

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

Monday, August 25, 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/82006020765>

Meeting ID: 820 0602 0765

CALL TO ORDER

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 8-11-2025 and 8-19-2025

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	114	2025	Resolution authorizing a Statewide Community Regrant award to support Music on the Green
BILL	115	2025	Resolution approving the annual notification letter for \$2 Levy on unpaid tax bills
BILL	116	2025	Resolution to authorize the acceptance of Franklin County Grant to be applied towards ROOST Contract
BILL	117	2025	Authorize 2025-2026 ROOST Contract
BILL	118	2025	Resolution declaring negative determination under SEQR for Park Ave Replacement Sewer Project
BILL	119	2025	Resolution for safeguarding our residents and our financial resources
BILL	120	2025	Resolution appointing members to Saranac Lake Arts and Culture Advisory Board
BILL	121	2025	Resolution supporting Franklin County Broadband Buildout

OLD BUSINESS: Trustee White-Emergency Services Facility process and communication discussion. Questions on information included in the last update from Wendel. Discussion on lead paint, requested services, and the flow of information from Wendel to the board, Discussion on updates to the Public Safety Building Committee Changes; and update on Water/Sewer Loan Forgiveness policy.

NEW BUSINESS: Trustee White- Discussion on notification process for emergency/special meetings. Discussion on use of texts, personal email for village business and potential impacts to foil requests and retention requirements.

WORK SESSION: Capital Improvement Plan

PUBLIC COMMENT:

EXECUTIVE SESSION: Proposed Lease of 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, August 11, 2025

Special Meeting began at 12:00 PM and ended at 12:20 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 absent; Trustee Ryan; present; Trustee Scollin present; Trustee White absent
Staff also Present: Village Manager Bachana Tsiklauri and Village Clerk Amanda Hopf

PUBLIC COMMENT:

Mark Wilson (See attached)
Elizabeth Kochar notice of special meetings
Tammara Van Ryn concerns on KAS proposal
Joy Cranker independent SEQR

ITEMS FOR BOARD ACTION:

Bill 112-2025 Resolution to approve KAS Environmental proposal for phase one environmental site assessment at 33 Petrova

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 absent; Ryan yes; Scollin yes; White absent; Williams yes.

Bill 113-2025 Resolution to approve Collier's Engineering proposal for Geotechnical Services at 33 Petrova

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 absent; 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 absent; Ryan yes; Scollin yes; White absent; Williams yes.

VILLAGE BOARD REGULAR MEETING

Monday, August 11, 2025

Regular Meeting began at 5:00 PM and ended at 7:50 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 Clerk Amanda Hopf

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2025 and 2026 Budgets \$211,398.85 batch number 08112025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Brunette Second: Scollin

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

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve these minutes

Motion: White Second: Ryan

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

SPECIAL GUESTS: Roost Representatives Dan Keller and Ashley Garwood

PUBLIC COMMENT:

Mary Thill FOIL Request Correspondence

Keith Murphy 33 Petrova Project

Mark Wilson 33 Petrova Project

ITEMS FOR BOARD ACTION:

Bill 85-Resolution to support 3P funding support

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

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

Bill 104-2025 Resolution authorizing the submission of NYS Homes and Community Renewal Community Development Block Grant

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Brunette

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

Bill 105-Resolution authorizing the overnight travel and training for Pisgah Employees

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

Bill 106-2025 Resolution authorizing the overnight travel and training for the Chief of Police

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 107-2025 Authorize the execution of 2025-2026 ROOST Contract

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

Motion to table: White Second: Scollin

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

Bill 108-2025 Resolution reaffirming sponsorship for Boothe River Park

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

Motion to amend: Williams Second: White

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

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

Bill 109-2025 Resolution authorizing the creation of emergency water/sewer grant and loan program

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

Motion to table: Scollin Second: Williams

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

Bill 110-2025 Resolution to appoint ex-officio members to the Police Interface Committee

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 111-2025 Resolution to amend the Emergency Services Facility Committee Resolution

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

Motion to table: White Second: Williams

Roll Cal to table: Brunette yes; Ryan yes; Scollin yes; White yes; Williams yes.

OLD BUSINESS:

Trustee Brunette-Capital Improvement Plan and Cannabis Sales Taxation Grant Program.
Trustee White- Public Safety Building updates

PUBLIC COMMENT:

Steve Urman 33 Petrova process concerns
Fran Perry communication issue with EMS process
Mark Wilson 33 Petrova
Helen Pelcher Water/Sewer Forgiveness
Echo requesting answers from the Village
Joy Cranker SEQR 33 Petrova status
Elizabeth Kochar 33 Petrova
Jeremy Evans Water/Sewer Loan and Grant Forgiveness policy
Karen Davidson Seward 33 Petrova

EXECUTIVE SESSION: Proposed Lease of Real Property

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

Motion: White Second: Scollin

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

Chair Mayor Williams called for a motion to exit Executive Session

Motion: Scollin Second: White

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

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

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

BILL NUMBER: #114-2025
SUBJECT: Music on the Green Concert Series Grant Acceptance
FOR AGENDA OF: 8/25/2024
SPONSOR(S): Village Manager
DATE SUBMITTED: 8/14/2025
EXHIBITS: None

BUDGET INFORMATION

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

SUMMARY STATEMENT

Resolution authorizing acceptance of grant award from the Adirondack Lakes Center for the Arts ADK Quad-County Statewide Community Re-grants Program to help support the Music on the Green 2025 concert series. The Village will receive \$4,250.00 to help expand and advertise the series.

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 ADK QUAD-COUNTY
STATEWIDE COMMUNITY REGRANT FOR \$4,250 TO SUPPORT MUSIC ON THE
GREEN 2025 CONCERT SERIES**

WHEREAS, the NYS Council on the Arts makes available grant funding to ensure access to arts and culture around New York State through the ADK Quad-County Statewide Community Re-grants Program; and

WHEREAS, the Music on the Green 2025 Concert Series provides free concerts to the public during the summer; and

WHEREAS, the series currently depends exclusively on business and organization sponsorships and grants; and

WHEREAS, additional funding through the SCR Grant would allow additional concerts to be held; and

WHEREAS, the Village of Saranac Lake is an eligible applicant;

THEREFORE, BE IT RESOLVED, the Village Board of Trustees authorizes the Village Manager to accept the SCR Grant for \$4,250 to support the Music on the Green 2025 Concert Series.

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

SUBJECT: \$2 Levy unpaid tax bills

Date: 8/25/2025

DEPT OF ORIGIN: Village Manager

BILL # 115-2025

DATE SUBMITTED: 8/15/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution approving the annual notification letter and \$2 levy for unpaid tax bills

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING THE ANNUAL UNPAID TAX NOTIFICATION
LETTER AND A \$2 LEVY ON DELINQUENT TAX BILLS**

WHEREAS, the Village of Saranac Lake is required to notify property owners of unpaid Village taxes following the conclusion of the regular collection period, and

WHEREAS, the Village will issue said notifications via mail in September to inform residents of outstanding tax obligations, and

WHEREAS, the Village is authorized to impose a \$2 administrative fee on each unpaid tax bill to offset the costs associated with the preparation, processing, and mailing of the notification letters.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Saranac Lake hereby approves the mailing of the annual unpaid tax notification letters and authorizes the imposition of a \$2 fee on each delinquent tax bill to recover associated administrative and mailing expenses.

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

SUBJECT: Franklin County Grant Acceptance Date: 8/25/2025

DEPT OF ORIGIN: Village Manager BILL # 116-2025

DATE SUBMITTED: 8/18/2025 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution to authorize the acceptance of Franklin County Grant to be applied towards ROOST Contract

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

FRANKLIN COUNTY TOURISM SMALL BUSINESS GRANT PROGRAM AGREEMENT

THIS AGREEMENT, entered into this 7th day of August 2025 by and between **Village of Saranac Lake** having its principal office at **39 Main St. Saranac Lake, NY 12983** (hereinafter "Awardee") and the Franklin County Government Office of Economic Development & Tourism having its principal office at 355 West Main Street, Suite 438, Malone, NY 12953 (hereinafter "FCOEDT").

WHEREAS, the FCOEDT, by action of the Board of Legislators, has authorized the provisions of funds from the FCOEDT to the Awardee, for the purpose of stimulating economic growth through tourism promotion in the manner described on Exhibit A hereto.

NOW, THEREFORE, the parties do agree as follows:

1. Project Description. The FCOEDT will award funds to the Awardee, and the Awardee agrees to use the funds for the purposes set forth on Exhibit A hereto (the "Project").
2. Award Amount. The Awardee agrees to receive, and the FCOEDT agrees to award, up to the sum of **\$5,000** for the Project.
3. Term. The term of this Agreement is one (1) year from its effective date as listed above. The project must be completed during the term of this Agreement and all eligible expenses must be incurred during the term. Expenses incurred before or after the term of this Agreement are ineligible.
4. Award Disbursement. The FCOEDT will disburse funds to the Awardee upon completion of the project outlined in Exhibit A and after all proof of payments and attribution are submitted on a 50% reimbursement basis not to exceed the award amount. Reimbursement requests will be made through an online form found on the Franklin County Website.
5. Deliverables and Performance Indicators. Deliverables are in part taken from project description defined in application. Appropriate measures should be taken to track deliverables.
6. Attribution. All materials must be approved by FCOEDT before they are printed or published for distribution. All marketing materials must include reference to Explore Adirondack Frontier.
7. Repayment. The Awardee must operate the Project and comply with all conditions set forth on Exhibit A hereto, for no less than three (3) years after payment of the award described herein. If the Awardee fails to continue to operate the Project at any time with the three (3) year period after the award is paid to Awardee and/or fails to comply with all the conditions set forth on Exhibit A, then, in that event, the Awardee must repay to the FCOEDT the following portions of the Award amount within 30 days of written demand by the FCOEDT:
 - a. 100% of the award must be repaid for non-compliance that occurs at any time within one year after funding is dispersed.
 - b. 66% of the award must be repaid for non-compliance that occurs at any time more than one year after but within two years after the funding is dispersed.
 - c. 33% of the award must be repaid for non-compliance that occurs at any time more than two years after but within three after funding is dispersed.

8. Treasurer Registration. The Awardee, if it is a business that provides lodging for guests as defined under the Franklin County Room Occupancy Tax Law (hereinafter "Law"), shall be registered and shall remain registered, with the Franklin County Treasurer and be in compliance with the Law.
9. Hold Harmless Agreement. The Awardee agrees to indemnify, defend, and hold harmless the FCOEDT from and against any and all claims, demands, or causes of action in any way arising out of their involvement with the Project.
10. Assignments. The Awardee shall not assign or otherwise transfer any of its rights, duties or obligations under this Agreement without the FCOEDT's advance written authorization.
11. Applicable Law. This Agreement and the rights and obligations of the parties hereunder shall be construed and interpreted in accordance with the laws of the State of New York.
12. Recapture of Funds. The FCOEDT reserves the right to recapture awarded funds in the event that the Awardee fails to (1) comply with the terms of this Agreement, or (2) accept conditions imposed by the FCOEDT at the direction of the federal, state and local agencies.
13. Cost of Court Expenses. The Awardee agrees to pay reasonable attorney's fees, court costs and disbursements in the event that the FCOEDT takes legal action against the Awardee to enforce the FCOEDT's rights under this Agreement.
14. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

IN WITNESS WHEREOF, the Awardee and the FCOEDT have executed this Agreement as of the date first above written.

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM,
FRANKLIN COUNTY

By: Janelle LaVigne
Janelle LaVigne (Aug 15, 2025 15:05:35 EDT)

By: Phil Hans
Phil Hans (Aug 15, 2025 13:13:28 EDT)

**FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY TOURISM SMALL BUSINESS GRANT PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES**

1. Project Description: Funds that will support The Village of Saranac Lake contract with Regional Office of Sustainable Tourism (ROOST).
2. Budget. Award Amount: **\$5,000.00**
The award amount cannot exceed 50% of the Total Budget. Only Eligible Expenses, as listed below, will be reimbursed.

Eligible Expenses	Estimated Cost
Funds will be allocated to the Village of Saranac Lake's tourism marketing contract with ROOST.	10,000
Total Budget	10,000
Minimum Expenditure Required to Receive Full Reimbursement	10,000

3. Deliverables. Digital files of any creatives, proof of payments, and proof of attribution.
4. Attribution. All creatives must include the Explore Adirondack Frontier logo and be submitted for approval before use.
5. Other Conditions. None

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

SUBJECT: Authorize ROOST Contract

Date: 8/25/2025

DEPT OF ORIGIN: Village Manager

BILL # 117-2025

DATE SUBMITTED: 8/18/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution to approve 2025-2026 ROOST Contract

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



DESTINATION MARKETING CONTRACT

This AGREEMENT is entered into as of the _____ day of _____, 2025, between:

Parties

The Village of Saranac Lake, 39 Main Street, Saranac Lake, NY 12986, and The Regional Office of Sustainable Tourism (hereinafter referred to as "ROOST"), 2608 Main Street, Lake Placid, NY 12946.

SCOPE

ROOST will be responsible for providing destination marketing and destination planning services for the Village of Saranac Lake during the term of this Agreement. Specifically, ROOST will:

- Develop and implement a leisure travel and event marketing plan for the Saranac Lake region.
- Design, host, maintain, and develop content for a Saranac Lake leisure travel-focused website.
- Design, host, maintain, and develop content for Saranac Lake social media platforms, including Facebook, Instagram, and other relevant platforms.
- Provide periodic updates to the Village of Saranac Lake Board regarding tourism destination marketing activities.

CONTRACT TERM

The term of this Agreement shall be from _____, 2025, through _____, 2026. Upon the expiration of this Agreement, the parties may choose to enter into a renewal agreement.

PAYMENT

As consideration for the services outlined above, the Village of Saranac Lake agrees to pay ROOST: \$12,500 for year one (1). This payment is contingent upon Franklin County's support.



DESTINATION MARKETING CONTRACT

This AGREEMENT is entered into as of the _____ day of _____, 2025, between:

Parties

The Village of Saranac Lake, 39 Main Street, Saranac Lake, NY 12986, and The Regional Office of Sustainable Tourism (hereinafter referred to as "ROOST"), 2608 Main Street, Lake Placid, NY 12946.

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- Provide periodic updates to the Village of Saranac Lake Board regarding tourism destination marketing activities.

CONTRACT TERM

The term of this Agreement shall be from _____, 2025, through _____, 2026. Upon the expiration of this Agreement, the parties may choose to enter into a renewal agreement.

PAYMENT

As consideration for the services outlined above, the Village of Saranac Lake agrees to pay ROOST: \$12,500 for year one (1). This payment is contingent upon Franklin County's support.

The Village's contribution shall be applied toward the specific services and deliverables listed in the Addendum to this Agreement.

ADDENDUM – SPECIFIC SERVICES & DELIVERABLES FOR THE VILLAGE OF SARANAC LAKE

ROOST agrees to provide the following services and deliverables as part of this Agreement:

1. **Services & Expenses** – Overall program management and allocation of budget for marketing initiatives.
2. **Program Administration** – Oversight and coordination of all activities related to this contract. A representative of ROOST will provide biannual updates to members of the Saranac Lake Village Board.
3. **Website Hosting** – Hosting and technical maintenance of the Saranac Lake tourism website.
4. **Website Development** – Design enhancements, new functionality, and optimization of the Saranac Lake tourism website.
5. **Content Development & Events Calendar Management** – Creation of written content, photography, and ongoing management of the community events calendar.
6. **Design Services** – Development of creative marketing materials, paid campaigns and in-marketing initiatives. In addition, provide posters or other agreed upon materials for a minimum of 3 events identified by Saranac Lake community development department.
7. **Public Relations** – Media outreach, press releases, and proactive efforts to generate editorial coverage.
8. **Photo/Video Media Acquisition & Production** – Procurement and production of photography and video assets for marketing purposes.
9. **Social Media Marketing** – Development and management of content for social media platforms, including paid and organic campaigns. The quantity of content will maintain the current pace of 3-5 social media posts per week.

10. **Email Marketing** – Creation and distribution of email campaigns to engage potential and returning visitors.
11. **Paid Advertising** – Planning and execution of paid advertising campaigns to promote the Saranac Lake region across digital and traditional media platforms.

VILLAGE OF SARANAC LAKE

By: _____

Bachana Tsiklauri, Village Manager

**REGIONAL OFFICE OF SUSTAINABLE
TOURISM**

By: _____

Mary Jane Lawrence, COO

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

SUBJECT: SEQR Park Ave Sewer Replacement Date: 8/25/2025

DEPT OF ORIGIN: Village Manager BILL # 118-2025

DATE SUBMITTED: 8/20/2025 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution declaring lead agency and negative determination under SEQR for Park Ave Replacement Sewer Project

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION DECLARING LEAD AGENCY AND NEGATIVE DETERMINATION
UNDER SEQR FOR PARK AVE REPLACEMENT SEWER PROJECT**

WHEREAS, the Village of Saranac Lake (the "Village") has proposed the **Park Avenue Replacement Sewer Project**, which involves replacement of existing sewer lines along Park Avenue, including:

- A northern sewer line to be placed under the street and gravel road, with approximately 250 feet routed through a forested area, and
- A southern sewer line to be replaced along the existing alignment, both terminating into the existing sewer main along Route 3, and

WHEREAS, the Village has caused to be prepared a Short Environmental Assessment Form (EAF), **Part 1** for the proposed project in accordance with the New York State Environmental Quality Review Act (SEQR) and its implementing regulations (6 NYCRR Part 617), and,

WHEREAS, the Village Board of Trustees has reviewed the EAF and supporting materials, including information from the NYSDEC EAF Mapper regarding environmental resources such as wetlands, historic properties, and floodplain proximity, and

WHEREAS, the Village Board finds that the project constitutes an Unlisted Action under SEQR, and

WHEREAS, the Village Board of Trustees hereby declares itself Lead Agency for the environmental review of this project.

NOW, THEREFORE, BE IT RESOLVED:

1. The Village Board of Trustees, as Lead Agency, has determined based on the information in the EAF, supporting documentation, and its own review, that the proposed project will not result in any significant adverse environmental impacts.
2. A Negative Declaration is hereby issued pursuant to SEQR.
3. The Village Clerk is directed to file and distribute this determination in accordance with SEQR regulations.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

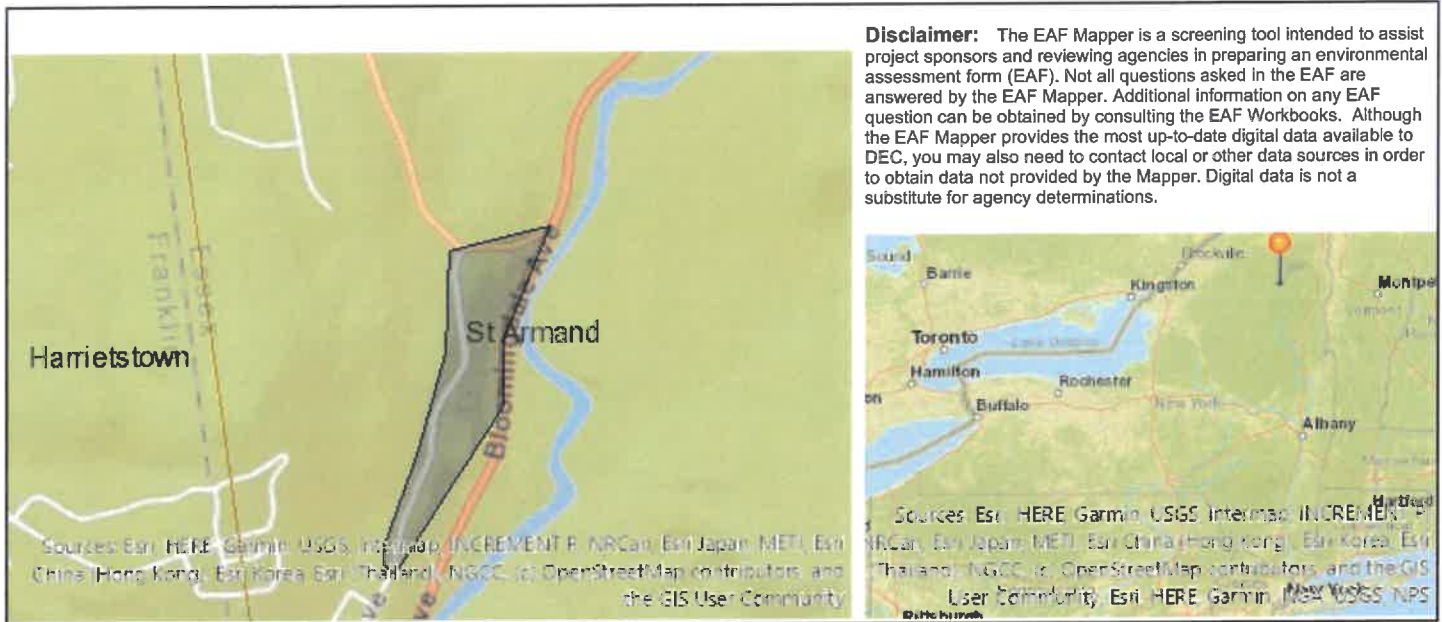
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Village of Saranac Lake			
Name of Action or Project: Park Ave Replacement Sewer			
Project Location (describe, and attach a location map): Park Ave Saranac Lake, NY 12983			
Brief Description of Proposed Action: Replacement of existing sewer lines on Park Ave, with two replacement sewer lines. Northern sewer line will be placed under street and gravel road, with last 250' through forested area. Southern sewer line will be replaced on existing alignment. Both sewer lines terminate into existing sewer main along Route 3.			
Name of Applicant or Sponsor: Village of Saranac Lake		Telephone: 581-891-4160 E-Mail: dpw1@saranaclakeny.gov	
Address: 39 Main Street			
City/PO: Saranac Lake		State: NY	Zip Code: 12893
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSDEC Sanitary Sewer		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		8.5 acres	
b. Total acreage to be physically disturbed?		0.4 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.4 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ NA _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No

Project:

Park Dr Replacement Sewer

Date:

8/25/25

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project: Park Ave Replacement Sewer
 Date: 8/25/25

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Village of Saranac Lake, Village Board
Name of Lead Agency
Jimmy Williams
Print or Type Name of Responsible Officer in Lead Agency
Date
Mayor, Village of Saranac Lake
Title of Responsible Officer
Signature of Responsible Officer in Lead Agency
Signature of Preparer (if different from Responsible Officer)

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

SUBJECT: Safeguarding residents

Date: 8/25/2025

DEPT OF ORIGIN: Trustee White

BILL # 119-2025

DATE SUBMITTED: 8/21/2025 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

****Resolution****

WHEREAS, the Village of Saranac Lake respects, upholds, and values equal protection and equal treatment for all residents and visitors, regardless of race, gender, sexual orientation, religion, country of origin or immigration status; and

WHEREAS access to Village services is essential for all Village residents, and all individuals should have equal access to public safety, emergency services, or social assistance without fear; and

WHEREAS, the Village of Saranac Lake and the Saranac Lake Police Department is committed to providing the same opportunities, resources, and treatment to everyone, regardless of their background, characteristics, or beliefs, ensuring that everyone is treated in a just and unbiased manner, free from prejudice.

WHEREAS, the resources of the Village of Saranac Lake are finite, and the funding of Village services through local property taxes is an issue of extraordinary concern; and

WHEREAS, the Federal Government is best suited, and required by law, to enforce federal immigration laws;

NOW, THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees assures its residents that we will not tolerate acts of hate, discrimination, or harassment against any individual of our community; and

BE IT FURTHER RESOLVED, Members of the Saranac Lake Village Police Department will not use village or department resources—including monies, facilities, property, equipment, or personnel—to investigate, enforce, or assist in the investigation or enforcement of any federal program based solely on actual or perceived immigration status; and

BE IT FURTHER RESOLVED, the Village of Saranac Lake Police Department shall not inquire about the immigration status of an individual, including a crime victim, a witness, or a person who calls or approaches the police seeking help, unless necessary to investigate criminal activity by that individual; and

BE IT FURTHER RESOLVED, the Village of Saranac Lake Police Department and its officers shall not stop, question, interrogate, investigate, or arrest an individual based solely on any of the following:

- immigration or citizenship status; or
- violation of federal immigration laws;

BE IT FURTHER RESOLVED, the Village of Saranac Lake Police Department and its officers shall not perform or support the functions of a federal immigration officer or otherwise engage in the enforcement of federal immigration law; and

BE IT FINALLY RESOLVED that the Village of Saranac Lake reaffirms its commitment to ensuring that all individuals, regardless of immigration status, have safe and equal access to public safety, emergency services, and social resources without fear of discrimination, harassment, or detention based solely on their immigration status.

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

SUBJECT: SLACAB Members

Date: 08/25/2025

DEPT OF ORIGIN: Trustee Brunette

Bill # 120-2025

DATE SUBMITTED: 08/21/2025

EXHIBITS:

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED: \$

SUMMARY STATEMENT:

A resolution to appoint Peter Seward, Anastasia Ollin and Ben Sitts to the Arts & Culture Advisory Board.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE WHITE _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

RESOLUTION TO APPOINT MEMBERS TO THE ARTS & CULTURE ADVISORY BOARD

WHEREAS, the Village of Saranac Lake Arts & Culture Advisory Board has three vacancies (Elaine Taylor, Nathalie Thill & Kathy Ford); and

WHEREAS, the Village of Saranac Lake Arts & Culture Advisory Board appointed Peter Seward, Anastasia Ollin and Ben Sitts as new members to fill the vacancies; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby appoints Peter Seward, Anastasia Ollin and Ben Sitts to the Arts & Culture Advisory Board for a term that is in accordance with the bylaws.

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

SUBJECT: Franklin County Broadband Buildout

Date: 8/25/2025

DEPT OF ORIGIN: Trustee Scollin & Trustee White

BILL #121-2025

DATE SUBMITTED: 8/21/2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



**RESOLUTION SUPPORTING FRANKLIN COUNTY
BROADBAND BUILDOUT (MUNICIPAL INFRASTRUCTURE
PROJECT 1)**

WHEREAS, Franklin County has partnered with the Development Authority of the North Country (DANC) to build out 36 miles of fiber optic broadband network infrastructure between the communities of Saranac Lake and Chateaugay, and

WHEREAS, said broadband network will ultimately be owned by DANC, in their nonprofit role of broadening infrastructure in the North Country, and

WHEREAS, Franklin County and DANC propose that a part of the broadband network route be co-located along approximately 1,175 feet of Village water/sewer infrastructure currently being installed in the northeast portion of the Trudeau Village development site, and

WHEREAS, the owner of the Trudeau Village development site, the Village of Saranac Lake's superintendent of the Department of Public Works, and relevant engineering firm(s) have all indicated their support for the preliminary concept, and

WHEREAS, the Village of Saranac Lake is generally supportive of projects that expand services to improve the regional quality of life, therefore, be it

RESOLVED, that the Saranac Lake Village Board of Trustees hereby supports the co-location of a portion of the MIP 1 fiber project with the Trudeau Village municipal water/sewer project, and be it further

RESOLVED, that DANC will establish an easement agreement with the Village of Saranac Lake and Franklin County during construction for any paving or repaving that may result from fiber installation/maintenance, and be it further

RESOLVED, that Franklin County will establish easement(s) for the construction



of the aforementioned fiber network on property owned by the Village of Saranac Lake or Trudeau Village.

ATTACHED – Preliminary Concept for alternate route for a portion of Municipal Infrastructure Project 1 Broadband Buildout.

Note: Easements would be filed by DANC to use the right-of-way owned by the Village. It would be a standard easement authorizing DANC to use the R-O-W and would include a drawing showing where DANC cable is. It would include the language allowing DANC to maintain cable as long as DANC repairs the road after maintenance.

As the road will be transferred to the Village in upcoming years, a similar easement is proposed with AMA current owners, standard easement authorizing DANC to use the R-O-W and would include a drawing showing where DANC cable is. It would include the language allowing DANC to maintain cable as long as DANC repairs the road after maintenance.

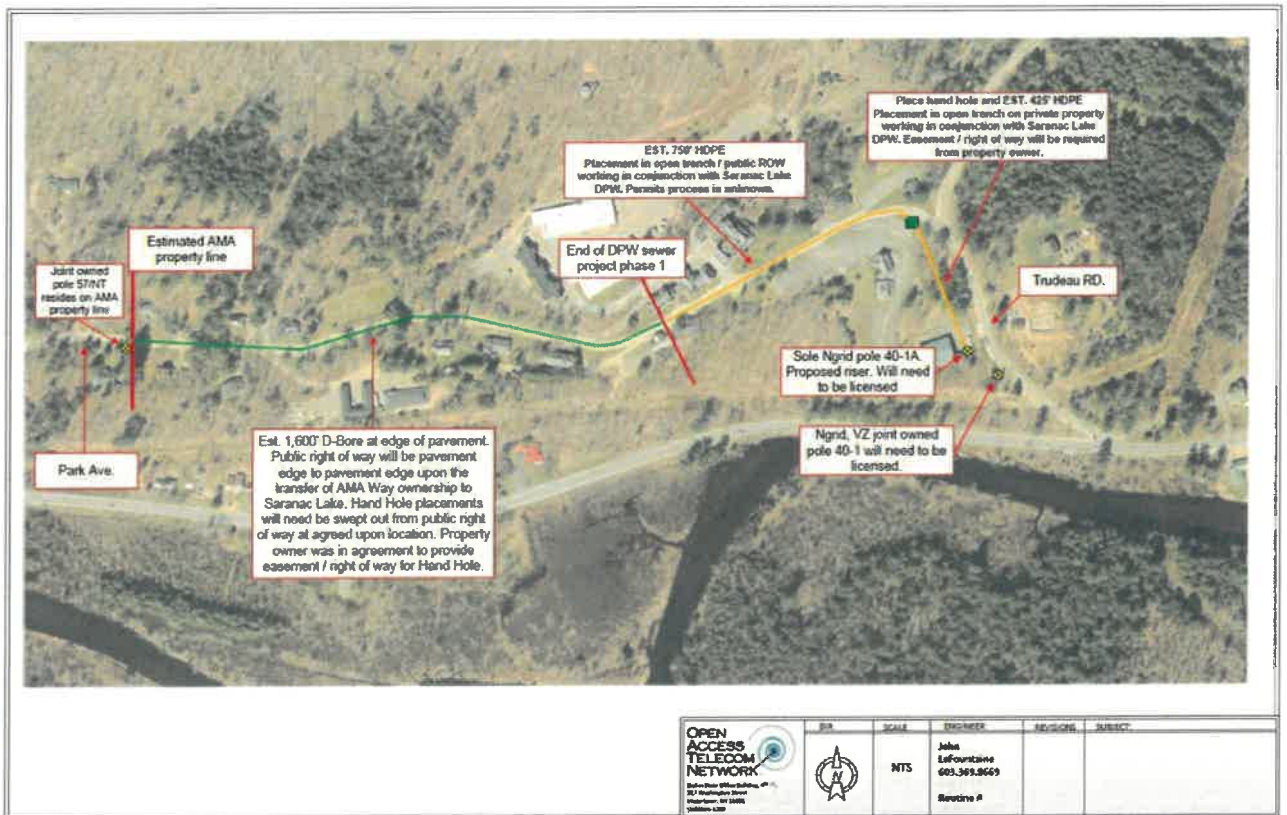
MIP 1 Broadband Buildout from Saranac Lake to Chateaugay - PRELIMINARY CONCEPT 8 14 2025

Alternate Route to Transmission Line
Directional boring at edge pavement

GREEN Line –

YELLOW Line –

Placement in Saranac Lake Sewer Trench



From: [Aurora White](#)
To: [Amanda Hopf](#)
Subject: Fwd: Request for documentation regarding RFP's for professional services.
Date: Thursday, August 21, 2025 11:14:39 PM

Here is the email from Rob at Wendel that I had referred to.

Thank you,
Aurora
Sent from my iPhone

Begin forwarded message:

From: "Robert W. Krzyzanowski" <rkrzyzanowski@wendelcompanies.com>
Date: August 15, 2025 at 3:31:42 PM EDT
To: Aurora White <trusteewhite@saranaclakeny.gov>
Cc: Bachana Tsiklauri <manager@saranaclakeny.gov>, Mayor Williams <mayorwilliams@saranaclakeny.gov>, Kaitlin Chmura <kchmura@wendelcompanies.com>, Sean Ryan <trusteeryan@saranaclakeny.gov>, Matthew Scollin <trusteescollin@saranaclakeny.gov>, Kelly Brunette <trusteebrunette@saranaclakeny.gov>
Subject: RE: Request for documentation regarding RFP's for professional services.

Correspondence can continue to flow to both Kaitlin and I if sending any requests to Wendel.

Thanks!
Robert W Krzyzanowski
Director of Emergency Services and CSL
Senior Associate Principal

ARCHITECTURE | ENGINEERING | ENERGY EFFICIENCY |
CONSTRUCTION MANAGEMENT
Wendel, 204 E. Grand Avenue, Suite 200, Eau Claire, WI 54701
p. 715.832.4848 tf. 833.667.9556 m. 715.559.0297 e.
rkrzyzanowski@wendelcompanies.com w. fivebuglesdesign.com

CONFIDENTIALITY NOTICE: This email transmission is confidential and is intended only for the person(s) named above. Any distribution, copying or disclosure of this email is strictly prohibited.

-----Original Message-----

From: Aurora White <trusteewhite@saranaclakeny.gov>

Sent: Friday, August 15, 2025 2:03 PM

To: Robert W. Krzyzanowski <rkrzyzanowski@wendelcompanies.com>

Cc: Bachana Tsiklauri <manager@saranaclakeny.gov>; Mayor Williams <mayorwilliams@saranaclakeny.gov>; Kaitlin Chmura <kchmura@wendelcompanies.com>; Sean Ryan

<trusteeryan@saranaclakeny.gov>; Matthew Scollin <trusteescollin@saranaclakeny.gov>; Kelly Brunette

<trusteebrunette@saranaclakeny.gov>

Subject: Re: Request for documentation regarding RFP's for professional services.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Rob,

Bachana is currently out of the office until the 18th. I will reach out to him on Monday morning to formalize the request. I noticed the documentation we were sent came from Kaitlin, a different Wendell's representative directly to the Mayor. Should we have Bachana reach out to you or to her directly?

Thank you,
Trustee Aurora White

On Aug 15, 2025, at 1:32 PM, Robert W. Krzyzanowski <rkrzyzanowski@wendelcompanies.com> wrote:

Aurora,

Any correspondence or requests need to come from the board to the administrator and then to Wendel. We need to maintain that communication path otherwise I don't know what direction given is right or wrong.

Please work through that with your group and I will wait for Bachana to provide me with direction.

I will say, that with any floor plan that is out there now, it is preliminary and only showing possible intent. These various organizations, sub-studies, etc. come back to us with comments and

more information. We take those various comments, digest them and then the floor plan will be altered until we have one agreed upon plan, which the building committee and the board will ultimately approve.

Thank You,

Robert W Krzyzanowski

Director of Emergency Services and CSL Senior Associate Principal

ARCHITECTURE | ENGINEERING | ENERGY EFFICIENCY |
CONSTRUCTION MANAGEMENT

Wendel, 204 E. Grand Avenue, Suite 200, Eau Claire, WI 54701

p. 715.832.4848 tf. 833.667.9556 m. 715.559.0297 e.
rkrzyzanowski@wendelcompanies.com w. fivebuglesdesign.com

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-----Original Message-----

From: Aurora White <trusteewhite@saranaclakeny.gov>

Sent: Friday, August 15, 2025 11:16 AM

To: Robert W. Krzyzanowski
<rkrzyzanowski@wendelcompanies.com>; Bachana Tsiklauri
<manager@saranaclakeny.gov>; Matthew Scollin
<trusteescollin@saranaclakeny.gov>; Sean Ryan
<trusteeryan@saranaclakeny.gov>; Kelly Brunette
<trusteebrunette@saranaclakeny.gov>; Mayor Williams
<mayorwilliams@saranaclakeny.gov>; Amanda Hopf

<clerk@saranacklakeny.gov>

Subject: Request for documentation regarding RFP's for professional services.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Bachana & Rob,

Mayor Williams forwarded the responses from the different agencies to the board.

Rob, I do not see the original request amongst the responses or on our Village website. Please provide a copy of the RFP that they were responding to.

Also, please include the documentation and floor plan that was submitted to the NYS Parks and Historic Sites and any other documentation that has been submitted to other agencies. We have been receiving FOIL requests from the residents as well, and should have the documentation on hand in order to respond.

Bachana, could you confirm whether or not the two RFP's were posted to our website?

Thank you,

Aurora White