

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

Monday, December 8, 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/82687195051>

Meeting ID: 826 8719 5051

CALL TO ORDER

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 11-24-2025

DEPARTMENT HEAD UPDATE: Mount Pisgah Ski Area Manager

SPECIAL GUEST: Jason Matt-TI-SALES Water Metering System

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	175	2025	Resolution authorizing the quarterly transfer of funds and budget transfers
BILL	176	2025	Resolution to appoint member to the Police Interface Committee
BILL	177	2025	Resolution adopting policy for use of Village Sign Frames
BILL	178	2025	Resolution authorizing the creation of the Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program
BILL	179	2025	Resolution adopting the downtown streetscape design guidelines
BILL	180	2025	Resolution adopting updated by-laws for Downtown Advisory Board
BILL	181	2025	Resolution adopting the Village of Saranac Lake Capital Improvement Plan
BILL	182	2025	Approve contract for 2025 Statewide Community Re-grants funding for storage pod mural
BILL	173	2025	Resolution to accept Franklin County Experiential Tourism Grant

OLD BUSINESS:

Trustee White-Geothermal Project Discussion, Update on progress of BST Audit, Community Development Update, Public Safety Building updates, and Housing update

PUBLIC COMMENT:

EXECUTIVE SESSION: Collective Bargaining Negotiations

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, November 24, 2025

Regular Meeting began at 5:00 PM and ended at 9:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

Staff also Present: Village Manager Bachana Tsiklauri, Village Clerk Amanda Hopf, and Village Treasurer Kendra Martin

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget \$225,964.99 batch number 11102025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: White Second: Scollin

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

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget \$744,467.74 batch number 11242025. Complete detail of these vouchers is attached and made part of these minutes.

Motion: White Second: Ryan

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: Scollin

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

BOARD UPDATE: Greg Swart EFC WPCP Collection System Project

PUBLIC HEARING: Adopt Local Law on tax exemption for Volunteer Fire and Rescue Workers

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

Motion: Brunette Second: White

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

Public Comment: See attached

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

Motion: White Second: Ryan

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

SPECIAL GUEST: Downtown streetscape design guidelines consultants planning4places

PUBLIC COMMENT:

Diane Litynski Tax Analysis Impact

ITEMS FOR BOARD ACTION:

Bill 172- Resolution to adopt Local Law allowing a tax exemption for volunteer fire and rescue workers

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 abstain; Scollin yes; White yes; Williams yes.

Bill 173- Resolution to accept Franklin County Experiential Tourism Grant

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

Motion to Table: Ryan Second: Scollin

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

Bill 174- Resolution to appoint and confirm members to the Parks and Trails Advisory Board

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.

WORK SESSION: Cannabis Sales Tax Grant Program

WORK SESSION: Emergency Services Complex Tax Impact Analysis

PUBLIC COMMENT:

Tamara Van Rynn Cannabis Grant Program and Public Safety Building size reduction

Mark Wilson Wendel project sizes

Ben Douglas design guidelines for downtown streetscape public art concerns

EXECUTIVE SESSION: Collective Bargaining Negotiations and Current Litigation

Chair Mayor Williams called for a motion to enter into executive session:

Motion: White Second: Ryan

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: Scollin

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

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

Bill #175-2025

Date: 12-8-2025

SUBJECT: Quarterly Budget Adjustments

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 12-3-2025

SUMMARY STATEMENT:

Resolution authorizing the quarterly transfer or funds and budget transfers

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

**RESOLUTION AUTHORIZING THE TRANSFER OF
FUNDS FROM GENERAL, WATER, AND SEWER CONTINGENCY ACCOUNTS AND
AUTHORIZING INTER-FUND BUDGET TRANSFERS TO VARIOUS GENERAL, WATER,
AND SEWER FUND ACCOUNTS**

WHEREAS, the Village of Saranac Lake has the responsibility to pay for its routine financial obligations, and,

WHEREAS, the Village has budgeted contingency funds in planning for unanticipated expenditures, and,

WHEREAS, some of these required adjustments may be satisfied not only through contingency appropriations but also through budget transfers within the same fund, moving available appropriations from one account to another where surplus funds exist, and

WHEREAS, the Village must make such expenditures through a relevant and appropriate account.

THEREFORE, BE IT RESOLVED, The Village Treasurer is hereby authorized to transfer \$13,870.71 from General Fund Contingency, \$63.75 from Water Fund Contingency, \$63.75 from Sewer Fund Contingency and is also authorized to make all necessary inter-fund budget transfers within the General Fund, Water Fund, and Sewer Fund as itemized in the attached adjustment schedule.

BE IT FURTHER RESOLVED, that such a transfer will be used to satisfy the Village's obligations in a timely fashion regarding expenses already incurred.

	ACCOUNT	ACCOUNT DESCRIPTION	ADJUSTMENT AMOUNT	TAKING FROM ACCOUNT
GENERAL FUND				
	001-1010-0400-0000	BOARD SERVICES	\$287.43	CONTINGENCY
	001-1230-0402-0000	MANAGER TELEPHONE	\$213.64	CONTINGENCY
	001-1940-0400-0000	PURCHASE OF RIGHT OF WAY	\$4,800.00	CONTINGENCY
	001-3120-0102-0000	POLICE O/T PAY 2ND QTR	\$4,837.36	Q1 - BUDGET TRANSFER
	001-3410-0102-0000	FIRE DEPT O/T 2ND QTR	\$1,100.41	Q1 (658.42) / CONTINGENCY
	001-3410-0405-0000	FIRE INSURANCE	\$3,829.78	CONTINGENCY
	001-3620-0101-0000	PAYROLL O/T 2ND QTR	\$30.28	CONTINGENCY
	001-4020-0100-0000	REGISTRAR REG PAY	\$105.00	CONTINGENCY
	001-5110-0102-0000	STREET MAINT O/T 2ND QTR	\$2,406.12	Q1 (755.83) / CONTINGENCY
	001-5110-0410-0000	STREET MAINT EQUIP MAINT	\$389.98	CONTINGENCY
	001-5142-0102-0000	SNOW REMVL O/T 2ND QTR	\$2,390.87	Q1 (1109.44) / CONTINGENCY
	001-5142-0410-0000	SNOW REMVL EQUIP MAINT	\$56.66	CONTINGENCY
	001-5410-0102-0000	SIDEWLK O/T 2ND QTR	\$1,053.45	Q1 - BUDGET TRANSFER
	001-7110-0102-0000	PARKS O/T 2ND QTR	\$815.97	Q1 - BUDGET TRANSFER
	001-7110-0408-0000	PARKS VEHIC MAINT	\$36.96	CONTINGENCY
	001-7180-0403-0000	BEACH ELECTRIC	\$55.52	CONTINGENCY
	001-7260-0102-0000	MT PISGAH O/T 2ND QTR	\$690.33	Q1 - BUDGET TRANSFER
	001-7260-0200-0000	MT PISGAH EQUIPMENT	\$164.75	CONTINGENCY
	001-8010-0102-0000	ZONING DEP O/T 2ND QTR	\$40.46	CONTINGENCY
	001-8620-0102-0000	COM DEV O/T 2ND QTR	\$20.62	CONTINGENCY
	001-8989-0410-0000	HYDRO ELECTRICITY	\$330.26	CONTINGENCY
	001-9070-0800-0000	DENTAL INS BENEFITS	\$135.66	CONTINGENCY
			\$4,837.36	001-3120-0101-0000
			\$658.42	001-3410-0101-0000
			\$755.83	001-5110-0101-0000
			\$1,109.44	001-5142-0101-0000
			\$1,053.45	001-5410-0101-0000
			\$815.97	001-7110-0101-0000
			\$690.33	001-7260-0101-0000
			\$13,870.71	001-1990-0400-0000
WATER FUND				
	004-8310-0401-0000	WATER ADMIN SUPPLIES	\$63.75	CONTINGENCY
	004-8320-0102-0000	SOURCE SUPPLY O/T 2ND QTR	\$455.35	Q1 - BUDGET TRANSFER
			\$455.35	004-8320-0101-0000
			\$63.75	004-1990-0400-0000
SEWER FUND				
	005-8110-0401-0000	SEWER ADMIN SUPPLIES	\$63.75	CONTINGENCY
	005-8130-0102-0000	TREATMENT PLT O/T 2ND QTR	\$356.03	Q1 - BUDGET TRANSFER
			\$356.03	005-8130-0101-0000
			\$63.75	005-1990-0400-0000

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

Bill # 176-2025

SUBJECT: Police Interface committee

Date: 12-8-2025

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT:

Resolution appointing member to Police Interface committee

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO APPOINT BRITTANY STERNBERG TO THE POLICE
INTERFACE COMMITTEE

WHEREAS, the Village of Saranac Lake Police Interface Committee is seeking new members to fill vacancies and expired terms, and,

WHEREAS, a letter of interest has been received and approved by the Police Interface Committee.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees appoints Brittany Sternberg to the Police Interface Committee.

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

Bill #177-2025

SUBJECT: Village Sign Frame Policy

Date: 12-8-2025

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Resolution adopting policy for use of Village Sign Frames

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION ADOPTING POLICY FOR USE OF VILLAGE SIGN FRAMES

WHEREAS, the Village of Saranac Lake has installed permanent sign frames on Village-owned properties to support clear, consistent communication with residents and visitors; and

WHEREAS, the Village Board recognizes the importance of ensuring that signage placed in these frames maintains the integrity, safety, aesthetics and public purpose of Village communications; and

WHEREAS, there is a desire to establish the use of these sign frames for official Village purposes or Village-sponsored activities, events, or programs;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the following policy governing the use of Village sign frames:

1. **Authorized Use.**

- Village sign frames may be used **only** for official Village communications, public notices, events, programs, initiatives, or information directly managed, produced, or authorized by the Village of Saranac Lake.
- Sign frames may also be used for **Village-sponsored** events in which the Village is a formal partner, fiscal sponsor, or recognized collaborator.

2. **Prohibited Use.**

- Village sign frames shall **not** be used for private, commercial, political, religious, or non-Village organizational messaging.

3. **Approval & Oversight.**

- All content to be displayed in the sign frames shall be reviewed and approved by the Village Manager or their designee to ensure compliance with this policy.
- The Village reserves the right to remove any unauthorized signage immediately.

4. **Maintenance & Presentation.**

- The Village shall be responsible for maintaining the physical condition of sign frames and ensuring that displayed signage reflects the standards of clarity, consistency, and safety expected for Village communications.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately and shall apply to all existing and future Village sign frames.

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

Bill #178-2025

Date: 12-8-2025

SUBJECT: Cannabis Grant Program

DEPT OF ORIGIN: Trustee Brunette

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Resolution authorizing the creation of the Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution Authorizing the Creation of the Village of Saranac Lake

Cannabis Sales Taxation Funds Grant Program

WHEREAS, the State of New York, through the Marijuana Regulation & Taxation Act of 2021, legalized adult-use cannabis and established an excise tax on cannabis sales, a portion of which (4% local tax) is distributed to local governments for community benefit (with 75% of the local tax revenue allocated to the municipalities where the sales occur); and

WHEREAS, the Village of Saranac Lake anticipates receiving revenue from cannabis sales within its jurisdiction as its share of this local cannabis excise tax, and the Village Board of Trustees wishes to utilize these funds in a manner that directly benefits the residents of the Village; and

WHEREAS, the Village is committed to managing public funds with transparency and accountability, ensuring that the allocation of cannabis tax revenue is done through a fair and accessible process that maximizes local benefits; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Saranac Lake as follows:

1. **Establishment of Program:** The Village of Saranac Lake hereby establishes the Cannabis Sales Taxation Funds Grant Program (hereinafter "the Program") to reinvest a portion of local cannabis sales tax revenues into the community. The Program's purpose is to fund eligible projects and initiatives that benefit the residents of the Village.
2. **Funding Priorities:** The Program shall prioritize funding projects in the following categories: Youth Programs, Support for Seniors, Recreational Opportunities. All grant proposals must demonstrate alignment with at least one of these priority areas.
3. **Administration:** The Program will be administered by the Village Manager (or their designee). The Village Office is responsible for managing the intake of grant applications, ensuring applications are complete, and performing an initial review of each proposal's alignment with the Program's priorities and guidelines.
4. **Grant Application Process:** Applications shall be accepted on a rolling basis throughout the year, allowing for timely opportunities as needs arise. The Village Manager shall develop and make available a standard application form that outlines the required information (including project description, objectives, target audience, budget details, and expected outcomes) to be submitted by applicants. Completed applications are to be submitted to the Village Office, which will log each application and perform the initial review as described above.
5. **Eligibility and Use of Funds:** Eligible applicants are limited to non-profit organizations or those with an eligible non-profit fiscal sponsor, consistent with Village policy and state law. Grant funds must be used for purposes consistent with the submitted application and Program guidelines. Funds shall not be used to pay for salaries or wages of staff, and shall not be applied to costs of projects already completed prior to approval (no retroactive funding). Any expenditure of grant funds must comply with all applicable laws and regulations. The Village reserves the right to require documentation of expenses and to audit the use of grant funds for compliance.

6. **Funding Limits:** The maximum grant award per project shall be \$5,000. This cap is established to distribute funds broadly and encourage additional investment by project sponsors. The Village Board may, in exceptional cases, consider exceeding the \$5,000 cap for a project that has significant merit and matching support, but any such decision is at the discretion of the Board on a case-by-case basis.
7. **Approval of Grants:** All grant awards must be approved by a majority vote of the Village Board of Trustees at a duly convened public meeting. After the Village Manager's initial review, applications deemed eligible and appropriate will be forwarded with recommendations to the Village Board. The Board will review each recommended application in light of the Program's goals and the Village's budget availability. Approval will be recorded via resolution.
8. **Disbursement of Funds:** Upon approval of a grant by the Board, the Village Treasurer, in coordination with the Village Manager, is authorized to disburse funds to the grantee up to the approved award amount. All disbursements will follow standard Village financial procedures and controls.
9. **Reporting and Oversight:** Grantees are required to provide a final report to the Village detailing the use of funds and project outcomes. The Board of Trustees directs the Village Manager to include a summary of the Program's grants and outcomes in an annual report to the Board and public, to ensure transparency and allow the Board to evaluate the Program's impact. Failure of a grantee to fulfill reporting obligations or to use funds properly may result in the Board taking appropriate action, including requiring reimbursement of funds or disqualifying the organization from future grants.
10. **Effective Date:** This resolution shall take effect _____. The Program is authorized to commence upon adoption of this resolution, and the Village Clerk may begin accepting applications forthwith. The provisions of this Program shall be incorporated into Village administrative procedures, and notice of the Program's availability shall be made to the public (including posting on the Village website and outreach to local organizations).

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

Grant Program

Program Overview:

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

Funding Priorities:

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

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

Eligibility Criteria:

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

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

Funding Limits:

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

Application Process:

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

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

Monitoring and Reporting:

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

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

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

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

Compliance and Accountability:

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

Transparency and Public Reporting:

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

Program Review and Amendment:

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

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

Application

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

Applicant Information

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

Project Details

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

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

Budget and Funding

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

Additional Information

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

Applicant Certification and Signature

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

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

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

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

Grantee Reporting Template

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

Grantee and Project Information

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

Project Outcomes and Activities

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

Use of Funds

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

Evaluation and Future Plans

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

Grantee Certification

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

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

- Authorized Officer Name/Title: _____
- Signature: _____ Date: _____

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

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

Bill #179-2025

Date: 12-8-2025

SUBJECT: Downtown Streetscape design guidelines

DEPT OF ORIGIN: Trustee Brunette

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Resolution adopting the downtown streetscape design guidelines

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION ADOPTING THE DOWNTOWN SARANAC LAKE STREETSCAPE DESIGN GUIDELINES

WHEREAS, the Franklin County Economic Development Corporation (FCEDC), in partnership with the Village of Saranac Lake, developed the *Downtown Saranac Lake Streetscape Design Guidelines* to establish a cohesive framework for streetscape materials, furnishings, lighting, signage, plantings, public art, wayfinding, and pedestrian amenities within the Downtown boundary; and

WHEREAS, the Downtown streetscape currently contains furnishings and materials that are varied and inconsistent, and a unified theme is desired to strengthen downtown identity, improve pedestrian comfort, and support long-term capital planning; and

WHEREAS, the Guidelines align with adopted Village plans and studies—including the DRI Strategic Investment Plan, Local Waterfront Revitalization Program, Arts & Culture Master Plan, Park Vision Plan, Trail Master Plan, and Community Forest Management Plan—and provide material standards, specifications, and best practices to support safe, accessible, and vibrant public spaces; and

WHEREAS, the Guidelines provide a clear, consistent reference for future streetscape upgrades, capital projects, grant applications, and maintenance planning; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the Downtown Saranac Lake Streetscape Design Guidelines as the official reference document for Downtown streetscape materials, furnishings, design standards, and best practices within the downtown district; and

BE IT FURTHER RESOLVED, that Village departments, advisory boards, consultants, and project partners shall use the Guidelines when planning, designing, selecting, or installing streetscape elements—except where engineering, safety, or site constraints require an approved alternative; and

BE IT FURTHER RESOLVED, that the Village Manager, in coordination with the Downtown Advisory Board, shall periodically review the Guidelines and recommend updates as needed to reflect evolving materials, technologies, and community needs; and

BE IT FURTHER RESOLVED, that adoption of these Guidelines does not obligate the Village to immediate capital expenditures, but provides direction for future budgeting, grant seeking, and long-term investment in a cohesive and high-quality public realm.

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

Bill #180-2025

Date: 12-8-2025

SUBJECT: DAB By-laws

DEPT OF ORIGIN: Trustee Brunette

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Resolution adopting updated by-laws for Downtown Advisory Board

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

A Resolution Adopting Updated By-Laws for the Downtown Advisory Board

WHEREAS, the Downtown Advisory Board ("DAB") was established by the Village of Saranac Lake to advise the Village Board of Trustees on matters related to the economic vitality, experience, and overall wellbeing of Downtown Saranac Lake; and

WHEREAS, the existing DAB by-laws outline the mission, duties, membership structure, and qualification requirements for voting members; and

WHEREAS, the Village Board recognizes that Downtown Saranac Lake benefits from a broad range of professional expertise, community perspectives, and lived experiences, and that the current qualification requirements limit the Advisory Board's ability to recruit individuals with valuable skills that strengthen downtown planning, design, economic development, and community engagement; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the updated By-Laws of the Downtown Advisory Board, including revised Voting Member Qualifications that expand eligibility to incorporate related experience, expertise, or professional background supporting the mission of the Downtown Advisory Board; and

BE IT FURTHER RESOLVED, that the updated by-laws shall take effect immediately upon adoption.

XX

Voting Member Qualifications:

Members must be a downtown resident, downtown property owner, downtown business owner, or downtown event representative.

*Add: Relevant Experience or Expertise

Individuals with professional experience, education, or subject-matter expertise that supports the mission of the Downtown Advisory Board. Examples include downtown development, economic development, community planning, architecture or design, marketing and communications, small business development, placemaking, event management, historic preservation, transportation, public-realm design, arts, culture, or tourism.

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

Bill #181-2025

Date: 12-8-2025

SUBJECT: Capital Improvement Plan

DEPT OF ORIGIN: Trustee Brunette

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Resolution adopting the Village of Saranac Lake Capital Improvement Plan

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Resolution Adopting the Village of Saranac Lake Capital Improvement Plan (CIP)

WHEREAS, the Village of Saranac Lake owns and maintains more than \$40 million in capital assets—including public buildings, parks, equipment, streets, and water, sewer, and stormwater infrastructure—that require ongoing maintenance, upgrades, and eventual replacement; and

WHEREAS, the Village must also anticipate and plan for future infrastructure needs to support community sustainability, economic development, and long-term growth; and

WHEREAS, recognizing the need for a structured and transparent approach to capital investment, the Village Board of Trustees established a Capital Improvement Plan (CIP) Task Force on March 11, 2024, charged with creating a comprehensive, priority-based capital planning framework; and

WHEREAS, the Capital Improvement Plan establishes a structured framework that:

- Aligns capital investments with adopted goals, policies, and community priorities;
- Supports infrastructure resilience through maintenance, upgrades, and strategic improvements;
- Invests in parks, recreation, waterfront access, and public safety facilities;
- Promotes financial responsibility through coordinated budgeting and multi-year funding strategies; and
- Serves as both an internal planning tool and a public communication resource; and

WHEREAS, the CIP is intended to function as a living document, reviewed and updated annually to reflect changing needs, project status, and funding opportunities;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the Capital Improvement Plan as the Village's official multi-year framework for capital project planning, budgeting, and implementation; and

BE IT FURTHER RESOLVED, that Village staff, department heads, and advisory boards shall use the CIP to guide the development of annual budgets, grant applications, capital project sequencing, and long-term financial planning.

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

Bill #182-2025

Date: 12-8-2025

SUBJECT: Statewide Community Re grants funding

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 12-4-2025

SUMMARY STATEMENT

Approve contract for 2025 Statewide Community Re grants (SCR) funding for storage pod mural

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

Adirondack Lakes Center for the Arts (ALCA)
8897 Route 30, P.O. Box 205
Blue Mountain Lake, NY 12812

ADK QUAD-COUNTY STATEWIDE COMMUNITY REGRANTS (SCR)
2025 CULTURAL SERVICES CONTRACT

This agreement is made between the Adirondack Lakes Center for the Arts (hereinafter referred to as “ALCA” or “Grantor”), 8897 State Route 30, P.O. Box 205, Blue Mountain Lake, NY 12812, and the Village of Saranac Lake (hereinafter referred to as “Grantee”), 39 Main Street, Suite 9, Saranac Lake, NY 12983, 518-891-4150, comdev@saranaclakeny.gov, Bayle Reichert, project manager: comdevassist1@saranaclakeny.gov.

1. **Services to be Performed:** Grantee agrees to perform the following services, as more fully described in Grantee’s 2025 Statewide Community Re grants (SCR) application for the Community Arts projects titled “Grand Union Storage Pod Mural” in accordance with the SCR application guidelines issued by ALCA for FY2025.
2. **Payments:** The sum of \$750.00 shall be paid by check from ALCA to Grantee after receipt of SCR re grant funding from the New York State Council on the Arts (NYSCA) and upon signed receipt of this contract from Grantee.
3. **Period of Performance:** The services under this agreement to be performed by Grantee, as described in paragraph 1, shall commence or have commenced no earlier than January 1, 2025 and be completed no later than June 30, 2026.
4. **Reports:** Grantee agrees to submit such reports as may be requested by ALCA, in such form as ALCA may prescribe, relating to Grantee’s services and the performance thereof and Grantee’s ability to fulfill its obligations under this agreement. In addition, Grantee shall supply a final report on such forms as ALCA may prescribe within thirty (30) days after the completion of the project.
5. **Financial Data:** Grantee shall maintain complete, accurate and current records of all income and expenses relating to its overall operations and services performed pursuant to this agreement. The supporting records shall be readily identifiable. During the term of this agreement and at any time within three years thereafter, Grantee shall make such records available to ALCA for review and audit if ALCA requests such records.
6. **Termination and Cost Disallowance:** If ALCA determines that Grantee:
 - a) has misrepresented any fact or supplied any false or misleading information in its application or in any report concerning performance of its services; or
 - b) has diverted payments under this agreement to any purpose other than performance of those services as set forth in this agreement; or

c) has failed to maintain all or any part of the financial data specified in section 5 hereof or fails to make any such records available to ALCA or such records fail to support such items or revenue or expense; or
d) has failed to provide any required reports; or
e) has failed to abide by any other terms or conditions of this agreement; or
f) will be unable to satisfactorily perform part or all of the services or duties required of it hereunder, then, at the option of ALCA and the exclusive discretion of ALCA, ALCA may terminate this agreement pursuant to paragraph 7 below and/or—to the extent that any item of revenue or expense has been misrepresented, diverted or is not supported by required records—ALCA may disallow in whole or in part any payment not yet made. If payment therefore has already been made, upon demand Grantee shall refund to ALCA the amount so disallowed. Payments to Grantee shall not limit the right of ALCA to obtain a refund of any payment to Grantee that was in excess of that to which Grantee was lawfully entitled. This provision for termination shall not limit or modify any other right of ALCA to proceed against Grantee at law or under the terms of this agreement.

7. Termination for Fault: If ALCA determines that Grantee has failed to perform, or has good and sufficient reason to believe that Grantee will fail to satisfactorily perform, all or part of the services, obligations, or duties required of it pursuant to this agreement, ALCA may terminate this agreement in whole or in part upon written notice to Grantee specifying the services terminated and the effective date of such termination. Upon termination, all funds remaining unpaid under this agreement shall accrue to ALCA for use as it sees fit. This provision for termination shall not limit or modify any other right of ALCA to proceed against Grantee at law or under the terms of this agreement.

8. Termination Not for Fault: Whenever ALCA determines that termination of this agreement, in whole or in part, is in the best interest of ALCA or NYSCA, it may terminate this agreement by written notice to Grantee specifying the services terminated and the effective date of such termination, all without any liability of ALCA. Upon termination, Grantee shall be entitled to retain such portion of the grant money attributable to costs actually incurred or contractually irreversibly committed until the date of such termination for services to be performed under this agreement, but not in an amount greater than that set forth in paragraph 2 hereof, and all of the remaining portion of grant money shall be immediately returned to ALCA.

9. Appropriate Verbiage: In any program or other printed materials announcing or describing a service supported by ALCA or in any publication, book, catalog, film, videotape, exhibition or other service or product assisted under the terms of this agreement, Grantee shall prominently mention ALCA and include the following language verbatim—i.e., word for word—as it appears below:

This project is made possible with funds from the Statewide Community Regrants program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by the Adirondack Lakes Center for the Arts.

Grantee has the option of including ALCA's logo in any materials promoting its project, but Grantee cannot use the NYSCA logo in any materials.

10. **Use of Reproducible Material:** ALCA reserves the right to reproduce for its own marketing or archival purposes without payment any publishable or otherwise reproducible matter, including any copyrighted matter directly arising from the services Grantee performs pursuant to this agreement, and Grantee will make such matter available to ALCA for such purposes. Nothing herein shall allow the reproduction or distribution of the matter created or presented by Grantee or its sponsored artist(s)/arts group for any purpose other than marketing ALCA, the SCR grant program or this project, and nothing herein shall allow the sale or exchange for value of any kind by ALCA of the matter or any copy or reproduction thereof and all copyrights in said works are owned and administered solely by the Grantee or sponsored artist(s)/arts group.

11. **Independent Contractor:** Grantee shall not represent to any person, foundation, group, organization, or government entity, whether employed by it or not, that it is acting or is entitled to act as an agent of ALCA or that it is entitled in any way to act on behalf of ALCA or incur obligations on behalf of ALCA. Grantee acknowledges that it is an independent contractor and not the employee of ALCA in connection with this agreement.

12. **Third Parties:** Nothing contained in this agreement shall create or give third parties any claim or right of action against ALCA.

13. **Authorized Persons Notice:** Whenever, in this agreement, action is to be taken or approval given by ALCA, such action or approval may be taken or given only by officers of ALCA or any employee or agent designated in writing by any of them.

14. **Assignment:** This agreement is intended to secure the personal services of Grantee and shall not be assigned, sublet, or transferred.

15. **Arts Audit:** Grantee agrees to notify ALCA at least one month in advance of any public presentation, performance, exhibition, etc., that is being funded by the ADK Quad-County SCR program for the purpose of an arts audit. If there is a charge for admittance or tickets sold, Grantee agrees to furnish ALCA with at least two complimentary tickets at least two weeks in advance of the scheduled date.

16. **Hold Harmless:** Grantee agrees to hold ALCA and its trustees, officers, employees, and agents harmless from any and all causes of action, damages, costs, expenses, or other liabilities in law or in equity arising out of the use of these funds by Grantee and Grantee's performance of services hereunder.

17. **Entire Agreement:** This agreement constitutes the entire agreement between the parties hereto, and no statement, promise, condition, understanding, inducement, or representation—oral, written, expressed, or implied—that is not contained herein shall be binding or valid; and this agreement shall not be changed, modified, or altered in any manner except by an instrument in writing executed by the parties hereto.

18. **Changes to Project:** Grantee agrees to notify ALCA immediately in writing if there is any change to the project from the information contained in the application. Grantee agrees that, if such change occurs and ALCA in its sole discretion determines that such change will impede or impair Grantee's ability to perform the contracted services, ALCA shall have the right to terminate this agreement.

19. **Awards Ceremony:** Furthermore, it is highly recommended that Grantee attend any grant awards ceremony recognizing the ADK Quad-County 2025 SCR recipients, which, if it were to occur, would will be held at a time and location to be announced assuming—in light of the COVID-19 pandemic that affected New York State beginning in 2020—circumstances permit such an event.

20. **Acceptance of Award:** By accepting this grant award, Grantee acknowledges that Grantor is not its partner or agent and that no relationship exists between Grantee and Grantor beyond that of grantee and grantor. Additionally, Grantee hereby waives any claims it may have against Grantor and agrees to indemnify and hold Grantor and its trustees, officers, employees, staff members, agents, and affiliates harmless from and against all demands, claims, assessments, losses, costs, disbursements and expenses, fees, liabilities, damages, judgments, suits, and all legal proceedings, and any and all costs and expenses in connection therewith (including reasonable attorney's fees), with regard to this grant award or Grantee's artistic work(s), project(s) or program(s).

21. **Timing:** This agreement shall be in effect upon receipt of an executed copy thereof by ALCA.

22. **Execution:** In witness whereof, the parties hereto have executed the above instrument.

FOR GRANTEE (direct applicant or fiscal sponsor):

FOR ALCA:

Printed Name: _____

Printed Name: Joanna Pine

Signature: _____

Signature: _____

Title: _____
Village of Saranac Lake

Title: President, Board of Trustees

Date: _____

Date: _____

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

SUBJECT: Franklin County Experiential Tourism Grant

Date: 12-8-2025

DEPT OF ORIGIN: Trustee White

Bill # 173-2025

DATE SUBMITTED: 11-19-2025

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to accept Franklin County Experiential Tourism Grant

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

RESOLUTION TO ACCEPT FRANKLIN COUNTY EXPERIENTIAL TOURISM GRANT

WHEREAS, the Boothe River Park is a priority project listed in Saranac Lake's LWRP, and

WHEREAS, it is anticipated that, upon completion, the Booth River Park Project will attract individuals, families, and commercial enterprises to the municipality; and

WHEREAS, the Franklin County Government Office of Economic Development and Tourism (FCOEDT) provides grants for the purpose of stimulating economic growth through tourism production, and

WHEREAS, the Friends of Boothe River Park submitted a grant request on behalf of the Village for \$10K to FCOEDT for promotional materials, signage, and initial site prep work, and

WHEREAS, the Village of Saranac Lake was awarded a Franklin County Experiential Tourism Grant in the amount of 10K, and

WHEREAS, the Friends of Boothe River Park will cover all matching grant costs, project management and administrative duties at no cost to the Village of Saranac Lake, and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees authorizes the Village Manager to accept the Franklin County Experiential Tourism Grant in the amount of 10K on behalf of the Friends of Booth River Park.

December 5, 2025

Village Board
Village of Saranac Lake
39 Main Street, Suite 9
Saranac Lake, New York 12983-1733

**SUBJECT: VILLAGE OF SARANAC LAKE PUBLIC SAFETY BUILDING PROJECT
NOVEMBER UPDATE**

Village of Saranac Lake Board Members,

Please find the project monthly update for November 2025. We continue to make progress on the various aspects of the project including design and engineering of the building and site, considerations for the wetland buffer, and ultimately confirming total project scope to begin the SEQR process.

The following tasks were worked on during the month of November;

1. The Building Committee and User Groups met on the following dates:
 - a. November 6th & 17th – User Group Floor Plan Review
 - b. November 14th – Building Exterior Massing
 - c. November 21st – Mechanical/Plumbing/Fire Protection Systems Overview
 - d. November 24th – Electrical Systems Overview

*Meeting Agendas and Materials are attached.
2. USDA ENVIRONMENTAL REPORT: We continue to develop the USDA environmental report package with their input and address their additional requirements as follows:
 - a. APA CONCURRENCE (USDA REQUIRED): The design team is working to limit any work or disturbance in the 100' wetland buffer. It is expected a Pre-Application Request will be submitted in December.
 - b. SHPO (USDA REQUIRED): The next SHPO submission will include information regarding the exterior of the building which is currently under design with our architectural and engineering teams. Based on the outcome of the upcoming December 12th meeting, the additional information requested regarding the exterior will be submitted mid-December.



3. **CONCEPTUAL FLOOR PLANS:** The design team continued to refine the floor plan layout to confirm circulation within the facility and coordinate the site plan design. Our team met with reach group in November to confirm the layout of their spaces and began developing the massing of the exterior of the building.
4. **EXISTING STRUCTURAL ASSESSMENT:** No Update during November.
5. **GEOTECHNICAL:** Colliers completed their initial field work. Colliers' preliminary findings were reviewed with our team in October. Colliers experienced significant delays in obtaining equipment to complete the final testing. It is anticipated that the report will be submitted on December 5th. As previously mentioned, this geotechnical investigation and report is required for Wendel to finalize the structural design parameters.
6. **GRANT FUNDING SUPPORT:** No update in November.
7. **SEQR:** The SEQR process will begin as soon as the Schematic Design Package is finalized. It is anticipated the SEQR process will begin in January 2026. The design team met with the Village to map out the process, meeting requirements, and a schedule.
8. **UPCOMING MEETINGS:**
 - *Mechanical/Plumbing/Fire Protection Systems Goals and Exterior Massing Follow-up – 12/12/25*

In conclusion, we continue to make progress on the plans and progress the due diligence on each of these complicated issues. As mentioned in previous updates, we continue to take this in a step-by-step process ensuring that we overcome hurdles as they come up in lieu of pushing forward without the critical answers, all along keeping the Villages best interests and funding at mind.

We look forward to continuing to work through each of these project components. Should you have any questions, please let Bachana know, and we can address those as they come up.

Sincerely,

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

Kaitlin Chmura
Project Manager

Attachments: *Building Committee Meeting Materials*



Wendel's award winning public safety design team

Building Committee Meeting Minutes

Date: November 14, 2025 @ 8:00amEST

Subject: Village of Saranac Lake Public Safety Building

Location: Saranac Vol. Fire Dept & Zoom

Project Location: 33 Petrova Avenue, Saranac Lake, New York 12983

Attd?	Initials	Name	Company
Y	JW	Jimmy Williams	Village of Saranac Lake, Mayor
Y	BT	Bachana Tsiklauri	Village of Saranac Lake, Village Manager
N	MS	Matt Scollin	Village of Saranac Lake, Village Trustee
Y	KG	Katrina Glynn	Village of Saranac Lake, Community Development
Y	DP	Darin Perrotte	Village of Saranac Lake, Police Chief
Y	MK	Michael Knapp	Saranac Lake Volunteer Fire Department, Chief
Y	BK	Brendan Keough	Saranac Lake Volunteer Fire Department, Past Chief
N	RY	Richard Yorkey	Saranac Lake Volunteer Fire Department, Head Driver
N	JH	Julie Harjung	Saranac Lake Volunteer Rescue Squad, Chief
Y	BW	Ben Watson	Saranac Lake Volunteer Rescue Squad
Y	BD	Ben Douglas	Public Representative
Y	BT	Bob Testa	Public Representative
Y	DD	Derek Doty	North Elba Town Supervisor
N	JM	Jordanna Mallach	Harrietstown Town Supervisor
Y	DTW	Davina Thurston Winemille	St. Armand Town Supervisor
Y	RK	Robert Krzyzanowski	Wendel, Emergency Services/Client Sector Leader
N	SK	Shri Karve	Wendel, Project Architect
N	NM	Nick Mundo	Wendel, Project Architect
Y	MO	Matt Oliva	Wendel, Architectural Designer
Y	KC	Kaitlin Chmura	Wendel, Project Manager

TOPICS:

1. Update on Consultants – N/A
2. Site Plan Development – N/A
3. Building Exterior
 - a. Review of Benchmarking – see attachment
 - i. Committee reviewed images of different fire stations and types of aesthetics.
 - ii. **Riverside Fire Station** was chosen as preferred exterior aesthetic.

1. Mix of brick, metal panels and metal facia aesthetically and functionally were preferred.
2. Design team will investigate pre-engineered building as an economical option.
- iii. Committee discussed types of overhead doors – full glass or regular and had concerns regarding R-Value with full glass.
 1. Design team will need to meet energy code regardless of the type of door and will include both door types for pricing to make a decision at a later date.
- iv. Committee discussed the need for dark sky compliant lighting.
 1. The project will be dark sky compliant.
- b. Review of Massing Options – see attachment**
 - i. Option 1 – Flat Roof with Sloped Tower Roof**
 1. Not preferred by the Committee. Committee discussed concerns regarding maintenance, snow and ice jams and prior experience with flat roofs in the region.
 - ii. Option 2 – Sloped Roofs, lower roofs slope down to East, Tower roof slopes down to West**
 1. Not preferred by the Committee, Committee discussed concerns with pitching and draining with multiple angles.
 - iii. Option 3 – Sloped Roofs, lower roof slope down to East, Tower roof slopes down to West, 2 eaves at Northeastern Bays**
 1. Not preferred by the Committee, Committee discussed concerns with pitching and draining with multiple angles.
 - iv. Option 4 – Sloped Roofs, all roof slope down to East, EMS slopes down to West**
 1. **Preferred option by the Committee.**
 2. Committee discussed material options for the roofs (EPDM or metal), and both will be evaluated to determine most economical, including pre-engineering options.
- 4. Floor Plan Review – see attachment**
 - a. Overall update based on user meetings on 11/6/25
 - i. The addition was shifted 10' to the east, away from the wetland buffer
 - ii. Decon suite was reorganized and shifted
 - iii. Fire Apparatus bays were 3-2-4 bays and are now 3-3-3 bays
 - iv. Family toilet was added by reorganizing the lobby area. A lift was added to the lobby for ADA compliance as the existing ramping is not ADA compliant.

- v. Operable partition was added to the EMS Board Room to accommodate EMS's training needs, as well reorganizing storage, the vestibule, and door orientation.
- vi. Door was added to the EMS Day Room for access to the Courtyard and an option for a door connecting the EMS and Fire Day Room to be decided at a later date.
- vii. A bathroom was added in the EMS Bay by shifting storage and including cabinets on the bay floor.
- viii. No changes to the spaces related to Fire.
 - 1. Fire to review proposed door heights and confirm clearance with listed apparatus.
- ix. Police Changes
 - 1. Meeting scheduled week of November 16th.
- x. Committee discussed EMS's operational need for the 4th bay and the Committee agreed to include the 4th bay.
 - 1. Design team will include on future floor plans and investigate the site implications, including the need to move an existing electrical pole serving surrounding properties.

5. Upcoming Meetings

- a. Committee Meetings – 8:00amEST;
 - i. Mechanical/Plumbing/Fire Protection Systems Goals – 11/21/25
 - ii. Electrical Systems Goals – 11/24/25
 - iii. Project Update & Next Steps – 12/5/25
- b. Village Board Update – *tentatively* 12/8/25
- c. Public Information Session – *tentatively* 12/9/25

6. Committee Member Questions:

- a. **DTW:** The equipment that is shown in the apparatus bays, do we own all of those now? I would like to be confident what is shown is factual.
 - i. FIRE - everything shown is currently owned, we won't be adding in the future but replacing.
 - ii. EMS - everything shown is currently owned, a new ambulance is expected within a year, total 6 ambulances, and the fly car needs to be inside for temperature control
 - iii. POLICE: everything shown is currently owned.
- b. **DD:** With the building being a public facility, not fully publicly accessible, does the building need to be fully ADA compliant?
 - i. Yes, the building design will be ADA accessible by the code.



- c. **KG:** Any changes to the existing building to meet ADA requirements have funding opportunities. Please provide a list when we can.

ATTACHMENTS:

1. Exterior Benchmarking Images
2. Riverside Project Images
3. Massing Model Images – Options 1, 2, 3, 4
4. Updated Draft Floor Plan

EXTERIOR:



INSPIRATION PHOTOS



INSPIRATION PHOTOS

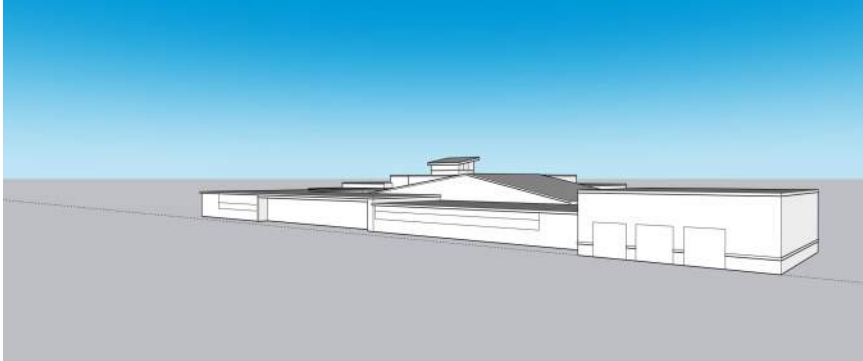
EXTERIOR:



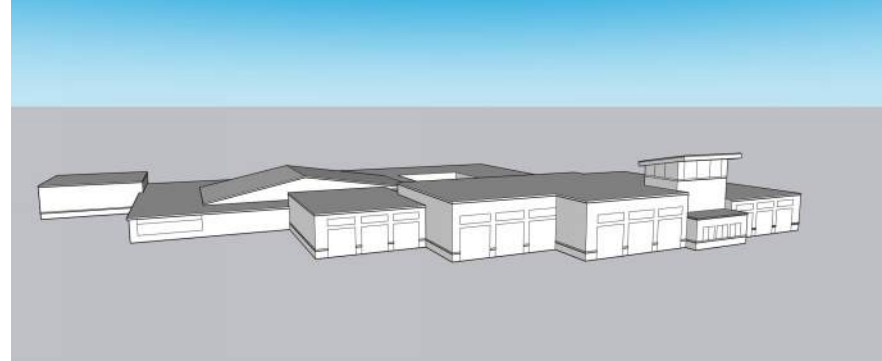
INSPIRATION PHOTOS



RIVERSIDE FIRE STATION, Schofield, WI



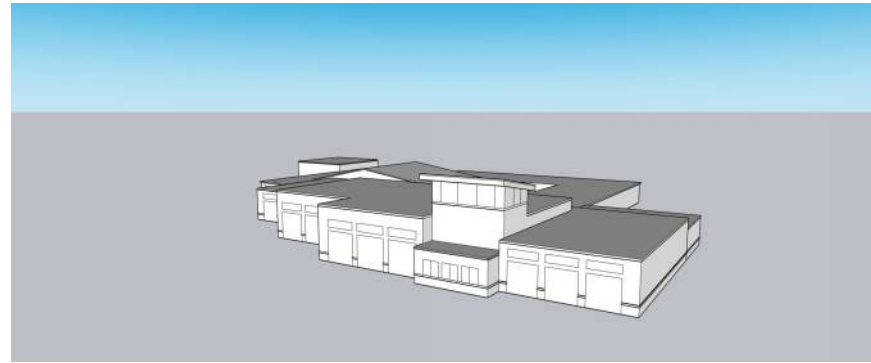
LOOKING FROM SOUTHEAST



LOOKING FROM NORTHEAST

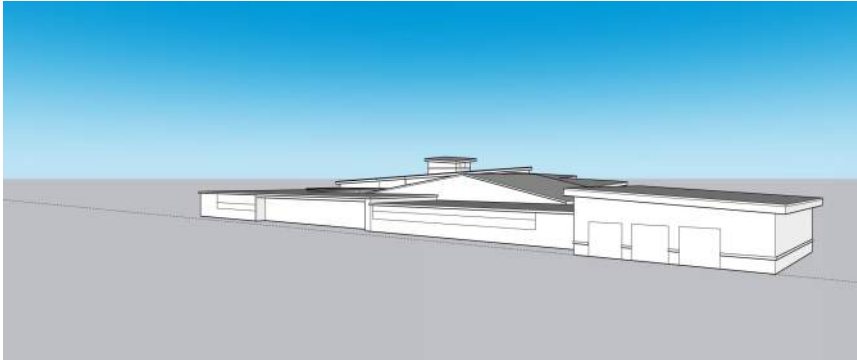


LOOKING FROM NORTHWEST (LOW)

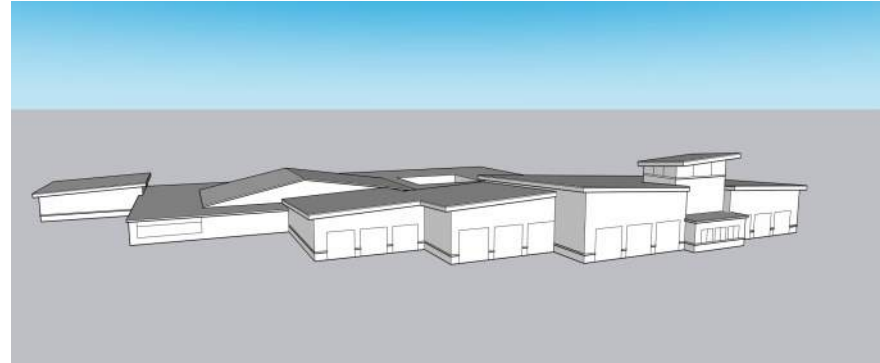


LOOKING FROM NORTHWEST

OPTION 1 -FLAT ROOFS WITH SLOPED TOWER ROOF



LOOKING FROM SOUTHEAST



LOOKING FROM NORTHEAST

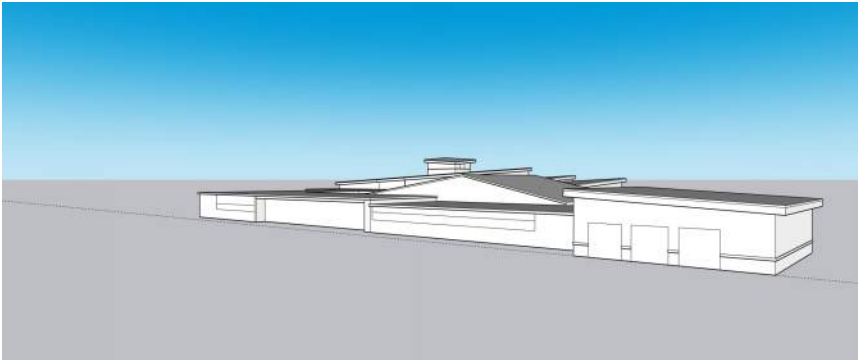


LOOKING FROM NORTHWEST (LOW)

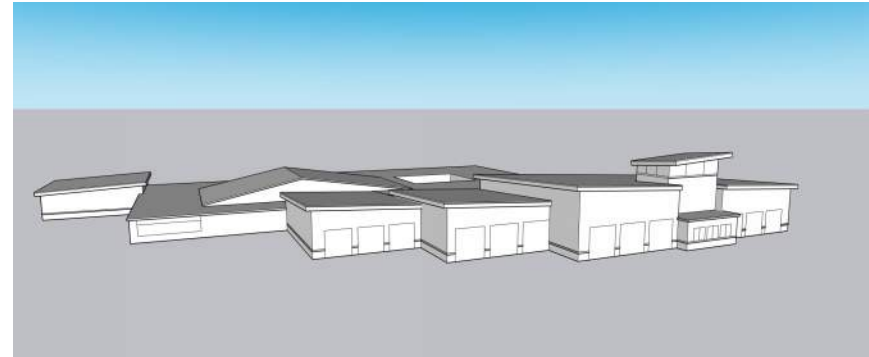


LOOKING FROM NORTHWEST

- OPTION 2
- COMBINED SLOPED HIGH ROOF ON NORTHWEST
 - (2)NORTHEASTERN BAYS SLOPED LOWER ROOFS OPPOSITE SLOPE ON NORTHWEST
 - TOWER ROOF SLOPED DOWN TO WEST
 - POLICE ROOF SLOPES DOWN TO EAST



LOOKING FROM SOUTHEAST



LOOKING FROM NORTHEAST

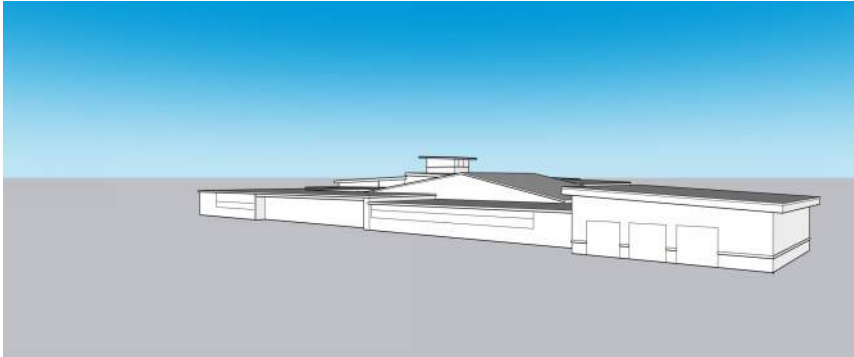


LOOKING FROM NORTHWEST (LOW)

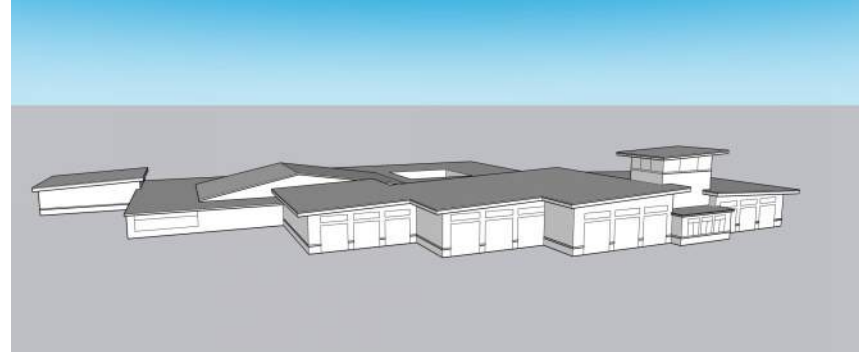


LOOKING FROM NORTHWEST

- OPTION 3
- COMBINED SLOPED HIGH ROOF ON NORTHWEST
 - (2)NORTHEASTERN BAYS SLOPED LOWER ROOFS TO MATCH ANGLE OF SLOPE ON NORTHWEST
 - TOWER ROOF SLOPED ROOF OPPOSITE OF ROOFS BELOW
 - POLICE ROOF SLOPES DOWN TO EAST



LOOKING FROM SOUTHEAST



LOOKING FROM NORTHEAST



LOOKING FROM NORTHWEST (LOW)



LOOKING FROM NORTHWEST

OPTION 4 -LOWER COMBINED SLOPED ROOFS TO NORTHEAST WITH OPPOSITE SLOPED ROOF ON NORTHWEST
 -TOWER ROOF SLOPES TO MATCH NORTHEAST SLOPED ROOFS
 -EMS ROOF SLOPES DOWN TO WEST
 ***PREFERRED OPTION**



<u>BUILDING SQUARE FOOTAGE</u>			
FIRE	=	21,375 SF	36%
EMS	=	11,622 SF	20%
POLICE	=	9,945 SF	17%
FIRE & EMS SHARED	=	5,458 SF	9%
SHARED BY ALL	=	10,915 SF	18%
TOTAL	=	59,315 SF	

Saranac Lake NY, 12983

PROJECT NUMBER: 621601
DATE: 12/2/25