

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

Monday, January 12, 2026

**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 12-22-2025

SPECIAL GUEST: Jennifer Perry - River Valley Regeneratives Compost Bin Program

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	1	2026	Resolution identifying the polling place and hours of operation for Village Election
BILL	2	2026	Resolution accepting CFA grant funding
BILL	3	2026	Resolution to deem equipment surplus
BILL	4	2026	Approve FEMA Contract Amendment
BILL	5	2026	Resolution authorizing the overnight travel and training for community development department
BILL	6	2026	Resolution adopting policy for use of Village Sign Frames
BILL	7	2026	Resolution authorizing the creation of an Emergency Water and Sewer Grant and Loan Program
BILL	8	2026	Resolution to hire Danny Plowe as laborer within the Department of Public Works

OLD BUSINESS:

Trustee White-Geothermal Project Discussion and APA lease negotiation

NEW BUSINESS:

Trustee White- Statement concerning last meeting and review of cost implications of 33 Petrova

PUBLIC COMMENT:

EXECUTIVE SESSION: Employment History and 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, December 22, 2025

Regular Meeting began at 5:00 PM and ended at 7:45 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

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

EXECUTIVE SESSION: Collective Bargaining Negotiations

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

Motion: Scollin 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: White

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

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget
\$275,752.51 batch number 12222025. Complete detail of these vouchers is attached and made
part of these minutes.

Motion: Brunette Second: Scollin

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

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve the minutes

Motion: White Second: Brunette

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

PUBLIC COMMENT:

Doug Haney (See attached correspondence)

BOB TESTA PUBLIC SAFETY BUILDING COMMITTEE LIASON REPORTING

ITEMS FOR BOARD ACTION:

**Bill 184-2025 Resolution authorizing the Village Manager to sign the Collective Bargaining
Agreement between the Village of Saranac Lake and Teamsters Local 687**

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

Chair Mayor Williams called for a motion

Motion to Table: Scollin Second: Ryan

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

Bill 185-2025 Resolution to approve proposal for snowmaking pump system at Mount Pisgah

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

Bill 186-2025 Authorize the Village Manager to approve Department of State contract extension for DRI

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

Bill 187-2025 Resolution authorizing the acceptance of a JAG grant award

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 188-2025 Resolution authorizing the lease of surplus property located on church street

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

Bill 189-2025 Approve 2026 Rescue Squad Contract

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

Bill 190-2025 Approve Restore NY redevelopment capital grant for Pendragon

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Williams

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

Bill 191-2025 Resolution initiating exploration of a length of service award program (LOSAP) for Volunteer Firefighters

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

Bill 175-2025 Resolution authorizing the quarterly transfer of funds and budget transfers

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.

OLD BUSINESS: Tax Impact Analysis and Report on Armory

Bill 192-2025 Allow Mark Wilson up to fifteen minutes to speak at January 12, 2026 Board Meeting to address issues with December 8, 2025 meeting board member comments

Motion: White Second: Brunette

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

NEW BUSINESS: Snow Removal

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

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

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

BILL #: 1-2026

SUBJECT: Polling Place & Hours Village Election

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/5/2026

Identify the polling place and the hours of operation for the Village Election on
Wednesday, March 18, 2026

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

Resolution Identifying polling place and the hours of Village Election

WHEREAS, Election Law §15-104 (1) (b) and 15-104(3) (b) provides the Village Board must adopt a resolution identifying the polling place and the hours the polls will be open.

THEREFORE, BE IT RESOLVED,

1. The polling place for the forthcoming Village Election on **Wednesday, March 18, 2026** will be the Town of Harriestown Town Hall Auditorium, 39 Main Street, Saranac Lake, New York.
2. The polls shall be open from 12:00 noon until 9:00 pm

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

BILL #: 2-2026

SUBJECT: Accept CFA Grant

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/7/2026

Resolution to accept CFA Climate Smart Communities grant for assistance with the creation of a climate vulnerability assessment and adaptation plan

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION ACCEPTING CFA GRANT FOR CLIMATE VULNERABILITY
ASSESSMENT AND CLIMATE ADAPTATION PLAN**

WHEREAS, the Village submitted a Consolidated Funding Application (CFA) to assist with the creation of a climate vulnerability assessment and adaptation plan, and,

WHEREAS, the Village of Saranac Lake has been awarded a CFA Climate Smart Communities grant in the amount of \$72,000 for the creation of a climate vulnerability assessment and adaptation plan, and,

WHEREAS, the previously authorized local match amount of \$18,000 is to be accounted for by in-kind services.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees authorizes the acceptance of the CFA grant and required local match amount.

NORTH COUNTRY

NORTH COUNTRY



Agency / Program	CFA #	County	Applicant	Project Title	Description	Award
DEC CSC	149458	St. Lawrence	Town of Colton	Wastewater Infrastructure Resiliency Upgrades	The town of Colton will line all sewer system manholes located along Gulf Road in the Raquette River floodplain. This will prevent stormwater intrusion into the sewer system and the amount of water flowing to the wastewater treatment plant, thereby reducing or preventing sewer overflows, the risk of water quality violations, and damage to the Raquette River ecosystem.	\$50,000
DEC CSC	150484	Clinton	Town of Plattsburgh	Comprehensive Plan with Sustainability Elements; Evaluate Policies for Climate Resilience; Plan for Biking and Walking.	The town of Plattsburgh will develop a comprehensive plan with sustainability elements. As part of this effort, the town will also evaluate policies for climate resilience and prepare a plan for biking and walking. The plan will provide a foundation for updating zoning, implementing policies to expand housing availability, multi-modal transportation and address community health and equity issues.	\$100,000
DEC CSC	150904	Lewis	Lewis County	East Martinsburg Road Flood Study	Lewis County will complete an engineering study for a repetitive flood area along East Martinsburg Road. The study will evaluate a number of options to reduce the risks of flooding, enhance community safety for residents, first responders, and the surrounding sensitive wetland area as well as improve water quality and habitat along the Black River.	\$129,048
DEC CSC	151077	Franklin, Essex	Village of Saranac Lake	Climate Vulnerability Assessment and Climate Adaptation Plan	The village of Saranac Lake will create a climate vulnerability assessment and climate adaptation plan. Climate change threatens the towns outdoor focused tourism economy, economic wellbeing, public health, and long-term sustainability. These plans will be created to bolster our climate preparedness, social cohesion, and economic longevity.	\$72,000
DEC CSC	151309	St. Lawrence	Village of Canton	Climate Adaptive Stormwater Conveyance System Upgrade Study	The village of Canton will complete an engineering feasibility study to assess and plan upgrades to its stormwater infrastructure. The village's stormwater system is aging, fragmented, and undersized for today's more frequent, intense storms. The study will use hydrologic and hydraulic modeling to analyze sub-catchments, identify capacity issues, and estimate pollutant loads.	\$50,000
DEC CSC	152238	Essex	Town of Jay	Complete Streets Policy and Planning for Biking & Walking	The town of Jay will develop a complete streets policy and a biking and walking plan to improve transportation safety, accessibility, and sustainability. The project will be conducted town wide.	\$30,000
DEC CSC	153323	Lewis	Lewis County	Dam Analysis for Flood Resilience	Lewis County will conduct an engineering study on two small local dams to determine the existing conditions and viable alternatives for reuse and rehabilitation. Flooding in summer 2024 renewed community concerns about the longevity of these dams. The feasibility study will assess the possibility for rehabilitating these structures for mechanical or hydroelectric power generation and fire suppression water supply.	\$60,028
DOS BOA	149449	Lewis	Lewis County	Lewis County BOA Pre-Planning Inventory and Analysis	Lewis County will complete a county-wide pre-planning inventory and analysis of brownfield-affected areas including historic remnants of factories, mills, tanneries, iron foundries and potential brownfield parcels. The BOA pre-planning process will identify and assess existing brownfield clusters and areas for future BOA planning and areas of environmental concern.	\$207,292
DOS LWRP	150791	St. Lawrence	City of Ogdensburg	City of Ogdensburg Local Waterfront Revitalization Program Amendment	The City of Ogdensburg will amend its 1987 Local Waterfront Revitalization Program (LWRP). This LWRP Amendment will address emerging issues and needs in the City's waterfront area along the St. Lawrence and Oswegatchie Rivers. It will incorporate new zoning and sustainability regulations, and identify projects to create a vibrant waterfront, improve connectivity, and promote economic investment and revitalization of Ogdensburg's waterfront.	\$212,500
DOS LWRP	151070	Clinton	City of Plattsburgh	City Beach Waterfront Accessibility Project	The City of Plattsburgh will implement its 2025 Local Waterfront Revitalization Program by revitalizing City Beach on Lake Champlain. The City will construct a new playground and improve pedestrian circulation with the addition of new paths and sidewalks. The project will improve the visitor experience by enhancing accessibility and supporting outdoor recreation, and reestablishing the beach as a vibrant, family-friendly destination for residents and visitors.	\$1,125,000
DOS LWRP	152526	Jefferson	Town of Henderson	Town of Henderson Local Waterfront Revitalization Program	The Town of Henderson will prepare a Local Waterfront Revitalization Program (LWRP) for its waterfront area along Lake Ontario. The LWRP will guide future development in the Town's waterfront area focusing on ecological protection, resiliency, tourism enhancement and sustainable development.	\$101,250

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

BILL NUMBER: # 103-2025

SUBJECT: New York State Climate Smart Communities Grant for a Climate
Vulnerability Assessment and Climate Adaption plan

FOR AGENDA OF: 7/28/2025

SPONSOR(S): Village Manager

DATE SUBMITTED: July 23, 2025

EXHIBITS:

BUDGET INFORMATION

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

SUMMARY STATEMENT

Resolution authorizing application for a New York State Climate Smart Communities grant for a Climate Vulnerability Assessment and Climate Adaption Plan to aide in reaching silver certification.

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: Ryan SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE RYAN	<u>yes</u>
TRUSTEE WHITE	<u>absent</u>

**RESOLUTION AUTHORIZING APPLICATION FOR A NEW YORK STATE
CLIMATE SMART COMMUNITIES GRANT**

WHEREAS, the Village of Saranac Lake is a Climate Smart Community seeking silver certification; and

WHEREAS, a Climate Vulnerability Assessment and Climate Adaption Plan will assist the Village in earning points towards silver certification; and

WHEREAS, the Village of Saranac Lake hereby requests financial assistance from the New York State Climate Smart Communities Grant Program pursuant to Environmental Conservation Law Article 54, Title 15; and

WHEREAS, the Village of Saranac Lake certifies that it has identified \$20k of matching funds from [location – general fund, donation, etc.] pursuant to the requirements of Environmental Conservation Law Article 54 Title 15; and

THEREFORE BE IT RESOLVED, that the Village of Saranac Lake hereby authorizes the Community Development Director to act on its behalf in submittal of an application through the Consolidated Funding Application for \$95K (inclusive of a 20% in-kind match), to be used for a Climate Vulnerability Assessment and Climate Adaption Plan.



PE7 Action: Climate Vulnerability Assessment

4 Points

8 Points

16 Points



BRONZE PRIORITY



SILVER PRIORITY

A. Why is this action important?

TEST Climate resilience begins with understanding hazards posed by a changing climate and identifying community vulnerabilities. Climate change does not affect all assets, systems, operations, or community members equally, so performing a comprehensive assessment of local vulnerabilities and risks helps identify and prioritize actions to reduce risks to the community. In conducting a vulnerability assessment, the local government must consider current and future conditions. For example, in assessing the risk of flooding along tidal coastlines, a community should include conditions associated with projected sea level rise in 2050 and 2100. The Climate Smart Communities (CSC) program recommends that local governments complete a vulnerability assessment as one of the first and most foundational steps in developing an effective strategy for adapting to climate change at the local level.

Developing a vulnerability assessment involves identifying, analyzing and prioritizing the effects of climate hazards and risks, like flooding, heat stress or short-term drought. A climate hazard is a physical event or trend that could affect a population segment or the entire community, specific areas, assets, or entire systems (for example, transportation or energy infrastructure) including the local economy and industries. A vulnerability assessment process should consider diversity, equity, inclusion and justice (DEIJ) from start to finish since vulnerabilities will likely lead to varying risks across the diverse populations in your community.

Local governments may elect to undertake this action as a standalone project, or as part of a larger effort, such as a PE7 Action: Climate Adaptation Plan, PE6 Action: Comprehensive Plan with Sustainability Elements, PE7 Action: Hazard Mitigation Plan, PE7 Action: Watershed Assessment, local waterfront revitalization plan, or others. Hazard Mitigation Plans should help identify relevant community climate hazards.

For communities to thoroughly plan for climate adaptation and resiliency, our program recommends completing PE7 Action: Evaluate Policies for Climate Resilience, PE7 Action: Climate Vulnerability Assessment, and PE7 Action: Climate Adaptation Plan. These three actions combined will empower a community to understand its risks, identify strengths and gaps in its existing planning, and create a plan to guide future actions and projects.

B. How to implement this action

Conduct a vulnerability assessment, using the steps outlined below (see additional resources and examples in Section G).

1. Research relevant studies of climate change projections to identify hazards that apply to your community. Review and summarize state and regional studies, including ClimAID (2011 and 2014) and the NYS 2100 Commission Report (2012), local studies (if available), and relevant national studies, as needed. Seek local knowledge on climate hazards via public meetings, surveys and other means (for example, a workshop where residents draw on a map where they have experienced flooding).

Some climate hazards for consideration include the following:

- Increasing temperatures, especially in winter
- Increasing frequency and durations of heat waves
- Increasing intensity of precipitation (rain/snow/ice/hail)
- Rising sea levels
- Increasing frequency and severity of coastal flooding, storm surge, wave force and erosion
- Increasing frequency and severity of riverine flooding

- Increasing frequency and severity of drought
- Fluctuating lake levels
- Increasing frequency and severity of wind-related damage
- Decreasing annual snowfall
- Increasing frequency and severity of extreme weather events (for example, severe thunderstorms and hurricanes)

For additional information on hazards, please refer to ClimAID and the NYS Hazard Mitigation Plan or your local hazard mitigation plan (Section G).

2. Using your identified climate hazards, assess the potential impacts to assets and systems in your community. For example, consider the following assets and systems:
 - a. Community infrastructure
 - Municipal services (fire, police, public works)
 - Emergency response
 - Public health (hospitals, cooling centers)
 - Drinking water
 - Transportation
 - Energy and power
 - Communication
 - Wastewater, stormwater and sewer
 - Waste disposal
 - b. Socio-economic assets and systems
 - Food supply
 - Local economy and jobs
 - Cultural and educational (schools, libraries, colleges)
 - Historic
 - Recreation
 - Tourism
 - c. Natural and working lands
 - Parks and public land
 - Farms and agriculture
 - Natural assets and systems (for example wetlands, forests, grasslands, and shrub lands, and the services they provide, like water storage and treatment, wildlife habitat)
 - d. Any other asset or system needed by the community
3. Alternatively, another way to identify and assess the vulnerabilities of each asset or system uses three criteria: exposure, sensitivity, and adaptive capacity. These terms are defined below. (More information can also be found in Section G)
 - a. **Exposure** refers to whether an asset or system is located in an area that is likely to experience the effects of a climate change hazard now or in the future.
 - b. **Sensitivity** refers to how an asset or system fares when exposed to a climate hazard.
 - c. **Adaptive capacity** refers to the ability of an asset or system to adjust to actual or expected climate stresses.
 - d. An example:
 - A firehouse is currently located on a small rise just outside the Special Flood Hazard Area (SFHA). However, the access road to the firehouse is below the Base Flood Elevation and subject to inundation by the 1% ("100-year") storm. Climate change projections indicate that by 2050 the building itself will likely be inundated by more frequent storm events (i.e., its exposure is significant). In 2050, climate change projections show the firehouse as inundated by 6 inches of water during the 1% storm (i.e., its sensitivity is significant). The firehouse is an historic brick building built on a slab with a low-lying access road. It services a community that is very developed with little available open space outside the SFHA (i.e., the adaptive capacity of the firehouse and the area around it is low).
4. Identify vulnerable populations and assess how they will be affected by current and future climate hazards. It is essential to include underrepresented and marginalized populations who may be at greater risk from climate change impacts. Groups to specifically consider include black, indigenous, and people of color (BIPOC), immigrants,

people who speak English as a second language, low-income residents, the elderly, people with disabilities or chronic health conditions, individuals experiencing homelessness, youth, seniors, rural and urban residents, and lesbian, gay, bisexual, transgender and queer (LGBTQ+) residents. Consider creating an advisory group to oversee the assessment process that represents a diverse range of voices from the community. Also review the [CSC Inclusive Community Engagement Primer](#) for a 6-page introduction to concepts and practices for the meaningful inclusion of [Disadvantaged Communities](#) in your local planning activities.

5. Share a summary of climate hazards, community assets, systems and vulnerabilities with community residents and other stakeholders via public meetings, surveys, and/or other means. Conduct outreach to confirm findings and identify additional vulnerabilities. Plan public meetings to be accessible in terms of location and transportation options, and, where possible, provide food, childcare, and/or other incentives to support participation.
6. Prioritize assets and systems based on the following factors:
 - Their exposure and sensitivity to the effects of climate hazards and their adaptive capacity
 - How critical they are in respect to the functioning and prosperity of the community
 - Their ability to reduce vulnerabilities and risks in the community, and to vulnerable populations in particular
7. Develop a report of vulnerability assessment findings. This should include the climate hazards and effects considered and an analysis of the risk and vulnerability to community assets. Post the report to the municipality's website.
8. Establish a timeline for re-assessing vulnerabilities. Updates should occur at least every 10 years or when a new understanding of hazards occurs (like a major storm) or when updated state climate projections become available (see links above to ClimAID and NYS Part 490 below in Section G). Updates should include the latest climate science data and projections, a description of local changing conditions, and any major weather events experienced. As part of an update, municipalities should review the relevant climate hazards, community assets/systems, and vulnerable populations, adding new ones where applicable. The update should also involve re-evaluating the prioritization of assets/systems. Significant changes to the assessment should undergo community input via surveys and other outreach methods, as described above.

Guidance on Assessing Flood Hazards. The New York State Department of State (DOS) has developed a risk assessment tool (see Section G) for coastal and riverine communities. The tool helps communities inventory community assets and calculate relative risk scores based on several factors that impact risk, including the following:

- The magnitude and likelihood of future storm events
- Exposure the local landscape attributes that either increase or decrease potential storm impacts
- Vulnerability the level of impairment that an asset would experience from a storm event

The output of this DOS tool helps communities prioritize flood and erosion risk reduction measures. The risk assessment process is recommended for communities that are considering risks from flooding and erosion, and particularly those that are developing or updating Local Waterfront Revitalization Programs (LWRP). Local governments are encouraged to contact DOS for guidance on the use of the risk assessment tool and planning assistance related to coastal and waterfront hazards.

Guidance on Assessing Heat Hazards. The New York State Department of Health (DOH) has developed a Heat Vulnerability Index (HVI) to identify areas in New York State (excluding New York City, which has its own HVI) with high proportions of heat-vulnerable populations. The cumulative HVI and four vulnerability components maps can be used by local and state agencies to identify and plan mitigation strategies for heat-vulnerable areas. The four vulnerability components help communities better understand the factors that drive vulnerability in their regions. Statewide HVI data at census tract resolution is readily available for download on the DOH website and county specific HVI maps in PDF format (see links below in Section G).

The DOH has also developed County Heat and Health Profiles for all counties in New York State (except those in the New York City area). These profiles describe county temperature trends, summarize heat-related health effects, identify areas with populations at highest vulnerability to heat, and list some available adaptation resources. The County Heat and Health Profiles can help communities prepare for extreme heat and prevent heat-related illness. Counties interested in obtaining county-specific HVI data, shapefiles, and more information can contact the DOH tracking program at epht@health.ny.gov

C. Timeframe, project costs, and resource needs

The timeframe, costs and resources needed for a vulnerability assessment depend on the size of the study area, the number of municipalities to be included, and the staff resources available to contribute to the assessment. A typical timeline for completing a vulnerability assessment is between six months to one year, depending on the scope and complexity of the municipality and its exposure to climate hazards.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this action?

This action is applicable to all types of local governments and all departments. The department or staff that lead climate and sustainability efforts are most likely to be responsible for this action. These responsibilities may be led by the chief elected official's office, the planning department, or by a volunteer body, such as the CSC task force. Cross-department involvement and support are recommended, and stakeholder involvement is crucial. The vulnerability assessment could also be developed at a regional level, by the county or a regional organization. Regional organizations or county agencies, like soil and water conservation districts, often have useful data for local assessments.

E. How to obtain points for this action

Points are earned for this action by completing a climate vulnerability assessment that engages staff and the public. The assessment must include climate change projections of future conditions and address at least one climate hazard.

	POSSIBLE POINTS
Vulnerability assessment with a limited scope, covering at least one climate hazard for a limited geographic area (e.g., a waterfront) or for one community asset/system (e.g., transportation)	4
Vulnerability assessment with a moderate scope, covering one to three climate hazards for the entire geographic area of the community	8
Comprehensive vulnerability assessment, covering all relevant climate hazards for the entire geographic area of the community	16

Vulnerability assessments completed as part of a community's participation in the [NY Rising program](#) or the [DOS Local Waterfront Revitalization program](#) may qualify for this action if they meet the above criteria and are completed within the last 10 years.

F. What to submit

Submit a copy of the most recent climate vulnerability assessment report, created within 10 years prior to the application date. Also submit documentation of the public outreach process (such as public meeting invitations, list of attendees and meeting minutes, surveys or other outreach means), if this is not included in the report. The report should include a summary of the assessment process and the individuals involved, climate change projections of future conditions, a description of what climate hazards were covered, what community assets/systems were assessed for impacts, and what vulnerable populations were considered.

If the vulnerability assessment was developed more than 10 years ago, local governments may update it with any new or updated data or projections and submit the updated report for credit.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to additional resources or examples

Examples of Community-level Vulnerability Assessments in New York State

- [City of Long Beach's NY Rising Community Reconstruction Plan \(PDF\)](#)

- [Orange County's Vulnerability Assessment \(PDF\)](#)
- [Kingston, NY. "Planning for Rising Waters" Waterfront Flooding Task Force Final Report](#)
- [Local Multi-Hazard Transportation Example: Genesee-Finger Lakes Regional Critical Transportation Infrastructure Vulnerability Assessment \(PDF\)](#)
- [DOH Public Health Live Webcast: Climate Smart Communities: Experiencing a Changing Climate](#)

Data and Tools for New York State

- [NYSERDA Responding to Climate Change in New York State \(ClimAID Report\)](#)
- [NYS Hazard Mitigation Plan – All hazards](#)
- [NYS Part 490, Projected Sea-level Rise](#)
- [NYSDEC Floodplain Management Webpage](#)
- [NYS 2100 Commission Report – Post Superstorm Sandy Multi-Sector Resiliency Recommendations -Governor's Office of Storm Recovery - New York Rising Community Reconstruction Program](#)
- [NYSDOS Climate Geographic Information Gateway, Climate Change & Resilience with Tools, Data and Resources for Communities \(including the Risk Assessment Tool and Coastal Risk Area Maps\)](#)
- [NYSDOS, Local Waterfront Revitalization Program](#)
- [Scenic Hudson, Adaptation Planning Resources including Sea Level Rise Maps -NYSDOH Heat Vulnerability Index with Maps](#)
- [NYSDOH County-specific Heat Vulnerability Index maps](#)
- [NYSDOH County Heat and Health Profile Reports](#)
- [NYC's Climate and Health Profile reports can be found here](#)
- [NYC Heat vulnerability information](#)
- [Coastal Risk Areas, NYS DOS](#)
- [Disadvantaged Communities Mapper, NYSERDA](#)
- [Climate Safe Neighborhoods, Groundwork HV](#)
- [Environmental Justice Mapping Tools, NYS Sea Grant](#)
- [Hudson Valley Natural Resource Mapper](#)
- [Hudson Dynamic Shorelines, NYS Sea Grant](#)
- [Draft Local Climate Change Adaptation and Resilience Plan \(CCARP\) Guidance and Template](#)

Regional and National Toolkits

- [US Climate Resilience Toolkit](#)
- [Climate Mapping for Resilience and Adaptation \(CMRA\)](#) - helps with assessing local exposure to climate-related hazards.
- [US EPA \(current\) Regional Resilience Toolkit](#) - includes step-by-step guidance
- [US EPA Adapting to Climate Change 2017 Webpage](#) - includes links to key Federal resources such as the US Climate Resilience Toolkit and the National Climate Assessments
- [Vulnerability Assessment Guide: ICLEI, Preparing for Climate Change-A Guidebook for Local, Regional and State Governments](#)
- [TEMPERATE tool: ICLEI](#) - "Registered TEMPERATE users have access to ICLEI's adaptation experts who can help you create a climate vulnerability assessment or adaptation planning effort that meets your community's unique needs."

Federal Training Resources

- [US EPA Local Government Climate Adaptation Training](#)
- [FEMA Long-Term Community Resilience Exercise Resource Guide - Designing Whole Community Exercises to Prepare for the Effects of a Changing Climate](#)
- [FEMA National Risk Index](#) - online tool for identifying risks related to natural hazards by county or census track

National Resources on Environmental Justice

- [US EPA Adaptation Tools for Public Officials](#)
- [US Centers of Disease Control \(CDC\) Social Vulnerability Index Maps](#)

- [Community Resilience Estimates, US Census Bureau](#)
- [Neighborhoods at Risk, Headwater Economics](#)

Federal Transportation Resources

- [Federal Highways Administration \(FHWA\) – Resilience Pilot Studies](#)

Federal Resources for Water Utilities

- [US EPA Climate Resilience Evaluation and Awareness Tool](#)

National Resources on Sea-level Rise

- [Climate Central - Surging Seas: Sea-level Rise Risk Analysis](#)

National Resources on Drought

- [US Drought Portal \(NIDIS\), includes data, maps and tools](#)
- [Northeast Drought Portal \(NIDIS and Northeast Regional Climate Center\)](#)

National Resources on Habitats and Ecosystems

- [Climate Change Vulnerability Index; NatureServe Ecosystem-Based Management Tools Network, Climate Change Vulnerability Assessment and Adaptation Tools](#)

H. Recertification Requirements

Generally, the recertification requirements are the same as the initial certification requirements. As described above in Section B, Step 7 (Establish a timeline for re-assessing vulnerabilities), local governments should revisit their vulnerability assessment at least every 10 years or when other relevant circumstances change. An update to an existing vulnerability assessment may be eligible for points under this action as part of recertification, provided the update includes, for example, up-to-date climate change projections and an evaluation of how those projections may impact assets, systems, and vulnerable populations in the community.



PE7 Action: Climate Adaptation Plan

3 — 15
Points



BRONZE PRIORITY



SILVER PRIORITY

A. Why is this action important?

PE7 Action: Climate Vulnerability Assessment and PE7 Action: Climate Adaptation Plan are the two foundational actions for adapting to climate change and building resilience in your community, akin to creating a greenhouse gas (GHG) inventory and climate action plan for GHG mitigation.

The goal of creating a climate adaptation plan or chapter is to address vulnerabilities uncovered in your [PE7 Action: Climate Vulnerability Assessment](#) and planning gaps from your [PE7 Action: Evaluate Policies for Climate Resilience](#). Climate adaptation planning outlines a vision and set of strategies to improve a community's resilience to climate change based on its local physical, economic, and social vulnerabilities. When local leaders work with their communities to adapt to climate change, they build the capacity to evolve with changing conditions and protect resources for generations to come.

During the planning process, local governments should work with residents and local groups to establish a shared vision of a resilient future and define specific local climate adaptation strategies to reduce vulnerabilities and achieve their vision. A climate adaptation planning process should consider diversity, equity, inclusion, and justice (DEIJ) from start to finish.

B. How to implement this action

Under the Climate Smart Communities (CSC) program, the climate adaptation planning process can be appropriately scaled for the size and vulnerability of a community. For example, a larger city with significant climate risks may choose to do a more in-depth process for a standalone plan. Alternatively, a smaller town or village with fewer vulnerabilities may opt for a more streamlined process to create a smaller plan or create a chapter in a climate action plan or other planning document.

Points for this action will reflect the scope that the adaptation plan or chapter covers:

- **Limited scope:** covers at least one climate hazard for a limited geographic scope (like a waterfront) or one category or sector (like government operations or transportation infrastructure).
- **Moderate scope:** covers one to three climate hazards for the entire geographic area of the community.
- **Comprehensive scope:** covers all relevant climate hazards for the entire geographic area of the community.

You can find a list of climate hazards and further examples of scope in [PE7 Action: Climate Vulnerability Assessment](#).

When conducting a community climate adaptation planning, essential steps to consider include the following:

1. **Analyze the demographic makeup of your community** to understand what a fair representation of citizens will look like. Identify stakeholders who represent different neighborhoods, community-based organizations, and businesses, as well as a range of representatives from traditionally marginalized groups and disadvantaged communities. Consider who has not been at the table in the past and make sure that those groups are meaningfully included. Analyze the municipal departments and committees serving your community to determine who should be involved in this planning process (e.g., departments of public works, planning, police and fire, parks and recreation, economic development).
2. **Convene a diverse and representative working group** (based on your results from step 1) to coordinate the effort and perform public outreach and engagement from the beginning, scaled appropriately to the size and complexity

of the community. The working group should include staff members and a subset of the local CSC task force who are focused on climate adaptation, as well as a cross-section of community stakeholders including residents, business owners, and local and regional organizations. The working group coordinator should strive to achieve appropriate representation of race, class, gender, and all relevant categories.

3. **Develop and implement a public engagement strategy** for the planning process using best practices for inclusive engagement. Review the [CSC Inclusive Community Engagement Primer](#) for a 6-page introduction to concepts and practices for the meaningful inclusion of [Disadvantaged Communities](#) in your local planning activities. Plan meetings to be accessible in terms of location and transportation options, and if possible, provide food, childcare and/or compensation for members' attendance. Solicit public input via multiple channels, including in-person (like public workshops and pop-up stands in public spaces) and virtual options (like webinars and online surveys).
4. **Evaluate information on climate hazards to understand the most at-risk community assets, populations, and systems.** Information on local hazards can be found in your PE7 Action: Climate Vulnerability Assessment] (<https://climatesmart.ny.gov/actions-certification/actions/#open/action/85>), [PE7 Action: Hazard Mitigation Plan](<https://climatesmart.ny.gov/actions-certification/actions/#open/action/90>), [PE7 Action: Evaluate Policies for Climate Resilience](#), and elsewhere. Consider how your hazards and risks may change over time by incorporating the most recent climate projections for your region (see resources below in Section G) and local knowledge of impacts like extreme weather events and sunny-day flooding.
5. **Co-create a vision for community climate adaptation and resilience.** Host public participation session(s) to have conversations about local vulnerabilities, past experiences with hazard events, important community assets and planning gaps, and develop a vision for the community. One possible means of supporting these conversations includes the use of visual aids, such as maps, depicting areas at risk and associated community assets. Community members can identify missing important community assets or hazardous areas or confirm that the existing results are accurate. A vision is a brief, inspirational statement that investigates the future and creates a mental image of the ideal state that a community wants to achieve. The vision should reflect the community's aspirations and values as they relate to adapting to climate change and building local resilience. See examples of resilience visions below in Section G. To create the vision statements, solicit input according to your public engagement strategy. Compile public input into a draft document that describes the vision for the future and what resilience means to the community. Meaningfully share the draft vision document with the community by going beyond posting it on an inconspicuous website page or only sending it to community members already in the know. Establish a system for receiving public comments and revise the draft vision and goals based on stakeholder feedback.
6. **Develop strategies to adapt** to changing conditions and achieve your community's resilience vision. These strategies are based on your community's analysis of climate impacts, prioritized assets, and vulnerabilities, and policy gaps identified during [PE7 Action: Evaluate Policies for Climate Resilience](#). (Also see further guidance on developing climate adaptation strategies below.)
 - Prioritize strategies that reduce risk and provide valuable ecological and social equity co-benefits. For example, training and certifying local workers from disadvantaged backgrounds to install and maintain green infrastructure will reduce stormwater flooding while creating co-benefits of improving local cooling, ecology and economic injustice.
 - Share the draft adaptation strategies with the public according to your engagement strategy. Revise the strategies based on stakeholder input. Revision may include reassessing the prioritization of strategies.
 - Identify lead entities responsible for implementing each strategy. Consider organizing strategies by their estimated timeframes, costs, and co-benefits.
 - Create a timeline and process for regularly revisiting and updating the climate adaptation plan (see Step 7 below), including tracking progress made on adaptation strategies (e.g., number completed, in-process, ongoing or incomplete). A climate adaptation plan or strategy should reflect the most up-to-date climate information and community priorities.
 - Facilitate approval of the plan by the community's elected officials.
7. **Revisit and update your plan.** Local governments should revisit and refresh their adaptation plan every ten years as well (or more frequently) and track progress on adaptation strategies. Plan updates can also be triggered with new understanding of hazards, like a major storm event or updated climate projections. Such updated climate projections could be updates to [ClimAID](#) and updates to [6 NYCRR Part 490](#), for example. These updates should include the latest climate science, data and projections, description of local changing conditions and major events experienced, consider any changes in policy or infrastructure since the last plan, and modify the existing strategies or add new recommendations as appropriate. Significant changes should undergo community input via surveys and other methods as described above.

Additional guidance on developing climate adaptation strategies

In a climate adaptation plan or chapter with a **comprehensive** scope, strategies should cover a range of categories (e.g., municipal planning and operations, zoning and codes, public outreach and education, and capital projects, including structural and non-structural solutions) that address various at-risk sectors (e.g., critical infrastructure, emergency management, natural resources, recreation, agriculture, socially vulnerable populations).

A plan or chapter of **limited** scope will cover at least one climate hazard for a limited geographic area (like the waterfront) or one category or sector (like government operations or transportation infrastructure). A plan or chapter of moderate scope will cover one to three climate hazards for the entire geographic area of the community.

Strategies should directly address vulnerable community assets (like those identified in [PE7 Action: Climate Vulnerability Assessment](#), and local planning gaps (as identified in [PE7 Action: Evaluate Policies for Climate Resilience](#)). For example, if your vulnerability assessment revealed that the community's cooling center is in the floodplain, the plan could include a strategy to floodproof, relocate, or designate a new location. As another example, if the community's capital improvement plan does not consider drought or other climate risks, then your climate adaptation plan could include a strategy to update the capital improvement plan to incorporate such risks. For more strategy ideas, see plans from other communities, Model Local Laws for Increasing Resilience, and other links below in Section G.

Communities should especially consider including strategies to implement many of the actions in CSC Pledge Element 7, like [PE7 Action: Conserve Natural Areas](#), [PE7 Action: Green Infrastructure](#), [PE7 Action: Culverts and Dams](#), [PE7 Action: Nature-based Shorelines](#), and [PE7 Action: Strategic Relocation](#). Several of these strategies could be specific capital projects. Strategies could include more general actions like feasibility studies, to investigate options and/or to create a list of specific projects that will address a specific vulnerability. For example, for flooding, a watershed assessment can highlight the most strategic areas for action. Taking a watershed approach when developing strategies that address flooding, water quality and quantity, and water infrastructure will help the community understand uphill and upstream sources of flooding and assist in prioritizing actions; see [PE7 Action: Watershed-based Flood Mitigation Plan](#) and [PE7 Action: Watershed Plan for Water Quality](#).

Strategies can specifically include recommended changes to the community's comprehensive plan and other relevant plans (like hazard mitigation plans or local waterfront revitalization plans) to include climate adaptation. The implementation of such updates to a comprehensive plan may be eligible for points under [PE6 Action: Comprehensive Plan with Sustainability Elements](#), which includes points for promoting adaptation to climate change.

The plan should identify lead entities responsible for implementing each strategy. To the extent possible, it could also organize strategies by their estimated timeframes, costs and co-benefits.

C. Timeframe, project costs, and resource needs

The timeframe and costs for this task depend on the level of public engagement and the staff resources available. The climate adaptation planning process can be appropriately scaled for the size and vulnerability of a community. Local governments can anticipate a timeline of approximately six months to one year or more to develop a **comprehensive** climate adaptation plan. Project costs include staff time and possibly consultants to support the development of the plan and support for stakeholder attendance in the form of food, transportation, childcare, and/or compensation.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this action?

This action is applicable to all types of local governments and all departments. The department, office, or committee that leads local climate and sustainability efforts is most likely to be responsible for implementing this action. Or implementation may be led by the chief elected official's office, the department of the environment or planning, or by a volunteer body, such as a conservation advisory council, a watershed group, or a subcommittee of the local CSC task force. Cultivating cross-department involvement and support is also critical since a variety of staff and local stakeholders may be involved in implementation. The climate adaptation plan could also be developed at a regional level, by the county or a regional organization. Local governments claiming credit for participation in a regional initiative will be required to demonstrate substantial involvement in that process to be eligible for points, as per [these guidelines](#).

E. How to obtain points for this action

Points for this action are tiered based on completion of the components described below. Both components must have occurred within ten years prior to the application date, but the two components are separate. In other words, applicants can submit a vision without having a plan in place yet.

	POSSIBLE POINTS
Create a community-developed climate adaptation and resilience vision statement	3
Create and adopt a climate adaptation plan (or chapter) with one of the following scopes:	
a) Limited scope , covering at least one climate hazard for a limited geographic area or for one community asset type/system (e.g., transportation)	5
b) Moderate scope , covering at least one to three climate hazards for the entire geographic area of the community	8
c) Comprehensive scope , covering all relevant climate hazards for the entire geographic area of the community	12

F. What to submit

To be eligible for points under this action, all components of this action must have taken place within ten years from the date of application. Submit the following documentation for the point tiers:

Vision: Submit a copy or web address of the final climate adaptation and resilience vision statement and a summary of the inclusive public engagement process that was used to create the vision, including evidence of event outreach and attendance. (See guidance on inclusive public engagement processes in Section B).

Plan: Submit a copy or web address of the climate adaptation plan or chapter (of a related climate plan). Indicate the scope of the planning effort (limited, moderate or comprehensive). Submit documentation that the plan was adopted by the local government.

The plan or chapter must contain the following:

- The most recent New York State climate change projections and climate hazard data, as of the date of publication of the plan.
- A list of strategies to address local vulnerabilities and build adaptive capacity.
- A summary of the inclusive public engagement process that was used.

If a regional entity (other than the applicant) led the planning process, submit evidence of substantial involvement in that process, as per [these guidelines](#).

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to additional resources or examples

Examples of community resilience visions

- [Beacon Sustainability and Climate Resilience Vision](#)
- [Visions And Principles for a Resilient Catskill](#); see page 32.
- [A Flood-Resilient Kingston: Vision for the Future](#); see pages 26 to 30.
- [Vision and Goals Statement \(English, available in 5 languages\), Climate Resilient San Diego](#)

Examples of climate adaptation plans and chapters

- [Resilience Roadmap: Planning for Piermont's Future](#)
- [Planning for Rising Waters: Final Report of the City of Kingston Waterfront Tidal Flooding Task Force](#)
- [Ossining's Waterfront on the Rise, Climate-adaptive Design Studio](#)
- [Vision 2020, New York City Comprehensive Waterfront Plan, Goal 8: Increase Climate Resilience](#)
- [Tompkins County Comprehensive Plan – Planning for Our Future Section on Climate Change Adaptation and Appendix B, Public Comments and Responses](#)
- [A Stronger, More Resilient New York](#)
- [Climate Resilient San Diego](#)
- [Climate Action Adaptation Plan, Santa Monica, CA](#)
- [Climate Action and Resiliency Plan, Alameda, CA](#)
- [Resilient Los Angeles](#)
- [Climate Resilience & Regeneration Plan: An element of the comprehensive plan](#)
- [Comprehensive Master Plan, Keene, NH](#)
- [Multi-Hazard and Climate Adaptation Plan, Lewes, DE](#)

Guidance for developing climate adaptation strategies

Planning Guidance

- [Climate Adaptation and Resilience Planning, Cornell WRI](#)
- [Resilience Planning Resources and Guidance, NYS DOS](#)
- [Resilience Principles, NYS DOS](#)
- [Greening in Place Guide, A framework for equitable green development](#)
- [Resources for Resilience, Cornell WRI](#)
- [NY Rising Community Reconstruction Program](#)
- [Preparing for Climate Change: A Guidebook for Local, Regional, and State Governments, ICLEI – Local Governments for Sustainability](#)
- [Draft Local Climate Change Adaptation and Resilience Plan \(CCARP\) Guidance and Template](#)

Strategy development

- [NYS Flood Risk Management Guidance, NYS DEC](#)
- [Model Local Laws to Increase Resilience, NYS DOS](#)
- [List of Climate Adaptation Strategies, Examples from Communities the Hudson Valley](#)
- [ENVISION™ Rating Tool](#): a sustainability rating program for horizontal infrastructure projects
- [The Sustainable SITES Initiative](#): SITES is rating system designed to distinguish sustainable landscapes, and measure their performance.
- [LEED for Neighborhood Development, USGBC](#)
- [International Green Construction Code](#)
- [FEMA Long-Term Community Resilience Exercise Resource Guide - Designing Whole Community Exercises to Prepare for the Effects of a Changing Climate](#)

Data, mappers, and climate projections

- [Responding to Climate Change in New York State \(ClimAID\)](#): source of New York State climate projections
- [New York State 6 NYCRR Part 490, Projected Sea-level Rise, NYS DEC](#)
- [Hudson River Flood Impact Decision Support System, Center for International Earth Science Information Network \(CIESIN\), Columbia University](#)
- [Disadvantaged Communities Interactive Mapper, NYSEDA](#)
- [Environmental Justice Mapping Tools, NY Sea Grant](#)
- [Hudson Valley Natural Resource Mapper, NY DEC](#)

Guidance for incorporating social equity and inclusive engagement

- [CSC Inclusive Community Engagement Primer](#)
- [Inclusive Planning for Community Resilience, Cornell WRI](#)

- [PUSH Blue program, PUSH Buffalo](#)
- [NYS People First: How To Plan Events Everyone Can Attend, NYS DOH](#)
- [The Path to Environmental Justice is Local, Center for Climate Preparedness, Antioch University.](#)
- [Equity Toolkit, Sustainable Connecticut](#)
- [Antioch New England's Center for Climate Preparedness and Community Resilience: Race and the Environmental Movement Webinar Series](#)
- [Climate Action through Equity, Portland, OR](#)
- [Training and Popular Education, Racial Equity Tools](#)
- [Action Plan Examples, Racial Equity Tools](#)
- [Local Policies For Environmental Justice: A National Scan, The New School](#)
- [People and Place: Understanding social dimensions of resilience in the Climate-adaptive Design Studio](#): see the stakeholder matrix in the outreach strategy section.
- [Social Equity, American Planning Association](#)

H. Recertification Requirements

The recertification requirements are the same as the initial certification requirements.

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

BILL #: 3-2026

SUBJECT: Equipment Surplus

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/7/2026

Resolution to deem equipment surplus

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

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. 2021 Dodge Charger Police Car, VIN #2C3CDXKG6MH649103

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**

BILL #: 4-2026

SUBJECT: FEMA Contract Amendment

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/8/2026

Approve FEMA Contract Amendment

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____



**Suozzo, Doty
& Associates**
PROFESSIONAL ENGINEERING, PLLC

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(518) 240-6293
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Water and Wastewater Project Updates

January 12, 2026

Village Board of Trustees,

Please let this memo serve as a project update and summary of a request of the Board of Trustees for the Village's FEMA funded portion of the wastewater project.

WASTEWATER PROJECT

FEMA Project:

As a reminder, the FEMA funded portion of the overall wastewater project consists of replacement of the sewer mains called the "Swamp Line" and the "Trunk Sewer Main". The Swamp Line consists of the sewer main running from the Community Bank Parking Lot, north across Bloomingdale Ave, behind the fire station to Cedar Street. The Trunk Sewer Main runs from the Bloomingdale Lift Station to the Coinwash Parking Lot.

The project team has completed a significant portion of the preliminary design, and we are currently waiting for an approval from FEMA to confirm their acceptance of the design recommendations. In order to keep the project moving forward and meeting 2026 deadlines, we have included our proposal for the completion of the 90% design. The proposal itself provides additional detail regarding the phasing of the project, but in summary, FEMA has broken the project into two phases. Phase 1, which we are currently working on, was set up to include site investigations to confirm or modify the recommended upgrades (complete) and to develop a 90% design (this proposal). Phase 2 will include the last 10% of design, permitting, final easements, and the bidding and construction phase of the project.

This cost of this proposal is covered under the secured FEMA grant which is 90% grant and 10% Village match. The 10% Village match was encumbered at the beginning of the project.

We have broken the proposal into several tasks, including project and grant administrative services, the 90% design, survey & easement development, and agency correspondence. The 90% design is the most well-defined task and therefore has been presented as a lump sum. The remaining tasks are dependent on outside influences and are also not necessarily going to be completed in this phase of the project. Therefore, these tasks are presented and Time and Materials and will be completed as far as funds allow, maximize the use of the grant funds, with any remaining open items to be completed as part of Phase 2.

We are preparing a larger overall presentation to be completed within the next few weeks to update the Board on the final project recommendations, updated cost estimates, and user rate impact.

Sincerely,

Gregory Swart, Senior Engineer

With Offices in Bolton Landing and Lake Placid, New York



Certified
Women-Owned
Business Enterprise



January 12, 2025

Bachana Tsiklauri
Village Manager
39 Main Street, Suite 9
Saranac Lake, NY 12983
Delivered via email only: manager@saranaclake.gov

**RE: Village of Saranac Lake Collection System: FEMA Funded –
Professional Services Modification #4
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. This proposal adds several tasks to move the project forward to the 90% design as required by the FEMA contract. To do so the following is a summary of the existing tasks that are to be closed and the new tasks that are proposed to be added to the Contract:

- Task 01: Sewer Main CCTV (Closed)
- Task 02: Existing Sanitary Utility, Topographic and Boundary Survey (Closed)
- Task 03: Design Evaluation / Internal Report / Alternatives & Cost Estimate / Design Scope Ranking (Closed)
- Task 04: Grant Administration (Closed)
- Task 05: Project Management / Sewer Committee & Board Meetings (Closed)
- Task 06: Sewer Flow Monitoring (Closed)
- Task 07 – Limited Soil and Groundwater Sampling (Closed)
- Task 08 – Project Management & Grant Administration Services (Add) (Time & Materials)
- Task 09 – 90% Design – Swamp Line & Trunk Sewer Main (Add) (Lump Sum)
- Task 10 – Survey, Easement Coordination, and Service Lateral Coordination (Add) (Time & Materials)
- Task 11 – Agency Correspondence (Add) (Time and Materials)
- Task RE00 – Reimbursables (Updated) (Time & Materials)

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

PROJECT UNDERSTANDING

Suozzo, Doty, & Associates has recently completed the 10% design the FEMA funded portion of the wastewater treatment and collection system project. The following updates our understanding of the project based on the project design and funding decisions made during the 10% design phase. The information is

based on the scope of work change submitted to FEMA on September 29, 2025, and is subject to FEMA approval of the same.

PROJECT SCOPE:

The FEMA funded portion of the project includes the sewer mains known as the “Swamp Line” and the “Trunk Main.” The Swamp Line consists of the sewer main from MH W8 to MH W8-14 off of Broadway and Bloomingdale Ave. The Trunk Main consists of the sewer main from MH 21 to MH 37 along Bloomingdale Ave.

The recommended option for the Swamp Line includes the following:

- Relocation of the sewer main from MH W 8 to MH W8-2 to a new location from existing MH W 9 to MH W 8-2 along Broadway. MH W 9’s elevation and pipe size were verified to confirm the ability to connect. This section requires a total of 450’ of 12” SDR 26 PVC sewer main and 4 manholes.
- Replacement of the sewer main from MH W 8-1 to the edge of the property of 54 Broadway. This section of main will serve as the connection point for the laterals from 54 and 46 Broadway. This section requires a total of 100’ of 8” SDR 26 PVC sewer main and 1 manhole.
- Installation of a sewer main connector from MH W8-1 to MH W9-1 to allow for the connection of the sewer main on Bloomingdale Ave that currently connects into MH W 8-1. This section requires a total of 100’ of 8” SDR 26 PVC sewer main and 1 manhole.
- Replacement of the sewer main from MH W8-2 to MH W8-6. This section requires a total of 1200’ of 12” SDR 26 PVC sewer main and 4 manholes.
- Replacement of the sewer main from MH W8-6 to MH W8-9 This section requires a total of 300’ of 12” SDR 26 PVC sewer main and 3 manholes.
- Relocation of the sewer main from MH W8-9 to MH W8-12 This section requires a total of 550’ of 12” SDR 26 PVC sewer main and 3 manholes.
- Replacement of the sewer main from MH W8-12 to MH W8-14. This section requires a total of 320’ of 12” SDR 26 PVC sewer main and 2 manholes.

The recommended option for the Trunk Line includes the following:

- CIPP lining of the sewer main from MH 21 to MH 26. This requires 1600’ of 24 CIPP liner and 5 lined manholes.
- Replacement of the sewer main from MH 26 to MH 33. This requires 780’ of 24” SDR 26 PVC sewer main and 8 manholes.
- Relocation of the sewer main from MH 33 to MH 35. This requires 350’ of 24” SDR 26 PVC sewer main and 1 manhole.
- CIPP lining of the sewer main from MH 35 to MH 36. This requires 390’ of 24 CIPP liner and 1 lined manhole.
- Relocation of the sewer main from MH 36 to MH 37. This requires 350’ of 24” SDR 26 PVC sewer main and 3 manholes.

PROJECT FUNDING:

The FEMA funded portion of the project was added to the overall NYSEFC funding package. The Village elected to take this step in order to secure additional funding for the project should the overall budget exceed



the FEMA allocation of funds, the FEMA funding fall through, and/or if ineligible costs occur on the project. The Village accepted the downside that additional NYSEFC requirements are added to the project (WMBE goals and reporting, etc.). Therefore, all project components including SDA's contracts, and all design documents and constitution documents will be prepared to meet NYSEFC standards and review requirements.

FEMA REQUIREMENTS:

The FEMA funding has been broken into two phases. Phase 1 requires completing the 90% design. Phase 2 is to complete the 100% design, finalizing easements, finalizing permits, bidding, and construction/construction administration. SDA's current contract and this amendment is for Phase 1 only. The work required to complete the 90% design is interpreted to include the following:

- Completion of 60% design documents with review with the Village
- Completion of 90% design documents with submission to FEMA, NYSDEC, and NYSEFC for review
- Identification of required easements, preliminary conversations with property owners, and draft easement maps preparation. Finalized easements may be completed based on the cooperation of the property owners. Finalizing any remaining easements is expected to be completed during Phase 2.
- Initial coordination with the State and Federal agencies that have been identified during the 10% Design Phase (NYSDEC, ACOE, NYSDOT) that will require permits to be completed for the project. Finalizing permits is expected to be completed in Phase 2.

OTHER PROJECT COMPONENTS

During the 10% design due diligence environmental database reviews, it was found that a portion of the existing Swamp Line sewer main (proposed for replacement) runs through the Saranac Lofts Brownfields Site (DEC Database #C517015) located at 120 Broadway. The Village has elected to test Village owned property (Tax Map I.D. 447.69-1-14) that is located in close proximity to the Brownfield site. The Village-owned property is located within the limits of the existing Swamp Line.

The environmental testing is covered under a prior proposal, and the testing occurred in November 2025. Based on the pending results, additional environmental testing may be required, which would be covered under a separate proposal in Phase 2.

SCOPE OF SERVICES**Summary of Tasks**

Task 01: Sewer Main CCTV (Closed)

Task 02: Existing Sanitary Utility, Topographic and Boundary Survey (Closed)

Task 03: Design Evaluation / Internal Report / Alternatives & Cost Estimate / Design Scope Ranking (Closed)

Task 04: Grant Administration (Closed)

Task 05: Project Management / Sewer Committee & Board Meetings (Closed)

Task 06: Sewer Flow Monitoring (Closed)

Task 07 – Limited Soil and Groundwater Sampling (Closed)

New Tasks

Task 08 – Project Management & Grant Administration Services (Add) (Time & Materials)

The original Task 04 Grant Administration & Task 05 Project Management/Sewer Committee & Board Meetings each assumed that Phase 1 would be completed in February 2026. However, FEMA is reviewing a time extension until June 2026 and the work under these tasks are expected to continue to September 2026 (to include time for project reviews and closeout). Additionally, the Village has required additional assistance with FEMA coordination, project reimbursement, etc. that SDA has completed under Task 04 and 05. To simplify the invoicing the Tasks have been closed and combined into this new Task.

SDA will continue to assist the Village with the following grant administrative tasks:

- Provide quarterly reports to FEMA
- Assist the Village with FEMA reimbursements
- Coordinate with NYSEFC
- Assist with other grant documents and services as requested by the Village
- SDA will assist the Village update and/or prepare documentation and correspondence regarding environmental reviews including the following and as requested by the Village:
 - SEQR
 - SHPO
 - NEPA

SDA will continue to assist the Village with the following project management tasks:

- Prepare and attend sewer committee meetings
- Prepare and attend meetings with Village staff to review designs, easements, etc.
- Prepare and attend Village Board of Trustees meetings
- Provide additional project management and grant administration services as requested by the Village

As the effort for this task is unknown at this time, we recommend that this work be completed on a Time and Material's basis, not to exceed the amount listed in the table below.

Task 09 – 90% Design – Swamp Line & Trunk Sewer Main (Add) (Lump Sum)

Under this task SDA will complete 90% design documents suitable for submission to NYSDEC/NYSEFC and FEMA for technical review.

The work is generally expected to include the following drawings:

- Cover Sheet
- General Notes & Legends
- Overall Plan
- Site Plans & Profile
- Demolition Plans
- Utility Plans
- Erosion & Sediment Control Plans

- Standard Details
- NYSDOT Standard Details
- NYSDOT Standard Details for Maintenance and Protection of Traffic Control Plans

A specification manual will be developed with technical specifications and bidding, funding, and overall project requirements.

A draft set of drawings, specifications, and cost estimates will be submitted to the Village for review and comment at the 60% design level.

The proposed design work will generally include the design of the sanitary sewer mains as identified in the project understanding section, manholes, service connection establishment and restoration of the areas immediately surrounding the sewer main trenches.

A revised Benefit Cost Analysis as required by FEMA will be provided at the 90% level.

Please note that the design of the repurposing the sewer main from MH W8-1 to MH W8-2 to serve the parcels on Bloomingdale Ave has not been fully determined. The basis of design for the purpose of this phase of work is CIPP repair.

Task 10 – Survey, Easement Coordination, and Service Lateral Coordination (Add) (Time & Materials)

A significant portion of both the Trunk Sewer main and Swamp Line is or will be located out of the Road Right-of-Ways (ROWs). It is standard practice and a requirement of NYSEFC for the Village to have control over all land on which all public infrastructure is installed. This control includes work in the public ROW, through land ownership, and commonly for sewer mains, easements. It is our understanding that the Village does not have easements for most or all of the Trunk Main and Swamp Line. Temporary easements may be required for properties adjacent to the proposed work for access for construction, or to reconnect service laterals. Based on our review, and subject to the final design and requirements by the Village's attorney for the project, approximately fifty-four (54) permanent or temporary easements are estimated to be needed. SDA will subcontract the preparation of the survey to MJ Engineering and Land Surveying, P.C. (MJ) to provide the survey maps required for the easement documentation. This work assumes the Village attorney provided guidance on map format and language.

We have based the estimated time associated with this task based on the average property/property owner, except where noted below, which include generally following:

- Preparation of 8.5"x11" draft easement map showing the proposed infrastructure for discussion with property owners. Maps will be produced at the 60% design level.
- One (1) site visit to discuss potential easements with property owners.
- Hosting two (2) public information sessions to review easements.
- Preparation of an 8.5"x11" final easement map showing the proposed infrastructure
- Boundary survey work of the property boundary impacted by the sewer main

It is anticipated that any work to secure easements not completed during this phase of the project will be completed in a later phase and as part of a new proposal.

Should additional topographic survey needs be identified, these will be provided under this task.

It is recommended that a professional underground utility locating company be used to identify potential underground utilities in the Broadway portion of the project. SDA will subcontract with a professional underground utility locating company to perform this work.

Several of the properties within the project areas have unknown lateral connection locations that could be impacted by the redesign efforts. SDA will assist the Village in determining the location of unknown laterals. Please note, illegal lateral connections for floor drains, etc. shall be the responsibility of the property owner to remedy.

Approximately three (3) buildings have sewer mains currently run under the buildings. Often the building laterals are connected directly to the main under the building. The fate of these sewer mains and the lateral connections for these buildings require guidance from the Village attorney. SDA will assist the Village in identifying the existing lateral locations for these buildings as well as the possible design options.

Assistance to determine lateral connections could include smoke testing, dye testing, camera inspections, and/or home inspections.

As the effort for this task will be highly dependent on the cooperation of the property owners and other influences out of SDA's control, we recommend that this work be completed on a Time and Material's basis not to exceed the amount listed in the table below.

Task 11 – Agency Correspondence (Add) (Time and Materials)

Under this Task, SDA will develop and coordinate initial submissions to regulatory agencies to determine requirements for final design and permitting requirements. Final permitting will be completed during Phase 2 of the project.

As part of this effort, SDA will complete the following:

Rail Trail Corridor Property Access:

The Village owns and operates many utilities that cross the new NYSDEC owned Rail Trail. NYSDEC indicated during prior conversations that utilities are generally not allowed in the corridor and require special permission. SDA will prepare maps and initial correspondence for submission to NYSDEC for review and comment on the existing utilities within the corridor that impact the proposed project.

NYSDOT Requirements:

NYSDOT will require plan approval for any work within the Right-of-Way (ROW) of Bloomingdale Ave and Broadway, both of which are NYSDOT. Under this task, SDA will submit drawings at the 60% design for NYSDOT comment and review. We have included time for two (2) meetings with NYSDOT for review. Final DOT plan approval will be completed in Phase 2.

Stream Bank Disturbance Permitting:

SDA will evaluate the need for stream bank disturbance permitting (NYSDEC Article 15, ACOE Nationwide Permits, etc.) and provide the Village with information regarding needed permits based on the final design recommendations. SDA has included up to two (2) virtual meetings with the appropriate regulatory agencies for the purpose of coordinating the required permitting.

Adirondack Park Agency (APA):

In coordination with the Village's larger sewer main project, SDA will prepare a Jurisdictional Inquiry Form (JIF) to submit to the APA to determine needed permits. SDA will coordinate with APA for wetland delineation. Final wetland permitting will be completed in Phase 2.

ASSUMPTIONS/LIMITATIONS

The following are assumptions/limitations were used to develop this proposal:

- The following are anticipated to be completed and/or finalized as part of Phase 2, subject to a revised proposal.
 - Additional sampling and design of remediation for contamination/potential contamination.
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Finalized permits as noted above.
 - Finalized easements above and beyond T&M estimate above
 - Basis of Design Report for NYSDEC
- The following design items are excluded from the proposal and can be added if subject to a revised proposal.
 - Underground utilities, sidewalks, pavements, etc. required by NYSDOT that extend beyond the sewer main replacement locations.
 - Redesign of third-party utilities (power, communications, etc.)
 - Geotechnical and other soil investigations
 - Structural designs or retaining walls
 - Permanent traffic control devices, pedestrian control, etc., if required by NYSDOT.
 - Maintenance and Protection of Traffic Control drawings and plans beyond standard details as available on the NYSDOT website.
 - Stormwater management and/or stormwater system redesign within the Swamp Line area, including, but not limited to the impact on drainage by replacing the Swamp Line sewer main.
 - Design options for sewer mains under building beyond what is proposed above.
 - Eminent domain proceedings or similar actions to secure easements
- SDA has been retained for final design, bidding, construction administration, and project representative services. The full scope, fee and schedule of these services is to be defined at a later date and will be subject to a separate proposal.

PROFESSIONAL SERVICES FEE AND COMPENSATION

SDA 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.

Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) will be billed under Task RE00.

Please note that SDA reserves the right to use any available task budget to advance the services requested under this proposal.



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

Task	Lump Sum	T&M Estimate¹	Subconsultant Fee Estimate²	Schedule³
Task 08 Project Management & Grant Administration Services	---	\$40,000	---	Start: Upon Authorization End: 9 months
Task 09 90% Design – Swamp Line and Trunk Sewer Main	\$218,000	---	---	Start: Upon Authorization End: 6 months
Task 10 Survey, Easement Coordination, and Service Lateral Coordination	---	\$51,000	\$73,000	Start: Upon Authorization End: 6 months
Task 11 Agency Correspondence	---	\$16,000	---	Start: Upon Authorization End: 6 months
Task RE00 – Reimbursables (SDA)	---	\$2,000	---	Start: Upon Authorization End: 6 months
Subtotal	\$218,000	\$109,000	\$73,000	
Total		\$400,000		

¹Time 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.

²Subconsultant fees include 15% markup for SDA's administrative efforts. The subconsultant fees will be billed on time and materials basis.

³Schedule begin and completion dates are estimates only and begin upon authorization. SDA will make its best attempt to begin and complete tasks in accordance with the periods depicted above, but certain items that affect the schedule may be out of SDA's control (e.g. agency approvals, client availability, record document availability, etc.)



ATTACHMENTS

- Endorsement Page Closing and Agreement

We thank you for this opportunity to continue to work with the Village on this important project! If you find this proposal acceptable, please execute where indicated on the following page. 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

Richard Adams, PE, Collection Lead Engineer

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

Authorized Representative

Date

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

BILL #: 5-2026

SUBJECT: Overnight Travel and Training

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/8/2026

Resolution to authorize the travel and training for the Community Development Department to attend the 2026 New York Planning Federation Conference

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION AUTHORIZING OVERNIGHT TRAVELING AND TRAINING FOR
THE COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that increase their knowledge, skills, and job performance, and,

WHEREAS, the Community Development Department will be attending the New York Planning Federation Annual Conference from April 19-April 21, 2026 in Cooperstown, NY, and,

WHEREAS, the expenditure for the training and travel is designated in the 2025-2026 budget for registration fees and lodging.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the overnight travel and training for the Community Development Department.

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

BILL #: 6-2026

SUBJECT: Village Sign Frame Policy

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 1/8/2026

Resolution adopting policy for use of Village Sign Frames

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

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 #: 7-2026

SUBJECT: Water Sewer Grant and Loan Program

FOR AGENDA: 1/12/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 1/8/2026

Resolution authorizing the creation of an Emergency Water and Sewer Grant and Loan Program

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

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

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

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

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

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

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

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

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

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

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

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