

VILLAGE OF SARANAC LAKE  
BOARD OF TRUSTEES

AGENDA  
REGULAR MEETING  
MONDAY, APRIL 13, 2026 5:00PM  
**HARRIETSTOWN TOWN HALL**  
39 MAIN STREET, SARANAC LAKE, NY 12983

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- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Audit of Claims/ Vouchers
- E. Approval of Minutes
- F. Public Hearing: 2026-2027 Tentative Budget and Sewer Rates
- G. Public Comment
- H. **Items for Board Action**
  - Bill 62-2026 Authorize acceptance of Adirondack Park Community Smart Growth Grant
  - Bill 70-2026 Authorize budget adjustment for Teamsters Wage Increase
  - Bill 71-2026 Approve Shared Services Agreement
  - Bill 72-2026 Approve Park Use Application for Adirondack Rail Trail Community Day
  - Bill 73-2026 Reappoint Members to Downtown Advisory Board
  - Bill 74-2026 Reappoint Members to Parks and Trails Advisory Board
  - Bill 75-2026 Deem Equipment Surplus
  - Bill 76-2026 Approve overnight travel for Community Development Department
  - Bill 77-2026 Establish Saranac Lake Downtown Parking Task Force
  - Bill 78-2026 Adopt policy for submission of grant applications
  - Bill 79-2026 Establish standard workday for elected and appointed officials
  - Bill 80-2026 Issue RFQ for independent financial audit
  - Bill 81-2026 Authorize wayfinding structures for Riverwalk
  - Bill 82-2026 Authorize issuance of RFP for General Legal Services
  - Bill 83-2026 Establish Finance Committee
- I. Old Business
- J. New Business
- K. Public Comment
- L. Executive Session: Employment History of particular person(s)
- M. Adjournment

**VILLAGE BOARD REGULAR MEETING**

Monday, March 23, 2026

Regular Meeting began at 5:00 PM and ended 6:30 PM

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

Staff also Present: Village Manager Bachana Tsiklauri, Village Treasurer Kendra Morgan, and  
Deputy Clerk Nicole McClatchie

**AUDITING:**

Chair Mayor Williams called for a motion to approve payment for the 2026 Budget  
\$139,313.77 batch number 03232026. Complete details of these vouchers are attached and made  
part of these minutes.

Motion: Brunett Second: Scollin

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

**APPROVAL OF MINUTES:**

Chair Mayor Williams called for a motion to approve the minutes

Motion: Ryan Second: Scollin

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

**PUBLIC COMMENT:**

Rich Shapiro Budget Concerns

Ben Douglas Public safety building options

**ITEMS FOR BOARD ACTION:**

**Bill 56-2026 Resolution to adopt Climate Smart Action Plan**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 57-2026 Resolution to create a Climate Action Advisory Board**

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

Chair Mayor Williams called for a motion

Motion: Ryan Second: Scollin

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

**Bill 58-2026 Resolution issuing negative declaration pursuant to SEQRA and enacting 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: Scollin Second: Ryan

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

**Bill 59-2026 Call for Public Hearing on 2026-2027 Budget and Sewer Rates**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: White

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

**Bill 60-2026 Approve Professional Services Agreement with Recreation Engineering**

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

Chair Mayor Williams called for a motion

Motion: Brunette Second: Scollin

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

**Bill 61-2026 Resolution to authorize overnight travel and training for Water Wastewater Treatment Plant Employees**

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 62-2026 Authorize acceptance of an Adirondack Park Community Smart Growth Grant**

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

Chair Mayor Williams called for a motion

Motion: White Second: Ryan

Motion to table: Ryan Second: Scollin

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

**Bill 63-2026 Resolution to approve the promotion of Logan Branch to Heavy Equipment Operator**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 64-2026 Resolution to authorize Village Manager to hire laborer**

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 65-2026 Resolution to approve park use application with permission to serve alcohol for Artmarket**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: Ryan

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

**Bill 66-2026 Resolution to approve Cannabis Sales Taxation Grant application for the Saranac Lake Adult Center**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

Motion to amend: Ryan Second: White

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

**Bill 67-2026 Resolution to approve Cannabis Sales Taxation Grant application for the Saranac Lake Civic Center**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

Motion to amend: Ryan Second: White

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

**Bill 68-2026 Resolution to Appoint members to the Future Families Task Force**

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

Chair Mayor Williams called for a motion

Motion: Scollin Second: White

Motion to amend: Williams Second: Scollin

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

**Bill 69-2026 Resolution to release Pendragon Theater Funds**

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.

Trustee Brunette disclosed she is a member

**OLD BUSINESS:**

**NEW BUSINESS:** Budget Discussion

**PUBLIC COMMENT:**

Jordana Mallach 3<sup>rd</sup> party independent audit

**EXECUTIVE SESSION:** Employment History of particular person

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

Motion: White Second: Scollin

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

Chair Mayor Williams called for a motion to exit Executive Session

Motion: Scollin Second: 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.

# PUBLIC HEARING



**[LINK TO](#)**

**2026 - 2027  
TENTATIVE BUDGETS**

**VILLAGE OF SARANAC LAKE**  
**WATER & SEWER RATES 2026 - 2027 (WAT 2% INC | SEW 1% INC )**

**Metered Rates Per 1,000 Gallons: Water \$10.9677 | Sewer \$8.7042**

**Metered Minimum Charge: 8,500 Gallons/Quarter**

Water Code	Sewer Code	Description	Water Quarterly	Sewer Quarterly	Total Quarterly	Water Annually	Sewer Annually	Total Annually
101	201	Metered - Inside Village <i>Minimum Rate</i>	\$93.23	\$73.99	\$167.21	\$372.90	\$295.94	\$668.85
120	220	Metered - District <i>Minimum Rate</i>	\$186.45	\$147.97	\$334.42	\$745.80	\$591.89	\$1,337.69
130	230	Metered - Outside - No District <i>Minimum Rate</i>	\$279.68	\$221.96	\$501.63	\$1,118.70	\$887.83	\$2,006.54
301	401	1 or 2 Bedroom House	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
302	402	3 Bedroom House	\$302.56	\$238.14	\$540.70	\$1,210.25	\$952.57	\$2,162.82
303	403	4 Bedroom House	\$398.21	\$314.20	\$712.42	\$1,592.86	\$1,256.81	\$2,849.67
304	404	5 Bedroom House	\$493.85	\$390.25	\$884.10	\$1,975.41	\$1,560.98	\$3,536.39
305	405	6 Bedroom House	\$589.50	\$466.31	\$1,055.81	\$2,358.01	\$1,865.22	\$4,223.24
306	406	7 Bedroom House	\$685.16	\$542.37	\$1,227.52	\$2,740.62	\$2,169.47	\$4,910.09
307	407	8 Bedroom House	\$780.79	\$618.43	\$1,399.22	\$3,123.17	\$2,473.71	\$5,596.88
308	408	1 Bedroom Apartment	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
309	409	2 Bedroom Apartment	\$206.91	\$162.08	\$368.99	\$827.64	\$648.33	\$1,475.97
310	410	3 Bedroom Apartment	\$302.56	\$238.14	\$540.70	\$1,210.25	\$952.57	\$2,162.82
311	411	4 Bedroom Apartment	\$398.21	\$314.20	\$712.42	\$1,592.86	\$1,256.81	\$2,849.67
312	412	5 Bedroom Apartment	\$493.85	\$390.25	\$884.10	\$1,975.41	\$1,560.98	\$3,536.39
313	413	Hotel, Cabins, Motel - Per Bedroom	\$132.08	\$127.14	\$259.22	\$528.33	\$508.57	\$1,036.90
314	414	Bd Hse, B&B, Tourist Hm, Dorm - Per Bedrm	\$114.81	\$117.20	\$232.01	\$459.23	\$468.79	\$928.02
316	416	2 Car/Stall Garage	\$32.88	\$28.16	\$61.04	\$131.53	\$112.65	\$244.18
317	417	3 Car/Stall Garage	\$65.83	\$55.36	\$121.19	\$263.34	\$221.42	\$484.76
318	418	4 Car/Stall Garage	\$98.72	\$82.46	\$181.18	\$394.86	\$329.85	\$724.72
319	419	Public Garage - Per Sq Ft	\$0.41	\$0.39	\$0.80	\$1.65	\$1.57	\$3.22
320	420	Gasoline/Service Station	\$264.38	\$276.06	\$540.44	\$1,057.51	\$1,104.25	\$2,161.76
322	422	Misc Office - Small - Under 1000 Ft	\$126.98	\$125.83	\$252.81	\$507.92	\$503.32	\$1,011.24
323	423	Misc Office - Large - Per Floor	\$253.19	\$251.36	\$504.55	\$1,012.76	\$1,005.42	\$2,018.18
325	425	Misc Store - Large - Over 1000 Ft	\$630.41	\$626.53	\$1,256.94	\$2,521.64	\$2,506.13	\$5,027.77
326	426	Misc Store - Small - Under 1000 Ft	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
329	429	Beauty Shop - 1st 2 Chairs	\$362.25	\$359.82	\$722.07	\$1,449.02	\$1,439.27	\$2,888.29
330	430	Beauty Shop - Each Chair Over 2	\$73.80	\$72.94	\$146.75	\$295.21	\$291.78	\$586.99
331	431	Physicians Offices (Each)	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
332	432	Dentists Offices & Labs (Each)	\$682.11	\$600.67	\$1,282.77	\$2,728.42	\$2,402.67	\$5,131.09
333	433	Bar, Grill, Fountain, Restaurant	\$592.00	\$588.37	\$1,180.37	\$2,367.99	\$2,353.50	\$4,721.49
335	435	Hall or Lodge	\$460.76	\$457.81	\$918.57	\$1,843.03	\$1,831.24	\$3,674.26
340	440	Trailer Park - Per Connection	\$103.05	\$102.06	\$205.11	\$412.20	\$408.24	\$820.44
343	443	Warehouse - Per Sq Ft	\$0.41	\$0.39	\$0.80	\$1.65	\$1.57	\$3.22
347	447	Boat House - Commercial	\$296.83	\$294.77	\$591.61	\$1,187.33	\$1,179.10	\$2,366.43
348	448	Theater - Per Seat	\$1.54	\$1.50	\$3.04	\$6.16	\$5.99	\$12.15
349	449	School - Per Student	\$8.54	\$8.46	\$17.00	\$34.15	\$33.85	\$68.00
356		Vacant Lot With Tap	\$93.22	\$0.00	\$93.22	\$372.88	\$0.00	\$372.88
366	466	Church	\$204.63	\$178.51	\$383.14	\$818.52	\$714.05	\$1,532.57
372	472	Field House	\$103.12	\$92.41	\$195.53	\$412.48	\$369.63	\$782.11
373	473	Temporary Disconnect	\$93.23	\$73.98	\$167.21	\$372.92	\$295.93	\$668.85

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

BILL #62-2026

SUBJECT: Smart Growth Grant

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Trustee Ryan

DATE SUBMITTED: 3/6/2026

Resolution authorizing Village Manager to accept a Adirondack Smart Growth grant in the amount of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000)

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION AUTHORIZING ACCEPTANCE OF AN ADIRONDACK PARK  
COMMUNITY SMART GROWTH GRANT**

**WHEREAS**, the NYS DEC, in cooperation with the Department of State and Adirondack Park Agency, is solicited smart growth grant applications from Adirondack Park communities and organizations and

**WHEREAS**, DEC awarded grants for capital projects and community development initiatives that link environmental protection, economic development and community livability within the special conditions of the parks; and

**WHEREAS**, the Village of Saranac Lake received funding of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000).

**THEREFORE, BE IT RESOLVED**, the Village of Saranac Lake Board of Trustees authorizes the Village Manager to accept an Adirondack Community Smart Growth Grant in the amount of \$119,107 for design/planning work for Lake Colby Beach Bathhouse/ Infrastructure Accessibility Upgrades (with an additional in-kind match of \$10,000).



Department of  
Environmental  
Conservation

KATHY HOCHUL  
Governor

AMANDA LEFTON  
Commissioner

February 13, 2026

Katrina Glynn  
Community Development Director  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake NY 12983  
[comdev@saranaclakeny.gov](mailto:comdev@saranaclakeny.gov)

Dear Ms. Glynn,

\*\*Note: The results of Adirondack and Catskill Community Smart Growth Grant Program will not be publicly announced by DEC for a few more weeks. Please take this email as advance notice of results. **We urge awardees to delay any announcements or outreach to media and community in the meantime, as DEC Commissioner Amanda Lefton will be holding a press event in the Adirondack region for these awards.** We will send the official press release once it comes to hand.

The Division of Lands and Forests of the New York State Department of Environmental Conservation (DEC) has made the final selections for the Adirondack Park and Catskill Park Community Smart Growth Grant Program – Round 8 2025.

This letter serves as a pre-notification of a pending grant award in the amount of **\$119,107.00**, for the project “**Accessibility Upgrades at Lake Colby Beach and William Wallace Park**”. DEC hereby notifies you of its intent to award your project proposal, contingent upon approval of the Office of the State Comptroller (OSC).

In the interim, program staff will reach out to you to begin the process of developing the contract and obtaining grantee documents. Please note that the contract term within which all grant-related activity must occur is anticipated to be 04/01/2026 – 03/31/2029.

Expenditures related to project activity will be eligible for reimbursement after the contract is fully executed. If you have any questions about the grant process and your application, we would be happy to assist you. Please contact program staff Michelle Higgins via email [michelle.higgins@dec.ny.gov](mailto:michelle.higgins@dec.ny.gov).

Again, congratulations on your successful proposal and we look forward to supporting your project as it moves forward.

Sincerely,

Director, NYS DEC Division of Lands and Forests  
New York State Forester

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

BILL #70-2026

SUBJECT: Budget Adjustment

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/24/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS FOR TEAMSTERS' UNION  
WAGE INCREASE**

**WHEREAS**, the Village of Saranac Lake has approved an increase in compensation for employees represented by the Teamsters Union, and

**WHEREAS**, the approved increase consists of an additional \$2.00 per hour per eligible employee, and

**WHEREAS**, said employees are distributed across multiple operating funds within the General Fund, Water Fund, and Sewer Fund, and

**WHEREAS**, it is necessary to adjust the current budget to accommodate the increased labor costs associated with this wage adjustment.

**THEREFORE, BE IT RESOLVED**, that the Village Treasurer is hereby authorized and directed to amend the budget to appropriate and distribute funds across applicable accounts in the amounts of \$64,072.73 within the General Fund, \$25,149.96 within the Water Fund, and \$25,881.25 within the Sewer Fund to cover the approved Teamsters Union wage increase and to make all necessary accounting entries to implement this resolution, with supporting documentation attached.

<b>001-1610 Central Office</b>	
\$	14,066.36
\$	13,043.55
\$	1,022.81
<b>001-1640 Central Garage</b>	
\$	23,688.87
\$	20,830.26
\$	2,858.60
<b>001-3120 Police Department</b>	
\$	20,236.21
\$	18,627.78
\$	1,608.42
<b>001-3410 Fire Department</b>	
\$	126,883.14
\$	111,497.25
\$	15,385.89
<b>001-3620 Safety Inspection</b>	
\$	4,178.84
\$	3,869.72
\$	309.11
<b>001-5110 Street Maintenance</b>	
\$	91,371.82
\$	76,472.94
\$	14,898.89
<b>001-5142 Snow Removal</b>	
\$	99,416.96
\$	82,210.75
\$	17,206.21
<b>001-5410 Sidewalks</b>	
\$	36,906.23
\$	29,083.62
\$	7,822.60
<b>001-7110 Parks</b>	
\$	35,620.99
\$	35,467.91
\$	153.08
<b>001-7180 Beach Operation</b>	
\$	21,081.65
\$	21,005.11
\$	76.54
<b>001-7260 Pisgah</b>	
\$	35,620.99
\$	35,467.91
\$	153.08

<b>001-8010 Zoning</b>	
\$	6,268.25
\$	5,804.58
\$	463.67
<b>001-8170 Street Cleaning</b>	
\$	15,683.06
\$	14,187.47
\$	1,495.60
<b>001-8620 Community Development</b>	
\$	8,357.67
\$	7,739.45
\$	618.23
<b>004-1640 Central Garage</b>	
\$	22,971.02
\$	20,199.04
\$	2,771.98
<b>004-8310 Water Administration</b>	
\$	14,697.35
\$	13,627.34
\$	1,070.01
<b>004-8320 Source of Supply, Power &amp; Pumping</b>	
\$	32,507.70
\$	27,492.11
\$	5,015.59
<b>004-8340 Transmission &amp; Distribution</b>	
\$	94,554.35
\$	78,261.96
\$	16,292.38
<b>005-1640 Central Garage</b>	
\$	22,620.10
\$	20,199.04
\$	2,421.06
<b>005-8110 Sewer Administration</b>	
\$	14,697.35
\$	13,627.34
\$	1,070.01
<b>005-8120 Sanitary Sewers</b>	
\$	85,956.59
\$	68,474.22
\$	17,482.37
<b>005-8130 Sewage Treatment &amp; Disposal</b>	
\$	74,767.24
\$	69,859.43
\$	4,907.81

<b>TOTALS</b>	
<b>GENERAL</b>	
\$	64,072.73
<b>WATER</b>	
\$	25,149.96
<b>SEWER</b>	
\$	25,881.25

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

BILL #: 71-2026

SUBJECT: Shared Highway Services Agreement

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/27/2026

Resolution to authorize Shared Highway Services Agreement

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**AUTHORIZING VILLAGE MANGER TO SIGN A CONTRACT FOR SHARED  
HIGHWAY SERVICES ON BEHALF OF THE VILLAGE**

RESOLUTION authorizing the Village Manager to sign a contract on behalf of the Village of Saranac Lake to permit the Department of Public Works Superintendent to share services with highway department heads in other municipalities who possess similar authorization for the borrowing or lending of materials and supplies and the exchanging, leasing, renting or maintaining of machinery and equipment, including the operators thereof, for the purpose of aiding the highway department head in the performance of his duties.

Whereas, all municipalities, including the Village of Saranac Lake have the power and authority to contract with other municipalities for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators; and

Whereas, all municipalities, including the Village of Saranac Lake, have the power and authority to borrow or lend materials and supplies to other municipalities; and

Whereas, it is hereby determined that the Village of Saranac Lake and other municipalities have machinery and equipment which is not used during certain periods; and

Whereas, it is determined that the Village of Saranac Lake and other municipalities often have materials and supplies on hand which are not immediately needed; and

Whereas, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Village of Saranac Lake and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing, or storing, of a large inventory of certain extra materials and supplies, thereby saving money for the taxpayers; and

Whereas, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing, renting or maintaining of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement must receive prior approval by the Village of Saranac Lake and the governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing boards are not in session; and

Whereas, it is incumbent upon each municipality to design a simple method whereby materials, supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process; and

Whereas, it is the intent of the Village of Saranac Lake Board of Trustees to give the Department of Public Works Superintendent the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Village of Saranac Lake prior to the making of each individual arrangement; and

Whereas, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department in each of those other municipalities the authority to make similar arrangements; and

Whereas, it is hereby determined that it will be in the best interests of the Village of Saranac Lake to be a party to such shared services arrangements.

**NOW THEREFORE, BE IT RESOLVED** that the Village Manager of the Village of Saranac Lake is hereby authorized to sign the following contract on behalf of the Village:

### **CONTRACT FOR SHARED HIGHWAY SERVICES**

1. For purposes of this contract, the following terms shall be defined as follows:

(a) 'Municipality' shall mean any county, town or village which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with the Clerk of the Village of Saranac Lake.

(b) 'Contract' shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that each such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.

(c) 'Shared Service' shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but not be limited to:

1) the renting, exchanging, or lending of highway machinery, tools and equipment, with or without operators;

2) the borrowing or lending of supplies between municipalities on a temporary basis conditioned upon the replacement of such supplies or conditioned upon the obtaining of equal value through the provision of a service by the borrower or by the lending of equipment by the borrower, the value of which is equal to the borrowed supplies;

3) the providing of a specific service for another municipality, conditioned on such other municipality providing a similar service, or a service of equal value, in exchange.

4) the maintenance of machinery or equipment by a municipality for other municipalities.

(d) 'Superintendent' shall mean, in the case of a county, the county superintendent of highways, or the person having the power and authority to perform the duties generally performed by county superintendents of highways; in the case of a town, the town superintendent of highways; and in the case of a village, the superintendent of public works.

2. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract, and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the Clerk of the Village of Saranac Lake

3. The Village of Saranac Lake by this agreement grants unto the Superintendent of Public Works the authority to enter into any shared service arrangements with any other municipality or other municipalities subject to the following terms and conditions:

1) The Village of Saranac Lake agrees to rent, exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for the purposes of the Village of Saranac Lake. The determination as to whether such machinery, with or without operators, is needed by the Village of Saranac Lake shall be made by the Department of Public Works Superintendent. The value of the materials or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of equal value, to be determined by mutual agreement of the respective superintendents.

2) The Village of Saranac Lake agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery or material is available for renting, exchanging or lending shall be made by the Department of Public Works Superintendent.

In the event the said Superintendent determines that it will be in the best interests of the Village of Saranac Lake to lend to another municipality, the said Superintendent is hereby authorized to lend to another municipality. The value of supplies or materials loaned to another municipality may be returned to the Village of Saranac Lake by the borrowing municipality in the form of similar types and amounts of materials or supplies, or by the use of equipment or receipt of services of equal value, to be determined by the respective superintendents.

3) The Village of Saranac Lake agrees to repair or maintain machinery or equipment for any city/county/town/village under terms that may be agreed upon by the Department of Public Works Superintendent, upon such terms as may be determined by the Department of Public Works Superintendent.

4) An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However, the method by which the machine is to be operated shall be determined by the operator.

5) When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement that exists for the benefit of the operator in the municipality by which the operator is employed.

6) The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator. In the event damages are caused as a result of directions given to perform work, then the lending municipality shall be held harmless by the borrowing municipality.

7) Each municipality shall remain fully responsible for its own employees, including salary, benefits and worker's compensation. Each municipality shall be liable for salaries and other compensation due to their own employees for the time the employees are undertaking a joint service pursuant to this contract, however the borrowing municipality

shall reimburse the lending municipality for actual and necessary expenses upon receipt of written notice of such claim.

**3.** The renting, borrowing, leasing, repairing or maintaining of any particular piece of machinery or equipment, or the exchange or borrowing of materials or supplies, or the providing of a specific service, shall be evidenced by the signing of a memorandum by the Department of Public Works Superintendent. Such memorandum may be delivered to the other party via mail, personal delivery, facsimile machine, or any other method of transmission agreed upon. In the event there is no written acceptance of the memorandum, the receipt of the materials or supplies or the acceptance of a service shall be evidence of the acceptance of the offer to rent, exchange or lend.

**4.** In the event any shared services arrangement is made without a memorandum at the time of receipt of the shared service, the superintendent receiving the shared service shall, within five days thereof, send to the provider a memorandum identifying the type, time and date of the acceptance of the repair or maintenance shared service. In the event such shared service related to or included any materials or supplies, such memorandum shall identify such materials or supplies and the time and place of delivery.

**5.** In the event a municipality wishes to rent machinery or equipment from another municipality or in the event a municipality wishes to determine the value of such renting for the purposes of exchanging shared services of a comparable value, it is agreed that the value of the shared Service shall be set forth in the memorandum.

**6.** All machinery and the operator, for purposes of worker's compensation, liability and any other relationship with third parties, except as provided in paragraph e of section three of this agreement, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.

**7.** In the event machinery or equipment being operated by an employee of the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.

**8.** Records shall be maintained by each municipality setting forth all machinery rentals, exchanges, borrowings, repair or maintenance and other shared services. Such records will be available for inspection by any municipality which has shared services with such municipality.

**9.** In the event a dispute arises relating to any repair, maintenance or shared service, and in the event such dispute cannot be resolved between the parties, such dispute shall be subject to mediation.

**10.** Any party to this contract may revoke such contract by filing a notice of such revocation. Upon the revocation of such contract any outstanding obligations shall be settled within thirty days of such revocation unless the parties with whom an obligation is due agree in writing to extend such date of settlement.

**11.** Any action taken by the Village of Saranac Lake Department of Public Works Superintendent pursuant to the provisions of this contract shall be consistent with the duties of such official, and expenditures incurred shall not exceed the amounts set forth in the Village budget for highway purposes.

**12.** A record of all transactions that have taken place as a result of the Villager of Saranac Lake participating in the services afforded by this contract shall be kept by the Superintendent of Public Works, and a statement thereof, in a manner satisfactory to the Village Board, shall be submitted to the Village Board semiannually on or before the first day of June, and on or before the first day of December, of each year following the filing of the contract, unless the Village Board requests the submission of records at different times and dates.

**13.** If any provision of this contract is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid and operative, or if it cannot be so modified, then it shall be severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.

**14.** This contract shall be reviewed each year by the Village of Saranac Lake and shall expire five years from the date of its signing by the Village Manager. The Village Board may extend or renew this contract at the termination thereof for another five-year period.

**15.** Copies of this contract shall be sent to the clerk and the superintendent of each municipality with which the Department of Public Works Superintendent anticipates engaging in shared services. No shared services shall be conducted by the Department of Public Works Superintendent except with the superintendent of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his or her municipality and the Department of Public Works Superintendent."

"IN WITNESS THEREOF, the said Village of Saranac Lake has by order of the Village Board caused these presents to be subscribed by the Village Manager this 14th day of April, 2026.

ATTEST:

Village of Saranac Lake, by:

-----  
Amanda Hopf  
Village Clerk

\_\_\_\_\_  
Bachana Tsiklauri, Village Manager

The Village Clerk is authorized and directed to file a copy of the foregoing contract as set forth in this resolution with the chief executive officer of the following municipalities:

Town of Franklin

Franklin County

Town of Brighton

Town of Harrietstown

Town of St. Armand

Village of Tupper

Town of Santa Clara

Town of North Elba

Village of Lake Placid

Essex County

Town of Piercefield

Town of Tupper Lake

All other municipalities as needed

This resolution shall take effect immediately.

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

BILL #: 72-2026

SUBJECT: Park Use App Permission to serve alcohol

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/27/2026

Approve park use application with permission to serve alcohol for the Adirondack Rail Trail  
Community Day

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

RESOLUTION TO APPROVE PARK USE APPLICATION  
WITH PERMISSION TO SERVE ALCOHOL

WHEREAS, the usage of Riverside Park is being requested for the Adirondack Rail Trail Community Day to benefit the Adirondack Rail Trail Association, and,

WHEREAS, all parties involved with the event will provide the necessary certificates of insurance naming the Village of Saranac Lake additionally insured, and,

WHEREAS, special event permits from the New York State Liquor Authority will be obtained by vendors and a copy of this permit will be placed on file with the Village,

THEREFORE BE IT RESOLVED, the Village Board of Saranac Lake approves the park use application with permission to serve alcohol for the Adirondack Rail Trail Community Day.

**This family friendly celebration of the Adirondack Rail Trail will showcase the natural landscape, communities and businesses along the corridor with a fun-filled day of activities, food and live music.**

**Date:** Saturday, June 20

**Location:** Saranac Lake

**Mileage:** Up to you

**Registration:** FREE\*

**Benefits:** [Adirondack Rail Trail Association](#)

During the celebration of the [Adirondack Rail Trail](#), participants will have the opportunity to join in stewardship projects and explore the trail with an interactive scavenger hunt featuring some very cool prizes. The day culminates with a community party featuring craft breweries, food vendors, live music and a raffle. New this year is the addition of shuttle service for those who would like to experience the entire 34-mile corridor one way.

Best of all, proceeds support the **Adirondack Rail Trail Association** and their efforts to help people of all ages and abilities enjoy the landscape, history and natural beauty of the rail trail corridor and its communities.

## Schedule

ALL DAY: Enjoy the Trail

9a - 1p: Visit with ARTA at the Saranac Lake Farmers Market

10a - 12p: Rail Trail Service Projects

6 - 8:30p: Free Celebration with Live Music, Food Trucks, Beer Garden, Raffle and Vendors at Riverside Park

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

BILL #: 73-2026

SUBJECT: DAB Members

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/27/2026

Resolution to reappoint members to the Downtown Advisory Board

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION TO REAPPOINT MEMBERS TO THE  
DOWNTOWN ADVISORY BOARD**

WHEREAS, the term of two members, Joshua King and Rachel Karp, of the Downtown Advisory Board have expired on February 26, 2026, and both have chosen to renew

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby reappoints Joshua King and Rachel Karp for a term that is in accordance with the Bylaws.

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

BILL #: 74-2026

SUBJECT: PTAB Members

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/27/2026

Resolution to reappoint members to the Park and Trails Advisory Board

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION TO REAPPOINT MEMBERS TO THE  
PARKS AND TRAILS ADVISORY BOARD**

**WHEREAS**, the term of one member, Mary Thill, of the Parks & Trails Advisory Board has expired on April 15, 2026, and has chosen to renew.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Trustees hereby reappoint Mary Thill for a term that is in accordance with the Bylaws.

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

BILL #: 75-2026

SUBJECT: Equipment Surplus

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/30/2026

Resolution to deem equipment surplus

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

RESOLUTION DECLARING EQUIPMENT SURPLUS AND AUTHORIZING SALE  
OF SURPLUS EQUIPMENT

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

1. 2016 VOLVO Model VHD. VIN # 4V5K39DG9GN967893 with Tenco Plow and Sander Equipment.

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

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

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

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

BILL #: 76-2026

SUBJECT: Overnight Travel for Training

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/27/2026

Resolution to authorize the overnight travel and training for the Community Development Department.

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

RESOLUTION AUTHORIZING OVERNIGHT TRAVELING AND TRAINING FOR  
THE COMMUNITY DEVELOPMENT DEPARTMENT

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

WHEREAS, the Community Development Department will be attending the New York Planning Federation Annual Conference from May 13- 15, 2026 in Bolton Landing, New York, and,

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

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

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

BILL #: 77-2026

SUBJECT: Parking Task Force

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 4/7/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

## **Resolution to Establish the Saranac Lake Downtown Parking Task Force**

WHEREAS, the Village of Saranac Lake Board of Trustees recognizes that accessible and efficient parking is a cornerstone of a vibrant downtown economy and essential for the success of local businesses; and

WHEREAS, the Village is currently experiencing a positive increase in Downtown traffic for the summer and residential housing development, which will inevitably lead to a higher demand for parking infrastructure; and

WHEREAS, the Board of Trustees seeks to proactively manage this growth through data-driven decision-making and collaborative planning;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees hereby establishes the Downtown Parking Task Force.

### **I. Purpose and Goals**

The Task Force is charged with addressing the village's parking needs through three primary objectives:

1. **Data Collection:** Conduct a comprehensive audit of current parking inventory to establish a baseline of existing conditions.
2. **Short-Term Creative Solutions:** Identify and recommend immediate, low-cost strategies to maximize current space.
3. **Long-Term Strategic Planning:** Develop a vision for future infrastructure, including potential site acquisitions, structural parking solutions, and integration with evolving transportation trends.

### **II. Composition of the Task Force**

The Task Force shall consist of the following seven to eight members, with the approval of the Board:

- One (1) Ex Officio Member: Representing the Village Board of Trustees.
- One (1) Code Enforcement Officer: To provide insight into zoning and regulatory compliance.
- One to Two (1-2) Members of the DPW: To advise on maintenance, striping, and logistical feasibility.
- Three (3) Members of the Public: Including at least one downtown business owner, to ensure community representation.

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

BILL #78-2026

SUBJECT: Grant Applications

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Trustee Evans

DATE SUBMITTED: 4/8/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION ADOPTING POLICY FOR THE SUBMISSION OF GRANT APPLICATIONS**

**WHEREAS**, it is the responsibility of the Board of Trustees to set the goals and policies for village government and allocate limited staff and financial resources towards successful implementation, and

**WHEREAS**, grant funding can help achieve village priorities and reduce the burden on village taxpayers, and

**WHEREAS**, the Village Board should authorize the submission of grant applications to ensure that (1) the time and expense required to prepare and submit an application is in the best interest of the Village, (2) the purpose of the grant is in alignment with and will help achieve Village goals and priorities, and (3) that the Village can commit to the proposed in-kind or cash match requirements for the grant.

**THEREFORE BE IT RESOLVED**, grant applications requesting \$5,000 or more shall be approved by the Board of Trustees prior to submission, and

**BE IT FURTHER RESOLVED**, grant applications seeking less than \$5,000 may be approved for submission by the Village Manager if the purpose and uses of proposed grant funding helps achieve existing village plans and priorities and the in-kind or cash match required from the village is less than \$5,000, and

**BE IT FURTHER RESOLVED**, resolutions seeking approval to submit grant applications shall include (1) the amount of grant funding being requested, (2) the proposed uses of funding, and (3) the amount and source of any required in-kind or cash match.

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

BILL #: 79-2026

SUBJECT: Retirement Standard Workday

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/27/2026

Resolution establishing workday for elected and appointed officials

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

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

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

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

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

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

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

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



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

BILL #: 80-2026

SUBJECT: Issue RFQ

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 4/9/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

RESOLUTION NO. [\_\_\_\_]

A RESOLUTION REQUESTING THE VILLAGE MANAGER OF THE VILLAGE OF SARANAC LAKE TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR AN INDEPENDENT FINANCIAL AUDIT AND REVIEW OF FINANCIAL PRACTICES

WHEREAS, the Board of Trustees of the Village of Saranac Lake has a fiduciary responsibility to ensure transparency, accountability, and sound financial management of public funds; and

WHEREAS, the Board of Trustees seeks a clear, independent, and comprehensive understanding of the current financial condition of the Village; and

WHEREAS, the Board of Trustees desires to identify and verify all Village assets, including but not limited to real property, equipment, and financial holdings; and

WHEREAS, the Board of Trustees further seeks to identify the location, status, and balances of all Village bank accounts, investment accounts, and other financial instruments; and

WHEREAS, the Board of Trustees recognizes the importance of reviewing the Village's purchasing policy and evaluating its application in practice to ensure compliance with applicable laws and best practices; and

WHEREAS, the Board of Trustees desires an independent professional opinion regarding the adequacy of existing internal financial controls and recommendations for strengthening such controls;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF SARANAC LAKE, THAT:

1. The Village Manager is hereby directed to prepare and issue a Request for Proposals (RFP) within thirty (30) days.
2. The RFP process shall comply with all applicable provisions of New York State law, including General Municipal Law §103.
3. The scope shall include a full audit, asset verification, account identification, purchasing policy review, and internal controls assessment.
4. Firms must demonstrate qualifications in municipal auditing and New York State requirements.
5. Proposals shall be reviewed publicly by the Board of Trustees.
6. The audit shall be completed within 120 days unless extended.
7. The final report shall be presented publicly and posted online.
8. A corrective action plan shall be presented within 60 days.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

BILL #: 81-2026

SUBJECT: Wayfinding Structures

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Mayor Brunette

DATE SUBMITTED: 4/9/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION AUTHORIZING PROCUREMENT AND INSTALLATION OF  
WAYFINDING STRUCTURES FOR THE SARANAC RIVERWALK**

**WHEREAS**, the Village of Saranac Lake has previously accepted the Comprehensive Wayfinding Proposal prepared by Green Goat Maps for the Saranac Riverwalk, including design and content development services, and;

**WHEREAS**, successful implementation of the wayfinding system requires the fabrication, purchase, and installation of physical signage structures, including interpretive panels, trailhead kiosks, and supporting infrastructure, and;

**WHEREAS**, the Village has received a detailed quotation from Gopher Signs for the fabrication and delivery of these components, including:

- Three interpretive panels: \$518
- Three framed pedestal structures (direct embed): \$2,497
- Two trailhead panels: \$960
- Two trailhead structures (direct embed): \$1,922
- Shipping: \$500

for a total cost of **\$6,397**, and;

**WHEREAS**, the proposed structures are consistent with the design intent of the Comprehensive Wayfinding Proposal and are necessary to ensure durability, accessibility, and long-term usability of the Riverwalk wayfinding system, and;

**WHEREAS**, the Village Board finds that procurement of these materials represents a necessary and appropriate capital investment to advance the implementation of the Riverwalk Wayfinding Project;

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Saranac Lake Board of Trustees hereby authorizes the procurement of wayfinding signage structures and related materials from Gopher Signs in an amount not to exceed **\$6,397**, and;

**BE IT FURTHER RESOLVED** that the Village Manager is authorized to execute any purchase orders or agreements necessary to complete this procurement, and;

**BE IT FURTHER RESOLVED** that the Village Manager, in coordination with the Parks Manager, is authorized to oversee installation and integration of these structures as part of the broader Riverwalk Wayfinding Project, and;

**BE IT FURTHER RESOLVED** that this authorization is intended to complement the previously approved design contract and shall be considered part of the total project implementation cost.

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

BILL #: 82-2026

SUBJECT: Issue RFP

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Mayor Brunette

DATE SUBMITTED: 4/9/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

**RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR GENERAL LEGAL SERVICES (VILLAGE ATTORNEY)**

WHEREAS, the Village of Saranac Lake requires qualified legal counsel to provide ongoing general legal services to the Village Board, Village departments, and administrative boards, and;

WHEREAS, such services include, but are not limited to, legal advice, representation, attendance at meetings, guidance on statutory compliance, and support for municipal operations, and;

WHEREAS, the Village seeks to ensure that legal services are procured through a fair, transparent, and competitive process consistent with municipal best practices and procurement policies, and;

WHEREAS, the Village has prepared a Request for Proposals (RFP) for General Legal Services outlining the scope of services, submission requirements, and evaluation criteria , and;

WHEREAS, the RFP provides for solicitation of qualified attorneys and/or law firms to serve as Village Attorney and to deliver a full range of municipal legal services, including advising the Village Board, assisting departments and boards, ensuring compliance with applicable laws, and representing the Village in legal matters , and;

WHEREAS, the Village Board finds that issuing an RFP for legal services is in the best interest of the Village to ensure high-quality, cost-effective, and accountable legal representation;

NOW, THEREFORE, BE IT RESOLVED that the Village of Saranac Lake Board of Trustees hereby authorizes the issuance of a Request for Proposals (RFP) for General Legal Services for the position of Village Attorney, and;

BE IT FURTHER RESOLVED that the Village Manager is authorized and directed to advertise and distribute the RFP, receive proposals, and coordinate the submission process.

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

BILL #: 83-2026

SUBJECT: Finance Committee

FOR AGENDA: 4/13/2026

DEPT OF ORIGIN: Trustee White

DATE SUBMITTED: 4/9/2026

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

VOTE ON ROLL CALL:

MAYOR BRUNETTE \_\_\_\_\_

TRUSTEE EVANS \_\_\_\_\_

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

TRUSTEE TRUDEAU \_\_\_\_\_

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

## **RESOLUTION ESTABLISHING A FINANCE COMMITTEE**

**WHEREAS**, the Board of Trustees is charged with the oversight and stewardship of Village finances; and

**WHEREAS**, the Board of Trustees recognizes the need to strengthen internal controls, enhance transparency, and ensure accountability in procurement and financial practices; and

**WHEREAS**, the establishment of a Finance Committee will provide additional oversight of expenditures, contracts, and professional services prior to the commitment of Village funds;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Saranac Lake hereby establishes a Finance Committee;

**BE IT FURTHER RESOLVED**, that the Finance Committee shall consist of three (3) Trustees appointed by the Mayor and approved by the Board, the Mayor may designate a Chair of the Committee.

**BE IT FURTHER RESOLVED**, that the Village Treasurer, Village Clerk, and any additional staff as they are necessary shall serve in an advisory, non-voting capacity.

**BE IT FURTHER RESOLVED**, that the Finance Committee shall:

- review and approve all purchases in excess of \$2,500 prior to commitment;
- review all contracts and procurement actions;
- review and approve all professional service engagements;
- monitor expenditures and budget performance and report findings to the Board of Trustees.

**BE IT FURTHER RESOLVED**, that the Finance Committee shall:

- act only within authority delegated by the Board of Trustees;
- not waive statutory requirements under New York State law;
- conduct its meetings in compliance with the New York State Open Meetings Law;
- maintain records of its actions and report such actions at the next regular meeting of the Board of Trustees.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.