

## **VILLAGE BOARD REGULAR MEETING**

Monday, September 8, 2025

Regular Meeting began at 5:00 PM and ended at 7:05 PM

Meeting was held in person in the Village Board Room and was also available on zoom

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

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

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

### **AUDITING:**

Chair Mayor Williams called for a motion to approve payment for the 2025 and 2026 Budgets \$227,113.72 batch number 09082025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Brunette

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

### **APPROVAL OF MINUTES:**

Chair Mayor Williams called for a motion to approve the minutes

Motion: Ryan Second: White

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

### **PUBLIC COMMENT:**

Nick Friedman thanked board -ADK Accessibility assessment report

Steve Erman on behalf of Margot Gold

Mark Wilson support of Margot Gold letter and support Bill 127

Elizabeth Kochar support of Bill 127 and due process

Tammara Van Ryn Bill 119 and 126 and support of Bill 127

Doug Haney Disappointment on Bill 126

Frank Schmidt importance of additional space for Emergency Services

Mary Thill support of Bill 129 and Bill 127

Jason Brill support of Margot Gold letter and Bill 127

Rosalee Fontana Bill 119

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

#### **Bill 122-Resolution authorizing the overnight travel and training for the Code Enforcement Officer**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

#### **Bill 123-2025 Resolution to appoint and reappoint member to the Public Safety Building Committee**

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

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES**  
**39 MAIN STREET SARANAC LAKE NY**  
**MEETING AGENDA 5:00 PM**  
**Monday, September 22, 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 9-8-2025

**SPECIAL GUEST:** Mitch Dewein CHA Solutions

- Geothermal opportunity for Saranac Lake – [Geothermal Project Page](#)

**PUBLIC HEARING:**

- Submission of CDBG for public facilities and improvements program application for Saranac Lake Adult Center

**PUBLIC COMMENT:**

**ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>132</b>	<b>2025</b>	Deem Equipment Surplus
<b>BILL</b>	<b>133</b>	<b>2025</b>	Resolution establishing standard workday for elected and appointed officials as required by and reported to the NYS Retirement System
<b>BILL</b>	<b>134</b>	<b>2025</b>	Resolution to appoint Cassandra Van Cott to the SLLDC
<b>BILL</b>	<b>135</b>	<b>2025</b>	Approve SDA contract amendment for Sewer Project
<b>BILL</b>	<b>136</b>	<b>2025</b>	Resolution directing the issuance of RFP for the Village Audit
<b>BILL</b>	<b>137</b>	<b>2025</b>	Authorize the Village Manager to execute agreement with Pine View Village Apartments LLC and Road Dedication Release

**OLD BUSINESS:** Trustee White- Emergency Services Facility site plan and environmental study discussion, Public Safety Building Committee Discussion, and Baldwin Park Committee discussion.

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**EXECUTIVE SESSION:**

**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.

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

Motion to amend: White Second: Scollin (appoint Julie Harjung)

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

Motion to amend: White Second: Brunette (remove 33 Petrova)

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

Motion to amend: White Second: Brunette (add extra board member to committee)

Roll call to amend: Brunette yes; Ryan no; Scollin no; White yes. Williams no.

Motion to amend: White Second: \_\_\_\_\_ (remove Town Supervisors)

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

**Bill 124-Resolution authorizing the submission of application to the New York State CDBG Public Facilities and Improvements Program for the Saranac Lake Adult Center**

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 no; Williams yes.

**Bill 125-2025 Call for Public Hearing for New York State CDGB Public Facilities and Improvements Program application for the Saranac Lake Adult Center**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: Ryan

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

**Bill 119-2025 Resolution for safeguarding residents and financial resources**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: White

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

**Bill 126-2025 Resolution safeguarding residents and financial resources, and reaffirming existing policing policies**

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

Motion to amend #1: White Second: Scollin (include religion)

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

Motion to amend #2: White Second: Brunette

Roll call to amend: Brunette yes; Ryan no; Scollin no White yes; Williams no.

Motion to amend #3: White Second: Brunette

Roll call to amend: Brunette yes; Ryan no; Scollin no White yes; Williams no.

Motion to amend #4: White Second: Brunette

Roll call to amend: Brunette yes; Ryan no; Scollin no White yes; Williams no.

Motion to amend #5: White Second: Brunette

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

Motion to amend #6: White Second: Brunette

Roll call to amend: Brunette yes; Ryan no; Scollin no White yes; Williams no.

Motion to amend #7: White Second: Brunette

Roll call to amend: Brunette yes; Ryan no; Scollin no White yes; Williams no.  
Roll call on amended: Brunette yes; Ryan yes; Scollin yes; White no; Williams no.

**Bill 127-2025 Resolution requiring a tax impact analysis for the Proposed Public Safety Building**

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 128-2025 Resolution to authorize transfer and amendment to the Community Enhancement Fund**

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 129-2025 Resolution approving submission of smart growth grant application for Lake Colby Beach upgrades**

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

**Bill 130-2025 Resolution to approve funding for Pisgah Trails updates contingent on Smart Growth Grant**

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

**Bill 131-2025 Resolution for amending emergency services 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  
Roll Call: Brunette yes; Ryan no; Scollin no; White yes; Williams no.

**OLD BUSINESS:** Public safety building update, resolution 116-Franklin County Occupancy Tax, update on progress to accessibility ramp at police station, and current community development projects and grants

**NEW BUSINESS:** Online availability of previous meeting recordings and minutes.

**PUBLIC COMMENT:**

Tammara Van Ryn Bill 119 vote  
David Staziak recommendation for committee ex officio language  
Doug Haney Bill 127 and amendments to Public Safety Building committee  
Mark Wilson Special Meeting  
Steve Erman Bill 119

Sue Abbott James Bill 119

**EXECUTIVE SESSION:** Proposed lease of real property

Chair Mayor Williams called for a motion to enter executive session

Motion: Ryan 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: Ryan

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

**MOTION TO ADJURN:**

Chair Mayor Williams called for a motion

Motion: Ryan Second: Williams

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

## **PUBLIC HEARING**

Submission of CDBG for public facilities and improvements program application for the  
Saranac Lake Adult Center

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

SUBJECT: Public Hearing- SMART GROWTH APPLICATION

Date: 09/08/2025

DEPT OF ORIGIN: Trustee Ryan

Bill # 125-2025

DATE SUBMITTED: 09/04/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUESTED: \$

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

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

Resolution calling for a public hearing on a NYS CDBG Public Facilities and Improvements Program Application for the Saranac Lake Adult Center Project

MOVED BY: Brunette      SECONDED BY: Ryan

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE WHITE

yes

TRUSTEE BRUNETTE

yes

TRUSTEE SCOLLINS

yes

TRUSTEE RYAN

yes



RESOLUTION CALLING FOR A PUBLIC HEARING TO RECEIVE INPUT ON A NYS  
CDBG PUBLIC FACILITIES AND IMPROVEMENTS PROGRAM APPLICATION FOR  
THE SARANAC LAKE ADULT CENTER PROJECT

**WHEREAS**, the NYS CDBG Public Facilities and Improvements Program provides municipalities with financial assistance for the reconstruction and rehabilitation of public improvements or facilities; and

**WHEREAS**, the Village Board of Trustees approved the submission of the NYS CDBG Public facilities and Improvements Program application on September 8, 2025; and

**WHEREAS**, the NYS CDBG Program checklist requires a public hearing to collect input on the project; and

**NOW, THEREFORE BE IT RESOLVED**, the Village Board of Trustees hereby sets a Public Hearing for Monday, September 22, 2025, at 5:00 PM in the Village Board Room, on the second floor, for the purpose of gathering public input on the Saranac Lake Adult Center NYS CDBG Public facilities and Improvements Project.

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

SUBJECT: Equipment Surplus

Date: 9-22-2025

DEPT OF ORIGIN: Village Manager

Bill # 132 -2025

DATE SUBMITTED: 9-17-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

Resolution to deem equipment surplus

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

VOTE ON ROLL CALL:

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

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

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

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

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

RESOLUTION DECLARING EQUIPMENT SURPLUS AND AUTHORIZING SALE  
OF SURPLUS EQUIPMENT

WHEREAS, the Village of Saranac Lake has determined the equipment listed below is no longer useful to the Village, and,

1. 8 ft Pickup Box complete with bumper, lights and receiver hitch takeoff of 2026 Ford F350 Truck

WHEREAS, the Village may deem equipment as surplus and dispose of it, if it no longer useful to the Village.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of Trustees deems the equipment on the list below as surplus and allows the sale to another municipality or the services of Auction International to sell the equipment.

BE IT FURTHER RESOLVED, the revenue from the sale of the surplus equipment will be transferred to the surplus equipment account.

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

SUBJECT: NYS Retirement System

Date: 9-22-2025

DEPT OF ORIGIN: Village Manager

Bill # 133 -2025

DATE SUBMITTED: 9-17-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

Resolution establishing standard workday for elected and appointed officials as required by and reported to the NYS Retirement System

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

VOTE ON ROLL CALL:

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

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

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

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

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

**RESOLUTION ESTABLISHING STANDARD WORKDAYS FOR ELECTED AND  
APPOINTED OFFICIALS FOR RETIREMENT SYSTEM REPORTING**

**WHEREAS**, the New York State and Local Employees' Retirement System (NYSLRS) require the governing body of each participating employer to establish, by resolution, a standard workday for each elected and appointed official for the purpose of retirement reporting, pursuant to NYCRR 315.4, attached, and

**WHEREAS**, the standard workday is used by NYSLRS to calculate service credit for elected and appointed officials who are members of the retirement system, and

**WHEREAS**, officials must submit a Record of Activities (ROA) unless they are paid hourly, per diem, or have a set work schedule, and

**WHEREAS**, the Village of Saranac Lake is required to adopt and submit a resolution establishing standard workdays and reporting the number of days worked for such officials to the Office of the State Comptroller (OSC).

**THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees of the Village of Saranac Lake hereby establishes the following as standard workdays for the listed elected and appointed officials and will report on the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the officials per the attached RS 24171-A.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be posted on the official website of the Village of Saranac Lake and/or the village bulletin board for at least 30 days, and that a certified copy shall be filed with the Office of the State Comptroller as required by law.



## Regulation on Reporting for Elected or Appointed Officials

**315.4 Additional reporting requirements for elected or appointed officials who work for a participating employer of the retirement system and are required to be reported to the retirement system.**

**(a) Record of work activities.**

(1) Except as otherwise provided in this subdivision, any elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months. The elected or appointed official should extend the period of his or her record of work activities by the amount of time utilized for vacations, illness, holidays or other reasons during the three-month period. The record of work activities must represent months that are not unusually slow or busy. If a position is seasonal in nature, the record of work activities should be kept for an extended period of up to 12 months to capture an accurate account of work activities. In recording the description of work activities, such elected or appointed official shall include the start and end time of each activity performed. The elected or appointed official may also include activities performed outside the normal working hours that require his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event or meeting with or responding to members of the public on matters of official business. During a period that an elected or appointed official is required to be on-call, he or she may only record the time actually spent performing a work-related activity. The elected or appointed official may not include activities that would not be considered work-related such as attending electoral or campaign events, socializing after town board meetings or attending a candidates' forum. The elected or appointed official's initial three-month record of work activities shall be completed within 150 days of commencing a new or subsequent term of office, or upon joining the Retirement System, on or after August 12, 2009. The elected or appointed official must sign the record of work activities attesting to its accuracy and submit it to the secretary or clerk of the governing board within 30 days of completion. Each such record of work activities and any subsequent recertification shall be retained by the employer for a period of at least 30 years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request. A record of work activities shall not be valid for more than eight years from the date it was initially maintained. If the hours worked have not substantially or materially increased or decreased during the eight year period, the elected or appointed official may certify to such in writing to the governing board in lieu of maintaining a new record of work activities. The elected or appointed official must submit this certification to the governing board within 180 days of taking a subsequent term of office. If the hours worked have substantially increased or decreased during the eight year period, the elected and appointed official must prepare, sign and submit a new record of activities.

(2) In the event the elected or appointed official or the employer determines the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she must record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such record of work activities shall be signed by such elected or appointed official and submitted to the secretary or clerk of the governing board within 30 days of the completion of the record. The failure of an elected or appointed official to record, sign and submit a record of work activities within the required time frame shall result in the suspension of service crediting and retirement system membership benefits. The suspension of service crediting will remain in effect until such time as the elected or appointed official completes a record of work activities that complies with the requirements of this regulation and submits it to the secretary or clerk of the governing board. The record of work activities must be submitted to the secretary or clerk prior to the elected or appointed official ending service in that title.

**(b) Completion of the standard work day and reporting resolution.**

In addition to the reporting requirements set forth in section 315.3 of this Part, and for the sole purpose of reporting days worked to the retirement system, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system. Such standard work day and reporting resolution shall indicate:

- (1) the title of the position;
- (2) the first and last name of the elected or appointed official holding the position;
- (3) the last four digits of the social security number of each elected or appointed official;
- (4) the registration number of each elected or appointed official;
- (5) the number of hours prescribed as a standard work day equal to no fewer than six hours nor more than eight hours for each such elective or appointed office or position;
- (6) the full month, day and year of the commencement and expiration of the term for each such office or position.

For each elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals and who has submitted a record of work activities pursuant to paragraph (a)(1) of this section, the employer shall indicate the average number of days worked per month in the resolution. In the event that the official has not recorded and submitted to the secretary or clerk of the governing board his or her record of work activities for a period of three consecutive months the employer shall so indicate in the resolution. The governing board shall determine whether activities listed on the record of work activities are official duties of the position. Activities that do not consist of official duties as described in paragraph (a)(1) of this section are to be excluded from the calculation of the average number of days worked per month to be listed on the standard workday and reporting resolution. Such standard work day and reporting resolution shall be adopted at the first regular meeting held after a record of work activities has been submitted. In the event an elected or appointed official submits a new record of work activities pursuant to paragraph (a)(ii) of this section, the governing board must pass an additional resolution for that individual amending the average number of days worked per month based on such record of work activities.

**(c) Standard work day and reporting resolution: filing and posting requirements.**

The standard work day and reporting resolution required by subdivision (b) of this section shall be prominently posted on the employer's website for a minimum of 30 days or, in the event the employer does not maintain a website available to the public, such standard work day and reporting resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer. After the 30-day posting period, the standard work day and reporting resolution shall be made available either through the website or upon request. The elected or appointed official's social security number (last four digits) and registration number must be omitted from the copy of the standard work day and reporting resolution that is publicly posted. A certified copy of the standard work day and reporting resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 15 days after the public posting period has ended. The failure of the governing board to adopt such standard work day and reporting resolution shall result in the suspension of service crediting and retirement system membership benefits for the elected or appointed official until such time as the standard work day and reporting resolution is adopted, posted and filed with the comptroller. In the event the governing board submits an additional standard work day and reporting resolution amending the average number of days worked per month for an elected or an appointed official pursuant to subdivision (b) of this section, such additional standard work day and reporting resolution shall be subject to the posting and filing requirements set forth in this subdivision.

**(d) Reporting days worked on the monthly (quarterly/semi-annual/annual) report**

Once a standard work day and reporting resolution is passed, the average number of days worked per month listed on the standard work day and reporting resolution must be provided to the individual(s) responsible for reporting days worked to the retirement system on the employer's behalf. These individual(s) must ensure that the days worked reported on the standard work day and reporting resolution are accurately converted to correspond with the official's payroll frequency and recorded on the report submitted to the retirement system. In the event that the report submitted to the retirement system does not reflect the average days worked per month documented on a standard work day and reporting resolution, then retroactive adjustments must be submitted for the period covered by the corresponding record of work activities. A record of work activities submitted by an elected or appointed official, pursuant to this section, should be used as the basis for his or her days worked reported for prior terms served in the same title, if no record of work activities was submitted for the prior terms.

\*New York Codes, Rules and Regulations (NYCRR) Section 315.4 current through August 15, 2015

Page 1 of 2 (for additional rows, attach a RS 2417-B form.)



Please type or print clearly  
 in blue or black ink

Employer Location Code

4 0 0 1 2

Received Date

**Standard Work Day and Reporting  
 Resolution for Elected and  
 Appointed Officials Continuation Form**

**RS 2417-B**

(Rev.04/20)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Nicole McClatchie		R13224429	Deputy Clerk-Treasurer	4/2022 - 3/2026	8	N/A	<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
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							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

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

SUBJECT: SLLDC Appointment

Date: 9-22-2025

DEPT OF ORIGIN: Trustee White

Bill # 134 -2025

DATE SUBMITTED: 9-18-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

Resolution to appoint new member to the Saranac Lake Local Development Corporation

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

VOTE ON ROLL CALL:

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

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

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

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

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

**Resolution No. [ ] of 2025**  
**Village of Saranac Lake Board of Trustees**

**Resolution Appointing a Director to the Saranac Lake Local Development Corporation**

**WHEREAS**, the Saranac Lake Local Development Corporation (the “LDC”) is a not-for-profit corporation established to promote economic development, community revitalization, and related purposes within the Village of Saranac Lake and the surrounding community; and

**WHEREAS**, the bylaws of the LDC provide that its Board of Directors shall be appointed by resolution of the Village Board of Trustees; and

**WHEREAS**, Cassandra Van Cott has been recommended for appointment and has expressed willingness to serve as a Director of the LDC. Cassandra’s skills, experience, and commitment will be beneficial to the corporation and the community;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees of the Village of Saranac Lake hereby appoints Cassandra Van Cott to the Board of Directors of the Saranac Lake Local Development Corporation, effective immediately, for a term consistent with the LDC’s bylaws.

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

SUBJECT: SDA Contract amendment

Date: 9-22-2025

DEPT OF ORIGIN: Village Manager

Bill # 135 -2025

DATE SUBMITTED: 9-18-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

Approve SDA Contract Amendments for Sewer Project

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

VOTE ON ROLL CALL:

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

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

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

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

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



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**Water and Wastewater Project Updates**

September 22, 2025

Village Board of Trustees,

SDA has made significant progress in planning the Village's wastewater and water treatment projects and has also been working with the Village team to continue with the overall process of completing the project financing paperwork with the funding agencies (NYSEFC and NYSDEC primarily). I have prepared the following project update to document the progress made by the project team since my last board update in July.

We expect there to be several more requests of the Board over the next few months as the project financing and scope are finalized and approvals of various documents and plans are needed.

**WASTEWATER PROJECT**

**Wastewater Project: Wastewater Treatment Plant**

SDA has completed a draft of the 10% design report, which has been submitted to Dave and the treatment plant staff for review and comment. This report reviews the project plan as identified in the engineering report and provides recommendations and modifications of the plan. Once approved by the treatment plant team, we will finalize the report and combine it with an updated cost estimate. At any time after this point we will be prepared to present the updated plan to the Board and public either through an updated memo or other presentation format. The overall project scope can continue to move forward with flexibility built in to account for changes in cost or grants. SDA will be preparing a final design proposal in the coming months and will be ready to kick off final design. Please note, we may break the survey work into a separate proposal in the interest of time and enabling us to begin the survey before the winter season.

**Wastewater Collection System Project: FEMA Funded**

The Trunk Sewer Main and Swamp Line inspections and 10% design have been completed. FEMA requires a formal update to solidify the final scope and that will be submitted to FEMA shortly. Once FEMA approves the final scope of work, SDA will prepare a proposal for the final design as well as present our final recommendations. As we are continuing to progress in the early design stages, we have identified the need for a contract amendment to complete additional site survey work. Our original proposal included survey of the proposed mains but did not include a section of Broadway that was determined to be needed after we began our work. We are presenting the Contract Amendment now, as the survey work has a long lead time and we need to complete the work before winter sets in. Additionally, the Task 01 has been increased to reconcile additional costs that arose during the sewer main camera inspection. The original budget included maintenance and protection of traffic to be provided by the Village DPW, but due to scheduling conflicts and events happening in the Village, the inspection contractor provided the traffic control. The traffic control work is required by NYSDOT. The cost has been paid previously but must be accounted for in an amendment to ensure funding agency approval.

**Wastewater Project: Collection System (Non-FEMA)**

The work in the collection system that is not part of the FEMA project includes sewer mains in three areas of the Village:



1. The sewer main that runs from Woodruff Street through the Dorsey Street parking lot, crossing Route 3 several times before ending at St. Bernard Street
2. The sewer main that runs from Lake Street (west of Route 3) to Edgewood Drive, down Bay Drive, and along Route 3 before ending near 3 Main Street parking lot
3. The collection of sewer mains on Ampersand Ave, Adirondack Street, St. Lawrence Street, Cedar Street, Margaret Street, Rosemont Street, Park Ave, and Baker Street

The 10% design has been finalized, and a report memo will be submitted to the Village in the coming weeks. The project recommendations can be included in the next project update/presentation to the Board.

### **Overall Budget**

The grant application for the WIIA grant program from NYSEFC was submitted on 9.12.25, with grant award announcements expected at the end of 2025 or early 2026. Once we find out the status of that award, we will be prepared to present a final rate payer impact. The team has been working through estimates from the various scenarios. The project designs can continue to move forward, we are maintaining flexibility in scoping to account for any variations in the final funding package.

## **WATER PROJECT**

The Village's water project consists of upgrades to the Village's drinking water source to replace one of the two wells currently serving the Village. The project also includes the replacement of the Lake Flower Ave water main as well as replacement of additional water mains as funds allow.

### **Water Source**

The current plan is to add a filtration plant to the original McKenzie Pond water source, with minor upgrades to the well system. This will give the Village a dual source of water. The next step in the process is to pilot test the filter technology that the Village will use to treat the water and that pilot study is currently ongoing at the 17 Main St building. The pilot will run for the next 1-2 months and once the results are tabulated and compiled they will be submitted to NYSDOH for approval. Assuming a positive result from the pilot study, SDA will work with the Village and NYSDOH to make any modifications necessary to the proposed project and move forward with finalizing financing. Final design will likely occur after financing is secured in 2026.

### **Lake Flower Ave Water Main**

We have previously completed the Lake Flower Ave Water Main to a 30% level. At this level we have developed plans that can be reviewed with regulatory agencies (primarily NYSDOT, review occurred July 16<sup>th</sup>) and with property owners. The next step is to begin that conversation with the property owners to obtain necessary easements.

### **Raw Water Main**

An existing 14" cast iron water main that was originally used to transport water from McKenzie Pond to the water pump station at 17 Main Street is planned to be repurposed as a raw water main to carry water to the new water treatment plant. Our next step is to schedule an inspection of the water main to determine what repair work is needed to allow the main to be repurposed.

### **Additional Water Mains**

During the reporting phase of the project SDA worked with Dustin to identify the water mains in the Village that are aged, under sized, and/or prone to failure. A list of these mains was incorporated into the report with



the hope of including as many as possible based on the available budget. We are currently in the early planning stages of reviewing 2-3 of the mains most likely to fit within the budget and are beginning the 10% design phase. As of now the priorities are the water mains on Margaret Street and in the Moody Pond area. Margaret Street is a high priority due to the age and condition of the main and its overlap with proposed work for the Village's sewer project. The work in the Moody Pond area corresponds to work required to meet funding requirements. Our next step is to work with Dustin to identify the next highest priority water main.

Sincerely,

Gregory Swart, Senior Engineer



September 22, 2025

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

**RE: Village of Saranac Lake – FEMA Funded Collection System Improvements Project -  
Professional Services Modification Proposal #2  
SDA Project #24-130**

Dear Mr. Tsiklauri,

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) thanks you for the opportunity to submit this professional services modification proposal for your consideration. This proposal is for the FEMA funded collection system improvements portion of the Village's overall WPCP and collection system capital project. The proposal adds additional fee to existing Task 01 – Sewer Main CCTV to cover the cost of providing maintenance and protection of traffic during the CCTV inspection work. This proposal also adds additional fee to existing Task 02 – Existing Sanitary Utility, Topographic and Boundary Survey to cover the cost of site surveys for additional areas on Broadway that were identified as part of the 10% design planning stage of the project.

Please see below for specific details regarding this professional services modification proposal:

### **SCOPE OF SERVICES**

#### **Task 01 – Sewer Main CCTV**

As you are aware, a key portion of the early planning stages for the Trunk Main and Swamp Line including inspecting the existing sewer mains with closed-circuit television cameras (CCTV). The work along the Trunk Main requires accessing the sewer mains from NYS Route 3. NYSDOT requires proper protection of traffic (flaggers, signs, etc.) while this work is occurring. Originally our plan included using DPW staff to perform this operation, however due to the final timing of the work, the staff were unavailable. As a result, the CCTV inspection company provided this service and have been paid for the work by the Village. This amendment reconciles our contract to ensure proper reimbursement.

#### **The work includes:**

- Providing three (3) days of Maintenance and Protection of Traffic per NYSDOT standards during CCTV inspection work along the trunk main on NYS Route 3.

#### **Task 02 – Existing Sanitary Utility, Topographic and Boundary Survey**

During the development of the 10% design to finalize the project scope, additional areas of site survey were identified, that are outside of the original planned survey area. The original survey area was based on the project plan identified in the prior engineering report (by others). The new area allows for a better project



layout based on our additional studies. The new area generally included Broadway from the fire station to Duprey St.

The work generally includes:

- Provide supplemental survey of Broadway from the fire station to Dupree Street. The work includes supplemental survey of the surface features. Underground utilities will only be located based on mark-out by the utility owner and/or from surface features. The work does not include boundary surveys or easement work. This work will be provided under a separate proposal.

#### **ADDITIONAL ASSUMPTIONS AND LIMITATIONS**

- The Village will make available all existing documentation, including existing design plans, technical specifications and flow/loading data.
- An aerial fly and mapping were conducted by AES Northeast, and the file has been made available for use in completing the project survey. Survey under this phase is limited to the necessary to complete the 10% design. Additional survey work may be required at a later date.
- Maintenance and Protection of Traffic (M&PT) will be provided by the Village for all survey work. Any permit fees will be paid by the Village.
- SDA has been retained for final design, bidding, construction administration, and project representative services. The full scope, fee and schedule of these services are to be defined at a later date and will be subject to a separate proposal.
- SDA has been retained for preliminary design, final design, bidding, construction administration, and project representative services for the WPCP and non-FEMA funded collection system portions of the project. A proposal for same has been provided under separate cover(s).

#### **PROFESSIONAL SERVICES FEE AND COMPENSATION**

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

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



### Professional Services Fee Schedule

<b>Task</b>	<b>Lump Sum</b>	<b>T&amp;M Estimate<sup>1</sup></b>	<b>Sub Fee<sup>1</sup></b>	<b>Schedule<sup>2</sup></b>
<b>Task 01:</b> Sewer Main CCTV	---	---	\$15,525	End: December 2025
<b>Task 02:</b> Existing Sanitary Utility, Topographic and Boundary	---	---	\$8,395	End: December 2025
Subtotal	\$	---	\$23,920	
<b>Total</b>	<b>\$24,125</b>			

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

### CLOSING AND AGREEMENT

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

Sincerely,

Gregory Swart, PE, Project Manager

cc: File

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

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

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

SUBJECT: Village Audit

Date: 9-22-2025

DEPT OF ORIGIN: Trustee White

Bill # 136 -2025

DATE SUBMITTED: 9-18-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

Resolution directing the issuance of a request for proposals for the Village Audit

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

VOTE ON ROLL CALL:

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

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

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

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

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

**Resolution No. [ ] of 2025**

**Village of Saranac Lake Board of Trustees**

**Resolution Directing the Issuance of a Request for Proposals for the Village Audit**

**WHEREAS**, pursuant to New York State law, the Board of Trustees of the Village of Saranac Lake is responsible for providing for an annual audit of the Village's financial records and accounts; and

**WHEREAS**, an independent, professional audit ensures accountability, transparency, and accuracy in the Village's financial management, while reinforcing public confidence in the stewardship of taxpayer resources; and

**WHEREAS**, the Board of Trustees finds it in the best interest of the Village to solicit proposals from qualified certified public accountants or firms to conduct such audit services;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees hereby directs the Village Manager to prepare and issue a Request for Proposals (RFP) for professional auditing services for the Village of Saranac Lake, in accordance with applicable procurement policies and state law; and

**BE IT FURTHER RESOLVED**, that responses to such RFP shall be presented to the Village Board of Trustees for review and selection of an auditor to perform the Village's required annual audit.

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

SUBJECT: Execute Annexation Agreements

Date: 9-22-2025

DEPT OF ORIGIN: Village Manager

Bill # 137 -2025

DATE SUBMITTED: 9-18-2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

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

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

VOTE ON ROLL CALL:

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

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

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

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

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

**THIS AGREEMENT**, made the \_\_\_\_ day of \_\_\_\_\_, Two Thousand Twenty-Five  
**BETWEEN:**

**VILLAGE OF SARANAC LAKE**, a municipal corporation organized and existing under the laws of the State of New York, with offices at 39 Main Street, Second Floor, Saranac Lake, New York 12983 (“Village”),

and

**PINE VIEW VILLAGE APARTMENTS, LLC**, a limited liability company organized under the laws of New York, with an address of 133 Lake Road, Ballston Spa, New York 12019 (“LLC”).

**WITNESSETH:**

**WHEREAS**, LLC is the owner of certain piece or parcel of land located in the Town of North Elba, County of Essex, State of New York and described as real property tax map parcel number 32.3-4-6.000, (hereinafter referred to as the “LLC Property”); and

**WHEREAS**, Village is a municipal corporation which owns the adjacent parcel described as real property tax map parcel number 32.3-4-7.000 (hereinafter referred to as the “Dump”); and

**WHEREAS**, Village is benefitted by an easement for ingress and egress over a private road known as Willow Way that burdens the LLC Property; and

**WHEREAS**, LLC is desirous of dedicating the private road to the Village; and

**WHEREAS**, Village is willing and desirous of accepting LLC’s dedication.

**NOW, THEREFORE**, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. LLC hereby grants, conveys and releases to Village, its successors and assigns title to a portion of the LLC Property known as Willow Way.
2. LLC hereby grants, conveys and releases to Village, its successors and assigns the

rights, responsibilities, and obligations to maintain Willow Way.

3. LLC hereby grants, conveys and releases to Village the water main under Willow Way, except to any laterals that may be installed, including but not limited to the lateral(s) that connect the LLC's apartment buildings to the water main at the intersection of the LLC's driveway and Willow Way.

4. LLC hereby grants, conveys and releases to Village, its successor and assigns an easement to access the first fire hydrant off of Willow Way for flushing purposes only.

5. Any lateral(s) that connects to the water main under Willow Way remains the sole responsibility of the LLC.

6. Any lateral(s) that connects to the sewer main on Payeville Lane remains the sole responsibility of the LLC.

7. Village and LLC hereby agree and consent that the LLC Property and the Dump shall be annexed into the Village of Saranac Lake.

8. LLC agrees to reimburse Village \$1,400 for the necessary engineering and inspection services conducted in contemplating this Agreement.

9. Village and LLC hereby agree to execute any and all forms required to execute the terms of this Agreement.

5. This agreement and the terms, conditions and covenants contained herein shall be covenants which run with the land and shall apply to, bind and inure to the benefit of the parties hereto and their heirs, successors and assigns.

6. The parties represent that they each have the requisite authority, to enter into this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

**VILLAGE OF SARANAC LAKE**

By: \_\_\_\_\_  
Jimmy Williams, Mayor

**PINE VIEW VILLAGE APARTMENTS, LLC**

By: \_\_\_\_\_  
Michael Sullivan, Member

STATE OF NEW YORK :  
: SS.:  
COUNTY OF FRANKLIN :

On this \_\_\_\_ day of \_\_\_\_\_, in the year Two Thousand Twenty-Five, before me, the undersigned, personally appeared **Jimmy Williams**, personally known to me or proved to me on the basis of satisfactory evidence, to be the individual(s) whose name(s) is (are) subscribed to the within instrument and he/she/they acknowledged to me that he/she/they executed the same in his/her/their capacities, that by his/her/their signatures on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF \_\_\_\_\_ :  
: SS.:  
COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_ day of \_\_\_\_\_, in the year Two Thousand Twenty-Five, before me, the undersigned, personally appeared **Michael Sullivan**, personally known to me or proved to me on the basis of satisfactory evidence, to be the individual(s) whose name(s) is (are) subscribed to the within instrument and he/she/they acknowledged to me that he/she/they executed the same in his/her/their capacities, that by his/her/their signatures on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



STATE OF NEW YORK, COUNTY OF ESSEX  
TOWN OF NORTH ELBA, VILLAGE OF SARANAC LAKE

---

IN THE MATTER of the Laying Out and  
Dedication of a Road in the Village of Saranac  
Lake, Town of North Elba, Essex County, New York

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**ORDER**

A Dedication and Release regarding a road in the Village of Saranac Lake, Town of North Elba, for highway purposes, more particularly described in **Schedule A**, attached hereto and made a part hereof, dated the \_\_\_\_ day of July, 2025 having been filed with the undersigned, together with the written consent of the Village of Saranac Lake Board of Trustees, being endorsed thereon and attached hereto,

NOW, therefore, I, as Manager of the Village of Saranac Lake, New York, do hereby

**ORDER**, that the lands hereinafter described in Schedule A be and the same hereby are laid out and accepted as a Public Highway of the Village of Saranac Lake, New York.

Which said highways shall be known and designated as "Willow Drive."

Dated July \_\_\_\_, 2025  
Village of Saranac Lake, New York

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Bachana Tsiklauri, Manager  
Village of Saranac Lake, New York

STATE OF NEW YORK, COUNTY OF ESSEX  
TOWN OF NORTH ELBA, VILLAGE OF SARANAC LAKE

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In the Matter of Laying Out

WILLOW DRIVE

**Dedication and Release**

As Public Highways in the Village of Saranac Lake,  
Pursuant to Village Law §6-610.

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**TO: THE BOARD OF TRUSTEES OF THE VILLAGE OF SARANAC LAKE AND THE  
MANAGER OF THE VILLAGE OF SARANAC LAKE, NEW YORK**

Pine View Village Apartments, LLC being the owner of a road known as Willow Way, in the Village of Saranac Lake, Town of North Elba, County of Essex, New York, hereby dedicates pursuant to Section 6-610 of the Village Law, said road to be used as a public street and known as Willow Drive, as more fully described in "**Schedule A**" attached hereto and made a part hereof (the Real Property).

The Real Property, as more fully described in **Schedule A**, is hereby dedicated for public street purposes.

And Pine View Village Apartments, LLC hereby covenants as follows:

**FIRST**, that it is seized of the Real Property in fee simple, and have good and marketable title thereto and have the right to dedicate same to the Village of Saranac Lake for street purposes;

**SECOND**, that the Village of Saranac Lake shall quietly enjoy the Real Property;

**THIRD**, that the Real Property is free from encumbrances other than existing easements, restrictions and conditions of record;

**FOURTH**, that it will execute or procure any further necessary assurance of the title to the Real Property;

**FIFTH**, that it will forever warrant title to the Real Property.

And the said Pine View Village Apartments, LLC in consideration of acceptance of this Dedication, hereby releases the Village of Saranac Lake, its officers or agents, from any and all claims by reason of the use of the Real Property for the construction or maintenance of a street on said lands. This Dedication and Release is to be binding upon Pine View Village Apartments, LLC, and its successors and assigns.

**IN WITNESS WHEREOF**, Pine View Village Apartments, LLC have hereto caused these presents to be executed the \_\_\_\_ day of July, 2025.

**Pine View Village Apartments, LLC**

By: \_\_\_\_\_  
Michael Sullivan, Member

STATE OF NEW YORK    )  
                                  ) SS.:  
COUNTY OF ESSEX     )

On this \_\_\_\_ day of July, 2025, before me, the undersigned, personally appeared **Michael Sullivan, Member of Pine View Village Apartments, LLC**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and he acknowledged to me that he executed the same in his capacities, that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public



Department of Taxation and Finance

TP-584 (9/19)

Recording office time stamp

**Combined Real Estate Transfer Tax Return,  
Credit Line Mortgage Certificate, and  
Certification of Exemption from the  
Payment of Estimated Personal Income Tax**

See Form TP-584-I, Instructions for Form TP-584, before completing this form. Print or type.

**Schedule A – Information relating to conveyance**

Grantor/Transferor	Name (if individual, last, first, middle initial) ( <input type="checkbox"/> mark an X if more than one grantor)	Social Security number (SSN)
<input type="checkbox"/> Individual	Pine View Village Apartments, LLC	
<input type="checkbox"/> Corporation	Mailing address	SSN
<input type="checkbox"/> Partnership	133 Lake Road	
<input type="checkbox"/> Estate/Trust	City State ZIP code	Employer Identification Number (EIN)
<input type="checkbox"/> Single member LLC	Ballston Lake NY 12019	
<input checked="" type="checkbox"/> Multi-member LLC	Single member's name if grantor is a single member LLC (see instructions)	Single member EIN or SSN
<input type="checkbox"/> Other		
Grantee/Transferee	Name (if individual, last, first, middle initial) ( <input type="checkbox"/> mark an X if more than one grantee)	SSN
<input type="checkbox"/> Individual	Village of Saranac Lake	
<input type="checkbox"/> Corporation	Mailing address	SSN
<input type="checkbox"/> Partnership	39 Main Street, Suite 9	
<input type="checkbox"/> Estate/Trust	City State ZIP code	EIN
<input type="checkbox"/> Single member LLC	Saranac Lake NY 12983	
<input type="checkbox"/> Multi-member LLC	Single member's name if grantee is a single member LLC (see instructions)	Single member EIN or SSN
<input checked="" type="checkbox"/> Other		

**Location and description of property conveyed**

Tax map designation – Section, block & lot (include dots and dashes)	SWIS code (six digits)	Street address	City, town, or village	County
32.3-4-6.000 (part of)	15408	Willow Way	North Elba	Essex

**Type of property conveyed (mark an X in applicable box)**

1 <input type="checkbox"/> One- to three-family house	6 <input type="checkbox"/> Apartment building	Date of conveyance <table border="1"><tr><td></td><td></td><td>2025</td></tr><tr><td>month</td><td>day</td><td>year</td></tr></table>			2025	month	day	year	Percentage of real property conveyed which is residential real property <u>100</u> % (see instructions)
			2025						
month	day		year						
2 <input type="checkbox"/> Residential cooperative	7 <input type="checkbox"/> Office building								
3 <input type="checkbox"/> Residential condominium	8 <input type="checkbox"/> Four-family dwelling								
4 <input type="checkbox"/> Vacant land	9 <input checked="" type="checkbox"/> Other <u>Road</u>								
5 <input type="checkbox"/> Commercial/industrial									

**Condition of conveyance  
(mark an X in all that apply)**

a. <input checked="" type="checkbox"/> Conveyance of fee interest	f. <input type="checkbox"/> Conveyance which consists of a mere change of identity or form of ownership or organization (attach Form TP-584.1, Schedule F)	l. <input type="checkbox"/> Option assignment or surrender
b. <input type="checkbox"/> Acquisition of a controlling interest (state percentage acquired _____ %)	g. <input type="checkbox"/> Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584.1, Schedule G)	m. <input type="checkbox"/> Leasehold assignment or surrender
c. <input type="checkbox"/> Transfer of a controlling interest (state percentage transferred _____ %)	h. <input type="checkbox"/> Conveyance of cooperative apartment(s)	n. <input type="checkbox"/> Leasehold grant
d. <input type="checkbox"/> Conveyance to cooperative housing corporation	i. <input type="checkbox"/> Syndication	o. <input type="checkbox"/> Conveyance of an easement
e. <input type="checkbox"/> Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584.1, Schedule E)	j. <input type="checkbox"/> Conveyance of air rights or development rights	p. <input type="checkbox"/> Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part 3)
	k. <input type="checkbox"/> Contract assignment	q. <input type="checkbox"/> Conveyance of property partly within and partly outside the state
		r. <input type="checkbox"/> Conveyance pursuant to divorce or separation
		s. <input type="checkbox"/> Other (describe) _____

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B, Part 1 \$ _____		
	Schedule B, Part 2 \$ _____		

**Schedule B – Real estate transfer tax return (Tax Law Article 31)****Part 1 – Computation of tax due**

- 1 Enter amount of consideration for the conveyance (if you are claiming a total exemption from tax, mark an X in the Exemption claimed box, enter consideration and proceed to Part 3) ..... ☐ **Exemption claimed**
- 2 Continuing lien deduction (see instructions if property is taken subject to mortgage or lien) .....
- 3 Taxable consideration (subtract line 2 from line 1) .....
- 4 Tax: \$2 for each \$500, or fractional part thereof, of consideration on line 3 .....
- 5 Amount of credit claimed for tax previously paid (see instructions and attach Form TP-584.1, Schedule G) .....
- 6 Total tax due\* (subtract line 5 from line 4) .....

1.		0 00
2.		0 00
3.		0 00
4.		0 00
5.		0 00
6.		0 00

**Part 2 – Computation of additional tax due on the conveyance of residential real property for \$1 million or more**

- 1 Enter amount of consideration for conveyance (from Part 1, line 1) .....
- 2 Taxable consideration (multiply line 1 by the percentage of the premises which is residential real property, as shown in Schedule A) ...
- 3 Total additional transfer tax due\* (multiply line 2 by 1% (.01)) .....

1.		
2.		
3.		

**Part 3 – Explanation of exemption claimed on Part 1, line 1 (mark an X in all boxes that apply)**

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

- a. Conveyance is to the United Nations, the United States of America, New York State, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada) ..... a ☐
- b. Conveyance is to secure a debt or other obligation..... b ☐
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance..... c ☐
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts..... d ☐
- e. Conveyance is given in connection with a tax sale..... e ☐
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F ..... f ☐
- g. Conveyance consists of deed of partition..... g ☐
- h. Conveyance is given pursuant to the federal Bankruptcy Act..... h ☐
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property..... i ☐
- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment..... j ☐
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, § 1401(e) (attach documents supporting such claim) ..... k ☐

\* The total tax (from Part 1, line 6 and Part 2, line 3 above) is due within 15 days from the date of conveyance. Make check(s) payable to the county clerk where the recording is to take place. For conveyances of real property within New York City, use Form TP-584-NYC. If a recording is not required, send this return and your check(s) made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-0045. If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

**Schedule C – Credit Line Mortgage Certificate (Tax Law Article 11)****Complete the following only if the interest being transferred is a fee simple interest.**This is to certify that: *(mark an X in the appropriate box)*

1. ☒ The real property being sold or transferred is not subject to an outstanding credit line mortgage.
2. ☐ The real property being sold or transferred is subject to an outstanding credit line mortgage. However, an exemption from the tax is claimed for the following reason:
- a ☐ The transfer of real property is a transfer of a fee simple interest to a person or persons who held a fee simple interest in the real property (whether as a joint tenant, a tenant in common or otherwise) immediately before the transfer.
- b ☐ The transfer of real property is (A) to a person or persons related by blood, marriage or adoption to the original obligor or to one or more of the original obligors or (B) to a person or entity where 50% or more of the beneficial interest in such real property after the transfer is held by the transferor or such related person or persons (as in the case of a transfer to a trustee for the benefit of a minor or the transfer to a trust for the benefit of the transferor).
- c ☐ The transfer of real property is a transfer to a trustee in bankruptcy, a receiver, assignee, or other officer of a court.
- d ☐ The maximum principal amount secured by the credit line mortgage is \$3 million or more, and the real property being sold or transferred is **not** principally improved nor will it be improved by a one- to six-family owner-occupied residence or dwelling.

**Note:** for purposes of determining whether the maximum principal amount secured is \$3 million or more as described above, the amounts secured by two or more credit line mortgages may be aggregated under certain circumstances. See TSB-M-96(6)-R for more information regarding these aggregation requirements.

- e ☐ Other *(attach detailed explanation)*.
3. ☐ The real property being transferred is presently subject to an outstanding credit line mortgage. However, no tax is due for the following reason:
- a ☐ A certificate of discharge of the credit line mortgage is being offered at the time of recording the deed.
- b ☐ A check has been drawn payable for transmission to the credit line mortgagee or mortgagee's agent for the balance due, and a satisfaction of such mortgage will be recorded as soon as it is available.
4. ☐ The real property being transferred is subject to an outstanding credit line mortgage recorded in \_\_\_\_\_ (insert liber and page or reel or other identification of the mortgage). The maximum principal amount of debt or obligation secured by the mortgage is \_\_\_\_\_. No exemption from tax is claimed and the tax of \_\_\_\_\_ is being paid herewith. *(Make check payable to county clerk where deed will be recorded.)*

**Signature (both the grantors and grantees must sign)**

The undersigned certify that the above information contained in Schedules A, B, and C, including any return, certification, schedule, or attachment, is to the best of their knowledge, true and complete, and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the deed or other instrument effecting the conveyance.

_____ Grantor signature	Member _____ Title	_____ Grantee signature	_____ Title
_____ Grantor signature	_____ Title	_____ Grantee signature	_____ Title

**Reminder:** Did you complete all of the required information in Schedules A, B, and C? Are you required to complete Schedule D? If you marked e, f, or g in Schedule A, did you complete Form TP-584.1? Have you attached your check(s) made payable to the county clerk where recording will take place? If no recording is required, send this return and your check(s), made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-0045. If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

**Schedule D – Certification of exemption from the payment of estimated personal income tax (Tax Law, Article 22, § 663)**

Complete the following only if a fee simple interest or a cooperative unit is being transferred by an individual or estate or trust.

If the property is being conveyed by a referee pursuant to a foreclosure proceeding, proceed to Part 2, mark an X in the second box under *Exemption for nonresident transferors/sellers*, and sign at bottom.

**Part 1 – New York State residents**

If you are a New York State resident transferor/seller listed in Form TP-584, Schedule A (or an attachment to Form TP-584), you must sign the certification below. If one or more transferor/seller of the real property or cooperative unit is a resident of New York State, **each** resident transferor/seller must sign in the space provided. If more space is needed, photocopy this Schedule D and submit as many schedules as necessary to accommodate all resident transferors/sellers.

**Certification of resident transferors/sellers**

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor/seller as signed below was a resident of New York State, and therefore is not required to pay estimated personal income tax under Tax Law § 663(a) upon the sale or transfer of this real property or cooperative unit.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

**Note:** A resident of New York State may still be required to pay estimated tax under Tax Law § 685(c), but not as a condition of recording a deed.

**Part 2 – Nonresidents of New York State**

If you are a nonresident of New York State listed as a transferor/seller in Form TP-584, Schedule A (or an attachment to Form TP-584) but are not required to pay estimated personal income tax because one of the exemptions below applies under Tax Law § 663(c), mark an X in the box of the appropriate exemption below. If any one of the exemptions below applies to the transferor/seller, that transferor/seller is not required to pay estimated personal income tax to New York State under Tax Law § 663. **Each** nonresident transferor/seller who qualifies under one of the exemptions below must sign in the space provided. If more space is needed, photocopy this Schedule D and submit as many schedules as necessary to accommodate all nonresident transferors/sellers.

If none of these exemption statements apply, you must complete Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, or Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*. For more information, see *Payment of estimated personal income tax*, on Form TP-584-I, page 1.

**Exemption for nonresident transferors/sellers**

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor/seller (grantor) of this real property or cooperative unit was a nonresident of New York State, but is not required to pay estimated personal income tax under Tax Law § 663 due to one of the following exemptions:

- ☐ The real property or cooperative unit being sold or transferred qualifies in total as the transferor's/seller's principal residence (within the meaning of Internal Revenue Code, section 121) from \_\_\_\_\_ Date to \_\_\_\_\_ Date (see instructions).
- ☐ The transferor/seller is a mortgagor conveying the mortgaged property to a mortgagee in foreclosure, or in lieu of foreclosure with no additional consideration.
- ☐ The transferor or transferee is an agency or authority of the United States of America, an agency or authority of New York State, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

FOR COUNTY USE ONLY

C1. SWIS Code

C2. Date Deed Recorded

C3. Book

C4. Page

New York State Department of  
Taxation and Finance

Office of Real Property Tax Services

RP- 5217-PDF

Real Property Transfer Report (8/10)



## PROPERTY INFORMATION

1. Property Location  
 \* STREET NUMBER Willow Way  
 \* STREET NAME  
 Town of North Elba Saranac Lake 12983  
 \* CITY OR TOWN \* VILLAGE \* ZIP CODE

2. Buyer Name  
 Village of Saranac Lake  
 \* LAST NAME/COMPANY FIRST NAME  
 LAST NAME/COMPANY FIRST NAME

3. Tax Billing Address  
 Indicate where future Tax Bills are to be sent if other than buyer address(at bottom of form)  
 LAST NAME/COMPANY FIRST NAME  
 STREET NUMBER AND NAME CITY OR TOWN STATE ZIP CODE

4. Indicate the number of Assessment Roll parcels transferred on the deed # of Parcels OR ☒ Part of a Parcel (Only if Part of a Parcel) Check as they apply:  
 4A. Planning Board with Subdivision Authority Exists ☐  
 4B. Subdivision Approval was Required for Transfer ☐  
 4C. Parcel Approved for Subdivision with Map Provided ☐

5. Deed Property Size  
 \* FRONT FEET X \* DEPTH OR 0.00 \* ACRES  
 4B. Subdivision Approval was Required for Transfer ☐  
 4C. Parcel Approved for Subdivision with Map Provided ☐

6. Seller Name  
 Apartments, LLC Pine View Village  
 \* LAST NAME/COMPANY FIRST NAME  
 LAST NAME/COMPANY FIRST NAME

\*7. Select the description which most accurately describes the use of the property at the time of sale:  
 C. Residential Vacant Land

Check the boxes below as they apply:  
 8. Ownership Type is Condominium ☐  
 9. New Construction on a Vacant Land ☐  
 10A. Property Located within an Agricultural District ☐  
 10B. Buyer received a disclosure notice indicating that the property is in an Agricultural District ☐

## SALE INFORMATION

11. Sale Contract Date

\* 12. Date of Sale/Transfer

\*13. Full Sale Price 0.00  
 (Full Sale Price is the total amount paid for the property including personal property. This payment may be in the form of cash, other property or goods, or the assumption of mortgages or other obligations.) Please round to the nearest whole dollar amount.

14. Indicate the value of personal property included in the sale 0.00

15. Check one or more of these conditions as applicable to transfer:  
☐ A. Sale Between Relatives or Former Relatives  
☐ B. Sale between Related Companies or Partners in Business.  
☐ C. One of the Buyers is also a Seller  
☐ D. Buyer or Seller is Government Agency or Lending Institution  
☒ E. Deed Type not Warranty or Bargain and Sale (Specify Below)  
☐ F. Sale of Fractional or Less than Fee Interest (Specify Below)  
☐ G. Significant Change in Property Between Taxable Status and Sale Dates  
☐ H. Sale of Business Is Included in Sale Price  
☒ I. Other Unusual Factors Affecting Sale Price (Specify Below)  
☐ J. None

\*Comment(s) on Condition:

Dedication & Release to Village

## ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill

16. Year of Assessment Roll from which Information taken[YY] 24 \*17. Total Assessed Value 3,100,000

\*18. Property Class 411 \*19. School District Name Saranac Lake CSD

\*20. Tax Map Identifier(s)/Roll Identifier(s) (If more than four, attach sheet with additional Identifier(s))  
 32.3-4-6.000

## CERTIFICATION

I certify that all of the items of information entered on this form are true and correct (to the best of my knowledge and belief) and I understand that the making of any willful false statement of material fact herein subject me to the provisions of the penal law relative to the making and filing of false instruments.

## SELLER SIGNATURE

SELLER SIGNATURE DATE

## BUYER SIGNATURE

BUYER SIGNATURE DATE



## BUYER CONTACT INFORMATION

(Enter information for the buyer. Note: If buyer is LLC, society, association, corporation, joint stock company, estate or entity that is not an individual agent or fiduciary, then a name and contact information of an individual/responsible party who can answer questions regarding the transfer must be entered. Type or print clearly.)

Village of Saranac Lake  
 \* LAST NAME FIRST NAME  
 (518) 891-4150  
 \* AREA CODE \* TELEPHONE NUMBER (Ex: 99999999)  
 39 Main Street, Suite 9  
 \* STREET NUMBER \* STREET NAME  
 Saranac Lake NY 12983  
 \* CITY OR TOWN \* STATE \* ZIP CODE  
 BUYER'S ATTORNEY  
 LAST NAME FIRST NAME  
 AREA CODE TELEPHONE NUMBER (Ex: 99999999)