

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

Monday, February 9, 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/81214360783>

Meeting ID: 812 1436 0783

CALL TO ORDER

ROLL CALL:

AUDITING:

- a. Pay Vouchers
- b. Approve Minutes from 1-26-2026

PUBLIC COMMENT:

ITEMS FOR BOARD ACTION

BILL	14	2026	Approve Memorandum of Agreement (MOA) between the Village and the Teamsters Local 687
BILL	15	2026	Home Rule Request for Assembly Bill 9687
BILL	16	2026	Approve 4 th of July Fireworks Contracts
BILL	17	2026	Approve Cannabis Sales Taxation Funding Program Grant Application for ADK Mountain Club
BILL	18	2026	Authorize Village Manager to sign contract for legal services for Saranac Lake Drinking Water and Wastewater Projects
BILL	19	2026	Approve settlement agreement for 25 Franklin Ave Water/Sewer Invoices
BILL	20	2026	Resolution authorizing revenue from annual car show registration fees
BILL	21	2026	Authorize acceptance of New York State DEC NPG Funding for Parking Lot Stormwater projects
BILL	22	2026	Resolution to appoint and reappoint members to the Downtown Advisory Board
BILL	23	2026	Resolution to issue a negative SEQR declaration for construction improvements at Baldwin Park
BILL	24	2026	Authorize overnight travel and training for Police Officer
BILL	25	2026	Authorize overnight travel and training for Chief of Police
BILL	26	2026	Approve amendment to the Health Reimbursement Account for PBA
BILL	27	2026	Approve Franklin County Destination Event Sponsorship Program awards for Village Events
BILL	28	2026	Call for a Public Hearing on local law amending the Development Code
BILL	29	2026	Resolution adopting policy for use of Village Sign Frames
BILL	30	2026	Resolution authorizing partial financial assistance for repairs at the Adirondack Carousel Pavilion
BILL	31	2026	Resolution to establish future families task force

SPECIAL GUEST: Gregory Swart Presentation – Village Wastewater Project Update

OLD BUSINESS:

Trustee Ryan-Armory Building

Trustee White-Update on 33 Petrova Property and update on Public Safety Building

NEW BUSINESS: Trustee White- Discussion on amending Trustee Scollin's Resolution 126-2025 Safeguarding Residents and Financial Resources, and Reaffirming Existing Policing Policies and Discussion/review of the audit performed by BST.

PUBLIC COMMENT:**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, January 26, 2026

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

AUDITING:

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget \$477,257.33 batch number 1262026. Complete detail of these vouchers is attached and made part of these minutes.

Motion: Scollin Second: Ryan

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

APPROVAL OF MINUTES:

Chair Mayor Williams called for a motion to approve the minutes

Motion: Ryan Second: Brunette

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

SPECIAL GUEST: Leslie Karasin-Northern Forest Center/Housing Task Force Presentation

PUBLIC COMMENT:

Jeremy Evans Development Code Amendments

ITEMS FOR BOARD ACTION:

Bill 9-2026 Resolution to appoint Election Inspectors

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

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

Bill 10-2026 Resolution to call for a public bearing on proposed local law amending the Development Code

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

Motion to Table: White Second: Scollin

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

Bill 11-2026 Resolution to hire temporary clerk for Mount Pisgah

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

Bill 12-2026 Authorize lease agreement with homeward bound

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: White

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

Bill 13-2026 Resolution to hire maintenance worker within the department of public works

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

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

Bill 6-2026 Resolution adopting policy for use of Village Sign Frames

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

Chair Mayor Williams called for a motion

Motion: White Second: Scollin

Motion to Table: Scollin Second: Ryan

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

Bill 7-2026 Resolution authorizing the creation of an Emergency Water and Sewer Grant Loan Program

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

Chair Mayor Williams called for a motion

Motion: White Second: Brunette

Motion to Table: White Second: Scollin

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

OLD BUSINESS: Geothermal Project Update, APA lease negotiation, Public Safety Facility discussion, Pisgah Update

PUBLIC COMMENT:

Steve Erman thanks to board for Homework Bound Lease

Mark Wilson request for public notice of community forum/Wendel presentation

EXECUTIVE SESSION: Collective Bargaining Negotiations

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

Motion: Scollin Second: Brunette

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: Williams

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

MOTION TO ADJURN:

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

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

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

BILL #14-2026

SUBJECT: Approve Teamsters Contract MOA

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

SUMMARY STATEMENT

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

MEMORANDUM OF AGREEMENT

By and Between

*The Village of Saranac Lake
(hereinafter referred to as "Village")*

and

*Teamsters Local 687
(hereinafter referred to as "Union" or the "Teamsters")*

WHEREAS, the Village and the Teamsters are parties to a Collective Bargaining Agreement for the term June 1, 2023 through May 31, 2026; and

WHEREAS, the Village and Teamsters have mutually agreed upon amending the current Collective Bargaining Agreement.

NOW, THEREFORE, the Village and the Teamsters agree as follows:

1. All terms and conditions of the existing Collective Bargaining Agreement shall continue in full force and effect unless specifically modified by this Memorandum of Agreement and/or the terms of the expired Agreement.

2. All amendments reflected below shall be effective June 1, 2026, unless otherwise noted.

3. This Memorandum of Agreement is subject to ratification by the Teamsters membership and the Village Board of Trustees.

4. **Appendix A** shall be amended to reflect the following:

- Effective February 9, 2026, all current unit employees shall receive a pay increase of \$2.00 on base, followed by a 3% increase.
- Effective June 1, 2027, all current unit employees shall receive a pay increase of 3%.
- Effective June 1, 2028, all current unit employees shall receive a pay increase of 3%.

5. **Article 7 – Wages and Classification** shall be amended to add a new final section, reading:

Capital Project compensation shall be determined at the sole discretion of the Village Manager. A project may be designated as a Capital Project when it is expected to be completed within a reasonable timeframe, as determined by the Village Manager. All Capital Projects must be established by the Village Manager and approved by the Village Board. Factors the Village Manager and Village Board will consider in determining whether a project constitutes a Capital Project include, but are not limited to, whether the project is expected to take over two weeks to complete, requires engineering plans, requires work that is different in character or scale from normal operations, involves replacement or installation of infrastructure, and will cost more than \$200,000 to complete.

Employees assigned to designated Capital Projects shall be compensated at a premium rate of one and a half (1.5) times their base rate of pay for all hours worked on such projects, in accordance with applicable law and this Agreement. This premium pay rate may be excludable from overtime calculation under applicable provisions of the Fair Labor Standards Act. In no event shall premium rate labor costs on Capital Projects exceed \$25,000 per year. In the event premium rate pay exceeds \$25,000 in any fiscal year, employees shall be paid at their normal rate of pay for the remainder of any Capital Project. Staff assignment to Capital Projects shall be at the discretion of the Department Head.

The Village retains the right to contract out for Capital Projects at its discretion.

6. **Article 8, Section 5 – Transfer and Promotion** shall be amended as follows:

Section 5. When an employee is temporarily assigned to work in the capacity of a nonunion/administrative employee, said employee shall receive an additional \$2.00 per hour for each hour worked in such capacity. *Such temporary assignment must be authorized in advance by the Department Head and Village Manager and reported to payroll in accordance with Village procedures.* For overtime purposes the formula will be: Employee's Regular Wage Plus \$2.00 X 1.5 = Overtime Rate.

- 7 **Article 11, Section 1 – Work Schedules** shall be amended as follows:

Section 1. Each employee shall be scheduled in each payroll week to work for five (5) tours. These tours will be from Monday through Friday except for the Fire Department. *During winter*

months, employees assigned to Mt. Pisgah may be required to work nights and weekends.

8. **Article 13, Section 3 – Payment for Time Worked Definition of Hourly Rate**

for Computing Wage Payment shall be amended as follows:

Section 3. Opportunity for overtime work shall be rotated within a department provided the employee has the skill and ability to perform the required work. Qualified employees who refuse overtime shall be charged as if they had worked and will be rescheduled accordingly. Except in emergencies, overtime schedules shall be posted twenty-four hours in advance. The Village Manager or Superintendent of Public Works shall have the right to require overtime work for a public emergency, and employees may not without just cause refuse assignments in a public emergency. Department heads will establish an equitable system for mandatory overtime and on-call responsibilities. The system shall prioritize employees with the least amount of mandated overtime worked, modifying the existing inverse seniority rotation as necessary to ensure equitable distribution.

9. **Article 13 – Payment for Time Worked Definition of Hourly Rate for**

Computing Wage Payment shall be amended to add a new Section 7, reading:

Section 7. Employees may elect to convert earned overtime hours into compensatory time at a rate of one and one-half (1.5) hours for each overtime hour worked, subject to Department Head approval and operational needs. All elections and allocations (e.g., twenty (20) hours of overtime split as ten (10) hours overtime pay and ten (10) hours compensatory time) must be clearly documented on employee timecards. Compensatory time shall be accrued and used in one (1) hour increments and shall not exceed eighty (80) hours at any time.

10. **Article 13 – Payment for Time Worked Definition of Hourly Rate for**

Computing Wage Payment shall be amended to add a new Section 8, reading:

Section 8. Employees who work beyond midnight shall be provided an eight (8) hour rest period prior to the start of their next regularly scheduled shift, except where operational necessity requires otherwise, as determined by the Department Head.

11. **Article 16, Section 1 – Holidays** shall be amended as follows:

Section 1. The following holidays shall be paid holidays by the Village with the exception of the Fire Department. The day before Christmas or the day after Christmas will be given to everyone.

- New Year's Day
- Martin Luther King Day
- ~~1/2 day on Good Friday~~
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- The day before or the day after Christmas

12. **Article 16, Section 3 – Holidays** shall be amended as follows:

Section 3. Employees who do not work on a holiday shall receive holiday pay computed at their regular hourly rate for the number of hours for which they are normally and regularly scheduled to work immediately prior to the holiday up to a maximum of eight (8) hours (~~Good Friday is one-half (1/2) day~~). Employees who work on any of the holidays listed above shall be paid time and one-half for the number of hours actually worked in addition to their regular holiday pay *with the exception of Christmas, Thanksgiving, Fourth of July, Labor Day and Memorial Day, for which employees required to work shall be compensated at double time (2.0) for hours actually worked.*

13. **Article 16, Section 5 – Holidays** shall be amended as follows:

Section 5. Holiday time shall be counted as time worked for the purposes of calculating overtime. Fire Drivers ~~will be granted six (6) tours vacation each year in lieu of holidays~~ *shall receive twelve (12) lieu days per year to correspond with the number of recognized holidays. Lieu time shall accrue each pay period at a rate of 2.7692 hours, with an annual cap of two hundred eighty-eight (288) hours. Fire Drivers may elect to cash out accrued lieu time on their final paycheck in May of each fiscal year.*

14. **Article 18, Section 10 – Sick Leave** shall be amended as follows:

Section 10. While on sick leave, the employee will not engage in other paid employment or other strenuous recreational activity. Fire Drivers will get fourteen (14) hours sick time per month

(seven (7) tours per year) to a total accumulation of 1608 or 67 tours. *Fire Drivers' use of sick leave shall be counted as time worked for purposes of this Agreement.*

15. **Article 18 – Sick Leave** shall be amended to add a new section 11, reading:

Section 11: All union-represented employees approved for leave under the Family and Medical Leave Act (FMLA) shall be required to exhaust all available accrued sick leave prior to utilizing any other form of paid leave, including but not limited to vacation or personal leave, during the FMLA leave period, in accordance with applicable law and Memorandum of Understanding, Bill #57-2025.

16. **Article 24 - Health, Life and Dental Insurance and Prescription Plan** shall further be amended to add a new Section 8, reading:

Section 8. Employees who have completed thirty (30) years of service with the Village shall be eligible to retain health insurance coverage upon retirement, subject to the following conditions:

- *The retiree shall utilize up to eighteen (18) months of COBRA coverage.*
- *Coverage shall be limited to the single plan and shall not extend to dependents.*
- *Retirees shall not be eligible for participation in a Health Savings Account (HSA).*
- *Coverage shall be provided under the health plan in effect at the time coverage is utilized, not the plan in effect at the time of retirement.*

17. *Coverage shall continue until the retiree becomes eligible for Medicare, at which time Village coverage shall become secondary.* **Article 27, Section 1 – Clothing Allowance** shall be retitled “Clothing and Boot Allowance” and shall be amended as follows:

Section 1.

The mechanics shall retain the current benefits and clothing. Mechanics shall also receive up to a ~~\$200~~ \$300 boot allowance per year paid upon submission of a paid receipt.

Office personnel shall receive a yearly clothing allowance of ~~\$300.00~~ \$400.00. Office employees can opt to receive a direct

deposit for their clothing allowance or they can return receipts for reimbursement of items purchased up to the clothing allowance. ~~All other Department of Public Works employees shall receive a yearly clothing and boot allowance of \$725.00 \$425.00 and a boot allowance of \$200. Fire Drivers shall receive a yearly clothing allowance of \$725.00.~~ Members can elect to have their clothing and boot allowance put onto a gift card for use at IBC OR direct deposited into their 1st paycheck of June. Individuals may also opt to purchase boots separately and be reimbursed up to \$200 with proof of receipts. In order to be eligible to receive the allowance, the employee must be on the payroll on the payment date. All newly hired employees shall receive the yearly allowance pro-rated at the time of hire. The allowance provided for in this provision shall be for the purchase of all uniforms, boots, dry cleaning, etc. *All employees shall be required to wear appropriate work and/or business attire. Employees electing to receive the clothing and boot allowance via gift card shall be required to retain and submit receipts documenting all purchases made with the gift card, in accordance with Village policy.*

The Village shall continue to provide t-shirts, winter/foul weather outerwear, and turn out gear for fire drivers. If an individual leaves the Village's service during the middle of the fiscal year, that individual shall reimburse the village for the clothing and boot allowance used and prorated for the remainder of the year

18. **Article 29 – Longevity** shall be amended as follows:

Effective June 1, ~~2017~~ 2026, any employee who has been a permanent employee of the Village of Saranac Lake for more than nine (9) months on June 1 (beginning of fiscal year) will be eligible for an increment and shall be paid at the rate of ~~\$104 \$208~~ per year (~~\$0.10/hour~~) for years 1 through 15. Effective June 1, ~~2017~~ 2026, members of the bargaining unit shall be paid ~~\$124.80~~ \$228.80 per year after 15 years of service, for all years of service (including 1 through 15). The number of years shall be multiplied by the longevity rate divided by the yearly regular hours of the employee. All full-time employees' yearly hours shall be 2,080 hours and fire drivers shall be 3,504 hours. Yearly hourly rate shall be used for regular and overtime hours worked.

[remainder unchanged]

19. **Article 31 – Water/Sewer License Fees** shall be retitled “License Fees” and shall be amended as follows:

Section 1.

An individual with the following licenses shall receive the following rates in addition to their hourly base pay:

- CDL B - ~~\$.50 \$1.00~~ or CDL A - ~~\$1.00 \$2.00~~

- Water System: D-Distribution System - ~~\$1.25~~ \$1.75
- Water System: II B- SW with Filtration Avoidance Plant - \$1.25
- 2A Wastewater Treatment Plant Operator - \$1.25
- 3A Wastewater Treatment Plant Operator - \$2.00
- 4A Wastewater Treatment Plant Operator - \$2.75
- Inspection Mechanic - \$1.75
- Tanker Endorsement - \$0.50

Employees must be performing duties related to the license to receive pay differential. No employee shall receive more than one (1) license differential within the same license category. For example, an employee holding both a CDL B and CDL A license will only receive the pay rate for the CDL A, and an employee holding both a 4A and 3A Wastewater Treatment Plant Operator certification will only receive the pay rate for the 4A certification.

The license rates provided in this section shall become effective and retroactive to February 9, 2026.

[remainder unchanged]

20. **Article 32 – Duration of Agreement** shall be amended as follows:

Section 1. This printed Agreement contains the contract provisions for ~~June 1, 2023 through May 31, 2026~~ *February 9, 2026, through May 31, 2029*. Each party hereto shall notify the other concerning those matters which are to be subject to negotiations prior to the first negotiation session for the new contract period which shall be no later than the 30th of May 2025~~8~~, immediately prior to the next contract period notice shall be in writing and mailed to the Village of Saranac Lake, 39 Main Street, Saranac Lake, New York 12983. All provisions of this contract shall continue in full force and effect for the full term of the contract. If there is no Agreement for the next contract period by the expiration date, this contract will remain in full force and effect until such Agreement is made. Upon acceptance of this Agreement, all prior written and verbal agreements shall be terminated.

[remainder unchanged]

21. **Article 34, Section 1 – On-Call Provisions** shall be amended as follows:

Section 1. When an employee volunteers to be on call within the DPW, the employee will be notified by the Village that he/she has been placed on call. At that time, the employee will:

- A. Be restricted from consuming any alcohol or using any substance which would impair their ability to operate equipment or vehicles.
- B. Remain within a thirty (30) minute radius of the Village, *exceptions are to be approved by the Department Head.*
- C. Will receive ~~one two~~ (~~\$1.25~~ \$2.50) dollars and twenty-five *fifty* cents per hour while on call and continue to do so until relieved from on call status including time he/she works in addition to regular, or other pay, if any, ~~and~~.
- D. *Receive a 3-hour minimum, not in addition to hours, when called in while they are on call, and*
- E. Individuals who are called from the Volunteer list and respond to work will receive one (\$1.00) dollar per hour in addition to regular, or other pay, for hours worked, excepting pay identified in (d) above.

22. **Article 34 – On-Call Provisions** shall be amended to add a new Section 4, reading:

Section 4. On-Call employees who are within the Village boundaries will be allowed to take home a Village of Saranac Lake truck, if available. One truck shall be designated for this purpose. This truck is to not leave the Village while outside of working business hours and may only be used for work-related purposes. Personal use of the truck is prohibited. Waste Water Treatment Plant employees are excluded from this section.

23. The Collective Bargaining Agreement shall be amended to create a new **Article 36, titled Staffing of Special Events**, reading:

Article 26 - Staffing of Special Events

Section 1. The bargaining unit shall be required to staff the following designated special events annually outside of regular business hours. All other minor events shall be coordinated with volunteer organizations and/or the Chamber of Commerce. The required special events are:

- 1. *Winter Carnival*
 - a. *Parade and both fireworks displays*
- 2. *First Night*
- 3. *July 4th*
- 4. *St. Patrick's Day*
- 5. *Memorial Day*
- 6. *Kiddie Parades*

a. *Memorial Day and July 4th*

7. *Halloween*

8. *Pride*

Section 2. *For minor events, DPW shall deliver barricades and signage either the evening prior to the event or the preceding Friday. Placement of barricades and signage shall not be the responsibility of DPW. DPW shall retrieve all barricades and signage on the next regularly scheduled workday.*

IN WITNESS WHEREOF, the parties have hereunto set their hands this 9th day of February, 2026.

VILLAGE OF SARANAC LAKE

TEAMSTERS LOCAL 687

By: _____

By:  _____

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

BILL #15-2026

SUBJECT: Home Rule Support

DATE: 2/9/26

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/2/26

SUMMARY STATEMENT

Home Rule Support for Assembly Bill 9687 – permitting Villages of Saranac Lake, Malone, and Tupper Lake to employ retired former members of state police as part time village police officers

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE BRUNETTE _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

IMPORTANT: READ INSTRUCTIONS ON REVERSE SIDE
HOME RULE REQUEST
(Request by a Local Government for Enactment of a Special Law)

To the Legislature:

Pursuant to Article IX of the Constitution, the Village of _____
(Locality, city, town or village)
Saranac Lake requests the enactment of Senate bill (no. 9687),
(Strike out one) Assembly
entitled "_____".

Authorizing the Villages of Saranac Lake, Malone, and Tupper Lake, in the county of Franklin, to employ retired former members of the division of state police as part time Village officers

It is hereby declared that a necessity exists for the enactment of such legislation, and that the facts establishing such necessity are as follows: (Check appropriate box)

- ☐ The local government does not have the power to enact such legislation by local law.
☐ Other facts, as set forth in the following "Explanation" establish such necessity.

EXPLANATION

(If space below is not sufficient, use separate sheet and attach here.)

Such request is made by: (Check appropriate box)

- ☐ The chief executive officer of such local government, concurred in by a majority of the total membership of the local legislative body. (See paragraph A below)
☐ The local legislative body of such local government, at least two-thirds of the total membership thereof having voted in favor of such request. (See paragraph B below)

READ BEFORE SIGNING

- A. If the request is made by the chief executive officer and concurred in by a majority of the total membership of the local legislative body, *both* the chief executive officer *and* the clerk of the local legislative body must sign below. In such case use the word "majority" below even though the vote may have been greater.
B. If the request is made by the local legislative body, at least two-thirds of the total membership thereof having voted in favor of such request, *only* the clerk of the local legislative body must sign below. In such case use the words "two-thirds" below.

CHIEF EXECUTIVE OFFICER'S SIGNATURE

(Signed).....
(Name, exact title and date)

.....
(Print or type name below signature)

Date:, 20

.....
(Title of chief executive officer)

CLERK'S CERTIFICATION

I,, do hereby certify that I am Clerk of the
(print or type name) (local legislative body)

..... of the
(county, city, town or village)

of the and that on the day of
(month)

20____, such legislative body, at least two-thirds of the total membership having voted in favor thereof,
approved the foregoing request. (Strike out one) a majority

(SEAL OF LOCAL
GOVERNMENT)

(Signed).....
(clerk)

.....
(Print or type name below signature)

Date:, 20

INSTRUCTIONS

Copies required:

Two signed copies of this form, specifying the final bill number and title must be filed with *each* House of the Legislature.

Examples:

- (a) If the bill has been introduced in only *one* House of the Legislature, four copies of the request form must be filed, i.e., two with the Senate and two with the Assembly.
- (b) If the identical bill has been introduced in *both* Houses, eight copies of the request form must be filed, i.e., two with the Senate and two with the Assembly for the Senate bill and the same for the Assembly bill.

Date of request:

The signing of a home rule request or the adoption of a resolution by the local legislative body approving such request cannot precede the date on which the bill is actually introduced in the Legislature. In the case of prefiled bills, the actual date of introduction is the first day of the legislative session. The request may be signed or the resolution adopted the same day as the date of introduction.

Amended bills:

Each time the bill is amended a new request must be filed (with the appropriate number of copies) and the new request must correctly identify the bill number as last amended. The signing of the request, and the date of the supporting resolution, cannot precede the date of the amendment.

Transmittal:

The signed forms should be sent as follows:

To the Senate:

Home Rule Counsel
Senate Post Office
208 Legislative Office Building
Albany, N. Y. 12247

To the Assembly:

Home Rule Counsel
Assembly Post Office
210 Legislative Office Building
Albany, N. Y. 12248

Definition of terms:

Chief executive officer.

In the case of a county, the elective or appointive chief executive officer, if there be one, or otherwise the chairman of the board of supervisors; in the case of a city or village, the mayor (not manager); and in the case of a town, the supervisor. (Municipal Home Rule Law §40)

Local legislative body.

The board of supervisors, board of aldermen, common council, council, commission, town board, board of trustees or other elective governing board or body vested by state statute, charter or other law with jurisdiction to initiate and adopt local laws or ordinances. (Municipal Home Rule Law §2)

Local government.

A county, city, town or village (Const. Art. IX, §3; Municipal Home Rule Law §2)

Special law

A state statute which in terms and in effect applies to one or more, but not all, counties (other than those wholly included within a city) cities, towns or villages. (Const. Art. IX §3; Municipal Home Rule Law §2)

Total membership.

The total voting power of a legislative body. (Municipal Home Rule Law, § §20, 40)

STATE OF NEW YORK

9687

IN ASSEMBLY

January 21, 2026

Introduced by M. of A. CASHMAN -- read once and referred to the Committee on Governmental Employees

AN ACT to amend the civil service law, in relation to employment of retired members of the division of state police as part-time police officers in certain villages in the county of Franklin

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

- 1 Section 1. Section 58 of the civil service law is amended by adding a
2 new subdivision 1-d to read as follows:
- 3 1-d. Notwithstanding any provision of law to the contrary, including
4 any other provision of this section, the board of trustees of the
5 villages of Malone, Saranac Lake and Tupper Lake, in the county of
6 Franklin, may authorize the appointment and employment, without examina-
7 tion or compliance with any other requirement of this section, as a
8 part-time police officer with its village police department, of any
9 retired former member of the division of state police.
- 10 § 2. This act shall take effect immediately.

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

BILL #16-2026

SUBJECT: Fireworks Contracts

DATE: 2/9/26

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/2/26

SUMMARY STATEMENT

Authorize Village Manager to sign 2026 4th of July Fireworks Contracts

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE BRUNETTE _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

Contract

THIS CONTRACT ("Contract") is made on this 21st day of January 2026, between **Night Sky Productions LLC**, 846 Stillwater Bridge Rd, Schaghticoke NY 12154 , hereinafter known as and designated as "**Night Sky**"; and the Village of Saranac , having an address of ; 39 Main st. Saranac Lake NY 12983 ,hereinafter known as and designated as "**CLIENT**."

WITNESSETH: For and in consideration of all mutual covenants and agreements hereinafter entered into, the Party and Parties hereinafter agree to a Contract as follows: **Night Sky** agrees to furnish **CLIENT** with event coordination, logistics management, administrative services, program development, choreography and customer support in conjunction with a fireworks display conducted by Santore's World Famous Fireworks LLC in accordance with the dates/times herein:

- 1. Event Date: July 4-2026**
- 2. Event Location: Designated area Village of Saranac property**
- 3. Event Start Time: TBD- Approx 9:45PM**
- 4. Insurance/Hold Harmless:** **Night Sky** will provide 2 million dollars in general liability and error and omissions insurance. There are no employees or vehicles at any event location that require additional insurance coverage for compensation or auto insurance. There are no employees, managers or contractors of **Night Sky** that perform any display related functions on site or on the day of the event. All work at the actual display is 100% handled, controlled, operated and managed by Santore's World Famous Fireworks, LLC. Client holds harmless and releases **Night Sky** from any liability for any damages that may occur as a result of the fireworks display as there are no activities being performed at the Fireworks Display site by **Night Sky**. All display related functions are performed and insured by Santore's World Famous Fireworks, LLC.
- 5. POSTPONEMENT.**
The postponement fees are calculated separately for **Night Sky** and Santore's and governed with separate payments under each agreement.
- 6. CANCELLATION.** If, due to inclement weather or other acts of God, the event (s) is (are) canceled after 6:00 a.m. without rescheduling, **CLIENT** agrees to pay **Night Sky** \$7,000.00 Should **CLIENT** cancel the contract unilaterally, for other reasons and without rescheduling, **CLIENT** agrees to pay **Night Sky** liquidated damages of 100% of the total contract price forthwith upon cancellation. If **CLIENT** reschedules the display within six (6) months of canceled display date (July 3rd, 4th and 5th are blackout dates unless specifically agreed in writing by the parties); the above information is not applicable and strictly the postponement fees apply.

7. **PAYMENT.** Notwithstanding anything to the contrary, the total cost to be paid by the CLIENT is **\$7,500.00** for all matters relative to event program development, choreography, coordination, logistics, administrative services and customer support under this agreement. Payment to be as follows: Payment in full due upon execution of this agreement. A service charge of 2% per month, compounded monthly, will be added to all accounts over 30 days past due. CLIENT agrees to pay attorney's fees and costs if Night Sky needs to retain an attorney to enforce collection of this account.
8. **VENUE.** CLIENT agrees and understands that this agreement is being entered into in Rensselaer County, New York, and thus be construed in accordance with the laws of New York State. In the event of any dispute whatsoever with regard to the meaning, interpretation, and/or enforcement of this agreement, it will be decided in Rensselaer County, New York.

Signed and agreed as of the above date.

Night Sky Productions LLC

August N. Santore Jr

**August N. Santore, Jr.
Managing Member**

**(Print Name and Title Above & Sign on the line)
Authorized Representative**

Client Contact Information

Name: _____
Address: _____

Phone No.: _____
Cell Phone: _____
E-Mail: _____

Representative for Date of Show

Name: _____
Cell Phone: _____
E-Mail: _____

Contract

THIS CONTRACT ("Contract") is made on this 21st day of January 2026, between SANTORE'S WORLD FAMOUS FIREWORKS, LLC, P.O. Box 687, Stillwater, NY 12170; hereinafter known as and designated as "**SANTORE**"; and **The Village of Saranac**, having an address of 39 Main St. Saranac lake NY 12983; hereinafter known as and designated as "**CLIENT**."

WITNESSETH: For and in consideration of all mutual covenants and agreements hereinafter entered into, the Party and Parties hereinafter agree to a Contract as follows:

1. "SANTORE" agrees to furnish **CLIENT** a fireworks display in compliance with State and Local regulations and in accordance with the attached proposal attached hereto and made a part hereof.

- A. Display Date: July 4, 2026
- B. Display Location: A designated area on Village property.
- C. Start Time of Display: TBD - Approx 9:45PM

2. "SANTORE" agrees to pay all expenses for the freight and cartage for the said display, all necessary labor, equipment which shall include experienced and/or licensed Pyrotechnic Operators to discharge the said display in accordance with law.

3. "SANTORE" will provide proof of Workman's Compensation/Disability

Insurance for its employees. 'SANTORE' also agrees to supply **CLIENT** insurance coverage in the amount of FIVE MILLION DOLLARS for public liability and/or property damage and vehicle insurance in the amount of Five MILLION DOLLARS. At least ten (10) days prior to the display date. "SANTORE" shall supply to **CLIENT** a Certificate of Insurance showing **CLIENT** as the Certificate Holder.

4. CLIENT will procure and/or provide the following

- A) A safe and secure (as reasonably defined and approved by **SANTORE** and local officials) firing site which meets the minimum safety distance factors established by State and local laws and **NFPA** codes;
- B) Police protection adequate to maintain said distance factors;
- C) All necessary permits at own expense;
- D) Sand (as required); N/A
- E) Barges, tugs, and marine/barge insurance; N/A
- F) Communications equipment; N/A
- G) Security, including crowd control;
- H) Standby fireman and equipment;
- I) A safe and secure loading facility for set up of pyrotechnics;
- J) Next day clean up(s) of site;

5. HOLD HARMLESS

CLIENT agrees to hold harmless "**SANTORE**" of all and any claims, legal fees incurred outside the operations or control of "**SANTORE**." "**SANTORE**" agrees to hold harmless **CLIENT** from all claims and legal fees incurred from the direct operations of "**SANTORE**." **"Any damage resulting from failure of CLIENT to procure and/or provide the above-listed items in part 4. shall be the sole responsibility of CLIENT, and no claim shall be made against "SANTORE"; this includes personal injury or damage to non-fire-resistant tents, motor vehicles, boats, vending carts, temporary or permanent structures, or other personal property. Furthermore, "SANTORE" is not liable for crowd behavior before, during, or after the display; it is the full responsibility of CLIENT.**

6. POSTPONEMENT

Every reasonable effort will be made to conduct the display(s) despite the weather. Should weather prove unfavorable on the date listed in Section 1 (above), the display may, upon agreement of both parties, be postponed until next clear evening. Such postponement shall be decided upon and notice given "**SANTORE**" no later than one o'clock p.m. on the date listed on Section 2 (above). **CLIENT** is responsible for additional expenses incurred by "**SANTORE**" due to postponement; these include additional labor, meals, hotels, transportation, telephone, and, where applicable, airfare; total of said additional expenses shall not exceed **10%** of the contract price.

7. CANCELLATION

If, due to inclement weather or other acts of God, the display(s) is (are) canceled without rescheduling, **CLIENT** agrees to pay "**SANTORE**" 50% of the total contract price forthwith upon cancellation. Should **CLIENT** cancel the contract unilaterally, for other reasons and without rescheduling, **CLIENT** agrees to pay "**SANTORE**" liquidated damages of 100% of the total contract price forthwith upon cancellation. In either case, the sum will be deducted from **CLIENT's** paid deposit (see next paragraph), and "**SANTORE**" will refund the balance (if any) of said deposit within ten (10) working days. If **CLIENT** reschedules the display within six (6) months of cancelled display date (July 3rd, 4th and 5th are blackout dates unless specifically agreed in writing by the parties); the above information is not applicable.

8. PAYMENT

Notwithstanding anything to the contrary, the total cost to be paid by **CLIENT** is **\$7,500.00** for matters relative to the pyrotechnic display(s) under this agreement. Payment to be as follows: A The balance of the contract is due upon completion of the display,(7/4/2026) A service charge of 2% per month, compounded monthly, will be added to all accounts over 30 days past due. **CLIENT** agrees to pay attorney's fees and costs if **SANTORE** needs to retain an attorney to enforce collection of this account.

9. CLIENT agrees that any publicity, media coverage, announcements, and advertising shall name **SANTORE'S WORLD FAMOUS FIREWORKS, LLC**, as the primary Contractor for the said display.

10. **CLIENT** agrees and understands that this agreement is being entered to in Saratoga County, New York, and thus be construed in accordance with the laws of New York State. In the event of any dispute whatsoever with regard to the meaning, interpretation, and/or enforcement of this agreement, it will be decided in Saratoga County, New York.

**SANTORE'S WORLD FAMOUS
FIREWORKS, LLC**

Jeffrey M. Ward 1/21/2026

By: *Jeffrey M. Ward*

Client Contact Information

Name:

Address:

PhoneNo.:

Cell Phone:

E-Mail

Representative for Date of Show

Name:

Cell Phone:

E-Mail

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

BILL #: 17-2026

SUBJECT: Cannabis Sales Taxation Grant Program Application

FOR AGENDA: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

Resolution authorizing the acceptance of the Cannabis Sales Taxation Funds Grant Application
by Adirondack Mountain Club

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF CANNABIS SALES
TAXATION FUNDS GRANT APPLICATION**

WHEREAS, the Village of Saranac Lake has established the Cannabis Sales Taxation Funds Grant Program to allocate local cannabis sales tax revenues toward projects that support youth programs, community well-being, and recreational opportunities for Village residents, and

WHEREAS, the Adirondack Mountain Club (ADK), a 501(c)(3) nonprofit organization, submitted an application to the Village of Saranac Lake under the Cannabis Sales Taxation Funds Grant Program requesting funding assistance in the amount of \$5,000 for the “three seasons at heart lake” youth program, and,

WHEREAS, the proposed project provides classroom-based and outdoor educational programming for fourth-grade students, including students from the Saranac Lake area, and aligns with the grant program’s funding priorities for youth education, healthy lifestyles, and community benefit, and

WHEREAS, the Village Clerk has reviewed the application for completeness and eligibility and prepared a summary for the Village Board of Trustees in accordance with the Cannabis Sales Taxation Funds Grant Program guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees hereby approves and accepts the Cannabis Sales Taxation Funds Grant Program application submitted by the Adirondack Mountain Club for the “Three Seasons at Heart Lake” project in an amount not to exceed \$5,000, subject to compliance with all applicable program requirements.



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
Phone: (518) 891 - 4150
Fax: (518) 891 - 1324
Web Site: www.saranaclakeny.gov

Cannabis Sales Taxation Funds Grant Program

Application Summary

Applicant: Adirondack Mountain Club (ADK)

Organization Type: 501(c)(3) Nonprofit

Project Title: *Three Seasons at Heart Lake*

Amount Requested: \$5,000

Total Project Cost: \$121,900

Service Area: Saranac Lake and surrounding Adirondack school districts

Project Description

The program provides a combination of classroom instruction and seasonal outdoor field experiences at Heart Lake in Lake Placid. Students will participate in four in-class educational visits and three field trips during the school year, with programming focused on outdoor activity, environmental literacy, place-based learning, and responsible recreation.

Alignment With Village Priorities

The application demonstrates alignment with commonly identified Village priorities for cannabis sales tax funding:

- Youth education and development: The program targets elementary-age students and promotes learning, physical activity, and personal development at a formative age.
- Community well-being: Programming encourages healthy lifestyles, environmental awareness, and safe outdoor recreation, supporting long-term community benefits.
- Local benefit within a regional program: While the program serves multiple counties, Saranac Lake-area schools are included among participating districts, and the program has historic ties to the community.

Program Outcomes and Experience

ADK reports measurable outcomes using pre- and post-program surveys. During the 2025–26 school year, the program engaged approximately 390 students over 462 instructional hours, with students demonstrating increased outdoor skills, environmental awareness, and positive place-based attitudes. The program has operated continuously since 2001.

Financial Considerations

The requested \$5,000 represents a small portion of the overall program budget and would leverage significant outside funding, including foundation and private donor support. ADK indicates that this program has not previously received funding from the Village of Saranac Lake.

Summary

The application presents an established, ongoing educational program with documented outcomes and regional reach that includes Saranac Lake students. The modest funding request would supplement an existing program supported primarily through non-Village sources.

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

Application

*Applicant Information

- Organization Name: Adirondack Mountain Club (ADK)
- Mailing Address: P.O. Box 867, Lake Placid, NY 12946
- Primary Contact Person: Joshua Ellis; Executive and Development Associate

- Organization Type/Status: 501(c)(3) Nonprofit

*Project Details

- Project Title: Three Seasons at Heart Lake
- Funding Priority Area: Franklin (Saranac Lake, Petrova, St. Bernard's), Essex, Hamilton, and Clinton Counties
- Project Summary: Three Seasons at Heart Lake is a program that works to build lifelong connections between fourth graders and the Adirondack Park they call home. Our program shows these students at an impressionable age that the place where they live is special, and works to grow a future constituency of land stewardship advocates. This is accomplished through 4 classroom visits from ADK educators and 3 field trip visits to Heart Lake in Lake Placid for each of the 14 school districts served.
- Project Objectives: The program has four main goals: To promote outdoor activity as part of a healthy lifestyle, foster a connection to the Adirondacks through place-based learning to combat out-migration of youth in the park, encourage environmental literacy and awareness of the natural world, and build skills in responsible recreation.
- Target Audience/Population: Fourth-grade students across 14 school districts of the Adirondacks
- Expected Outcomes: As of the 2025-26 school year alone, the Three Seasons at Heart Lake educators have engaged 390 students for a collective 462 hours of lessons and activities both in the classroom and outdoors. These fourth-graders are given the following statements in a pre- and post-program survey: "I learn new things when I play outside," "I have hiked a mountain," "The place I'm from is special," "I know how to use Leave No Trace to Protect Nature," "I know how to use a map." After each course, the students report stronger positive alignments with each of these statements, and we continue to see this trend since the program's inception in 2001. This outreach initiative is about empowering students to recreate responsibly and safely, connecting them to their communities in a tactile and analog way, and showing North Country kids what they are capable of.

- Project Timeline: Class visits and field trips are initiated in September for Fall programming and a Mt. Jo hike, Winter programs include snowshoeing at Heart Lake and the Winter classroom visit, and the final field trip and in-class experiences wrap up in June for the end of the school year with a free invitatio to visit Heart Lake with their families in the Summer.

- Project Location: 14 fourth-grade classrooms; Heart Lake Program Center at 1002 Adirondack Loj Rd, Lake Placid, NY 12946

***Budget and Funding**

- Total Project Cost: \$121,900

- Amount Requested from Village: \$5,000

- Matching Funds (if applicable): N/A

- Budget Breakdown:

Personnel:

Education Director: \$10,000

Education Manager: \$10,000

Environmental Education Coordinator: \$40,000

Outdoor Educator: \$20,000

Outdoor Educator: \$20,000

Fringe (24% of FT Staff): \$14,400

Total Payroll: \$114,400

Other:

Equipment and Supplies: \$6,500

Classroom Travel: \$1000

Total Other: \$7,500

- Sustainability: The Three Seasons at Heart Lake program has been a priority of the Adirondack Mountain Club since 2001, when we began with only two schools (one being Saranac Lake!). We continue to show our support of the program's success by funding staff time and materials through private and public donors, and the operations budget of ADK's Education Department.

***Additional Information**

- Previous Village Funding: This program has yet to be supported by the Village of Saranac Lake to my knowledge, but the Adirondack Mountain Club has been a recipient of ROOST's LEAF grant in the past. The most recent example was the installation of an accessible Lean-to at Heart Lake and improvements to Mt. Jo's Long Trail for greater public safety and accessibility.

- Other Support:

Chapel Hill Foundation: \$15,000

Stewart's Community Giving: \$2,000

Marie L. Haberl Education Fund Donor: \$50,000

- Permits or Approvals: N/A

- Proof of Insurance: Attached

- Additional Attachments:

"Outdoor Education Empowers Kids," by Seth Jones

Letter of Support from Temnit Muldowney; 4th Grade Teacher at Petrova Elementary School

Applicant Certification and Signature

- Authorized Representative Name: Joshua A. Ellis

- Title: Executive and Development Associate

- Signature:  Date: 1/21/26

- For Village Use – Date Received by Village Clerk: _____

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

BILL #18-2026

SUBJECT: Legal Services Water and Wastewater Projects

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

SUMMARY STATEMENT

Authorize Village Manager to sign contract for legal services for Saranac Lake Drinking Water and Wastewater Projects

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

January 21, 2026

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

Re: Legal Services for Village of Saranac Lake Drinking Water and Wastewater Projects

Dear Mr. Tsiklauri:

The rules which govern the conduct of attorneys in this state require me to provide the Village with this letter of engagement to explain the scope of the legal services to be provided, the legal fees to be charged, including expenses and billing practices, and to explain your arbitration rights as they pertain to any fee dispute. While this letter may seem formal and cumbersome, it is required to assure your understanding of the matters discussed and, thus, hopefully, eliminate later misunderstandings between lawyer and client.

Scope of Services

You have asked us to assist the Village with legal matters relative to the Village's pending drinking water and wastewater collection system and treatment system upgrades, which generally includes environmental reviews, project reviews, contract review, bidding, easement and property rights reviews, permitting assistance and similar needs general to projects of these general description. No litigation or general legal matters for the Village are included in our scope.

For 2026, our legal fees would be billed at the hourly rate of \$295 per hour, billed monthly. Our rates for paralegal work is \$125 per hour, but most of the Village's matters would be handled directly by an attorney. I will be the primary attorney on this matter. We also bill for any costs incurred by us and for large scale copying, postage, and similar costs.

Please note that our practice does not include all areas of law. If there ever arises an area where we do not practice, we have contacts at firms that we work with to assist. We would discuss that with you if it arises.

In terms of response times, we do want to note that we are finding here in recent years that many items are being referred to us from clients on short notice. It seems many things come up late or are addressed in a short time frame. We may not be able to respond to every matter in an immediate

or emergency fashion. Projects and matters are prioritized by us based on a reasonable time to respond basis. If the bulk of the Village's matters are sent to us in emergency fashion, we will revisit the rate and our response capabilities with the Village. In that regard, we ask that you notify us as early as possible on matters that may require our attention- even if it is only to keep us up to date. That way we can have such matters on our docket for items that could arise and require our attention. That, then, allows us to better plan and respond to the Village's needs in an efficient and economic fashion.

Email Communications

Our communication with you is intended to be solely with you, confidential, and constitutes attorney-client privileged communication. If you communicate with us via email, you do so knowing that email is susceptible to interception, spying and reading by third parties. If you use email services such as "gmail", "yahoo", "aol", "msn" or other third-party email systems, the user agreements that you "sign" when using such systems could authorize those systems to monitor your emails for, among other things, ads and related software. Likewise, you may have seen news reports over the past few years of significant security breaches with email systems such as "gmail", "yahoo" and the like. Email should not be considered a secure form of communications.

Our point is that using email cannot be guaranteed to be confidential and we are not responsible for any loss or damage caused to you by any third party viewing or reading of our mutual email correspondence.

Please also note that email is not intended to be an instant form of communication. Though we strive to respond to emails within 24 hours of receipt, there are instances where due to projects or matters pending, we may not be able to respond as quickly as you request. In addition, there are instances where your email on a topic may be filtered by our spam filters. Thus, if an email is not returned, the email should not be a substitute for a phone call if something is urgent.

In addition, all emails are billed at our minimum of 1/10th of an hour. Often people may think that emails are simply a quick back and forth communication. However, emails require thought and context, and given what has become a large volume of communication, all emails are billed.

Lastly, please note that copying anyone outside of the Village administration (Mayor, Board of Trustees, etc.) may waive attorney client privilege. This would include engineers, committee members and the like. We require that no confidential emails sent by us be forwarded or transmitted without our express prior written consent. In addition, please note that simply copying or corresponding with our office does not, in and of itself, constitute privileged communications under New York law. When in doubt, you should contact us before placing any significant confidential information in any email. Lastly, please remain cognizant that email may be subject to FOIL.

Texting

Please note that there may be times when we communicate with you via mobile telephone. We ask that you not communicate with us via text message for any legal matters. Of all forms of communication, we believe texting to be one of the most unsafe forms of communication in terms

of maintaining your confidentiality and the attorney-client privilege. Texts are often available for viewing on the screens of mobile phones, tablets, and other similar devices, thus increasing the likelihood that such communications can be viewed and/or intercepted by third parties. Our engagement with you does not include any obligation to return any text messages and we reserve the right to delete without responding to text messages deemed by us to be of a legal nature or otherwise. In the event we do respond to a text message, we are not responsible for any loss or damage caused to you by any third party viewing or reading our mutual text correspondence.

Dispute Over Fees

Although occurring infrequently, should there arise a dispute concerning our fees, the dispute is governed by Section 137 of the Rules of the Chief Administrator of the Courts. These rules provide that you can require such disputes as are covered by the rules to be resolved through the arbitration process, i.e. you may demand that we arbitrate the dispute with you. There are forms and regulations within Section 137 describing your rights and I would be happy to provide copies to you at any time.

We appreciate the opportunity to serve the Village in this regard. Thank you.

Sincerely,



Matthew F. Fuller, Esq.
mfuller@meyerfuller.com

The foregoing is accepted by the Board of Trustees of the Village of Saranac Lake.

Dated: _____

By: _____
Title: _____

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

BILL #19-2026

SUBJECT: Settlement Agreement

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

SUMMARY STATEMENT

Authorize Village Manager to sign settlement agreement for 25 Franklin Ave Water/Sewer Account

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

SETTLEMENT AGREEMENT

This Agreement, made and entered into this 29th day of December, 2025, by and between VILLAGE OF SARANAC LAKE, with a mailing address of 39 Main Street, Suite 9, Saranac Lake, New York 12983 ("Village"); and JESSICA MULLEN, with a mailing address of 25 Franklin Avenue, Saranac Lake, New York 12983 ("Mullen").

WHEREAS, Mullen owns the real property located at 25 Franklin Avenue in the Village of Saranac Lake, County of Franklin, State of New York (the "Property"); and

WHEREAS, Mullen had three (3) water and sewer invoices due and owing to the Village, one with due date of April 30, 2025, July 31, 2025, and October 31, 2025, copies of which are attached hereto as Exhibit A (the "Invoices"); and

WHEREAS, the Village, pursuant to its billing forgiveness policy (attached hereto as Exhibit B) has approved the forgiveness of sewer charges in the amount \$7,875.77 of the Invoices; and

WHEREAS, Mullen has already paid the invoice due on April 30, 2025, leaving only the invoices due on July 31, 2025 and October 31, 2025 open and unpaid; and

WHEREAS, the current amount due on the July 31, 2025 and October 31, 2025 invoices is \$4,902.55; and

WHEREAS, the parties desire to pay in full the aforesaid \$4,902.55 on the July 31, 2025 and October 31, 2025 invoices, and to issue a check directly to Mullen for the sum of \$2,973.22; and

WHEREAS, the said parties desire to reduce their agreement on this matter to writing by way of this Settlement Agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The parties hereto agree that Village hereby forgives the total sum of \$7,875.77 for sewer charges to Mullen, to be credited as follows: (1) payment of \$4,902.55 to pay in full the invoices due on July 31, 2025 and October 31, 2025, and (2) payment to Mullen of \$2,973.22.
2. Upon the execution of this Settlement Agreement, Mullen fully and forever releases and discharges and covenant not to sue the Village from and against any and all past, existing and future claims, liens, demands, sums of money, actions, rights, claims for

relief, causes of action, grievances, controversies, debts, costs, attorney's fees, monetary interest, fines, losses, obligations, errors and omissions and any and all other types of damages and liabilities of any kind, whether known or unknown, suspected or unsuspected, claimed or unclaimed, direct or indirect, asserted or unasserted, that she has had in the past, or now has, or may have in the future against the Village, in law or in equity arising from or in any way related to the subject matter of this Agreement, charges for water and/or sewer, and/or the Invoice at issue herein.

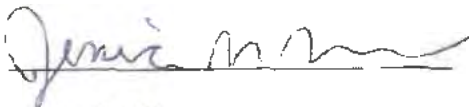
3. This Settlement Agreement may be pleaded as a full and complete defense to any action, suit or other proceeding which may be instituted, prosecuted or attempted by and between any of the parties for the claims and obligations released in this Agreement.
4. The parties acknowledge that they have read this Settlement Agreement, and, after consultation with their respective legal counsel, fully understand it and acknowledge that the terms hereof shall be binding upon and be enforceable against and shall inure to the benefit of the parties hereto.
5. The parties represent and warrant to each other that the person executing this Settlement Agreement on each party's behalf has full authority to bind that Party as well as the respective related individuals and entities providing the Releases to the terms and conditions of this Settlement Agreement.
6. No change or waiver of any provision of this Settlement Agreement shall be valid unless the same is in writing and signed by all parties. The invalidity, illegality or unenforceability of any provision or any part of any provision of this Settlement Agreement shall not affect or impair the validity, legality or enforceability of any other provisions or part of any other provision hereof.
7. This Settlement Agreement may be executed in separate counterparts, which, taken together, shall comprise one agreement.
8. It is agreed that this Settlement Agreement contains the entire understanding between the parties hereto, and supersedes all previous oral and/or written communications and agreements, expressed or implied, between the parties hereto.
9. This Agreement shall be construed in accordance with, and governed by, the laws of the State of New York, and any action or proceeding arising out of or on the terms of this Agreement shall be venued in Supreme Court, Franklin County, New York. It may not be modified or amended, or any term or provision waived or discharged except in

writing, signed by the party against whom such amendment, modification, waiver, or discharge is sought to be enforced.

10. All of the terms of this Agreement, whether expressed or not, shall be binding upon the respective heirs, successors, and assigns of the parties hereto, and shall insure to the benefit of and shall be enforceable by the parties hereto and their respective heirs, successors, and assigns.

[SIGNATURE PAGE TO FOLLOW]

Dated: 12/29/25



Jessica Mullen

Dated: _____

Village of Saranac Lake

By: Bachana Tsiklauri, Village Manager

VILLAGE OF SARANAC LAKE
39 MAIN ST. SUITE 9
SARANAC LAKE, NY 12983
www.saranaclakeny.gov

518-891-4150
7:30am - 4:00pm

JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

Account Statement

Reference No: 0100107201

ACCOUNT INFORMATION

ACCOUNT: [REDACTED]
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 12/1/2024 to 2/28/2025
BILLING DATE: 4/1/2025
PAST DUE DATE: 5/1/2025
DUE DATE: 4/30/2025

METER READING

Bill Type	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
Water	12/2/2024	471165	2/28/2025	1167097	695932

SPECIAL MESSAGE

SIGN UP FOR NOTIFICATION ALERTS AT
WWW.SARANACLAKENY.GOV
VILLAGE PROPERTIES must pay by 04/30/25, or unpaid
balances will be re-levied onto Village taxes.
Unpaid balances after due date are subject to 1.5% per
month penalty.

WATER USAGE



CURRENT CHARGES

Water	7,482.83
Sewer	5,997.41
TOTAL CURRENT CHARGES	13,480.24

BILL SUMMARY

Previous Balance	366.63
Payments Received	-804.63
ADJUSTMENT	-72.50
PENALTY	12.52
Additional Billing	0.00
Current Charges	13,480.24
TOTAL AMOUNT DUE	13,480.24

Payment Coupon

Reference No: 0100107201

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
PLEASE MAKE CHECK PAYABLE TO
VILLAGE OF SARANAC LAKE

ACCOUNT: 000869-000
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 12/1/2024 to 2/28/2025
BILLING DATE: 4/1/2025
PAST DUE DATE: 5/1/2025
DUE DATE: 4/30/2025

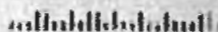
JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

AMOUNT DUE

TOTAL AMOUNT DUE BY 4/30/2025 13,480.24

AMOUNT ENCLOSED

REMIT PAYMENT TO



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



VILLAGE OF SARANAC LAKE
39 MAIN ST, SUITE 9
SARANAC LAKE, NY 12983
www.saranaclakeny.gov

518-891-4150
7:30am - 4:00pm

JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

Account Statement

Reference No: 0100107201

ACCOUNT INFORMATION

ACCOUNT: [REDACTED]
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 3/1/2025 to 5/31/2025
BILLING DATE: 7/1/2025
PAST DUE DATE: 8/1/2025
DUE DATE: 7/31/2025

METER READING

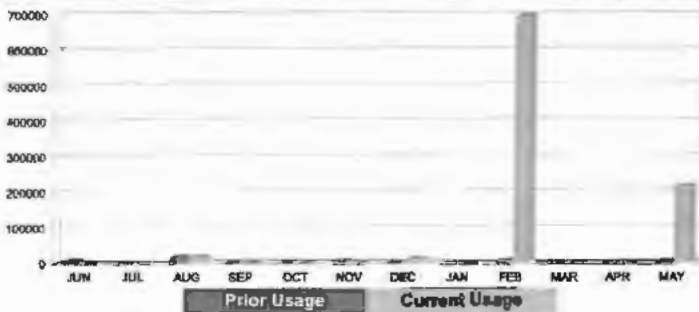
Bill Type	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
Water	2/28/2025	1167087	5/29/2025	1385053	217956

SPECIAL MESSAGE

*PLEASE KEEP BILLING ADDRESS AND CONTACT INFO
CURRENT. ANY CHANGES NEED TO BE MADE WITH
THE VILLAGE OFFICE.

**UNPAID BALANCES AFTER DUE DATE ARE SUBJECT
TO 1.5% PER MONTH PENALTY**

WATER USAGE



CURRENT CHARGES

Water	2,343.60
Sewer	1,878.36

TOTAL CURRENT CHARGES 4,221.96

BILL SUMMARY

Previous Balance	13,480.24
Payments Received	0.00
COLLECTIONS	-13,682.44
PENALTY	202.20
Additional Billing	0.00
Current Charges	4,221.96
TOTAL AMOUNT DUE	4,221.96

CREDIT 3,653.81

Payment Coupon

Reference No: 0100107201

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT

PLEASE MAKE CHECK PAYABLE TO:

VILLAGE OF SARANAC LAKE

ACCOUNT: 000869-000
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 3/1/2025 to 5/31/2025
BILLING DATE: 7/1/2025
PAST DUE DATE: 8/1/2025
DUE DATE: 7/31/2025

JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

AMOUNT DUE

TOTAL AMOUNT DUE BY 7/31/2025 4,221.96

AMOUNT ENCLOSED

REMIT PAYMENT TO:



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



VILLAGE OF SARANAC LAKE

39 MAIN ST, SUITE 9
SARANAC LAKE, NY 12983
www.saranaclakeny.gov

518-891-4150
7:30am - 4:00pm

JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

**Account
Statement**

Reference No: 0100107201

ACCOUNT INFORMATION

ACCOUNT: [REDACTED]
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 6/1/2025 to 8/31/2025
BILLING DATE: 10/1/2025
PAST DUE DATE: 11/1/2025
DUE DATE: 10/31/2025

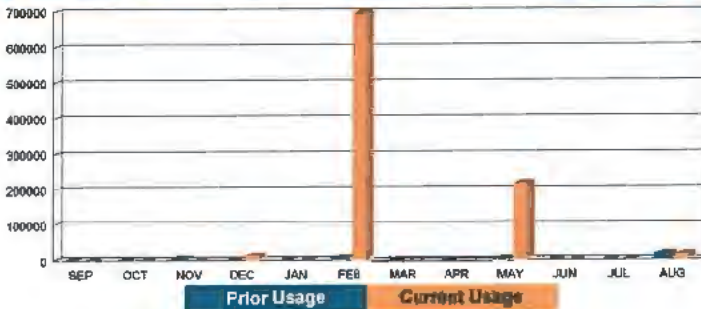
METER READING

Bill Type	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
Water	5/29/2025	1385053	8/28/2025	1403294	18241

SPECIAL MESSAGE

****Water/sewer District customer with any unpaid balance after the due date, will be relieved onto the Town Tax Bill in January****

Unpaid balances after the due date are subject to 1.5% per month penalty

WATER USAGE**CURRENT CHARGES**

Water	196.14
Sewer	157.20

TOTAL CURRENT CHARGES 353.34

BILL SUMMARY

Previous Balance	4,221.96
Payments Received	0.00
PENALTY	189.99
Additional Billing	0.00
Current Charges	353.34
TOTAL AMOUNT DUE	4,765.29

**Payment
Coupon**

Reference No: 0100107201

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT

PLEASE MAKE CHECK PAYABLE TO:

VILLAGE OF SARANAC LAKE

ACCOUNT: 000869-000
SERVICE ADDRESS: 25 FRANKLIN AVENUE
SERVICE PERIOD: 6/1/2025 to 8/31/2025
BILLING DATE: 10/1/2025
PAST DUE DATE: 11/1/2025
DUE DATE: 10/31/2025

JESSICA MULLEN
25 Franklin Ave
Saranac Lake, NY 12983

AMOUNT DUE

TOTAL AMOUNT DUE BY 10/31/2025 4,765.29

AMOUNT ENCLOSED

REMIT PAYMENT TO:

Account Past Due

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



EXHIBIT B

Business of the Village Board
Village of Saranac Lake

SUBJECT: Adopt Water/Sewer Policy

DATE: 11-14-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 165-2022

DATE SUBMITTED: 11-9-2022

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution to adopt a Water/Sewer Extenuating Circumstances Policy

MOVED BY: Catillaz SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE CATILLAZ

yes

TRUSTEE SCOLLIN

yes

TRUSTEE SHAPIRO

yes

**RESOLUTION TO ADOPT FORGIVENESS POLICY FOR
WATER/SEWER OVERAGE**

WHEREAS, Chapter 22.9 of the New York Conference of Mayors Handbook states that “since water and sewer rents are contractual charges, not taxes, a discount or partial exemption is not constitutionally prohibited”, and,

WHEREAS, since a discount or partial exemption has the effect of granting preferential treatment to a particular class of persons, the classification must not be arbitrary and must have a rational basis, and,

WHEREAS, classification and rational basis for the good of critical infrastructure will be decided at the discretion of the Saranac Lake Village Board of Trustees, and,

WHEREAS, the classification must have substantial and reasonable relation to the accomplishment of a legitimate public objective or purpose, in this case the public purpose would be for critical infrastructure benefits, and,

WHEREAS, in cases where a water/sewer overage is in direct relation to failure of infrastructure, but no clear negligence is found, the Village Board reserves the right to consider all facts and determine if any portion of the charges shall be forgiven or forgiven if agreed upon infrastructure repairs/upgrades are completed by property owner. Forgiveness will be granted a critical infrastructure benefit once per property.

NOW, THEREFORE BE IT RESOLVED, The Village of Saranac Lake Board of Trustees adopts a policy for to forgive particular cases of water/sewer overages directly related to infrastructure failure.

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

BILL #20-2026

SUBJECT: Registration Fee Revenue

DATE: 2/9/26

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/2/26 _____

SUMMARY STATEMENT

Authorize Revenue from Car Show Registration fees

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE BRUNETTE _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING REVENUE FROM CAR SHOW REGISTRATION
FEES FOR VILLAGE OF SARANAC LAKE**

WHEREAS, the Village of Saranac Lake sponsors an annual Car Show for public enjoyment and community engagement, and

WHEREAS, participation in the Car Show requires a registration fee to cover administrative and event costs, and

WHEREAS, the Village Board must authorize any fee that generates revenue prior to collection pursuant to New York Village Law and New York State Office of the State Comptroller guidance, and

WHEREAS, the Village Board desires to establish the registration fee and the appropriate accounting treatment.

THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Saranac Lake hereby authorizes the collection of a \$25 registration fee per vehicle for the annual Car Show and that all registration fees collected shall be deposited into the Village accounts under revenue code 001-0000-2190-0000.

BE IT FURTHER RESOLVED, that any change to the Car Show registration fee shall require subsequent approval by the Village Board.

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

BILL #: 21-2026

SUBJECT: Accept NPG Grant

FOR AGENDA: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

Resolution to accept DEC NPG Grant for Village of Saranac Lake Parking Lot Stormwater

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING ACCEPTANCE OF
NYS DEC NONPOINT SOURCE PLANNING GRANT (NPG)
FOR VILLAGE OF SARANAC LAKE PARKING LOT STORMWATER
PROJECT**

WHEREAS, the Village of Saranac Lake submitted a Consolidated Funding Application (CFA) to the New York State Department of Environmental Conservation (DEC) Non-Agricultural Nonpoint Source Planning and MS4 Mapping Grant (NPG) Program for the Village of Saranac Lake Parking Lot Stormwater Project, and

WHEREAS, the Village has been notified that it has been selected to receive grant funding in an amount not to exceed \$75,000 under the Nonpoint Source Planning Grant Program, Grant Number 151200, and

WHEREAS, the Village of Saranac Lake wishes to formally accept said grant award and authorize participation in the contracting and implementation process as required by the New York State Department of Environmental Conservation, and,

WHEREAS, the proposed stormwater planning and improvements will focus on the Village-owned Dorsey Street lot and at the Lake Colby Beach parking area.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees hereby authorizes acceptance of the New York State Department of Environmental Conservation Nonpoint Source Planning Grant in an amount not to exceed \$75,000 for the Village of Saranac Lake Parking Lot Stormwater Project.



**Department of
Environmental
Conservation**

KATHY HOCHUL
Governor

AMANDA LEFTON
Commissioner

JAN 20 2026

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

Re: Nonpoint Source Planning Grant Number 151200
Village of Saranac Lake Parking Lot Stormwater

Dear Mr. Tsiklauri:

The New York State Department of Environmental Conservation (DEC) Non-Agricultural Nonpoint Source Planning and MS4 Mapping Grant (NPG) program provides important support to communities to plan for the protection and restoration of water resources. DEC is proud to have made up to \$3 million available in this year's Consolidated Funding Application (CFA) and we appreciate your application for this vital program.

We are pleased to inform you that the Village of Saranac Lake Parking Lot Stormwater has been selected to receive up to \$75,000 through the NPG program. If you applied for funding from other DEC programs or other state agencies through the CFA, you will receive information from those programs/agencies separately.

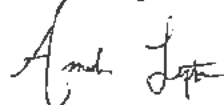
The Office of State Comptroller (OSC) must approve DEC's documentation of the project solicitation and review process before we can begin the steps to execute a contract with you. When we receive OSC's approval, we will provide additional information to assist you in getting a contract in place. Upon receipt of this additional information, DEC and OSC expect that contracts will be executed within 90-120 days. Contracts for NPG projects will be completed through the New York State Financial System. You will receive separate instructions on how to access this system and begin the contracting process. **If the contacts listed on the application have changed, please notify us at dowgrants@dec.ny.gov to ensure that these instructions are sent to the correct contact(s).**

The earliest contract start date for this round of NPG projects is May 19, 2025. Please note that the work plan and budget for the contract must be consistent with your application. However, any costs/activities in your application that are ineligible (as listed

by project type in the 2025 NPG Program Overview) should not be included. Ineligible costs will not be reimbursed, which may impact your actual funding amount. The 2025 NPG Program Overview can be viewed at: https://dec.ny.gov/sites/default/files/2025-05/npg_rfa25.pdf.

We look forward to working with you on this important water quality project. If you have any questions about your award, please contact NPG program staff at dowgrants@dec.ny.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Lefton".

Amanda Lefton
Commissioner

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

Bill # 22-2026

SUBJECT: DAB Appointments & Reappointment

Date: 2/9/26

DEPT OF ORIGIN: Trustee Brunette

DATE SUBMITTED: 1/27/26

SUMMARY STATEMENT:

A resolution to appoint Justin Wolford and Mike Aguire to the Downtown Advisory Board and reappoint Jerry Michael to the Downtown Advisory Board.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE SCOLLIN _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE WHITE _____

**RESOLUTION TO APPOINT NEW MEMBERS TO THE
DOWNTOWN ADVISORY BOARD AND CONFIRMATION OF OFFICERS**

WHEREAS, the term for one member (Sue Smith-Zukin) of the Downtown Advisory Board has expired at the end of the 2025 year and has chosen not to renew; and

WHEREAS, one member (Jake Widrick) of the Downtown Advisory Board has resigned; and

WHEREAS, the Downtown Advisory Board has two vacancies; and

WHEREAS, Justin Wolford and Mike Aguire have been recommended as new members by the Downtown Advisory Board by unanimous vote; and

WHEREAS, the term of one member (Jerry Michael) of the Downtown Advisory Board has expired at the end of 2025, and has chosen to renew.

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby appoints Justin Wolford and Mike Aguire and reappoints Jerry Michael for a term that is in accordance with the Bylaws.

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

BILL #23-2026

SUBJECT: Resolution to Issue Negative Declaration for the Construction of
Improvements at Baldwin Park

FOR AGENDA: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/28/2026

Resolution to Issue Negative Declaration for the Construction of Improvements at
Baldwin Park

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION ISSUING A NEGATIVE DECLARATION FOR THE CONSTRUCTION
OF IMPROVEMENTS AT BALDWIN PARK**

WHEREAS, the Village of Saranac Lake (the “Village”) is proposing to implement improvements at Baldwin park, including removal of the tennis and basketball courts, addition internal sidewalks and bioswales, and addition of a pavilion (the “Project”),

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6NYCRR Part617 (the “Regulations”), the Village desires to comply with SEQRA and the Regulations with respect to the Project, and

WHEREAS, the Village determined that the proposed Project constituted an “action” that may be subject to SEQRA, and

WHEREAS, the Village classified the proposed project as an unlisted action;

NOW, THEREFORE, BE IT RESOLVED that the Village of Saranac Lake Board of Trustees, upon review of a completed Short Environmental Assessment Form and supporting documentation determines that the action will not result in any significant adverse environmental impact and hereby issues a negative declaration for the proposed project.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information							
Name of Action or Project: Baldwin Park Improvements							
Project Location (describe, and attach a location map): Lake Flower Avenue, Village of Saranac Lake, Essex County, New York							
Brief Description of Proposed Action: The Village of Saranac Lake proposes improvements to Baldwin Park to improve access to the Lake Flower waterfront, enhance views of the lake, provide limited parking, and remove dilapidated asphalt tennis courts and basketball half courts, and other aged park infrastructure. The redesigned park will have a curvilinear pathway that connects four lawn areas, a central pavilion, a seasonal ADA accessible kayak launch, and a sidewalk along Lake Flower Avenue. On-street parking areas will provide a total of eight vehicle spaces, including two designed universal access spaces. The improvements also includes a new crosswalk striping on the northeastern side of Lake Flower Road, a bike rack, doublewide adirondack chair furniture and picnic tables, the relocation of the monument to a new location outside of the wetland area, new lighting, native landscape plantings including within a vegetated swale, and wetland conservation seed mix plantings.							
Name of Applicant or Sponsor: Village of Saranac Lake		Telephone: (518) 891-4150 E-Mail: mayorwilliams@saranaclake.ny.gov					
Address: 39 Main Street, Suite 9							
City/PO: Saranac Lake		State: NY	Zip Code: 12983				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSDEC (Art. 15, WQC, SPDES), APA (Wetlands & Dock), USACE (Nationwide Permit), NYSDOT (Highway work permit)			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3. a. Total acreage of the site of the proposed action?		1.94 acres					
b. Total acreage to be physically disturbed?		+/- 1.0 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.94 acres					
4. Check all land uses that occur on, are adjoining or near the proposed action:							
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input checked="" type="checkbox"/> Parkland							

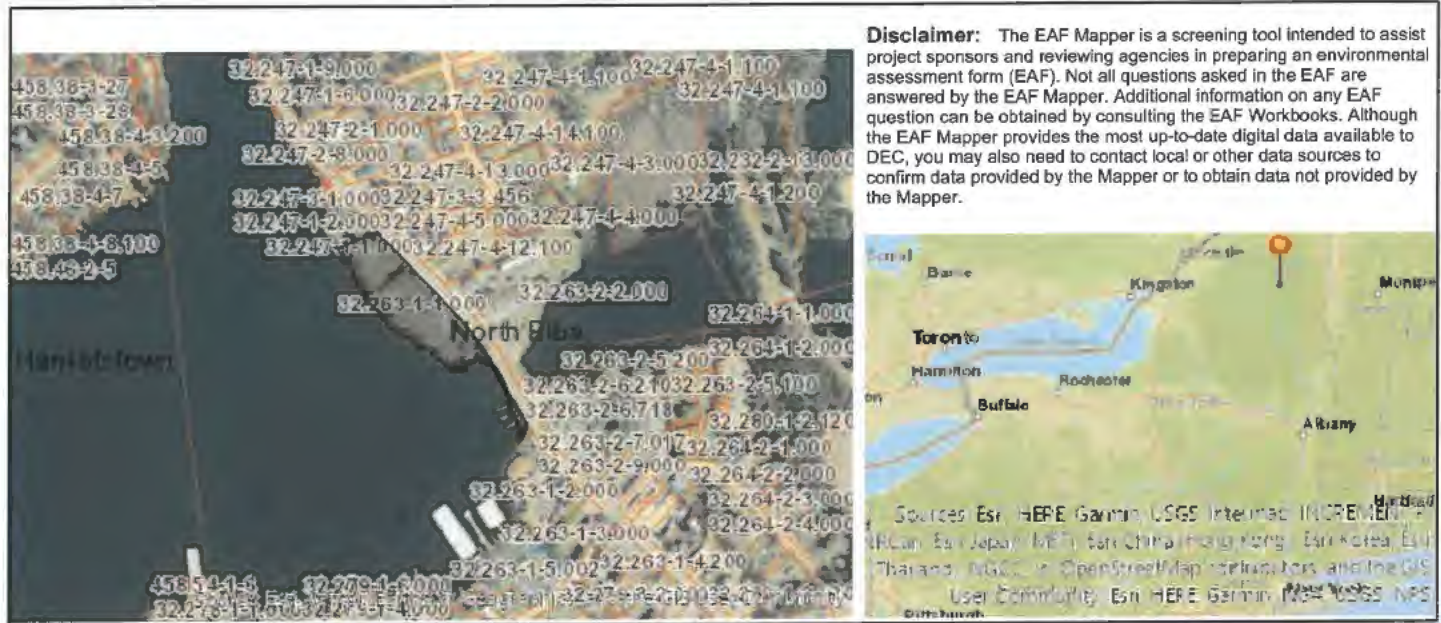
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input checked="" type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? USFW lists the Monarch Butterfly as a proposed threatened specie.	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The NYSDEC database (remedial site #: 516008) indicates that remedial activities are completed at the Saranac Lake Gas Company site located on Payeville Road approximately 1,800 feet northeast of Baldwin Park		
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		



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

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

BILL #24-2026

SUBJECT: Overnight Travel for Training – Police Officer

FOR AGENDA: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/30/2026

Resolution to authorize the overnight travel and training for Police Officer

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION TO AUTHORIZE THE OVERNIGHT TRAVEL AND TRAINING FOR
OFFICER BUCKLEY TO ATTEND THE LAW ENFORCEMENT AGAINST DRUGS
(LEAD) PILOT TRAINING PROGRAM

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

NOW THEREFORE BE IT RESOLVED, Officer Buckley is hereby approved to attend the three day Law Enforcement against drugs (LEAD) training program.

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

BILL #25-2026

SUBJECT: Overnight Travel Chief of Police

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/28/2026

SUMMARY STATEMENT

Resolution authorizing the overnight travel for the Chief of Police to attend the International Association of Chiefs of Police (IACP) Conference

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

RESOLUTION AUTHORIZING OVERNIGHT TRAVELING FOR
THE SARANAC LAKE CHIEF OF POLICE

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

WHEREAS, the Chief of Police will be attending the International Association of Chiefs of Police (IACP) from April 10-April 12, 2026 in Gaylord, Texas and,

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

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



Saranac Lake Police Department

5044 State Route 3
Saranac Lake, NY 12983-1795

Telephone: (518) 891-4428
Fax: (518) 891-6321

Chief of Police: Darin M. Perrotte



January 27, 2026

Dear Honorable Members of the Village of Saranac Lake Board of Trustees,

I am writing to respectfully request approval for travel to Grapevine, Texas, from April 10th, 2026, to April 12th, 2026, to attend the International Association of Chiefs of Police (IACP) Mid-Year Policy Conference. I am honored to have been appointed to the Community Policing Committee, a prestigious recognition of my work in community policing.

The IACP is a renowned organization with approximately 35,000 members worldwide. The committees, comprising around 1200 members, play a vital role in establishing policy guidelines for law enforcement agencies globally in various areas of expertise. As a member of the Community Policing Committee, I will have the opportunity to contribute to shaping policies that benefit not only our agency but also law enforcement agencies worldwide.

Attending the Mid-Year Policy Conference will enable me to engage with fellow law enforcement professionals, share best practices, and stay updated on the latest trends and developments in community policing. This conference will provide a valuable platform for me to learn from experts, exchange ideas, and bring back knowledge and insights that will enhance our agency's community policing efforts.

I believe that my participation in this conference will have a direct impact on our agency's ability to provide effective and innovative community policing services to the Village of Saranac Lake. I am committed to ensuring that our agency remains at the forefront of community policing practices, and this conference will provide a unique opportunity for me to contribute to this goal.

I have estimated the total cost for travel, accommodation, and conference registration to be \$1,187.00, which I believe is a worthwhile investment in our agency's continued growth and development.

I would like to express my gratitude for considering my request. I am confident that attending the IACP Mid-Year Policy Conference will have a positive impact on our agency and the community we serve.

Thank you for your time and consideration.

Sincerely,

Darin M. Perrotte

Chief of Police Darin M. Perrotte
Saranac Lake Police Department

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

BILL #26-2026

SUBJECT: HRA Amendments

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/28/2026

SUMMARY STATEMENT

Approve amendment to the Health Reimbursement Account for PBA

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**VILLAGE OF SARANAC LAKE
HEALTH REIMBURSEMENT ACCOUNT**

AMENDMENT

WHEREAS, the Village of Saranac (the "Company") maintains the Village of Saranac Health Reimbursement Account (the "Plan") for the benefit of certain employees; and

WHEREAS, Pursuant to Section 8.01 of the Plan, the Company desires to amend the Plan;

NOW, THEREFORE, the Plan is hereby amended as follows, effective as provided therein:

Effective for Plan Year beginning January 1, 2026, Section C.5.a. of the Adoption Agreement is amended to read as follows:

SECTION C. BENEFITS

Administration

☒ Account-Based HRA. The Plan will be administered as an account-based HRA:

- a. The Employer will credit an amount to the Participant's HRA for the Period of Coverage as follows:
 1. ☐ Discretionary
 2. ☐ ____% of the Participant's Compensation
 3. ☐ \$____ per Participant
 4. ☒ Coverage-Based Amounts:
 - A. Participant Only:
 - B. Participant plus 1:
 - C. Participant plus tax dependents:
 - D. Family:
 - E. Other:
 5. ☒ Other: Police: \$7,650 (Participant only) or \$15,300 (Family)

IN WITNESS WHEREOF, the Company has caused this Amendment to be executed this ____ day of _____, 2026.

VILLAGE OF SARANAC LAKE:

Signature: _____

Print Name: _____

Title/Position: _____

**SUMMARY OF MATERIAL MODIFICATION
TO THE
VILLAGE OF SARANAC LAKE
HEALTH REIMBURSEMENT ACCOUNT
SUMMARY PLAN DESCRIPTION**

EFFECTIVE DATE: JANUARY 1, 2026

The purpose of this Summary of Material Modification (SMM) is to inform you of a change that has been made to the Village of Saranac Lake Health Reimbursement Account. This change has affected the information previously provided to you in the Plan's Summary Plan Description. The Summary Plan Description (SPD) is modified as described below.

For the Plan Year beginning January 1, 2026, the *"How will the Plan be administered?"* subsection of the *"Benefits"* section of your SPD is modified to read as follows:

BENEFITS

How will the Plan be administered?

The Employer will credit the following coverage-based amounts to your HRA account for the Period of Coverage.

Police:

- Participant Only: \$7,650.
- Participant plus 1: \$15,300.
- Participant plus dependents: \$15,300.
- Family: \$15,300.

The Period of Coverage will end on December 31.

Amounts shall be credited to your account at the beginning of the Plan Year.

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

BILL #27-2026

SUBJECT: FC Grant Acceptance

DATE: 2/9/26

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/2/26

SUMMARY STATEMENT

RESOLUTION AUTHORIZING ACCEPTANCE OF Franklin County Destination Event Sponsorship Program Awards with a total of \$7,000 for Cruisin' Car Show 2026, Chili Cook Off 2026, Music on the Green 2026, Hometown Hop & Shop 2026 and Harvest Festival 2026 between the Village of Saranac Lake and the Franklin County Government Office of Economic Development & Tourism.

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE RYAN _____

TRUSTEE BRUNETTE _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING ACCEPTANCE OF THE FRANKLIN COUNTY
DESTINATION EVENT SPONSORSHIP PROGRAM AWARDS**

WHEREAS, the Village of Saranac Lake submitted five separate Franklin County Destination Event Program applications, and

WHEREAS, the Village was notified by the Franklin County Government Office of Economic Development & Tourism that it has received Franklin County Destination Event Program funding, and,

WHEREAS, the total award amount of \$7,000 will be used to assist with expenses of several Village sponsored events, and

NOW, THEREFORE BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby accepts the program funding and authorizes the Village Manager to sign all documents and execute all agreements related to the Franklin County grant awards.

FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT

THIS AGREEMENT, entered into this 7th day of January, 2026 by and between **Village of Saranac Lake** having its principal office at **39 Main Street, Saranac Lake, NY 12983** (hereinafter "Awardee") and the Franklin County Government Office of Economic Development & Tourism having its principal office at 355 West Main Street, Suite 438, Malone, NY 12953 (hereinafter "FCOEDT").

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

NOW, THEREFORE, the parties do agree as follows:

1. Project Description. The FCOEDT will award funds to the Awardee, and the Awardee agrees to use the funds for the purposes set forth on Exhibit A hereto (the "Project").
2. Award Amount. The Awardee agrees to receive, and the FCOEDT agrees to award, up to the sum of \$1,500 for the Project.
3. Term. The term of this Agreement is one (1) year from its effective date as listed above. The project must be completed during the term of this Agreement and all eligible expenses must be incurred during the term. Expenses incurred before or after the term of this Agreement are ineligible.
4. Award Disbursement. The FCOEDT will disburse funds to the Awardee upon the execution of a signed agreement. After the completion of the event, the awardee will submit a post event report within 60 days. The report will include an accounting for how the funds were used along with proof of payments, this should match the expenses described in the budget. Funds that are not accounted for must be returned to the FCOEDT.
5. Deliverables and Performance Indicators. Deliverables are in part taken from project description defined in application. Appropriate measures should be taken to track deliverables.
6. Attribution. All materials must be approved by FCOEDT before they are printed or published for distribution. All marketing materials must include reference to Explore Adirondack Frontier.
7. Treasurer Registration. The Awardee, if it is a business that provides lodging for guests as defined under the Franklin County Room Occupancy Tax Law (hereinafter "Law"), shall be registered and shall remain registered, with the Franklin County Treasurer and be in compliance with the Law.
8. Hold Harmless Agreement. The Awardee agrees to indemnify, defend, and hold harmless the FCOEDT from and against any and all claims, demands, or causes of action in any way arising out of their involvement with the Project.
9. Assignments. The Awardee shall not assign or otherwise transfer any of its rights, duties or obligations under this Agreement without the FCOEDT's advance written authorization.

10. Applicable Law. This Agreement and the rights and obligations of the parties hereunder shall be construed and interpreted in accordance with the laws of the State of New York.
11. Recapture of Funds. The FCOEDT reserves the right to recapture awarded funds in the event that the Awardee fails to (1) comply with the terms of this Agreement, or (2) accept conditions imposed by the FCOEDT at the direction of the federal, state and local agencies.
12. Cost of Court Expenses. The Awardee agrees to pay reasonable attorney's fees, court costs and disbursements in the event that the FCOEDT takes legal action against the Awardee to enforce the FCOEDT's rights under this Agreement.
13. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

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

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE: Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR, FCOEDT

By: _____

By: _____

FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES

1. Project Description Funds will be allocated toward marketing and promotional materials, including printed flyers, signage, and event materials that help promote the event locally and regionally and encourage participation from outside Franklin County. Additional funding will support event programming and supplies, including materials for family-friendly activities, kids' programming, and interactive experiences throughout downtown and the Berkeley Green. DESP funding may also be used to support entertainment and logistical needs, such as live music, coordination of activities, and wayfinding materials that help guide visitors between downtown locations.
2. Budget.

Eligible Expenses	Estimated Cost
funds will be allocated toward marketing and promotional materials, including printed flyers, signage, and event materials that help promote the event locally and regionally and encourage participation from outside Franklin County. Additional funding will support event programming and supplies, including materials for family-friendly activities, kids' programming, and interactive experiences throughout downtown and the Berkeley Green. DESP funding may also be used to support entertainment and logistical needs, such as live music, coordination of activities, and wayfinding materials.	\$1,500

3. Deliverables. A post event report must be submitted no more than 60 days post event. Proof of payment for funds used, proof of attribution, and KPI's must be included. KPI's to include estimated number of attendees at the event
4. Attribution.
Always Franklin logo must be used on marketing materials funded with this award.
5. Other Conditions.
None.

FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT

THIS AGREEMENT, entered into this 7th day of January, 2026 by and between **Village of Saranac Lake** having its principal office at **39 Main Street, Saranac Lake, NY 12983** (hereinafter "Awardee") and the Franklin County Government Office of Economic Development & Tourism having its principal office at **355 West Main Street, Suite 438, Malone, NY 12953** (hereinafter "FCOEDT").

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

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2. Award Amount. The Awardee agrees to receive, and the FCOEDT agrees to award, up to the sum of \$1,500 for the Project.
3. Term. The term of this Agreement is one (1) year from its effective date as listed above. The project must be completed during the term of this Agreement and all eligible expenses must be incurred during the term. Expenses incurred before or after the term of this Agreement are ineligible.
4. Award Disbursement. The FCOEDT will disburse funds to the Awardee upon the execution of a signed agreement. After the completion of the event, the awardee will submit a post event report within 60 days. The report will include an accounting for how the funds were used along with proof of payments, this should match the expenses described in the budget. Funds that are not accounted for must be returned to the FCOEDT.
5. Deliverables and Performance Indicators. Deliverables are in part taken from project description defined in application. Appropriate measures should be taken to track deliverables.
6. Attribution. All materials must be approved by FCOEDT before they are printed or published for distribution. All marketing materials must include reference to Explore Adirondack Frontier.
7. Treasurer Registration. The Awardee, if it is a business that provides lodging for guests as defined under the Franklin County Room Occupancy Tax Law (hereinafter "Law"), shall be registered and shall remain registered, with the Franklin County Treasurer and be in compliance with the Law.
8. Hold Harmless Agreement. The Awardee agrees to indemnify, defend, and hold harmless the FCOEDT from and against any and all claims, demands, or causes of action in any way arising out of their involvement with the Project.
9. Assignments. The Awardee shall not assign or otherwise transfer any of its rights, duties or obligations under this Agreement without the FCOEDT's advance written authorization.

10. Applicable Law. This Agreement and the rights and obligations of the parties hereunder shall be construed and interpreted in accordance with the laws of the State of New York.

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13. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

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

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE: Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR, FCOEDT

By: _____

By: _____

FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES

1. Project Description Music on the Green is a free, weekly outdoor concert series held on Wednesday evenings from early July through late August in Riverside Park, located in Downtown Saranac Lake. The series features live music performances in an accessible, family-friendly setting and is designed to welcome residents, seasonal visitors, and tourists of all ages.
2. Budget.

Eligible Expenses	Estimated Cost
Requested sponsorship funding will be used to support the successful planning, production, and presentation of the Music on the Green 2026 concert series.	\$1,500

3. Deliverables. A post event report must be submitted no more than 60 days post event. Proof of payment for funds used, proof of attribution, and KPI's must be included. KPI's to include estimated number of attendees at the event
4. Attribution.
Always Franklin logo must be used on marketing materials funded with this award.
5. Other Conditions.
None.

FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT

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12. Cost of Court Expenses. The Awardee agrees to pay reasonable attorney's fees, court costs and disbursements in the event that the FCOEDT takes legal action against the Awardee to enforce the FCOEDT's rights under this Agreement.

13. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

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

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE: Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR, FCOEDT

By: _____

By: _____

FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES

1. Project Description The 3rd Annual High Peaks Harvest Festival is a signature fall celebration held in downtown Saranac Lake, marking the conclusion of the outdoor farmers market season. Scheduled for October 2026 from 10:00 AM to 4:00 PM, the festival is coordinated in partnership with the High Peaks Farmers Market and in collaboration with local businesses, community organizations, including the Saranac Lake Women's Civic Chamber, strengthening cross-sector partnerships and community participation. The event features local farm and artisan vendors, food trucks, live music, and a variety of family-friendly activities such as pumpkin decorating and face painting. Visitors are encouraged to explore downtown shops and restaurants throughout the day, supporting the local economy while enjoying a festive fall atmosphere. The High Peaks Harvest Festival is expected to draw 3,000–4,000 attendees, including a significant number of visitors from outside Franklin County who travel specifically to attend the event.

2. Budget.

Eligible Expenses	Estimated Cost
Requested funding will support live entertainment, marketing, and advertising across newspapers, radio, social media, and event flyers, as well as signage and event decor. Funds will also cover family-friendly activities and supplies.	\$1,500

3. Deliverables. A post event report must be submitted no more than 60 days post event. Proof of payment for funds used, proof of attribution, and KPI's must be included. KPI's to include estimated number of attendees at the event.
4. Attribution.
Always Franklin logo must be used on marketing materials funded with this award.
5. Other Conditions.
None.

FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT

THIS AGREEMENT, entered into this 7th day of January, 2026 by and between **Village of Saranac Lake** having its principal office at **39 Main Street, Saranac Lake, NY 12983** (hereinafter "Awardee") and the Franklin County Government Office of Economic Development & Tourism having its principal office at 355 West Main Street, Suite 438, Malone, NY 12953 (hereinafter "FCOEDT").

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

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1. Project Description. The FCOEDT will award funds to the Awardee, and the Awardee agrees to use the funds for the purposes set forth on Exhibit A hereto (the "Project").
2. Award Amount. The Awardee agrees to receive, and the FCOEDT agrees to award, up to the sum of \$1,500 for the Project.
3. Term. The term of this Agreement is one (1) year from its effective date as listed above. The project must be completed during the term of this Agreement and all eligible expenses must be incurred during the term. Expenses incurred before or after the term of this Agreement are ineligible.
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8. Hold Harmless Agreement. The Awardee agrees to indemnify, defend, and hold harmless the FCOEDT from and against any and all claims, demands, or causes of action in any way arising out of their involvement with the Project.
9. Assignments. The Awardee shall not assign or otherwise transfer any of its rights, duties or obligations under this Agreement without the FCOEDT's advance written authorization.

10. Applicable Law. This Agreement and the rights and obligations of the parties hereunder shall be construed and interpreted in accordance with the laws of the State of New York.
11. Recapture of Funds. The FCOEDT reserves the right to recapture awarded funds in the event that the Awardee fails to (1) comply with the terms of this Agreement, or (2) accept conditions imposed by the FCOEDT at the direction of the federal, state and local agencies.
12. Cost of Court Expenses. The Awardee agrees to pay reasonable attorney's fees, court costs and disbursements in the event that the FCOEDT takes legal action against the Awardee to enforce the FCOEDT's rights under this Agreement.
13. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

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

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE: Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR, FCOEDT

By: _____

By: _____

FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES

1. Project Description The 2026 Saranac Lake Second Annual Cruisin' Car Show builds on the strong momentum, community participation, and enthusiasm generated during its inaugural year. Following the success of the first event, there has been widespread excitement from participants, spectators, and local businesses eager for the show's return in 2026. The event begins with a Welcome Party on June 19th, featuring live music and automobile displays to kick off the weekend.
2. Budget.

Eligible Expenses	Estimated Cost
Funds will be used for live entertainment, including a DJ, and for marketing and advertising across newspapers, radio, social media, and event flyers to expand regional reach and attendance. Funding will also support the purchase of trophies for award-winning vehicles and materials such as banners, signage, and programs to enhance the attendee experience and professionalism of the event.	\$1,500

3. Deliverables. A post event report must be submitted no more than 60 days post event. Proof of payment for funds used, proof of attribution, and KPI's must be included. KPI's to include estimated number of attendees at the event
4. Attribution.
Always Franklin logo must be used on marketing materials funded with this award.
5. Other Conditions.
None.

FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT

THIS AGREEMENT, entered into this 7th day of January, 2026 by and between **Village of Saranac Lake** having its principal office at **39 Main Street, Saranac Lake, NY 12983** (hereinafter "Awardee") and the Franklin County Government Office of Economic Development & Tourism having its principal office at 355 West Main Street, Suite 438, Malone, NY 12953 (hereinafter "FCOEDT").

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

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4. Award Disbursement. The FCOEDT will disburse funds to the Awardee upon the execution of a signed agreement. After the completion of the event, the awardee will submit a post event report within 60 days. The report will include an accounting for how the funds were used along with proof of payments, this should match the expenses described in the budget. Funds that are not accounted for must be returned to the FCOEDT.
5. Deliverables and Performance Indicators. Deliverables are in part taken from project description defined in application. Appropriate measures should be taken to track deliverables.
6. Attribution. All materials must be approved by FCOEDT before they are printed or published for distribution. All marketing materials must include reference to Explore Adirondack Frontier.
7. Treasurer Registration. The Awardee, if it is a business that provides lodging for guests as defined under the Franklin County Room Occupancy Tax Law (hereinafter "Law"), shall be registered and shall remain registered, with the Franklin County Treasurer and be in compliance with the Law.
8. Hold Harmless Agreement. The Awardee agrees to indemnify, defend, and hold harmless the FCOEDT from and against any and all claims, demands, or causes of action in any way arising out of their involvement with the Project.
9. Assignments. The Awardee shall not assign or otherwise transfer any of its rights, duties or obligations under this Agreement without the FCOEDT's advance written authorization.

10. Applicable Law. This Agreement and the rights and obligations of the parties hereunder shall be construed and interpreted in accordance with the laws of the State of New York.

11. Recapture of Funds. The FCOEDT reserves the right to recapture awarded funds in the event that the Awardee fails to (1) comply with the terms of this Agreement, or (2) accept conditions imposed by the FCOEDT at the direction of the federal, state and local agencies.

12. Cost of Court Expenses. The Awardee agrees to pay reasonable attorney's fees, court costs and disbursements in the event that the FCOEDT takes legal action against the Awardee to enforce the FCOEDT's rights under this Agreement.

13. Certification. The Awardee certifies that all information, which has been or will be submitted as required by this agreement, is true, correct, and complete.

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

FRANKLIN COUNTY
COUNTY MANAGER

AWARDEE: Village of Saranac Lake

By: _____

By: _____

FRANKLIN COUNTY ATTORNEY
APPROVED AS TO FORM:

DIRECTOR, FCOEDT

By: _____

By: _____

FRANKLIN COUNTY OFFICE OF ECONOMIC DEVELOPMENT & TOURISM
FRANKLIN COUNTY DESTINATION EVENT SPONSORSHIP PROGRAM AGREEMENT
EXHIBIT A - PROJECT DESCRIPTION & DELIVERABLES

1. Project Description The Great Bowls of Fire Chili Cook-Off is a winter culinary event held in downtown Saranac Lake, NY, returning in 2026 as the second annual, following a successful inaugural year. Building on strong momentum generated by positive feedback and enthusiasm from both participating businesses and attendees, the event is designed to attract visitors, support local businesses, and strengthen the winter tourism economy.

2. Budget.

Eligible Expenses	Estimated Cost
Funds will be allocated toward the purchase of chili sampling supplies, including disposable cups and spoons, to ensure a safe, sanitary, and efficient tasting experience for all participants. Additional funding will support the creation and distribution of marketing and promotional materials, including event tickets, flyers, and a banner. These materials are critical for promoting the event both locally and regionally, increasing awareness among potential visitors, and encouraging attendance from outside Franklin County.	\$1,000

3. Deliverables. A post event report must be submitted no more than 60 days post event. Proof of payment for funds used, proof of attribution, and KPI's must be included. KPI's to include estimated number of attendees at the event
4. Attribution.
Always Franklin logo must be used on marketing materials funded with this award.
5. Other Conditions.
None.

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

BILL #: 28-2026

SUBJECT: Call for a Public Hearing

FOR AGENDA: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/15/2026

MOVED BY: _____ SECONDED BY: _____

Resolution to call for a public hearing on a proposed local law amending the development code

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

VILLAGE OF SARANAC LAKE, NY

LOCAL LAW NO. ____ OF 2026 DEVELOPMENT CODE AMENDMENTS LAW

**A LOCAL LAW TO AMEND CHAPTER 106 (DEVELOPMENT CODE) OF THE CODE OF THE VILLAGE OF
SARANAC LAKE UNIFIED DEVELOPMENT CODE**

Be it enacted by the Board of Trustees of the Village of Saranac as follows:

SECTION 1: TITLE.

This local law shall be cited as Local Law No. ____ of 2026 of the Village of Saranac Lake and entitled "2026 Development Code Amendments."

SECTION 2: LEGISLATIVE INTENT AND PURPOSE.

This local law amends Chapter 106 of the Village Code to provide amendments to the Village's Unified Development Code to modernize zoning definitions and standards, streamline administrative procedures, enhance housing options, and improve development regulations to better serve the community's evolving needs while maintaining the character and sustainability of the Village of Saranac Lake.

SECTION 3: AUTHORITY

The Development Code of the Village of Saranac Lake is enacted by the Board of Trustees of the Village of Saranac Lake pursuant to its authority to adopt local laws under Article IX of the New York State Constitution and Municipal Home Rule Law Section 10 and implements authority provided to New York State villages pursuant to Article 7 of New York State Village Law.

SECTION 4: TERMS DEFINED.

Article II, Section 106-6 of the Development Code entitled "Definitions" is hereby amended as follows:

A. Deletion of Existing Definitions. The following definitions are hereby deleted in their entirety:

DWELLING UNIT

One or more rooms, designed, occupied, or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities for the exclusive use of a singly family maintaining a household.
[EDITOR'S NOTE: This is a duplicate definition. Keep definition added 6-12-2023 by L.L. No. 3-2023]

DWELLING UNIT, SECONDARY

A dwelling unit, 500 square feet or less, either in or added to a single-family dwelling, or in a separate accessory building on the same lot as the principal dwelling, for use as a complete and independent housekeeping unit. Such a dwelling shall be clearly accessory and incidental to the principal dwelling.

HISTORIC STRUCTURE

Any structure that is:

A. Listed individually on the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

B. Amendment of Existing Definitions. The following existing definitions are hereby amended to read as follows:

ACCESSORY USE

A use of a building/structure, lot or portion thereof that is customarily incidental and subordinate to, and does not change the character of, a principal land use or development and that customarily accompanies or is associated with such principal land use or development. Examples of accessory uses include, but are not limited to:

- A. A secondary dwelling of 850 square feet or less that is accessory to a residential or mixed-use;
- B. The parking of tenant-owned cars in the parking lot of an apartment building;
- C. A home occupation in a residential area;
- D. An employee cafeteria in an office building;
- E. A warehouse space of a manufacturing facility, etc.

ACCESSORY STRUCTURE

A structure which is customarily incidental and subordinate to the principal building (i.e., detached garages, carports, sheds, etc.). Accessory structures may include structures necessary for providing wind or solar power to the principal building.

ADIRONDACK ARCHITECTURE

Refers to the rugged architectural style generally associated with many buildings within the Adirondack Mountain area of Upstate New York, many of which are utilized and referred to as "great camps." Other uses include commercial and common residential. The builders used native building materials, such as pine, cedar and spruce woods, and often provided rustic appearances which incorporate many highly craftsman-like details, while avoiding the costs and time costs of importing materials from elsewhere. Saranac Lake is home to many builders and craftsmen specializing in the construction of Adirondack architecture throughout the Saranac Lake chain of lakes, Lake Placid and the St. Regis Lakes. Elements such as whole, split, or peeled logs, bark, roots, and burls, along with native granite and fieldstone were used to build interior and exterior components. Massive fireplaces and chimneys built of cut stone are also common with this architecture. The use of native building materials was not only for promoting a natural appearance but also to avoid the expense of transporting conventional building materials into a remote location. Design elements of Adirondack architecture often include one or more of the following features:

CARPORT

A roofed structure open on at least one side and designed for the storage of one or more motor vehicles. A carport may be attached to a principal structure or freestanding. When detached from the principal structure, a carport shall be considered an accessory structure.

DEVELOPMENT BOARD

The board appointed by the Board of Trustees of the Village of Saranac Lake with the powers set forth in the village law and the Village of Saranac Lake Development Code.

DWELLING, MANUFACTURED HOME

A factory-manufactured dwelling unit built on or after June 15, 1976, and conforming to the requirements of the Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards, 24 CFR Part 3208, 4/1/93, transportable in one or more sections, which in the traveling mode is eight feet (2,438 mm) or more in width or 40 feet (12,192 mm) or more in length, or, when erected on site, is 320 square feet (29.7 m²) minimum, constructed on a permanent chassis and designed to be used with a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. The term "manufactured home" shall also include any structure that meets all the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Federal Department of Housing and Urban Development and complies with the standards established under the national Manufactured Housing Construction and Safety Act of 1974, as amended. The term "manufactured home" shall not include any self-propelled recreational vehicle. Manufactured homes are considered to be single-family dwellings.

DWELLING, MULTIFAMILY

A building or portion thereof containing five or more entirely separate dwelling units separated by walls and/or floors and designed for occupancy by five or more families living independently of each other. The dwelling units may be owned in common or separately but shall not include townhouses as defined below.

DWELLING, SINGLE-FAMILY

A detached building containing one dwelling unit designed for occupancy by one family. Manufactured homes (mobile homes) are considered to be single-family dwellings.

DWELLING, TOWNHOUSE (ROW HOUSE)

A one-family dwelling in a row of at least three, but no more than four, such units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any unit by one or more vertical, common, fire-resistant walls. Townhouses may include separate fee ownership of the unit and land underlying each unit, but may also include commonly owned lands associated with the townhouses, or all dwelling units may have a single owner.

FLOOR AREA

The sum of the gross horizontal area of all floors of a building measured from the inside face of the exterior walls or from the center line of the walls separating two buildings. Unheated porches, terraces, cellars, basements and enclosed off-street parking areas shall not be included in calculation of floor area.

HISTORIC BUILDING/STRUCTURE

Any building or structure that is:

- A. Listed individually or eligible to be listed on the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- C. Individually listed or eligible to be listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

LAND DISTURBANCE

Any activity involving the clearing, cutting, excavating, filling, or grading of land or any other activity that alters existing land topography or ground cover.

RETAIL SALES, TYPE I

The selling or rental of goods or merchandise to the general public or to business clients, for personal use or household consumption, and the rendering of services incidental to the sale of such goods within a building equal to or less than 7,000 square feet in size.

RETAIL SALES, TYPE II

The selling or rental of goods or merchandise to the general public or to business clients, for personal use or household consumption, and the rendering of services incidental to the sale of such goods within a building greater than 7,000 square feet in size.

ROOMING HOUSE

A dwelling in which, for compensation, lodging is provided to two or more unrelated persons who share common kitchen or bathroom facilities with other occupants. Rooms are rented for periods of more than 30 consecutive days and are not intended for transient or short-term occupancy. Rooming houses may provide sleeping rooms with or without meals. They do not constitute a hotel, motel, bed and breakfast, or group home. The operator of the rooming house may or may not reside on the premises.

C. Addition of New Definitions. New definitions are hereby added, in alphabetical order, to read as follows:

DWELLING UNIT, ACCESSORY (ADU)

A dwelling unit, 850 square feet or less, either in or added to a single-family dwelling, or in a separate accessory building on the same lot as the principal dwelling, for use as a complete and independent living unit. Such a dwelling shall be clearly accessory and incidental to the principal dwelling or a mixed-use building.

- A. Attached Accessory Dwelling Unit: An accessory dwelling unit that is located entirely within or attached to a principal structure, or that is located within or attached to an accessory structure.
- B. Detached Accessory Dwelling Unit: An accessory dwelling unit that is a separate freestanding structure on the same lot as the principal structure.

DWELLING, 3-4 FAMILY

A detached building designed as a single structure, containing three or four dwelling units, each of which is designed to be occupied as a separate permanent residence for one family. The dwelling units may be owned in common or separately and for the purposes of this chapter, shall include townhouses as defined herein.

LOT COVERAGE

The total area of a lot covered by all buildings, including accessory structures, decks, patios, paved or unpaved walkways and parking areas, sidewalks and all other impervious surfaces.

MODULAR HOME

A dwelling unit constructed on-site in accordance with the state building code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation. Modular homes are considered to be single-family dwellings.

SECTION 5: COMMUNITY DEVELOPMENT DIRECTOR

Subsection C of Section 106-7 of Article III of the Development Code entitled "Community Development Director; powers and duties" is hereby amended to read as follows:

§ 106-7 Community Development Director; powers and duties.

C. Issue administrative determinations and certificates of compliance pursuant to this code, including Administrative Review and Administrative Approval;

SECTION 6: ADMINISTRATIVE REVIEW

Section 106-9 of Article III of the Development Code entitled "Procedure for administrative review" is hereby amended by revising Paragraph (4) of Subsection E and adding a new Subsection I to read as follows:

E. Procedure.

(4) Upon receipt of the determination of application completeness, the applicant shall provide written notice to each adjoining property owner that an application for administrative review is being requested from the Director. The notice shall include a description of the project for which adjustment is sought, the level of adjustment sought, the address where written objection to the project may be written, and the date by which the written objection must be received. Within five days after provision of the notice to adjoining property owners, the applicant shall provide to the Director a copy of the notice sent, a list of the adjoining property owners receiving the notice, and written evidence (i.e., mail certification receipts) that the notice has been properly made to each adjoining property owner.

I. Any amendment of a final application previously approved by the Director shall be subject to the same approval procedure as provided by this chapter.

SECTION 7: ADMINISTRATIVE APPROVAL

Section 106-10 of Article III of the Development Code entitled "Procedure for administrative approval" is hereby amended by the addition of new Subsections C and D:

C. Expiration. The administrative approval is subject to expiration in accordance with § 106-11 C.

D. Any amendment of a final application previously approved by the Director shall be subject to the same approval procedure as provided by this chapter.

SECTION 8: NOTICE OF DECISION

Section 106-11 of Article III of the Development Code entitled "Notice of decision by Director or Development Board" is hereby amended by revising Subsection C as follows:

C. A notice of decision for an approval or approval with conditions for a site plan or special use permit, or a variance issued pursuant to this code shall lapse one year following the date it was issued if the project has not been commenced or the use has not been commenced. Upon a request filed prior to lapsing of the notice of decision the board granting the approval may renew the notice of decision for a period of one year from the date it would have originally lapsed, provided that the facts upon which the original determination was granted have not changed. The Development Board may provide for a subsequent renewal, upon request made before lapsing of the notice of decision, provided that the facts upon which the original determination was made have not changed.

SECTION 9: MATERIAL CHANGES IN USE

Section 106-12 of Article III of the Development Code entitled "Material changes in use" is hereby amended and restated in its entirety to read as follows:

§ 106-12 Material changes in use.

When a structure, building or parcel changes in use, the owner shall be responsible for submitting the proposed change to the Director for a determination pursuant to § 106-8 whether the proposed change is material. (See the definition of "material change" of use in § 106-6.)

- A. If the proposed change of use is determined by the Director to be a material change, then the Director shall make a determination as to what type of approval is required. If the proposed change in use is determined by the Director not to be a material change, then the Director shall notify the applicant that the development is subject to administrative approval from the Director pursuant to § 106-8.
- B. A change in tenant that is continuing the existing use is not a material change and does not require any new approvals.

SECTION 10: AMENDMENTS

Sections 106-25 and 106-30 of Article IV of the Development Code entitled "Amendments" are hereby amended as follows:

§ 106-25 Referral to Development Board.

Should the Board of Trustees decide to consider the requested amendment, the Board of Trustees shall refer it to the Development Board for a recommendation. No action shall be taken on the requested amendment referred to the Development Board until its recommendation, in writing, has been received by the Board of Trustees, or 30 days have elapsed after such referral has been made, unless the Development Board and Board of Trustees agree to an extension beyond the thirty-day requirement for the Development Board's review and recommendation. The Board of Trustees shall consider the Development Board's recommendation.

§ 106-30 Effect on projects approved prior to amendment.

Where a permit or approval has been lawfully issued for a project and such project would be rendered nonconforming by an amendment of this code, such project shall have the right to be completed pursuant to the provisions in effect when the project permit was issued.

SECTION 11: AMENDMENT OF THE OFFICIAL ZONING MAP

The Official Zoning Map of the Village of Saranac Lake, established pursuant to Section 106-35 of the Village Code, is hereby amended as follows:

The parcel identified as Tax Map Section, Block and Lot (SBL) Number 32.3-4-6.000 is hereby designated as Zoning District C-4. Said parcel, having been annexed into the Village of Saranac Lake pursuant to Article 17 of the General Municipal Law and Local Law No. 3-2025, shall be subject to all standards, uses, and regulations of Chapter 106 applicable to the C-4 District.

SECTION 12: USE REGULATIONS

Attachment 1 – Schedule 1 Allowed Uses, as referenced in Section 106-40 of Article VIII of the Development Code, is hereby repealed in its entirety and replaced with the revised Attachment 1 – Schedule 1 Allowed Uses, which is attached hereto and made a part of this Local Law.

[NOTE TO CLERK: Ensure the new "Schedule 1 Allowed Uses" table is physically stapled/attached to the back of this Local Law when filing with the Secretary of State.]

SECTION 13: DIMENSIONAL STANDARDS

Section 106-41 of Article VIII of the Development Code entitled "Dimensional standards" is hereby amended by revising Paragraph (1) of Subsection G to read as follows:

(1) Front yard. In order to maintain the existing pattern of development along a given street, a minimum front yard setback shall be as required under the provisions of Schedule 2, Dimensional Standards.

Further, Attachment 2 – Schedule 2-Dimensional Standards, as referenced in Section 106-41, is hereby repealed in its entirety and replaced with the revised Attachment 2 – Schedule 2-Dimensional Standards, which is attached hereto and made a part of this Local Law.

[NOTE TO CLERK: Ensure the new "Schedule 2- Dimensional Standards" table is physically stapled/attached to the back of this Local Law when filing with the Secretary of State.]

SECTION 14: SITE PLAN REVIEW APPLICATION

Section 106-60 of Article XI of the Development Code entitled "Site plan review application" is hereby amended by revising Paragraph (3)(a) of Subsection C, adding a new Paragraph (15) to Subsection D, and revising Subsection E and Paragraph (2) of Subsection H to read as follows:

(C)(3)(a) Location, use and height of all existing buildings and structures;

(D)(15) Completed Adirondack Park Agency (APA) Jurisdictional Inquiry Form (JIF), if determined necessary by the Director.

E. Following the receipt of an application, the Director shall determine its completeness.

(H)(2) Upon approval of the site plan application, the Development Board shall certify its approval on three copies of the site plan and shall forward one copy to the Director and provide one copy to the applicant. The Development Board will retain one copy as the site plan of record, and the applicant is responsible for sending the other copy to the Essex and/or Franklin County Planning Board, as applicable. Upon disapproval of a site plan, the Development Board shall notify the applicant, in writing, of its decision and its reasons for disapproval.

SECTION 15: FILING OF DECISION

Section 106-61 of Article XI of the Development Code entitled "Filing of decision" is hereby amended and restated in its entirety to read as follows:

§ 106-61 Filing of decision and expiration.

The decision of the Development Board shall be filed in the office of the Village Clerk and a copy thereof mailed to the applicant. The decision shall contain such findings of fact and conditions as are required by this code. The notice of decision is subject to expiration in accordance with § 106-11 C.

SECTION 16: AMENDMENTS TO SITE PLANS

Article XI of the Development Code entitled "Site Plan Review" is hereby amended by the addition of new section 106-64.1 entitled "Amendments to site plans" as follows:

§ 106-64.1. Amendments to site plans.

A. Any amendment of a site plan previously approved by the Development Board shall be subject to the same site plan approval procedure as provided by this article.

B. The Development Board may waive any of the procedural steps to the extent it deems appropriate for an application, provided that the amended site plan shall be formally submitted to amend and receives formal approval thereof, and the application to amend is submitted prior to the expiration of the original approval.

SECTION 17: SPECIAL USE PERMIT APPLICATION PROCEDURE

Subsection B of § 106-71 of Article XII of the Development Code entitled "Application procedure" is hereby amended as follows:

B. If an application is for a parcel or parcels on which more than one use requiring a special use permit is proposed, the applicant may submit a single application for all such uses. For purposes of determining whether the application is a major or minor project under these special use permit regulations (and for compliance with SEQR and the LWRP consistency review as provided for in Article XV of this code) all proposed uses and/or actions on a single parcel or on contiguous parcels shall be considered together.

SECTION 18: SPECIAL USE PERMIT EXPIRATION AND CHANGE OF USE

Section 106-76 of Article XII of the Development Code entitled “Expiration and change of use” is hereby amended by adding a new Subsection C as follows:

- C. Any notice of decision for a special use permit or amendment to a special use permit is subject to expiration in accordance with § 106-11 C.

SECTION 19: LIGHTING

Section 106-83 of Article XIII of the Development Code entitled “Lighting” is hereby amended by revising Paragraph (2) of Subsection B to read as follows:

(2) When required, a lighting plan should be developed using the Guidelines for Good Exterior Lighting Plans, prepared by the Dark Sky Society.

<http://www.darkskysociety.org/handouts/LightingPlanGuidelines.pdf>

SECTION 20: DESIGN STANDARDS

Section 106-84 of Article XIII of the Development Code entitled “Architectural design standards” is hereby amended by revising the introductory paragraph of Subsection A, and revising Paragraphs (2) and (10) of Subsection B to read as follows:

A. All commercial, mixed-use and non-residential land use and development is subject to the following architectural design standards. The design objective for the architectural design standards is to:

(B)(2) Through the conversion of residential buildings to commercial uses, certain residential styles have become representative of commercial buildings. Commercial structures/uses may continue to utilize this type and style. Representative residential to commercial conversions consist of one- or two-story buildings characterized by pitched roofs with wood siding, and windows typically double hung with exterior wood casings. Representative commercial buildings are multistory structures with gabled, hipped, or semi-flat roofs. Exterior materials consist of coursed wood such as clapboards and shingles, brick, stucco, or stone, which does not include pre-engineered vertical sheets such as T-111.

(B)(10) Structures which exceed 120 feet in length on any facade shall provide a prominent shift in the mass of a structure at each ninety-foot interval, or less. The shift shall be in the form of a fifteen-foot change in building facade alignment or a fifteen-foot change in total roofline.

Article XIII of the Development Code entitled “Design Standards” is hereby amended by the addition of new Section 106-87.1 entitled “Townhouse and rowhouse structures” to read as follows:

§ 106-87.1 Townhouse structures. In addition to applicable requirements of § 106-84, Architectural Standards, and § 106-85, Historic structure architectural standards (if applicable), the following standards, requirements, and consideration shall apply to all new townhouse structures and significant alterations visible from public areas, as indicated below.

A. Setbacks. Required side and rear setbacks are applicable only to the entire structure. Internal side setbacks of 0 feet are permitted between units that share an internal wall.

B. Building length. The maximum building length of any townhouse structure shall be 100 feet with a maximum of four units.

C. Façade and architectural design. All townhouses shall integrate diverse design elements to break up large wall expanses. Refer to Figure 1: Example Townhouse Design Elements. This shall include:

(1) Vertical articulation.

- (a) Distinct architectural features: Clearly separate units with varying windows, entrances, and material changes.
- (b) Facade plane changes: Implement a minimum two-foot recess or projection for individual units or facade segments.
- (c) Varying rooflines: Incorporate diverse roof forms or varying roof heights between units.
- (d) Base delineation: The ground floor (base) must be clearly articulated with a change in materials, a distinct horizontal line (e.g., a belt course), or enhanced detailing, at least 24 inches tall from finished grade.
- (e) Cornice/parapet lines: Introduce distinct cornice lines or parapet heights at the top of the facade to provide a clear termination and differentiate units.

D. Horizontal Articulation:

- (1) Facade length variation: For structures over 50 feet long, a prominent facade shift of at least four feet in depth is required, ensuring no more than 50% of the facade appears unbroken.
- (2) Segmented facades: No continuous wall plane can exceed 30 feet without a two-foot plane change, material change, or significant architectural feature (e.g., bay window).
- (3) Bays, balconies, recessed entries: These features are encouraged, requiring them to extend/recess at least two feet from the main facade.

E. Materials and Fenestration:

- (1) Material Changes: Use a variety of exterior materials to differentiate units and facade segments.
- (2) Window Variety: Vary window sizes, shapes, and patterns.
- (3) Transparency: At least 15% of any street-facing facade (excluding garage doors) must consist of windows or main entrance doors.

F. Utilities. Each townhouse shall be a self-contained one-family dwelling unit with independent plumbing, heating, cooling and utility systems and facilities. Adequate public water, sewerage and storm drain facilities must be available.

G. Building spacing and layout. Townhouse structures shall be located so that monotonous and undifferentiated silhouettes are avoided. In no case shall individual townhouse structures be closer to one another than 25 feet.



Figure 1. Example Townhouse Design Elements (for illustrative purposes only)

SECTION 21: ACCESSORY STRUCTURES

Section 106-90 of Article XIV of the Development Code entitled “Accessory structures and appurtenant structures” is hereby amended by revising Paragraph (8) of Subsection A and adding a new Subsection C to read as follows:

(A)(8) The maximum height of accessory structures shall not exceed 16 feet above the finished grade, measured at the primary access to the building. However, an attached accessory dwelling unit built atop an accessory structure may be permitted to a height that does not exceed the height of the principal structure.

C. Accessory dwelling units.

- (1) Detached accessory dwelling units shall comply with the setbacks established for principal structures. Accessory dwelling units attached to an accessory structure must comply with the setbacks for accessory structures.
- (2) Detached accessory dwelling units shall be exempt from the 15% maximum lot area limitation for accessory structures.

SECTION 22: MANUFACTURED HOMES AND MANUFACTURED HOME COMMUNITIES

§ 106-94 of Article XIV of the Development Code entitled “Manufactured homes and manufactured home communities” is hereby repealed and replaced in its entirety as follows:

A. All manufactured homes outside manufactured home communities may be permitted within any zoning district where single-family dwellings are permitted pursuant to this code, provided that the following requirements are met:

- (1) The manufactured home shall comply with all dimensional standards of this code.
- (2) The manufactured home shall be affixed to a permanent foundation, and all towing devices, wheels, axles, and hitches shall be removed.
- (3) The manufactured home shall be placed on the lot in such a manner that is compatible with and reasonably similar in orientation to any site-built housing in adjacent or nearby locations.
- (4) No more than one manufactured home shall be allowed on a single lot.
- (5) Any manufactured home placed outside a manufactured home community shall demonstrate proper connection to the Village water and sewer systems

B. All manufactured home communities shall require a special use permit.

C. Manufactured home communities.

- (1) A manufactured home shall be so placed on each lot that it shall be a distance of at least 20 feet from the next manufactured home in such court in any direction.
- (2) No manufactured home lot shall be located within 50 feet of any public highway or street lines or within 25 feet of any adjacent property line;
- (3) An adequate supply of pure water for drinking and domestic purposes shall be supplied to all buildings and manufactured home lots within the courts to meet the requirements of the court.
- (4) Each manufactured home lot shall be provided with proper water connections.
- (5) Each manufactured home lot shall be provided with a sewer line according to the standards and specifications of the Village Department of Public Works, which shall be connected to receive the waste from the shower, bathtub, flush toilet, lavatory and kitchen sink the manufactured home harbored in such lot and having any and all of such facilities.
- (6) Sewer connections in unoccupied lots shall be so closed that they will not emit any odors or cause a breeding place for insects.
- (7) Garbage cans with tight-fitting covers shall be provided in quantities adequate to permit disposal of all garbage and rubbish.
- (8) Garbage cans shall be located not farther than 200 feet from any manufactured home lot.
- (9) Each manufactured home community shall provide weatherproof electric service connections and outlets for each lot, all such connections and outlets to be of a type approved by an appropriate electrical inspection agency.

D. Occupancy records. The owner or operator of each manufactured home community shall keep a record, in writing, of all persons occupying or using the facilities of such manufactured home community, which record shall include the following:

- (1) The name and address of the occupant of each manufactured home; and
- (2) The name and address of the owner of each manufactured home which is not occupied by the owner.

E. None of the provisions of this section shall be applicable to a temporary office located on the site of a construction project, survey project or other similar work project and used solely as a field office or work or tool house in connection with such project, provided that such manufactured home is removed from said site within 30 days after the completion of construction.

SECTION 23: SOLAR ELECTRIC SYSTEMS

Section 106-103 of Article XIV of the Development Code entitled "Solar electric systems" is hereby amended by revising Paragraph (3) of Subsection A to read as follows:

A. General regulations.

(3) Permits required. Prior to installation of a solar electric system an administrative approval and a building permit are required. A New York State Unified Solar Permit application may be submitted in-lieu of an administrative permit application and building permit application for roof-mounted solar electric systems. The application for an administrative permit for a Ground-mounted or freestanding solar electric system must be accompanied by a site plan that includes the items required in Subsection (4).

SECTION 24: SUBDIVISION OF LAND

Sections 106-121 and 106-122 of Article XVII of the Development Code entitled "Subdivision Regulations" are hereby amended by adding a new Paragraph (c) to Subsection A(3) of Section 106-121, and revising Paragraph (1) of Subsection G and Paragraph (1) of Subsection H of Section 106-122 to read as follows:

§ 106-121 Minor subdivisions.

A. Minor subdivision procedure.

- (3) The submission of a complete minor subdivision application requires the following:
 - (c) One or more of the minor subdivision application requirements may be waived by the Development Board at the written request of the applicant.

§ 106-122 Major subdivisions.

G. Step 2:

(1) Preliminary submittal requirements. The preliminary plat is a formalization of the conceptual design and involves submission of information that shall be completed by a certified professional. One or more of the submittal requirements may be waived by the Development Board at the written request of the applicant. The submission of a complete preliminary plat application requires the following:

H. Step 3:

(1) Final plat submission requirements. The final plat is the concluding step in the major subdivision review process and shall also be completed by a certified professional. One or more of the submittal requirements may be waived by the Development Board at the written request of the applicant. The submission of a complete final plat submission requires the following:

SECTION 25: SUBDIVISION AMENDMENTS

Article XVII of the Development Code entitled "Subdivision Regulations" is hereby amended by the addition of new Section 106-138.1 entitled "Amendments" to read as follows:

106-138.1. Amendments. Any amendment of a minor or major final plat previously approved by the Development Board shall be subject to the same approval procedure as provided by this article.

SECTION 26: SUPERSESION.

Pursuant to New York Municipal Home Rule Law Section 22, this law is intended to supersede any other inconsistent provision of law.

SECTION 27: SEVERABILITY.

If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudicated in any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such invalidity shall not be deemed to affect the remaining portions thereof.

SECTION 28: EFFECTIVE DATE.

This law shall take effect immediately upon filing with the Secretary of State.

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

BILL #: 29-2026

SUBJECT: Village Sign Frame Policy

FOR AGENDA: 1/26/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 2/5/2026

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, a financial sponsor, a recognized collaborator, or uses Village resources to assist in event set up.

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 #30-2026

SUBJECT: Carousel Support

Date: 2/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 1/28/2026

SUMMARY STATEMENT

Resolution authorizing financial assistance to the Adirondack Carousel for boiler repairs/replacement

RECOMMENDED ACTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE RYAN _____

TRUSTEE SCOLLIN _____

TRUSTEE WHITE _____

**RESOLUTION AUTHORIZING PARTIAL FINANCIAL ASSISTANCE
FOR BOILER REPLACEMENT AT THE ADIRONDACK CAROUSEL**

WHEREAS, the Village of Saranac Lake is the owner of the Adirondack Carousel Pavilion building located in William Morris Park, having accepted conveyance of the structure pursuant to an agreement entered into with Adirondack Carousel, Inc. in 2007, and,

WHEREAS, under the terms of said agreement, Adirondack Carousel, Inc. is generally responsible for repairs and maintenance associated with its use and operation of the facility, and

WHEREAS, the propane boiler currently serving the Adirondack Carousel Pavilion has reached the end of its useful life and is in need of replacement in order to maintain safe occupancy and continued operation of the building, and

WHEREAS, Adirondack Carousel, Inc. has advised the Village that the cost of replacing the boiler represents a significant financial hardship and that, without assistance, the organization may be unable to remain open to the public, and

WHEREAS, the Adirondack Carousel provides a unique cultural, educational, and recreational amenity that serves residents and visitors and contributes to the vitality of William Morris Park and the Village as a whole, and

WHEREAS, the Village Board of Trustees finds that financial assistance by the Village is warranted in this instance to preserve the continued use of a Village-owned facility and to support the ongoing public benefit provided by the Carousel.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees hereby authorizes the contribution of up to fifty percent (50%) of the cost of the boiler replacement, based on the estimate received, with the remaining balance to be paid by Adirondack Carousel, Inc.

BE IT FURTHER RESOLVED, that this authorization is granted as a one-time financial assistance measure due to extraordinary circumstances and shall not be construed as a modification of the underlying agreement or as establishing an ongoing obligation of the Village to fund repairs the Adirondack Carousel is obligated to pay.

BE IT FURTHER RESOLVED, The Village Treasurer is hereby authorized to transfer up to \$2,500 from General Fund Contingency (001-1990-0400) to General Fund Parks Services (001-7110-0400) account.

**PROPANE and HEATING OIL for the TRI-LAKES
—24 HOUR EMERGENCY SERVICE—**

*** SERVICE INVOICE *** 80013 ***

ADIRONDACK CAROUSEL
PO BOX 1059
SARANAC LAKE, NY 12983

ACCT# 10897L
SVC# 1
12/19/25

ADIRONDACK CAROUS
DIV: 2 TYP: 3
10897L 12/19/25
REF # 80013

QUANTITY	DESCRIPTION	AMOUNT	AMOUNT
1.000	VIERMANN WALL HUNG LP BOILER 85K BTU		
1.000	CENTROTHERM 3" X 6 FT SINGLE WALL VENT PIPE		
2.000	CENTROTHERM PPS 3" X 2' PIPE		
2.000	CENTROTHERM 3" 90 ELBOW W/ LONG SOCKET		
1.000	CENTROTHERM PPS 3" BIRD SCREEN		
1.000	CENTROTHERM 2" X 3" INCREASER SINGLE WALL		
2.000	3/4" PRO PRESS FEMALE ADAPTER		
2.000	3/4" PROPRESS MALE ADAPTER		
2.000	3/4" PRESS BALL VALVE WITH PURGE		
4.000	3/4" PRESS 90 ELBOW		
4.000	3/4" PRESS STREET 90 ELBOW		
1.000	1" X 3/4" BLACK BELL REDUCER		
2.000	3/4" PVC 90 ELL SCHED 40		
	TOTAL PARTS	3982.96	PART TOT 3982.96
	TOTAL LABOR	980.00	LABR TOT 980.00

TERMS: PAYABLE UPON RECEIPT. A late charge of 1 1/2% (18% Per annum) will be assessed on balances over 30 days past due.

PLEASE DETACH AT
VERTICAL PERFORATION AND
RETURN ENTIRELY
WITH YOUR REMITTANCE

PROANE and HEATING OIL for the TRI-LAKES
—24 HOUR EMERGENCY SERVICE—

*** SERVICE INVOICE *** 80013 ***

PLEASE DETACH AT
VERTICAL PERFORATION AND
RETURN ENTIRELY
WITH YOUR REMITTANCE

ADIRONDACK CAROUSEL
PO BOX 1059
SARANAC LAKE, NY 12983

ACCT# 10897L
SVC# 1
12/19/25

ADIRONDACK CAROUS
DIV: 2 TYP: 3
10897L 12/19/25
REF # 80013

QUANTITY	DESCRIPTION	AMOUNT	AMOUNT
	PROPANE INSTALLATION	4962.96	
<<< TOTAL CHARGE FOR INVOICE # 80013 >>>		4962.96	TTL CHRG 4962.96

SITE:ADK CAROUSEL/SARANAC LAKE
DISPATCH DATE: 11/18/25 SVC MAN : JD
CALL REASONS: FINAL W/P BILLING
WORK PERFORMED: INSTALLED BOILER

TERMS: PAYABLE UPON RECEIPT. A late charge of 1 1/2% (18% Per annum) will be assessed on balances over 30 days past due.

PAGE 2

DETACH HERE

AGREEMENT

THIS AGREEMENT made as of the 17 day of JANUARY, 2007

BETWEEN:

VILLAGE OF SARANAC LAKE, INC., a municipal corporation organized and existing under the laws of the State of New York, with its office at 3 Main Street, Saranac Lake, New York (Hereinafter referred to as the "Village");

and

THE ADIRONDACK CAROUSEL, INC., a not-for-profit corporation duly organized and existing under the laws of the State of New York with its office and principal place of business at Saranac Lake, New York and a mailing address of PO Box 1059, Saranac Lake, New York 12983

WITNESSETH:

WHEREAS, the Village desires to retain the services of a qualified person or entity to operate, manage and maintain the Adirondack Carousel, a full-sized carousel, and the Adirondack Carousel Pavilion to be located at the William Morris Park in the Village of Saranac Lake, Franklin County, New York; and

WHEREAS, the Adirondack Carousel, Inc. is willing to manage, promote, operate and maintain the Adirondack Carousel and the Adirondack Carousel Pavilion; and

WHEREAS, the Adirondack Carousel, Inc. is willing to construct the Adirondack Carousel Pavilion at its expense, if able to raise sufficient funds to do so; and

WHEREAS, the Village supports and encourages this project and is willing to provide space at William Morris Park for the construction of such Adirondack Carousel Pavilion;

NOW, THEREFORE, in consideration of the promises set forth herein, and one dollar (\$1.00) to each in hand paid, receipt of which is hereby acknowledged, the parties hereto mutually agree as follows:

1. The term of this agreement will be for twenty (20) years, commencing on JANUARY 2007 and terminating on JANUARY 2027.
2. The Adirondack Carousel, Inc. shall endeavor to raise sufficient funds to pay for and construct the Adirondack Carousel and the Adirondack Carousel Pavilion in the William Morris Park in the Village of Saranac Lake at the sole expense of the Adirondack Carousel, Inc. The Village may contribute money, labor, and material, or other assistance to such project if the Village so desires, but shall not be required to do so.

3. Upon completion of construction of the Adirondack Carousel and the Adirondack Carousel Pavilion, the Adirondack Carousel, Inc. shall convey to the Village and the Village shall accept all right, title and interest in and to the structure known as the Adirondack Carousel Pavilion building in William Morris Park.
4. The Adirondack Carousel, Inc. shall retain all ownership of and all right, title and interest in and to any and all property located in the Adirondack Carousel Pavilion building including, but not limited to, all of the carousel, including any and all carousel figures, decorations, equipment, furniture and fixtures related to the operation of the Adirondack Carousel.
5. During the term of this agreement:
 - a. The Village of Saranac Lake retains The Adirondack Carousel, Inc. to manage, promote, operate, maintain and repair the Adirondack Carousel Pavilion building; and
 - b. The Adirondack Carousel will agree to reimburse the Village of Saranac Lake for all property insurance premiums for the Adirondack Carousel Pavilion. The Village of Saranac Lake will provide the property insurance under their blanket property policy and provide the break out premium for the Adirondack Carousel Pavilion. The Village will send an annual bill to the Adirondack Carousel payable within 30 days
6. The Adirondack Carousel, Inc. agrees, at its sole cost and expense, to use its best efforts to:
 - a. manage, promote, operate, maintain and repair the Adirondack Carousel Pavilion for and on behalf of the Village, using its best efforts to obtain public use of the said building; and
 - b. furnish all personnel, materials, supplies, equipment, services and utilities, and perform all work, and take all action as shall be reasonably necessary to operate, protect, maintain and repair the Adirondack Carousel Pavilion, including all signs and improvements therein and thereon, so that at all times during the term of this agreement all of the Adirondack Carousel Pavilion will be (1) in good physical and operating condition (2) available and equipped for the uses contemplated, including but not limited to operating a carousel, and (3) clean, attractive and safe;
 - c. keep an accurate account of all moneys received through its operations of the building, and of all moneys expended in connection therewith, and provide the same to the Village upon the Village's request;
 - d. be responsible and pay for all loss and/or damage to the building and/or to the contents therein arising directly out of The Adirondack Carousel, Inc.'s use, operation and maintenance of the building to the extent not covered by insurance. The parties recognize that the Adirondack Carousel Pavilion will be located in a public park open to members of the public. The Adirondack Carousel, Inc. shall not be responsible for damage to the Adirondack Carousel Pavilion caused by vandalism by members of the public.

7. It is understood and agreed by the parties that revenues generated from the operation of the carousel shall be used, to the extent necessary, to pay the costs incurred by The Adirondack Carousel, Inc. in operating the carousel as well as the Pavilion itself, such costs to include but not be limited to insurance, maintenance and repair of machinery, figures, equipment, furnishings and other expenses related to the operation of the carousel.
8. The parties each acknowledge, covenant and agree that the relationship of The Adirondack Carousel, Inc. to the Village shall be that of an independent contractor. The Adirondack Carousel, Inc., in accordance with its status as an independent contractor, further covenants and agrees that The Adirondack Carousel, Inc.:
 - a. will conduct itself in accordance with its status as an independent contractor;
 - b. will neither hold itself out as nor claim to be an officer or employee of the Village; and
 - c. will not make any claim, demand or application for any right or privilege applicable to an officer or employee of the Village, including but not limited to Workers' Compensation benefits, unemployment insurance benefits, social security coverage or retirement membership or credits.
9. The Adirondack Carousel, Inc. shall at all times comply with all applicable state and federal laws, rules and regulations governing the performance and rendition of the services to be furnished under this agreement. The Adirondack Carousel agrees to perform a background check on newly hired staff, personnel, and volunteers at the Carousel.
10. The Adirondack Carousel, Inc. shall, during the term of this agreement, obtain and keep in full force and effect any and all licenses, permits and certificates required by any governmental authority having jurisdiction over the rendition and performance of the services to be furnished by The Adirondack Carousel, Inc. under this agreement.
11. The Adirondack Carousel, Inc. shall at all times during the term of this agreement, at The Adirondack Carousel, Inc.'s sole expense, procure and maintain from insurance companies authorized to write such insurance in the State of New York the following insurance coverage's:
 - a. comprehensive general liability insurance, containing a contractual liability endorsement in favor of the Village, in an amount of not less than \$2,000,000.00 per occurrence single limit for bodily injury, death, and property damage, workers' compensation and disability insurance as required by law, if any; and
 - b. fire and multi-peril insurance insuring The Adirondack Carousel, Inc.'s property.
12. The Adirondack Carousel, Inc. shall provide written proof of such insurance to the Village Manager at the time construction work begins and whenever such insurance coverage's are renewed during the term of this agreement. This contract shall be void and of no force and effect unless The Adirondack Carousel provides and maintains the required insurance coverage's during the life of this contract and/or for the benefit of such employees as are

required to be covered. All policies of insurance shall provide that the same may not be canceled except upon fourteen (14) days prior written notice to the Village.

13. The Adirondack Carousel, Inc. shall indemnify and hold harmless the Village from and against any and all liability, suits, causes of action, and claims, including but not limited to those for bodily injury, property damage, death, and reasonable attorney's fees, arising out of or in connection with an act by The Adirondack Carousel, Inc. and will do so by causing the Village to be named as an additional insured on the general liability policy of The Adirondack Carousel, Inc.
14. The Adirondack Carousel, Inc. will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, since this is a building service contract and/or a contract for the repair of a public building, and to the extent that this contract shall be performed within the State of New York, The Adirondack Carousel, Inc. agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin:
 - a. discriminate in hiring against any citizen who is qualified and available to perform the work; or
 - b. discriminate against or intimidate any employee hired for the performance of work under this contract.
15. The Adirondack Carousel, Inc. shall promptly advise the Village Manager of all damages to property of the Village or of others, or of injuries incurred by persons other than employees of the Adirondack Carousel, Inc., in any manner relating, either directly or indirectly, to the performance of this agreement or the use of the Adirondack Carousel Pavilion if it becomes aware of any such damage or injury.
16. The Adirondack Carousel, Inc. shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter collectively "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The Village Auditor, State Comptroller, the Attorney General or any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of The Adirondack Carousel, Inc. within the State of New York, or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying to the extent permitted by law. The Village shall take reasonable steps to protect from public disclosure any of the records which are exempt from disclosure under Section 87 of the Public Officers Law (the Statute) provided that : (i) the Adirondack Carousel, Inc. shall timely inform an appropriate Village official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein, shall diminish, or in any way adversely affect, the Village's right to discovery in any pending or future litigation.

17. In the event The Adirondack Carousel, Inc. ceases operation of the Adirondack Carousel Pavilion, The Adirondack Carousel, Inc. will remove any and all of its property as desired by the Village or The Adirondack Carousel, Inc. Further, The Adirondack Carousel, Inc. will, if able, convert the Adirondack Carousel Pavilion building to an open-air pavilion, if the Village makes a written request therefore within sixty (60) days of receiving notice in writing from The Adirondack Carousel, Inc. that it intends to cease operation.
18. In fulfilling its obligations to manage, operate, promote, maintain and repair the Adirondack Carousel and the Adirondack Carousel Pavilion building, The Adirondack Carousel, Inc. agrees that any "public works" contracts which are covered by Article 8 of the Labor Law, or any building service contract covered by Article 9 thereof, shall provide that no employees of any contractor or subcontractor may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, any contractor and subcontractor must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.
19. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration without the consent of both parties, but must, instead, be heard in a court of competent jurisdiction within the State of New York.
20. This agreement may not be assigned in whole or in part by The Adirondack Carousel, Inc. without the prior written consent of the Village, and any attempts to assign the contract without the Village's written consent are null and void. The Adirondack Carousel, Inc. shall have the right, however, to hire contractors to do the actual construction work.
21. The Village shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the Village's option to withhold for the purposes of set-off any moneys due The Adirondack Carousel, Inc. under this agreement up to any amounts due and owing to the Village with regard to this contract, any other contract with any Village department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the Village for any other reason, including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The Village shall exercise its set-off rights in accordance with normal Village practices, including, in cases of set-off pursuant to an audit. The acceptance of such audit by the Village acknowledges that there are no amounts due by The Adirondack Carousel, Inc. to the Village as of the date of this agreement.
22. It is understood by the parties hereto that The Adirondack Carousel, Inc. will not be able to build the Adirondack Carousel and the Adirondack Carousel Pavilion unless it is able to raise sufficient funds to do so. If, at the end of thirty-six (36) months from the commencement of this agreement The Adirondack Carousel, Inc. has not begun construction on the pavilion and carousel, the Village retains the right to renegotiate this agreement. However, if at that time The Adirondack Carousel, Inc. can demonstrate that they have raised seventy-five percent

(75%) of the necessary funding, the date to begin construction will automatically be extended for one year.

23. The Village will cooperate to the fullest extent possible to facilitate access to the park by The Adirondack Carousel, Inc. and its contractors so that the pavilion and carousel can be constructed and any necessary utilities be brought to the property.
24. Attached hereto at Exhibit A is a survey map depicting the site where the Adirondack Carousel Pavilion will be constructed.
25. Annexed hereto to Exhibit B are the preliminary plans and specifications for the construction of the Adirondack Carousel Pavilion. Any substantial variance, defined as a change materially affecting the building's components, height, square footage, aesthetic image, operational function or ease of access and utility, from such plans and specifications shall require the prior approval of the Village Planning Board before the building is constructed.
26. This Agreement may not be amended, modified or renewed except by written agreement signed by The Adirondack Carousel, Inc. and the Village. This agreement may be terminated by either party for default of the material terms set forth herein, or for other good cause, such as a violation by either party of criminal or civil laws which violation would reasonably tend to discredit or damage the reputation of the other party.
27. This Agreement and all other agreements, exhibits, and schedules referred to in this Agreement constitute(s) the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to Adirondack Carousel in Saranac Lake and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement. This Agreement is the entire agreement between the parties, and the same shall be construed in accordance with the laws of the State of New York.
28. The Village may inspect the Adirondack Carousel Pavilion building during normal business hours upon reasonable notice to The Adirondack Carousel, Inc.
29. All notices, requests, demands, or other communications under this Agreement shall be in writing. Notice shall be sufficiently given for all purposes as follows:
 - a. Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
 - b. First-class mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.
 - c. Telex or facsimile transmission. When sent by telex or fax to the last telex or fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that the sending party maintains a transmission receipt. Any notice given by telex or fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

- d. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.
- e. Any party may change its address or telex or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

Addresses for purpose of giving notice are as follows:

Carousel:

Karen Loffler, Executive Director PO Box 1059, Saranac Lake, NY 12983

Village:

John Sweeney (or current Village Manager) 3 Main Street, Saranac Lake, NY 12983

- 30. If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected.
- 31. The following, exhibits, schedules, etc., constitute a part of this Agreement and are incorporated into this Agreement by this reference:

List by name and date

Should any inconsistency exist or arise between a provision of this Agreement and a provision of any exhibit, schedule, or other incorporated writing, the provision of this Agreement shall prevail.

- 32. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
- 33. Except as otherwise expressly provided in this Agreement, all representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of their Agreement, shall survive the termination of this Agreement for a period of 5 years.
- 34. Each party and its counsel have participated fully in the review and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

35. No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
36. The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

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

FOR: VILLAGE OF SARANAC LAKE, INC.

By: 

Thomas Michael, Mayor

FOR: THE ADIRONDACK CAROUSEL, INC.

By: 

Rich Kraft, President Adirondack Carousel Inc. Board



Wastewater Project Update

February 9, 2026

Village Board of Trustees,

Please let this memorandum serve as a project update and a discussion of possible rate impacts resulting from the Village's wastewater project.

WASTEWATER PROJECT

PROJECT BACKGROUND

The Village's wastewater project is the result of engineering and planning work that dates back to several years and is a continuation of several phases of work that first started in 2010. The Village has successfully completed multiple collection system and WWTP upgrade projects, having secured funding from NYSEFC, NYSDOS, NYSOCR, and FEMA. These early phases of projects included the West Trunk, LaPan Highway, Dorsey Street, Broadway, and Pine Street sewer mains, in addition to the Woodruff Street Siphon, the Lake Flower Ave Lift Station Upgrade, and installation of two new clarifiers, as well as a UV disinfection system at the WWTP.

The current project was developed based on a Preliminary Engineering Report (PER) for the WWTP and two PERs for the collection system all funded by NYSEFC. The recommendations from these reports were combined into one large project. Successful funding applications to NYSEFC for Bipartisan Infrastructure Law (BIL) and 0% hardship financing were secured, along with grants from NYSDEC's WQIP and FEMA's Hazardous Mitigation Program. Combined funding for the project totals \$31.6 million in grant funds and \$17.5 million in available 0% loan.

OVERALL PROJECT SCOPE

To better manage the grants and eventual construction projects, the overall wastewater project has been broken into three components: the WWTP, the FEMA-funded collection work, and the remaining collection system work.

WWTP – SCOPE OF WORK

The primary goal and the reason funding was awarded for the WWTP work is to complete upgrades necessary to meet the plant's new permit limit of 1 mg/l phosphorus. This work is core to the project and must be completed. The other goal of the project is to upgrade/repair/replace aged equipment and buildings to ensure the WWTP can continue to serve the Village for the next 30+ years. The last major WWTP overhaul occurred approximately 34 years ago in 1992. Many of the WWTP equipment is past its life expectancy. The new upgrades will also bring enhanced safety, energy efficiency, and overall efficiency for operations staff.

As part of the 10% design phase of the project, SDA staff reviewed all report recommendations, suggested modifications, and reviewed the project scope with operations staff. The recommended scope of work is expected to fit within the project budget; however, specific work items have been identified that can be removed and saved for a later project should cost exceed current estimates. These changes can be made after the 90% design and final bidding estimates are completed.



To highlight the proposed recommendations, please see the attached map showing the WWTP aerial view. We have included flow arrows which show the path of flows from their entrance at the beginning of the plant through each treatment process prior to discharge to the Saranac River. We have also included a map showing the flow of solids (sludge) from the treatment processes where they are collected to the points where they are treated and ultimately sent for final disposal. Each process and the proposed work is briefly described below.

WATER FLOW PROCESS

1. Siphon

The siphon consists of two pipes that convey water under the Saranac River to the WWTP. A concrete structure with gates controls the flow of water into each pipe. At a minimum, the project will include replacement of the concrete structure and gates, and a second structure will be added on the WWTP side of the river. An alternative to install a 3rd pipe was included in the report and will be evaluated during later design phases and included if the budgets allow.

2. Influent Building

The Influent Building houses the first steps of the treatment process, specifically a manual and an automatic screen. The screens remove rags, plastics, large debris, and anything else that should not be flushed down the toilet. The screen has passed its useful life, and its design does not meet the current needs of the WWTP. The building is in need of rehabilitation due to age.

The proposed work includes the following:

- Replace the screen with a new, shorter screen to better fit the space.
- Replace gates, piping, etc.
- Upgrade the building's HVAC, electrical systems, and roof.

3. Grit Chambers

The grit chambers are concrete tanks which function by slowing down the flow to allow grit to settle at the bottom of the tank, where it is subsequently pumped out for further dewatering. A second piece of equipment, a grit classifier, removes the water and deposits the grit into a trailer for disposal. The tanks require updates to repair the concrete. Mechanical equipment in the tanks as well as the pumps and grit classifiers are past their useful life and require replacement.

The proposed work includes the following:

- Replace the grit pumps and grit classifier.
- Replace the mechanical equipment.
- Replace piping and water control slide gates.
- Rehabilitate the concrete.

4. Primary Clarifiers

The primary clarifiers are large concrete tanks which were installed in the 1930s as part of the original WWTP construction. The tanks allow the water to slow down further and larger organic material is allowed to settle to the bottom of the tank, where it is collected and pumped to the digesters for further treatment. Grease and oil rise to the top and is skimmed off for further treatment. The primary clarifiers are generally in good condition, considering their age, however the mechanical equipment is aged and in need of replacement



and the concrete is showing signs of degradation. Additionally, the 1930s design does not meet current safety standards for access for repairs.

The proposed work includes the following:

- Replace the mechanical equipment, gates, piping.
- Rehabilitate the concrete.
- Replace the concrete top with new concrete, railings, decking, and lifting and safety equipment.

5. Primary Effluent Pump Station

The primary effluent pump station pumps the partially treated wastewater that leaves the primary clarifiers to a higher elevation so that it can flow through the rest of the treatment process by gravity. The pumps in the pump station require replacement due to age. The actual structure is not set at the proper elevation and requires replacement. The current structure is attached to the control building, making modifications difficult. SDA has recommended that a new building be constructed at the WWTP to house a new primary effluent pump station, among other processes (described below). The new building will be easier (more cost effective) to construct and will gain efficiency by combining this step with the other proposed work.

The proposed work includes the following:

- Construction of a new process building with a new wet well, pumps, piping, site piping, and controls.

6. Control Building

The Control Building houses the WWTP's office space, lab space, bathrooms, break room, main electrical systems, and various pipes and pumps for portions of the treatment process. The building is in need of rehabilitation due to age. A portion of the building has settled, causing issues with doorways and other areas of the building's structure.

The proposed work includes the following:

- Installation of pilings to correct the settlement issues.
- General upgrades to the office and lab space.
- Upgrades to the bathrooms to maintain modern code compliance.
- Upgrades to the buildings HVAC systems, roof, and other architectural and structural repairs.
- Updates to electrical and control systems in conjunction with the upgrades to the rest of the WWTP.
- Updates to pumps and piping in conjunction with the upgrades to the rest of the WWTP.

7. Aeration Tanks

The aeration tanks are where the majority of the waste in the system is treated by bacteria within the tanks. As the water moves through the tanks, air is added to the system and then withheld at key points to control the bacteria that are growing. Each type of bacteria targets different types of waste. As the bacteria eat the waste, they multiply, resulting in excessive quantities that are removed farther downstream in the form of sludge. The aeration tanks have had several upgrades and modifications over the years. These upgrades included a major overhaul in 1992 to change the concrete structure as well as several in-house projects designed to modify the treatment process. The concrete from 1992 is in poor condition. Many of the other modifications are functional, but past their useful life. The tanks require a major overhaul to maximize the treatment potential as well as repair the damaged concrete. The tanks also do not have the necessary equipment for safe access for repairs.



The proposed work includes the following:

- Rehabilitation of the concrete.
- Replacement of gates, piping, mixers, and other process equipment.
- Modification of baffle walls and other structural components.
- Installation of proper safety and lifting equipment.

8. Chemical Feed Systems

Chemical feed systems are located throughout the WWTP and have been modified over the years as permit limits have changed. The Village operations staff have been using existing equipment and a system that was constructed in-house to treat for phosphorus over the last few years. This effort has proven the ability to meet the new requirements through the use of chemical treatment. The existing equipment requires upgrades to replace aged equipment and to ensure that the chemical feed systems will be safe and efficient to operate. SDA proposed to relocate all of the chemical feed systems related to phosphorus removal to a portion of the new process building that is also housing the primary effluent pump station.

The proposed work includes the following:

- Installation of chemical feed pumps, piping, storage, and safety equipment in the new process building.
- Site piping and conduit that will be used to deliver chemicals to the correct portion of the treatment process.

9. Secondary Clarifiers

The secondary clarifiers are large circular tanks that once again allow the water to slow down which causes the excessive sludge produced in the aeration tanks to settle for removal and eventual treatment. The clarified water flows over the top of weirs in the tank for either disinfection (summer months) or direct discharge to the river (winter months). The tanks were constructed in 2017 and 2022, and no work is planned at this time.

10. UV Disinfection

UV Disinfection is used to kill off any remaining pathogens in the wastewater prior to discharge in the summer months. The UV disinfection system was constructed in 2022, and no further work is planned at this time.

11. Outfall

The outfall is a pipe located in the Saranac River that disposes the water into the river from the plant. The pipe is generally in good condition but will be evaluated as part of the next phases of design. If additional work is identified it may be included if funds allow.

SLUDGE FLOW PROCESS

Sludge is the solid byproduct of the treatment processes and is disposed of off-site, typically at a landfill. The sludge starts out very wet and is progressively dried to minimize disposal costs. Please note, regulations around sludge disposal are being debated at the State level and are expected to change in 2026. The recommendations for these processes are intended to be flexible and may be modified should regulations change. Additionally, this flexibility allows for areas to reduce project scope should cost cutting be necessary.



1. Primary Clarifier

The waste that settles to the bottom of the primary clarifier is a form of sludge. This sludge is very volatile and must be treated further. The sludge is pumped from the primary clarifiers, mixed with sludge from the secondary clarifier, and discharged into the gravity thickener. The pumps are aged and in need of replacement.

The proposed work includes the following:

- Replacement pumps.

2. Secondary Clarifiers

The excess bacteria from the aeration tanks settles out of the wastewater in the secondary clarifiers. This resulting sludge is pumped from the secondary clarifiers, mixed with the primary sludge, and discharged to the gravity thickener. The pumps for this system were replaced in 2022, and no work is planned at this time.

3. Gravity Thickener

The gravity thickener is a small diameter clarifier where the sludge is allowed to rest. The sludge settles to the bottom and excess water is drained off for further treatment. The gravity thickener is in very poor structural and mechanical condition and requires rehabilitation. Additionally, the pipes that feed and leave the gravity thickener do not allow operational flexibility and need modification.

The proposed work includes the following:

- Rehabilitate the concrete and structural elements of the gravity thickener.
- Replace the gravity thickener mechanical components.
- Replace/change the piping that feeds and leaves the gravity thickener to provide better operational flexibility.

4. Digesters

The digesters are large tanks that further treat sludge through anaerobic digestion, using bacteria that operate without the presence of oxygen. During the 2022 project, the digesters were partially rehabilitated. Remaining work includes repairs to the tank facade, piping modifications, and pump replacement. This work, while important, could be moved to a future phase of work if cost savings are needed.

The proposed work includes the following:

- Facade repairs.
- Piping modification.
- Pump replacement.

5. Sludge Press

The sludge press is the last mechanical step for sludge processing. The sludge press squeezes sludge between two plates to separate water from the solids. The water is recirculated for treatment, and the sludge is ready for storage until disposal. The sludge press is aging and requires repair or replacement. Both options were evaluated, and replacement is recommended from a cost-benefit and longevity standpoint. Additionally, the sludge press design will be modified to provide operational flexibility during construction of the gravity thickener and digesters.

The proposed work includes the following:



- Replacement of the sludge press.

6. Sludge Drying Bed

The sludge drying beds are open air wood structures designed to provide a cover over sludge while it is stored prior to disposal. The sludge is left in the open and occasionally turned to help additional water evaporate and leak out of the sludge during freeze/thaw cycles. The sludge drying beds have structural damage and require repair. The exact final scope of work will depend on final costs and potential regulation changes and will require additional engineering evaluation of alternatives including replacement with prefabricated structures or the use of a sludge dryer. The final determination will be made as the design progresses. This work, while important, could be moved to a future phase of work if cost savings are needed.

The proposed work includes the following:

- To be determined (likely replacement of the structure at a minimum).

FEMA FUNDED COLLECTION SYSTEM – SCOPE OF WORK

The FEMA funded portion of the collection system includes the 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 Avenue, and behind the fire station to Cedar Street. The Trunk Sewer Main runs from the Bloomingdale Lift Station to the Coinwash Parking Lot. The work was funded by FEMA as these sewer mains were determined to be those that are at a high risk of failure with a high risk of environmental and property damage if they were to fail. The work has progressed to the 10% design level, with the general location of replacement work determined. The next steps are to complete the 90% design, which will include final construction documentation, coordination of easements and permits, and review with regulatory agencies.

1. Swamp Line

The Swamp Line currently runs underneath several buildings and along the backside of the properties off of Broadway from Bloomingdale Avenue to Cedar Street. The project recommendations include a combination of relocation and replacement in-kind. The sewer mains will be partially relocated on the southern end out to Broadway and at the upper end along the Rail Trail. The middle section behind the Broadway properties will generally be replaced in-kind.

Please see the attached map.

2. Trunk Main

The Trunk Main mainly runs along the bank of the Saranac River, through Denny Park, and behind the properties along Bloomingdale Avenue before ending in the Coinwash Parking Lot. The project recommendations include a combination of pipe rehabilitation and pipe replacement. The sewer main will be rehabilitated from the Bloomingdale Lift Station to Denny Park and replaced through Denny Park to the Coinwash Parking Lot, with the exception of a portion of the sewer main under the Rail Trail which will be rehabilitated.

Please see the attached map.

REMAINING COLLECTION SYSTEM – SCOPE OF WORK

The remaining collection system portion of the project consists of three other areas of the Village’s collection system that were previously identified as high priority for replacement. These areas are the “North Swamp Line,” “West Route 3,” and “East Interceptor.” The 10% design of each of these sewer mains has been



completed with recommendations varied based on the site conditions. The next steps are to complete the 90% design, which will include final construction documentation, coordination of easements and permits, and review with regulatory agencies.

1. North Swamp Line

The North Swamp Line includes a number of sewer mains along Cedar Street, Park Avenue, Margaret Street, Baker Street, Ampersand Avenue, Hope Street, Adirondack Street, and St. Lawrence Street. These sewer mains eventually connect to the Swamp Line project. Recommendations generally include replacement of the sewer main with Park Avenue eligible for rehabilitation. The sewer mains on Adirondack Street and St. Lawrence Street are planned to be relocated from back yards to the street right-of-way. The sewer main on Margaret Street is recommended to be replaced along with the storm sewers and water mains.

Please see the attached map.

2. West Route 3

West Route 3 is a sewer main that collects the sewage from the Lake Street area (west of Route 3), runs through several wooded lots, crosses Route 3, and connects to the sewer main in the 3 Main Street parking lot via a sewer main running parallel to Route 3. This sewer main is slated for rehabilitation.

Please see the attached map.

3. East Interceptor

The East Interceptor is the sewer main that starts on Woodruff Street, crosses Broadway, runs down the alley to the Dorsey Street parking lot, crosses under Village Hall, and then crosses Main Street before ending near St. Bernard Street. The sewer main also connects to the portion of Main Street south of Route 3. The sewer main along Woodruff Street, the alley, and the Dorsey Street parking lot will be replaced in-kind. The remaining portions of the sewer main will be relocated to eliminate the pipe running under Village Hall and to reduce the highway crossings. Currently, the proposed location is underneath the walking path under the east abutment of the LaPan Highway Bridge.

Please see the attached map.



PROJECT BUDGET

PROJECT FUNDING

The Village's wastewater project was developed over many years and the grants obtained were secured over several grant funding rounds. The first grant received was the NYSEFC BIL grant with is a % based grant. This means that if additional grants are obtained, the overall BIL grant decreases. Therefore, as additional grants were added to the project, the overall project budget increased. The benefit to this plan, is that the Village is able to accomplish more work for the same loan package and planning investment. The Village has 0% hardship loans available for the project, which are nearly as valuable as grants and are hard to obtain. Therefore, maximizing the grant and loan funds is key to these types of projects. As a result, a maximum project budget was developed and approved by the Village Board. The Village had hoped to win a NYSEFC WIIA Grant to reduce the overall loan (this grant would not have affected the BIL grant) but has not yet been successful.

Current Funding Package:

- NYSEFC BIL: \$17,091,000
- FEMA: \$5,255,799.68
- NYSDEC WQIP: \$9,315,400
- Hardship Loan: \$17,569,217
- Total: \$49,231,416.68

Current Estimate:

As part of SDA's work to complete the 10% designs, the project estimates were updated. The current project estimate is under the overall project budget. More accurate budgets will be developed as part of the design process. It is recommended that the overall project budget remains intact for now, while the design progresses. Once design has reached the 90% level the overall budget can be reviewed and final scope determined.

USER RATE IMPACTS

At its most basic level, the user rate impact is calculated by dividing the total loan by 30 years and then by the number of users connected to the system. A significant portion of the Village's sewer budget is paid for by the Department of Corrections for the prisons located in Ray Brook. The rate increase for each connection will be approximately \$127-\$168/year, pending final estimates). The Town resident's rate will increase proportionally to the current agreements with the Towns. This rate increase would be expected in approximately 5 years once the project is complete.

It is recommended that the Village Board review potentially modest increases starting next year to start to offset the project costs and reduce the overall sudden increase. Additionally, there appear to be funds available within the Village's budget that can be used to offset more of this cost. A review of the overall sewer project budget during this year's budget planning would be prudent to determine a plan for the needed rate increases.

As the project progresses, we have left project items that can be removed to reduce project costs. It is important to note that any reduction in the project costs under the project total of \$49,231,416.68 will lead to a partial loss of BIL grant funds. This is due to the way in which NYSEFC calculates the final grant as a percentage of total project costs less any grants.





SDA Project No. 24-130 - Village of Saranac Lake Collection System Upgrades



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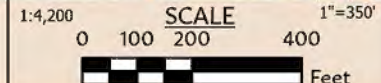
This aerial map displays a complex network of utility connections, likely for water or sewer services, overlaid on a residential neighborhood. The connections are represented by a dense web of orange lines. A specific route is highlighted in blue and pink, starting from the top left and ending near the bottom right. The map includes numerous street names and numerical labels for individual properties or segments.

Highlighted Route:

- Starts near W-8-17.2 and W-8-17.1 (top left).
- Travels south along Cedar Street, passing W-8-14.2, W-8-14.3, W-8-14.1, W-8-14.4, W-8-14.5, W-8-14.6, W-8-14.7, W-8-14.8, W-8-14.15, W-8-14.16, W-8-14.16A, W-8-14.16B, W-8-14.17, W-8-14.18, W-8-14.19, W-8-14.15, W-8-14.16, W-8-14.16A, W-8-14.16B, W-8-14.17, W-8-14.18, W-8-14.19.
- Turns east, passing W-9-17, W-9-16, W-9-15, W-9-14, W-9-13, W-9-12, W-9-11, W-9-10, W-9-9, W-9-8, W-9-7, W-9-6, W-9-5, W-9-4, W-9-3, W-9-2, W-9-1, W-9-1A, W-9-1B, W-9-1C, W-9-1D, W-9-1E, W-9-1F, W-9-1G, W-9-1H, W-9-1I, W-9-1J, W-9-1K, W-9-1L, W-9-1M, W-9-1N, W-9-1O, W-9-1P, W-9-1Q, W-9-1R, W-9-1S, W-9-1T, W-9-1U, W-9-1V, W-9-1W, W-9-1X, W-9-1Y, W-9-1Z.
- Ends near W-9-2.12A and W-9-2.12B (bottom right).



Other Labels:

- Streets:** Van Buren Street, Elm Street, Cedar Street, Hope Street, Margaret Street, Broadway, Terrace Street, Alpine Trail, Alpine Terrace, Neil Street, School Street, Church Street, Depot Street, Marshall Street, Woodcrest Road, Haward Street, Cliff Road, Baker Street, Park Lane, Park Avenue.
- Property/Segment Labels:** W-8-17.2, W-8-17.1, W-8-17, W-8-16, W-8-15, W-8-14.2, W-8-14.3, W-8-14.1, W-8-14.4, W-8-14.5, W-8-14.6, W-8-14.7, W-8-14.8, W-8-14.15, W-8-14.16, W-8-14.16A, W-8-14.16B, W-8-14.17, W-8-14.18, W-8-14.19, W-9-17, W-9-16, W-9-15, W-9-14, W-9-13, W-9-12, W-9-11, W-9-10, W-9-9, W-9-8, W-9-7, W-9-6, W-9-5, W-9-4, W-9-3, W-9-2, W-9-1, W-9-1A, W-9-1B, W-9-1C, W-9-1D, W-9-1E, W-9-1F, W-9-1G, W-9-1H, W-9-1I, W-9-1J, W-9-1K, W-9-1L, W-9-1M, W-9-1N, W-9-1O, W-9-1P, W-9-1Q, W-9-1R, W-9-1S, W-9-1T, W-9-1U, W-9-1V, W-9-1W, W-9-1X, W-9-1Y, W-9-1Z, W-8-12.2, W-8-12.1, W-8-12.10, W-8-12.9, W-8-12.9A, W-8-10.11B, W-8-10.10, W-8-10.9, W-8-10.8, W-8-10.8A, W-8-10.7, W-8-10.6, W-8-10.5, W-8-10.4, W-8-10.3, W-8-10.2, W-8-10.1, W-8-10.11A, W-8-11, W-8-12, W-8-13, W-8-14, W-8-15, W-8-16, W-8-17, W-8-18, W-8-19, W-8-20, W-8-21, W-8-22, W-8-23, W-8-24, W-8-25, W-8-26, W-8-27, W-8-28, W-8-29, W-8-30, W-8-31, W-8-32, W-8-33, W-8-34, W-8-35, W-8-36, W-8-37, W-8-38, W-8-39, W-8-40, W-8-41, W-8-42, W-8-43, W-8-44, W-8-45, W-8-46, W-8-47, W-8-48, W-8-49, W-8-50, W-8-51, W-8-52, W-8-53, W-8-54, W-8-55, W-8-56, W-8-57, W-8-58, W-8-59, W-8-60, W-8-61, W-8-62, W-8-63, W-8-64, W-8-65, W-8-66, W-8-67, W-8-68, W-8-69, W-8-70, W-8-71, W-8-72, W-8-73, W-8-74, W-8-75, W-8-76, W-8-77, W-8-78, W-8-79, W-8-80, W-8-81, W-8-82, W-8-83, W-8-84, W-8-85, W-8-86, W-8-87, W-8-88, W-8-89, W-8-90, W-8-91, W-8-92, W-8-93, W-8-94, W-8-95, W-8-96, W-8-97, W-8-98, W-8-99, W-8-100, W-8-101, W-8-102, W-8-103, W-8-104, W-8-105, W-8-106, W-8-107, W-8-108, W-8-109, W-8-110, W-8-111, W-8-112, W-8-113, W-8-114, W-8-115, W-8-116, W-8-117, W-8-118, W-8-119, W-8-120, W-8-121, W-8-122, W-8-123, W-8-124, W-8-125, W-8-126, W-8-127, W-8-128, W-8-129, W-8-130, W-8-131, W-8-132, W-8-133, W-8-134, W-8-135, W-8-136, W-8-137, W-8-138, W-8-139, W-8-140, W-8-141, W-8-142, W-8-143, W-8-144, W-8-145, W-8-146, W-8-147, W-8-148, W-8-149, W-8-150, W-8-151, W-8-152, W-8-153, W-8-154, W-8-155, W-8-156, W-8-157, W-8-158, W-8-159, W-8-160, W-8-161, W-8-162, W-8-163, W-8-164, W-8-165, W-8-166, W-8-167, W-8-168, W-8-169, W-8-170, W-8-171, W-8-172, W-8-173, W-8-174, W-8-175, W-8-176, W-8-177, W-8-178, W-8-179, W-8-180, W-8-181, W-8-182, W-8-183, W-8-184, W-8-185, W-8-186, W-8-187, W-8-188, W-8-189, W-8-190, W-8-191, W-8-192, W-8-193, W-8-194, W-8-195, W-8-196, W-8-197, W-8-198, W-8-199, W-8-200, W-8-201, W-8-202, W-8-203, W-8-204, W-8-205, W-8-206, W-8-207, W-8-208, W-8-209, W-8-210, W-8-211, W-8-212, W-8-213, W-8-214, W-8-215, W-8-216, W-8-217, W-8-218, W-8-219, W-8-220, W-8-221, W-8-222, W-8-223, W-8-224, W-8-225, W-8-226, W-8-227, W-8-228, W-8-229, W-8-230, W-8-231, W-8-232, W-8-233, W-8-234, W-8-235, W-8-236, W-8-237, W-8-238, W-8-239, W-8-240, W-8-241, W-8-242, W-8-243, W-8-244, W-8-245, W-8-246, W-8-247, W-8-248, W-8-249, W-8-250, W-8-251, W-8-252, W-8-253, W-8-254, W-8-255, W-8-256, W-8-257, W-8-258, W-8-259, W-8-260, W-8-261, W-8-262, W-8-263, W-8-264, W-8-265, W-8-266, W-8-267, W-8-268, W-8-269, W-8-270, W-8-271, W-8-272, W-8-273, W-8-274, W-8-275, W-8-276, W-8-277, W-8-278, W-8-279, W-8-280, W-8-281, W-8-282, W-8-283, W-8-284, W-8-285, W-8-286, W-8-287, W-8-288, W-8-289, W-8-290, W-8-291, W-8-292, W-8-293, W-8-294, W-8-295, W-8-296, W-8-297, W-8-298, W-8-299, W-8-300, W-8-301, W-8-302, W-8-303, W-8-304, W-8-305, W-8-306, W-8-307, W-8-308, W-8-309, W-8-310, W-8-311, W-8-312, W-8-313, W-8-314, W-8-315, W-8-316, W-8-317, W-8-318, W-8-319, W-8-320, W-8-321, W-8-322, W-8-323, W-8-324, W-8-325, W-8-326, W-8-327, W-8-328, W-8-329, W-8-330, W-8-331, W-8-332, W-8-333, W-8-334, W-8-335, W-8-336, W-8-337, W-8-338, W-8-339, W-8-340, W-8-341, W-8-342, W-8-343, W-8-344, W-8-345, W-8-346, W-8



Upgrades

- Connections to Existing
- Pipe Relocation

 Pipe Replacement In-Kind
 CIPP

LEGEND

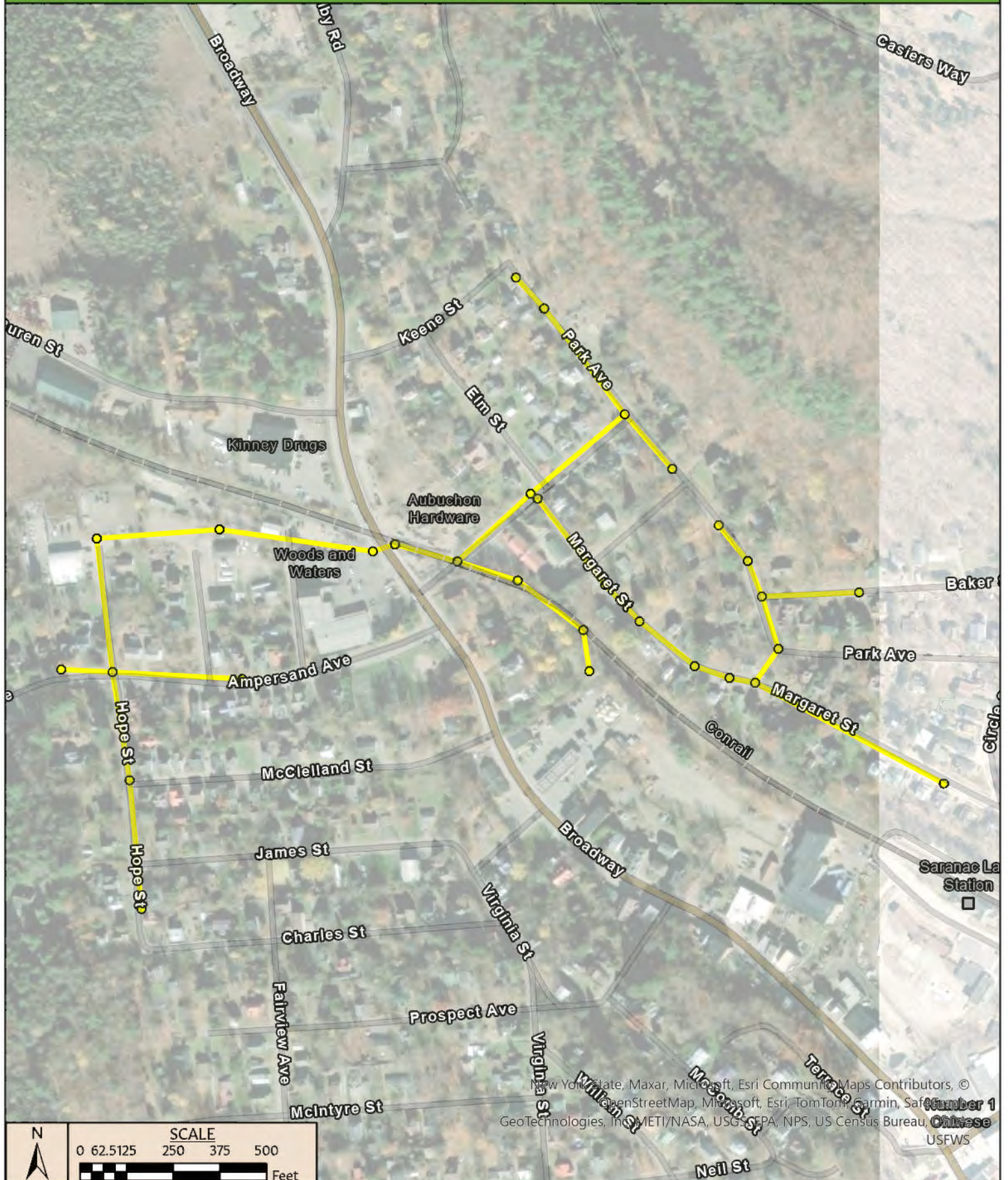
W: SDAPLLC.COM
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2051 Saranac Ave., Suite 204
LAKE PLACID, NY 12946



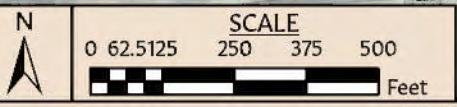
**Suozzo, Doty
& Associates**

NORTH SWAMP MAIN - TEN PERCENT DESIGN SCHEMATIC

SDA Project No. 24-130 - Village of Saranac Lake FEMA Collection System Upgrades



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 USFWS



- LEGEND**
- North Swamp Manholes
 - North Swamp Sewer Main

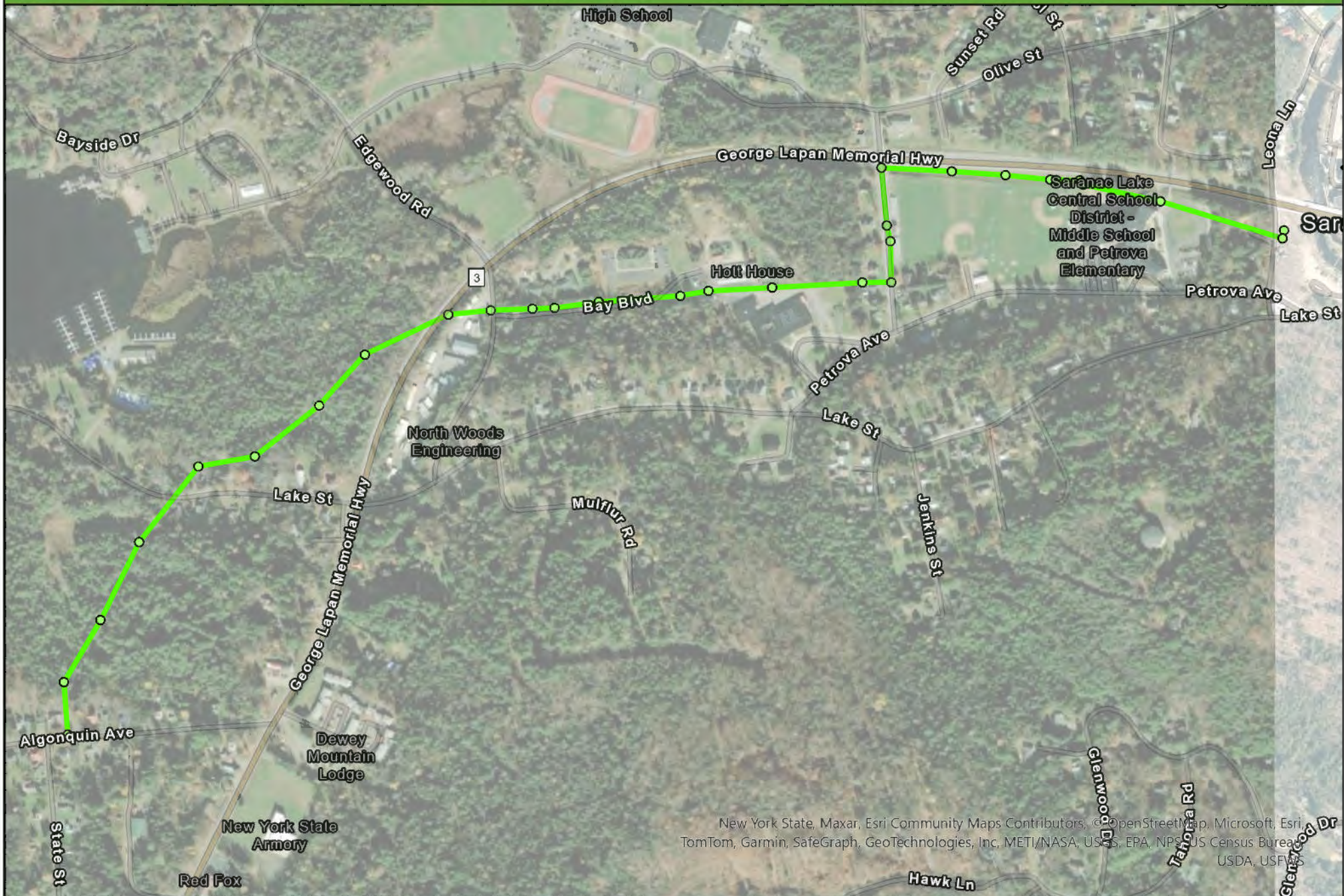
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 4607 LAKE SHORE DRIVE,
 BOLTON LANDING, NY 12814



M-02

WEST INTERCEPTOR MAIN - TEN PERCENT DESIGN SCHEMATIC

SDA Project No. 24-130 - Village of Saranac Lake FEMA Collection System Upgrades



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SCALE
0 100 200 400 600 800
Feet

● West Interceptor
Manholes

LEGEND

— West Interceptor Sewer
Main

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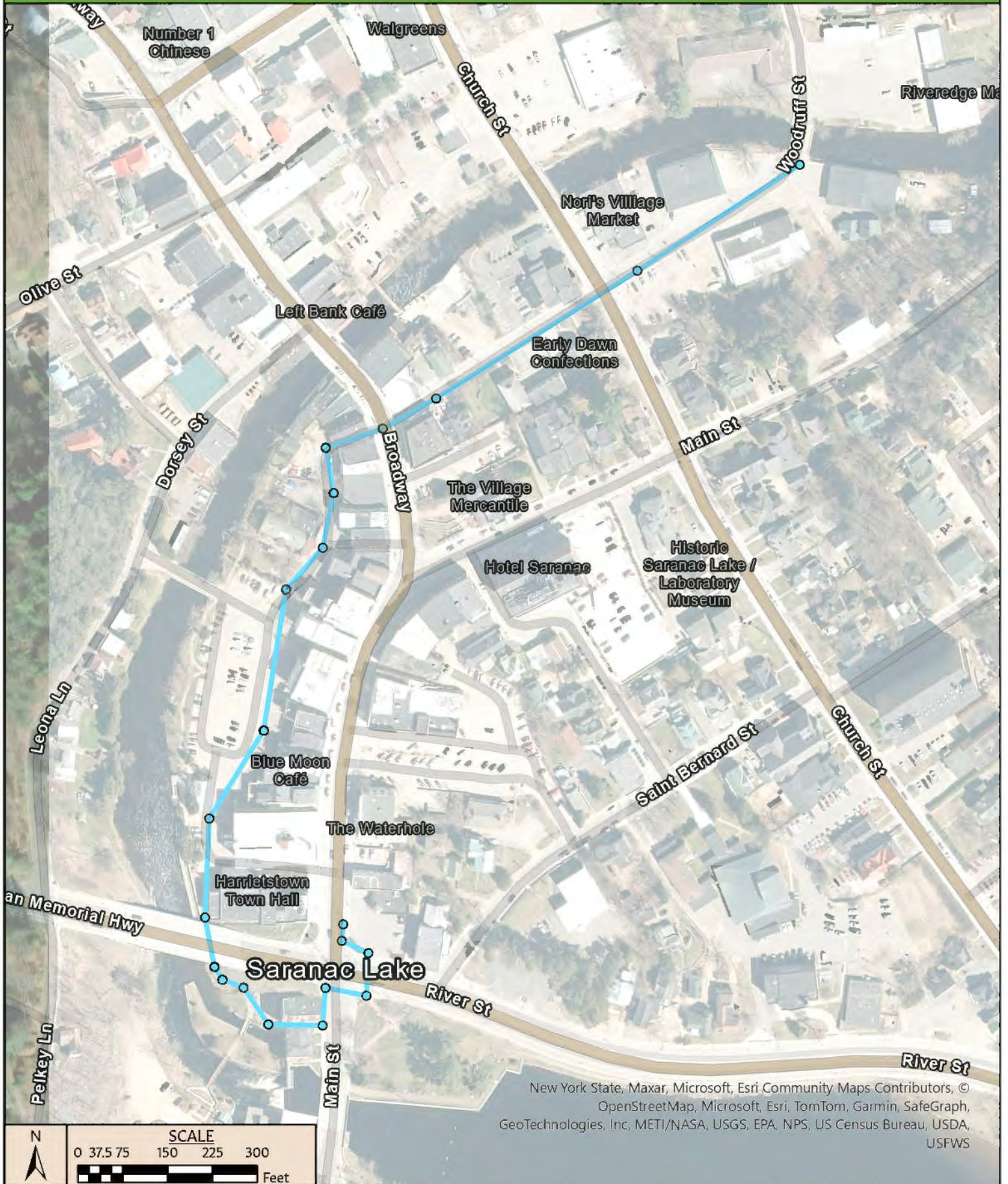


**Suozzo, Doty
& Associates**
PROFESSIONAL ENGINEERING, PLLC

M-03

EAST INTERCEPTOR MAIN - TEN PERCENT DESIGN SCHEMATIC

SDA Project No. 24-130 - Village of Saranac Lake FEMA Collection System Upgrades



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

M-01

February 6, 2026

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
JANUARY UPDATE**

Village of Saranac Lake Board Members,

Please find the project monthly update for January 2026. We continue to make progress on the various aspects of the project including design and complex engineering of the existing building and addition, the site design, 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 January;

1. The Building Committee and User Groups did not meet during the month of January.
2. USDA ENVIRONMENTAL REPORT: We continue to develop the USDA environmental report package with their input and address their additional requirements as follows:
3. 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 with the final Schematic Design site plan.
4. 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. The additional information requested regarding the exterior will be submitted in with the final Schematic Design elevations, renderings, and floorplans.
5. CONCEPTUAL FLOOR PLANS: The design team completed the Schematic Design floor plan layout to confirm circulation within the facility and coordinate the site plan design. During the month of January, based on the reviews completed in December, the design team completed the draft Schematic Design Report and the quality assurance review process. The draft report was submitted to Murnane and Wendel estimating on January 26th to begin cost estimating. The Wendel team is meeting with the estimating groups to confirm assumptions on February 6th and will compile the Schematic Design estimate the week of February 9th.

6. EXISTING STRUCTURAL ASSESSMENT: No update.
7. GEOTECHNICAL: Colliers final report was submitted January 13th and is an appendix in the Schematic Design Report. As previously mentioned, this report is required to finalize the structural design parameters.
8. GRANT FUNDING SUPPORT: Wendel and the Village discuss Local Efficiency Grant application on January 30th. A proposal was submitted to the Village to support a Training Facility Study as part of the Local Efficiency Grant application on February 3rd. Our team will continue to support the Village in grant submission needs.
9. SEQR: The SEQR process will begin as soon as the Schematic Design Package is accepted. The design team met with the Village to map out the process, meeting requirements, and a schedule.
10. UPCOMING MEETINGS:
 - *Schematic Design Report Presentation – February 2026*

In conclusion, we continue to make progress on the plans and progress extensive 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 appreciate the time and hard work of the Building Committee over the past couple of months. Our team is taking the feedback from the Building Committee and prioritizing the completion of the Schematic Design Report and the cost estimate during the month of January.

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,

A handwritten signature in black ink, appearing to read "Robert Krzyzanowski".

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

A handwritten signature in blue ink, appearing to read "Kaitlin Chmura".

Kaitlin Chmura
Project Manager