details on the project objectives, target audience, expected outcomes, and a budget breakdown. All applications should be submitted to the Village Clerk's Office. The Village Clerk will serve as the program administrator, managing the intake of applications and the initial review for completeness. Only applications from eligible non-profit organizations (or those with a non-profit sponsor) will be considered, and all required information and documentation (e.g. proof of non-profit status or sponsorship) must be provided upon submission.
2. **Review:** Upon receiving an application, the Village Clerk will review it for completeness and verify that it aligns with the program's funding priorities. During this review, the Clerk may reach out to the applicant for any needed clarifications or additional information. Each application will then be evaluated on its impact, feasibility, and sustainability – in other words, how well the project addresses community needs, the soundness of the project plan and budget, and the likelihood that the project's benefits will persist. The Clerk will prepare a summary of each application's merits relative to the priorities for the Village Board.
3. **Approval:** Completed applications that pass initial review will be presented to the Village Board of Trustees for consideration. All grant awards must be approved by a majority vote of the Village Board at a regular or special board meeting. The Board will review the Clerk's recommendations and may discuss the application with Village staff or the applicant if needed. Approval is based on the project's alignment with priorities, community benefit, and available funds. The decision of the Board will be documented in meeting minutes. Once approved, the Village Clerk's Office will notify the applicant of the award decision. (If an application is not approved, the Clerk may provide feedback and the applicant could revise and resubmit in the future since applications are rolling.)
4. **Disbursement:** For approved grants, funds will be disbursed to the grantee according to the budget and timeline outlined in the application. The Village Clerk and Treasurer will coordinate with the grantee to issue the funds. Funds are typically provided upfront or in stages as appropriate for the project, subject to any conditions the Village Board sets. Grantees must use the funds only for the purposes described in the approved application budget. Any major changes to the project scope or budget after approval must be requested in writing and approved by the Village in advance.

#### Monitoring and Reporting:

Grant recipients are required to report on their progress and the use of funds.

- **Periodic Progress Reports:** For projects lasting more than a few months, recipients may be asked to submit brief progress reports during the project. These reports should outline how much of the grant has been spent to date, describe activities completed, and highlight progress toward the project objectives. The schedule for any interim reporting will be communicated in the grant award letter (for example, a project might need to report quarterly or mid-way through the project).
- **Final Report:** At project completion, a final report is required from the grantee. This report must detail the outcomes achieved by the project, including the community impact and how it met the stated



objectives. The final report also needs to include a financial summary showing how grant funds (and any matching funds) were used, and note any unspent grant funds. (Unspent funds must be returned to the Village unless otherwise authorized.)

- Documentation: The Village may request receipts, invoices, or other documentation as part of the reporting to verify that funds were used appropriately. Photographs or testimony of project results are encouraged to help demonstrate the impact to the community.
- Non-Compliance: Failure to submit required reports or to use funds as agreed can result in the organization being deemed ineligible for future funding. In cases of serious non-compliance or misuse of funds, the Village may require the grantee to reimburse the grant monies and may pursue other legal remedies.

#### Compliance and Accountability:

All projects funded through this program must adhere to all applicable local ordinances, New York State laws (including cannabis regulations), and federal laws. The Village reserves the right to audit the use of grant funds and to review project records to ensure compliance. If any expenditure is found to be outside the approved scope or in violation of the terms, the grantee will be required to refund that portion of the money to the Village. By accepting a grant, organizations agree to cooperate with any Village oversight or auditing procedures. This accountability helps maintain the integrity of the program and public trust.

#### Transparency and Public Reporting:

The Village of Saranac Lake is committed to transparency in how cannabis tax funds are used. An annual report on the Cannabis Sales Taxation Funds Grant Program will be prepared by the Village Clerk's Office summarizing all grants awarded, the amounts, and the general purposes funded. This summary will be presented to the Village Board (e.g. during budget review or a designated annual meeting) and made available to the public on the Village's website or office. In addition, all approved grant awards and their purpose may be published in Village Board meeting minutes (since they are approved via Board resolution) which are public records. The application process itself is designed to be accessible: application materials will be available at the Village offices and on the official Village website, and Village staff will be available to answer questions. Ensuring openness at every step will help the community understand how these funds are benefiting Saranac Lake.

#### Program Review and Amendment:

This policy and program will be reviewed regularly (at least annually) by the Village Board or a designated committee to assess its effectiveness and demand. The Village Board may amend the grant program's terms or procedures by majority vote as needed to better serve the community. Any significant changes (such as altering funding priorities or limits) will also be made public. The Board intends for this program to adapt over time, in line with community needs and feedback, while maintaining the core goal of responsibly reinvesting cannabis tax revenue into the community.

# Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

## Application

*Please complete the following form to apply for a grant. Refer to the Program Policy Document for guidance on eligibility and required information. All sections must be filled out. Submit the completed application to the Village Clerk's Office. Applications are accepted on a rolling basis throughout the year.*

### Applicant Information

- Organization Name: (Legal name of the non-profit organization applying, or the lead agency with a non-profit fiscal sponsor)
- Mailing Address: (Street, City, State, ZIP code)
- Primary Contact Person: (Name and title of the person responsible for this application)
- Contact Information: (Phone number and email address for the primary contact)
- Organization Type/Status: (Confirm non-profit status and/or provide Tax ID number. If using a fiscal sponsor, provide sponsor name and proof of non-profit status)

### Project Details

- Project Title: (Name of the project or program for which funds are being requested)
- Funding Priority Area: (Select which of the Village's priority areas this project addresses – e.g. Community Engagement, Youth Programs, Law Enforcement, Support for Seniors, Recreational Opportunities. You may list more than one if applicable, but indicate the primary focus)
- Project Summary: (A brief description of the project, 2-3 sentences. What are you planning to do?)
- Project Objectives: (List the key goals of the project. What specific issues will it address or improvements will it make?)
- Target Audience/Population: (Who will benefit from this project? Describe the population served – e.g. children, teens, seniors, general public – and approximately how many people will be impacted)
- Expected Outcomes: (What results do you expect? How will the community be better off? For example, increased number of youth served, safer public spaces, enhanced facilities, etc. Be as specific and measurable as possible)
- Project Timeline: (Proposed start date, key milestones, and end date. Note if the project is ongoing or seasonal. If this is an event, list event date(s); if a purchase, indicate when it will be made)

- Project Location: (Where will the project or program take place? Specify if it's within the Village of Saranac Lake or benefits Village residents in some way. If different from the organization's address, provide location details)

#### Budget and Funding

- Total Project Cost: \$\_\_\_\_\_ (What is the entire cost of the project? Include all funding sources, not just the amount requested from the Village.)
- Amount Requested from Village: \$\_\_\_\_\_ (How much funding are you requesting from the Village's Cannabis Taxation Funds Grant Program? Maximum \$5,000 unless matching funds are provided.)
- Matching Funds (if applicable): \$\_\_\_\_\_ (If you are providing or have secured matching funds, list the amount and source. *Note:* Applications seeking over \$5,000 must include at least dollar-for-dollar matching funds from other sources.)
- Budget Breakdown: (Attach or include an itemized list or narrative budget detailing how all funds will be used. Clearly identify what the Village grant would pay for. For example: supplies \$2,000; equipment \$1,500; printing \$500; etc. If matching funds or other grants are part of the project, indicate which budget items those funds cover. The budget should demonstrate that no grant funds will be used for salaries/wages, in accordance with program rules.)
- Sustainability: (If the project will continue beyond the grant period or require ongoing funding, briefly describe how it will be sustained in the future. For instance, will your organization absorb any ongoing costs or seek other grants/donations?)

#### Additional Information

- Previous Village Funding: (Has your organization previously received funding from the Village of Saranac Lake or collaborated with Village programs? If yes, please briefly describe past funding or partnerships.)
- Other Support: (Are you receiving other grants or donations for this project aside from the Village's funds? If yes, list the sources and amounts.)
- Permits or Approvals: (Does the project require any governmental approvals, permits, or partnerships?)
- Additional Attachments: (You may attach additional pages or documentation if needed, such as project plans, letters of support, photos, or diagrams. Please list any attachments included with your application.)

#### Applicant Certification and Signature

By signing below, the applicant certifies that the information provided in this application is true and complete to the best of their knowledge. The applicant also acknowledges that all grant funds, if awarded, will be used only for the purposes outlined in this application and in compliance with the program's requirements and all applicable laws. The applicant agrees that any unused funds or funds not used in accordance with the

approved project must be returned to the Village. The applicant furthermore agrees to submit required progress and final reports detailing the use of funds and project outcomes.

- Authorized Representative Name: (Print)
- Title:
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- For Village Use – Date Received by Village Clerk: \_\_\_\_\_

# Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

## Grantee Reporting Template

*All grant recipients must provide reports on their project's progress and outcomes. This template is provided to ensure consistent and complete reporting. A Final Report is required within a specified period after project completion (typically within 30 days of completion). For longer-duration projects, interim progress reports may also be required as outlined in your grant award letter. Keeping the Village informed of your activities helps demonstrate accountability and community impact.* In line with program requirements, grantees need to document how funds were used and the progress toward project objectives. The Village Clerk's Office is available to assist if you have questions about reporting.

### Grantee and Project Information

- Grantee Organization Name: (Name of the organization that received the grant)
- Primary Contact Person: (Name, title, and contact information of the person reporting)
- Project Title: (Name of the project or program funded)
- Grant Award Amount: \$\_\_\_\_\_ (Total amount of Village funds granted for this project)
- Project Timeframe: (Original expected start and end dates; note actual completion date if different)
- Report Date: (Date of this report submission. If this is a progress report, indicate the period it covers, e.g. "Q1 Progress Report covering January–March 2026.")

### Project Outcomes and Activities

- Summary of Activities: (Describe what has been accomplished with the grant funds so far. What activities or services were carried out? If this is the final report, summarize the entire project's activities. Keep it concise but informative – e.g., dates of key events, number of sessions held, equipment purchased, etc.)
- Outcomes Achieved: (Detail the outcomes and impact of the project. Refer back to the objectives and expected outcomes from your application. Did you achieve what you set out to do? Provide specific results or metrics if available – for example, number of people served, survey results, improvements observed. Explain how the project benefited the Saranac Lake community, especially in the priority area(s) identified.)
- Community Feedback (if any): (Share any feedback you received from participants or the community. This could include testimonials, survey responses, or quotes that illustrate the project's impact. This section is optional but strengthens understanding of the project's success.)

### Use of Funds

- Budget Report: (Provide an itemized accounting of how the grant funds were spent. You may present this in a simple list or table format. For example: "Supplies – originally budgeted \$2,000, spent \$1,950 on art supplies for workshops; Equipment – budgeted \$1,500, spent \$1,500 on laptop and projector; Printing – budgeted \$500, spent \$400 on flyers," etc. Ensure the expenses listed align with the approved budget. Include matching funds usage as well, if applicable, to show the full project funding picture.)
- Variance Explanation: (If there are any significant differences between the proposed budget and actual spending, explain them here. For instance, if a certain expense was higher or lower than expected, or if you reallocated funds between budget lines with Village approval, note those changes.)
- Unspent Funds: (State whether there are any grant funds that remain unspent. If yes, provide the amount and explain why. According to program policy, any substantial unspent funds should be returned to the Village unless otherwise authorized. Coordinate with the Village Clerk for returning funds or getting approval for alternate use if you propose to repurpose a small remaining amount.)

#### Evaluation and Future Plans

- Challenges Encountered: (Describe any challenges or obstacles faced during the project. This could include delays, staffing or volunteer issues, higher costs than expected, lower participation than hoped, etc. Explain how you addressed these challenges or any lessons learned that might benefit future projects.)
- Successes and Lessons Learned: (Highlight what worked well and any key lessons learned. This helps the Village and other community organizations understand the factors for success. You can also note if the project had any unexpected positive outcomes.)
- Future Plans: (If this project or program will continue beyond the grant period, describe your plans for the future. Will it continue next year or become an annual event? How will it be funded or sustained moving forward? If this was a one-time project, you can state that no further action is planned or describe how the community will continue to benefit from the completed project.)

#### Grantee Certification

I hereby certify that the above information is accurate and that all funds provided by the Village of Saranac Lake were used in accordance with the approved grant application and the program guidelines. All supporting documentation (receipts, invoices, etc.) are available for review if requested. The project was conducted in compliance with all applicable laws and regulations. I understand that failure to provide truthful information or comply with the terms of the grant may impact eligibility for future funding.

- Reported by (Name and Title): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Organization Authorization: (If the person reporting is not the head of the organization, have an executive or board officer of the organization review and sign below to affirm the report's accuracy.)

○ Authorized Officer Name/Title: \_\_\_\_\_

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

Please submit this completed report to the Village Clerk's Office. You may attach additional pages or supplemental materials (photos, press clippings, participant testimonials, etc.) that demonstrate the project's impact. The Village of Saranac Lake thanks you for your commitment to our community and for responsibly administering public funds.