

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
REGULAR MEETING AGENDA 5:30PM
MONDAY April 27, 2020
Roberts Rules of Order will be in Effect for this Meeting**

Topic: Saranac Lake Village Board Meeting

Time: Apr 27, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81462113843?pwd=MVZNVjJ6UDNpY21NRXp5UU51OC85Zz09>

Dial by your location: +1 646 876 9923 US (New York)

Meeting ID: 814 6211 3843

Password: 436013

A. CALL TO ORDER PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. AUDITING:

- a. Pay Vouchers
- b. Approve Minutes 4-13-2020

D. PUBLIC COMMENT PERIOD:

E. CORRESPONDENCE: Andrea Audi Email, Letter North Woods Engineering

F. ITEMS FOR BOARD ACTION

BILL	41	2020	Authorize RFP for 1-3 Main Street Projects
BILL	42	2020	Call for a Public Hearing May 11, 2020 for Amendment to Development Code Electric and Communications Utility Standards
BILL	43	2020	Approve RFP for Janitor Service at 1 Main Street

G. OLD BUSINESS:

H. NEW BUSINESS:

- Brandy Brook / Church Street Sewer Project
- Payeville Road CDBG Grant
- LED Lighting
- Summer Events in Parks – 4th of July
- Beach Opening
- COVID-19 Outreach
- Census Update

I. ITEMS FOR DISCUSSION:

J. MOTION TO ADJOURN:

**RULES FOR PUBLIC HEARING COMMENTS AND
PUBLIC COMMENT
PERIOD OF MEETINGS**

- 1. Anyone may speak to the Village Board of Trustees during the public comment period of a public hearing or the public comment period of the meeting.**
- 2. As a courtesy we ask each speaker to give their name and address.**
- 3. Each speaker must be recognized by the chairperson before speaking.**
- 4. Individual public comment is limited to 5 minutes and may be shortened by the meeting chairperson.**
- 5. 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.**
- 6. Individual time may not be assigned/given to another.**
- 7. A public hearing is meant to encourage resident comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board rebuttal, therefore public hearings are limited to public comment and should a village response be asked by individuals the response shall be generally given after the public hearing during the village board regular meeting, or subsequently, by telephone or letter, unless factual in nature where the facts are fully known by staff, in which case a village official may respond.**
- 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.**

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.

In Accordance with Executive Order 202.1

Saranac Lake Village Board of Trustees Meeting

Public Hearing on Village Budget and Sewer Rates

Topic: Saranac Lake Village Board Meeting

Time: Apr 27, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81462113843?pwd=MVZNVjJ6UDNpY21NRXp5UU51OC85Zz09>

Dial by your location: +1 646 876 9923 US (New York)

Meeting ID: 814 6211 3843

Password: 436013

REGULAR MEETING OF THE BOARD OF TRUSTEES
April 13, 2020

Meeting held publicly through Zoom.

ROLL CALL FOR REGULAR MEETING: Present by Video: Mayor Clyde Rabideau
Trustees: Richard Shapiro by Video; Patrick Murphy, Thomas Catillaz and Melinda Little
Also present by Video: Village Manager, John Sweeney, Village Clerk Kareen Tyler and
Village Treasurer, Elizabeth Benson.

PUBLIC HEARINGS:

Sewer Rates

Matt Bartholomew, a Harrietstown District user spoke asking for information regarding the reason for the rate increases.

Village Budget no one spoke

AUDITING:

Chair Rabideau called for a motion to approve payment for the 2020 budget
\$284,649.62 voucher number 11043662 to 11043808 complete detail of these vouchers
is attached and made part of these minutes.

Motion: Rabideau Second: Little

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Chair Mayor Rabideau called for a motion to approve minute of March 23, 2020.

Motion: Little Second: Catillaz

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

PUBLIC COMMENT PERIOD: No one spoke

CORRESPONDENCE: March Police Report, Temporary Voucher Schedule and
Essential Businesses or Entities Memo from the Governor
Chair Rabideau called for motion to accept and place on file the above referenced
correspondence.

Motion: Little Second: Shapiro

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

ITEMS FOR BOARD ACTION:

Bill 34-2020 Adopt Sewer Rates

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

Chair Mayor Rabideau called for a motion.

Motion: Catillaz Second: Shapiro

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 35-2020 Adopt Village Budget

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

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Catillaz

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 36-2020.Relevy Unpaid Water and Sewer to Village Taxes

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

Chair Mayor Rabideau called for a motion.

Motion:Little Second: Catillaz

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 37-2020 Award Paving Bid

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

Chair Mayor Rabideau called for a motion.

Motion:Shapiro Second: Catillaz

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 38-2020 Sidewalk and Curb Bid

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

Chair Mayor Rabideau called for a motion.

Motion:Little Second: Catillaz

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 39-2020 Promote David Lewis

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

Chair Mayor Rabideau called for a motion.

Motion:Little Second: Murphy

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Bill 40-2020 Appoint Elias Pelletieri to Development Board

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

Chair Mayor Rabideau called for a motion.

Motion:Catillaz Second: Murphy

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

OLD BUSINESS:

NEW BUSINESS:

MOTION TO ADJOURN

Chair Mayor Rabideau called for a motion to adjourn

Motion:Little Second: Murphy

Roll Call: Catillaz: yes Murphy: yes Shapiro yes Little: yes

Respectfully submitted,
Kareen Tyler, Village Clerk



April 13, 2020

Attn. Village Board
Village of Saranac Lake
39 Main Street, Suite 9
Saranac Lake, NY 12983

Members of the Saranac Lake Village Board,

Cedar Circle LLC owns the property located at 1347 Pine Street, Saranac Lake. It is unoccupied, and well-maintained. Renovations are planned for later in 2020

During the 2nd quarter of the water and sewer billing cycle in 2018, high water pressure coming from the street caused the meter to rupture. Please see attached photos. The water has been shut off at the street by the village of Saranac Lake for over a year. Since that time we have continued to pay the minimum fees that are levied from the village for water and sewer, though there is no usage of either.

At this time, we are requesting that the fee for the last and the upcoming billing periods be suspended due to current economic hardship. Given that they do not reflect an actual use and expense to the Village of Saranac Lake, we are hoping you will work with us during these unprecedented times. As a small local business, we are working hard to reduce costs in order to keep our staff employed. All the members of our staff are homeowners and active community members within the village of Saranac Lake.

Please feel free to call me at 518-545-4877 to discuss the matter further. We appreciate your consideration.

Kind regards,

Andrea Audi
Principal, Cedar Circle LLC

PO Box 222
Saranac Lake, NY 12983
518-545-4877

Village of Saranac Lake
 39 Main St., Suite 9
 Saranac Lake, NY 12983-1789

AUDI, ANDREA
 PO BOX 22
 SARANAC LAKE NY 12983

Bill Date: 04/01/20

Bill #: 0007084

Account #: 01-0019220-1

VILLAGE OF SARANAC LAKE, NY

Due Date: 04/30/20

Water and Sewer Bill

Svc Addr:
 1347 PINE STREET

Meter Readings in Gallons									
Mtr ID	Previous		Present		Bill Code	Usage	Water	Sewer	Total
	Date	Reading	Date	Reading					
001	12/01/19	472396	2/28/20	472396	ACT.		\$77.21	\$64.92	\$142.13
					302				\$0.00
					402				\$0.00
								Previous Balance	\$284.26
								Interest	\$19.18
								Total Due	\$445.57

WATER BILLS NOT PAID IN FULL BY 04/30/2020 WILL BE RELEVIED ON VILLAGE TAXES IF THE PROPERTY IS WITHIN THE VILLAGE.

Keep Top Portion For Your Records

Please Include This Portion With Your Payment

Water and Sewer Bill

Bill Date: 04/01/20

Bill #: 0007084

AUDI, ANDREA

PO BOX 22

SARANAC LAKE NY 12983

Account #: 01-0019220-1

Service Address: 1347 PINE STREET

Due Date: 04/30/20

Total Due: \$445.57

Remit to:

Village of Saranac Lake

39 Main St., Suite 9

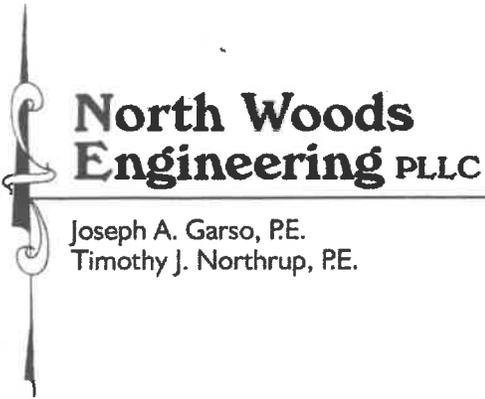
Saranac Lake, NY 12983-1789

(518) 891-4150

Hours: Mon-Fri 8AM-4PM

To avoid an interest charge of 1-1/2% per month, payment must be made on or before the due date. This is a QUARTERLY bill.





**North Woods
Engineering PLLC**

Joseph A. Garso, P.E.
Timothy J. Northrup, P.E.

10 April 2020

Mr. John Sweeney
Village of Saranac Lake
39 Main Street

Subject: Upcoming Projects at 1-3 Main Street

Dear Mr. Sweeney,

Per our 8 April 2020 phone meeting, two projects are currently scheduled for the upcoming construction season at 1-3 Main Street. Below are brief project descriptions and discussion on impacts the buildings tenants.

Police Station Roof Replacement

This project will involve removal and replacement of the existing asphalt shingle roofing. The project will be completed from the exterior, and we do not anticipate disruption to the Police Department's operation. Further, the selected Contractor will be directed by the Village on the placement of all construction staging and parking, so as to not interfere with the Police Department. The Contractor will be responsible to provide entrance protection, to keep the exits open and protected from falling objects at all times. The project is currently scheduled to take place in June 2020.

3 Main Street Exterior Repairs

This project will involve repairs to the terracotta façade of the elevator headhouse, and main roof parapet and cornice. The project will be completed primarily from the exterior of the building, and we anticipate little interior disruptions to the building's tenants. The Contractor will be responsible to provide sidewalk and entrance protection to keep the exits open and protected from falling objects at all times. The work is currently schedule to take place from June to September 2020.

Best Regards,

A handwritten signature in black ink, appearing to read 'T. Northrup', is written over a light blue horizontal line.

Timothy J. Northrup, PE

Page 1 of 1

348 Lake Street • Saranac Lake, NY 12983

Phone: 518-891-4975 • Facsimile: 518-891-4978 • www.north-woods-engineering.com

NYS Certified Service-Disabled Veteran-Owned Business

**WHEREAS THE VILLAGE OF SARANAC LAKE SHALL REQUEST AN RFP FOR
ROOF REPLACEMENT AND ELEVATOR HEADHOUSE/CORNICE REHAB FOR 1-3
MAIN ST**

Whereas, The Village of Saranac Lake has hired Northwood Engineering to provide rehab spec's for both roof replacement and elevator Headhouse/Cornice repairs to 1-3 Main St

Whereas, The Village estimates the combined work will be @\$250,000.00

No Therefore be it resolved, The Village Board of Trustees authorizes the RFP for the Roof Replacement on 1 Main St and the Elevator Headhouse/Cornice Repair for 1-3 Main St.

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

SUBJECT: Call for a Public Hearing

Date: 4-27-20

DEPT OF ORIGIN: Mayor Rabideau

Bill: 42 / 2020

DATE SUBMITTED: 4-21-20

EXHIBITS: Exhibit A

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Call for a public hearing on Monday May 11, 2020 at 5:30pm for amendment of the Village of Saranac Lake Development Code

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU _____

TRUSTEE LITTLE _____

TRUSTEE MURPHY _____

TRUSTEE SHAPIRO _____

TRUSTEE CATILLAZ _____

Date: 4/27/2020

**RESOLUTION OF THE
VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES**

SUBJECT: RESOLUTION CALLING FOR A PUBLIC HEARING

WHEREAS, in 2016 the Village Board adopted the Village of Saranac Lake Unified Development Code; and

WHEREAS, amendments to the Code are allowed for purposes of public necessity, convenience and the general welfare, and

WHEREAS, the Board has received draft Village Development Code amendments with input from the Village staff; and

WHEREAS, the Board seeks to call a public hearing and to consider adoption of the draft amendments.

NOW, THEREFORE, BE IT RESOLVED, the Village Board hereby sets a public hearing for Monday, May 11, 2020 at 5:30PM in the Village of Saranac Lake Offices at 39 Main Street, for the purpose of gathering public input about the proposed Local Law Amending the Village of Saranac Lake Unified Development Code.

Exhibit "A"

Note: Edits to Section 106-88 in red

§ 106-88 Electric and communications utility standards.

A. Underground installation of electrical and communications lines and facilities.

(1) Applicability. These standards shall apply to all electric facilities and to all communications facilities, including but not limited to telephone, telegraph, cable television, fiber optics and electrical communications facilities, with the following exceptions:

(a) Electric utility substations, pad-mounted transformers and switching facilities not located on the public right-of-way where site screening is or will be provided;

(b) Electric transmission systems (including poles and wires) of a voltage of more than 35,000 volts;

(c) Telephone pedestals, **wireless telecommunication antennas** and other equivalent communications facilities;

(d) Police and fire sirens, or any similar Village, county or state emergency services equipment, including traffic-control equipment.

(2) Definitions. The following terms, when used in this section, shall have the following definitions:

REBUILDS A placement of overhead facilities for a distance of three or more spans (four poles) or 500 feet exclusive of replacements due to casualty damage.

RELOCATIONS Removal of existing facilities with subsequent reinstallation at an adjacent location, generally necessitated by roadway improvements or widening projects.

SERVICES Facilities located on private property and/or for the specific purpose of servicing one customer.

(3) General requirements. All extensions, relocations, or rebuilds of existing overhead electric and communications facilities within the B1, B2, B3, B4, E1, E2, E3 and G Zoning Districts shall be installed underground.

B. Underground installation of electrical and communications services.

(1) All new electric or communications services from an overhead or underground facility to serve all buildings and structures shall be installed underground. All rebuilt or relocated electric or communications service from an overhead or underground facility to serve all buildings and structures shall be installed underground, except:

(a) Those services which only involve a change in the overhead service line without a change in the corresponding service entrance facilities; and

(b) Rebuilding or enlarging services feeding overhead to existing single-family dwellings, two-family dwellings and manufactured homes.

(2) Proposed new development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with the following requirements:

(a) Nonresidential development. All utility facilities shall be installed underground within the site.

(b) New single-family dwelling, two-family dwelling and manufactured home development. All utility facilities on a site being developed with a new detached dwelling unit shall be installed underground within the property lines of the site.

(1) Risers on poles and structures are allowed and shall be provided by the developer or owner from the pole that provides services to the property.

(2) Where no developed underground system exists, utility service poles may be placed on the rear of the property to be developed only to terminate underground facilities.

(3) The developer or owner is responsible for complying with the requirements of this section and shall make the necessary arrangements with the affected utility providers for the installation of the facilities.

(4) The requirements of this subsection shall not apply when the cost of placing the services underground exceeds 50% of the cost of construction of the new dwelling unit or the new construction.

(c) Exemptions. A development located outside of the B1, B2, B3, B4, E1, E2, E3, and G Zoning Districts shall not be subject to the requirements of these standards if, as of the date of filing of a building permit application, the utility lines serving the site are located aboveground and there are no underground facilities within 100 feet of the site.

C. Wireless telecommunications facilities.

(1) Wireless facilities must be located in accordance with the following order of priority:

(a) Collocation on a site with existing wireless telecommunication facilities;

(b) Collocation on existing utility poles, or other wireless telecommunication facility support structures on lands owned or controlled by the Village, not including the public rights of way;

(c) On nonresidential zoned properties;

(d) On other lands owned or controlled by the Village including but not limited to the Village public right of way;

(e) Collocation on existing utility poles or other support structures in the public rights of way.

(f) No wireless facilities shall be allowed on ornamental street lighting poles

(2) Wireless facilities shall incorporate concealment elements to minimize visual impacts:

(a) All equipment shall be the smallest and least visibly intrusive feasible;

(b) Antennas located at the top of support structures shall be incorporated into the structure, or placed within shrouds of a size such that the antenna appears to be part of the support structure;

(c) Antennas placed elsewhere on a support structure shall be integrated into the structure, or be designed and placed to minimize visual impacts;

(d) Ground mounted or pole mounted equipment is prohibited in Zoning Districts requiring underground installation;

(e) Wiring and cabling shall be neat and concealed within conduit flush to the support structure.

(3) In addition to applicable wireless facility provisions listed in this section, any application to deploy within a public right of way owned or controlled by the Village must comply with the following requirements.

(a) License. An applicant must obtain a license agreement from the Board of Trustees, which costs shall be adopted by the Village Board and included in the Village's schedule of fees;

(b) To the extent permitted by law, the permittee, the owner(s) and operator(s), jointly and severally, at its/their sole cost and expense, shall defend, indemnify, protect and hold the Village and its elected and appointed officials, board members, agents, consultants, employees and volunteers harmless from and against all claims, suits, demands, actions, settlement costs (including but not limited to, attorney's fees, interest and expert witness fees) or award of damages, whether compensatory or punitive, which might arise out of, or are caused by, the placement, construction, erection, modification, location, product performance, use, operation, maintenance, repair, installation, replacement, removal, or restoration of said facility; excepting, however, any portion of such claims, suits, demands, causes of action or award of damages as may be attributable to the negligent or intentional acts or omissions of the Village or its servants or agents;

(c) Radio frequency emissions. A wireless facility shall not, by itself or in conjunction with other wireless facilities, generate radio frequency emissions in excess of the standards and regulations of the FCC. When a small wireless facility is complete, as-built readings will be taken and submitted to the Village Development Code Administrator.

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

SUBJECT: Authorize RFP

Date: 4-27-2020

DEPT OF ORIGIN: Village Manager

Bill # 43-2020

DATE SUBMITTED: _____

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED

Authorize RFP for Janitor Services for 1 Main Street.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE SHAPIRO _____

TRUSTEE CATILLAZ _____

TRUSTEE LITTLE _____

TRUSTEE MURPHY _____

Introduction

The Village of Saranac Lake seeks to contract with a qualified firm for janitor services at the Village of Saranac Lake Police Department. The Village has issued a Request for Proposals (RFP) to identify firms with the interest, expertise and capacity to assist the Village. From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The RFP is available on the Village of Saranac Lake website at www.saranaclakeny.gov.

Responses are due by **Friday, May 29th, 2020 at 3PM** and must be sent by email to:

Kareen Tyler, Village Clerk
Village of Saranac Lake
39 Main Street
Saranac Lake, NY 12983
Tel: (518) 891-4150
Email: clerk@saranaclakeny.gov

Project Description

The Village of Saranac Lake Police Department is located at 2 Main Street.

Scope of Work

The scope of work for the project includes but is not necessarily limited to the following tasks:

Main Entrance / Lobby

1. Damp clean reception work station.
2. Dust and wipe clean lobby furniture.
3. Clean and sanitize reception telephone.
4. Clean lobby and corridor interior glass partitions.
5. Clean metal bright work including baseboard unit, window frames, etc.
6. Sweep floor.
7. Dust mop and damp mop hard surface flooring
8. Vacuum doorway rugs.

Office/locker Areas

1. Empty all trash receptacles.
2. Dust and damp wipe furniture tops.
3. Spot clean all partition glass.
4. Dust baseboards, chair rails etc.
5. Dust pictures, frames and other wall hangings.
6. Dust blinds.
7. Clean and sanitize telephones.
8. Dust and damp mop resilient floors.
9. Properly arrange furniture.
10. Vacuum carpeted offices.
11. Machine buff and polish hard surface floors. (Once a month)
12. Machine strip and wax all resilient floors. (Once a month)

Restrooms

1. Clean and sanitize all surfaces of toilets and urinals.

2. Clean and polish mirrors, chrome and other bright work.
3. Sweep and wash floors with germicidal disinfectant detergent.
4. Clean all wash basins and counter tops.
5. Spot clean partitions and tiled walls to remove marks, stains etc.
6. Replenish all paper, soap and sanitary products.
7. Empty and clean all waste receptacles.
8. Replace toilet bowl or room deodorants.
9. Machine scrub floor with germicidal disinfectant detergent.

Jail Cells

1. Clean and sanitize urinals.
2. Clean and sanitize sinks.
3. Dust mop and damp mop hard surface floors.
4. Machine buff and polish hard surface floors.

Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Response to Evaluation Criteria.
5. Examples of relevant project experience.
6. References from past similar projects.

Submission Deadline and Requirements

Responses shall meet all submission requirements as described below:

- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 ½ x 11 inch standard paper;
- Responses shall be received by **Friday, May 29th, 2020 at 3PM;** and
- Responses shall be sent by email to:

Kareen Tyler, Village Clerk
Village of Saranac Lake
Email: clerk@saranaclakeny.gov

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFQ will be considered. The Village of Saranac Lake reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified respondents;
- Require respondents to clarify aspects of their understanding of and approach to the project in person or by telephone;
- Waive or modify minor irregularities in responses received;
- Negotiate with respondents to best serve the interests of the Village of Saranac Lake;
- Amend specifications after their release, with due notice given to all consultants to modify their proposals to reflect changed specifications;
- Award a contract for any or all parts of the project including award of specific project components to one or more qualified respondent.

Selection Procedure

Responses will be reviewed by a committee of Village staff. Respondents will be assessed against the following criteria:

Component	RFQ Score
Responsiveness to the RFP	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

Inquiries

All inquiries should be directed to:

Additional Considerations

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.

new business - LED

John Sweeney

From: Burns, Richard L. <Richard.Burns@nationalgrid.com>
Sent: Thursday, April 23, 2020 10:17 AM
To: John Sweeney
Cc: Maxon, Courtney
Subject: FW: Lapan Highway lights
Attachments: LED Cost Comparison 2019.pdf

John- here's the latest on Lapan Highway from February. Let me know if you need anything else.

Rich Burns
Manager
Customer & Community Engagement
National Grid
20 Pine Street
Potsdam, NY 13676
Phone 315.267.5247
Fax 315.268.6206
Richard.Burns@nationalgrid.com

Learn more about how National Grid is Investing in Upstate NY

Please consider the environment before printing this email.

From: Burns, Richard L.
Sent: Thursday, February 13, 2020 9:23 AM
To: John Sweeney (manager@saranaclakeny.gov) <manager@saranaclakeny.gov>
Cc: Maxon, Courtney <~~Courtney.Maxon@nationalgrid.com~~>
Subject: Lapan Highway lights

Thanks for meeting with Courtney and me on January 31 to discuss lighting options along Lapan Highway.

As we discussed, we can temporarily disable (for up to 30 days) some of the lights beyond Canaras and change over to LED's around the Canaras intersection to allow the Village to get feedback from the public. The LED change would be permanent.

National Grid requires a written request on Village letterhead to authorize the change. It should request temporarily disabling the lights on poles 77-80 (the four westernmost lights) and converting to LED's on poles 73-76. You'll also need to request an LED size- I've attached an equivalence guide for your use- the existing lights are 150W HPS, the equivalent is an LED "C".

Feel free to contact me or Courtney if you have any questions.

Rich Burns
Manager
Customer & Community Engagement
National Grid

20 Pine Street
Potsdam, NY 13676
Phone 315.267.5247
Fax 315.268.6206
Richard.Burns@nationalgrid.com

Learn more about how National Grid is Investing in Upstate NY

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For the registered information on the UK operating companies within the National Grid group please use the attached link: <https://www.nationalgrid.com/group/about-us/corporate-registrations>

Annual Cost Comparison HID - LED

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HID – LED Annual Cost Comparison

Luminaire Properties				Annual Charges				
Luminaire Type / Wattage ¹	Luminaire Billable Wattage ¹	Delivered Lumens	Annual Energy Consumption (kWh)	Effective Facility Charge ¹	Effective Distribution Charge @ \$0.08669 ¹ (kWh)	Subtotal Charge	2018 Ave. Commodity Charge @ \$0.03247 ² (kWh)	Estimated Total Charge
LED Roadway B – 25W	25	3,166	104	\$ 84.00	\$ 9.02	\$ 93.02	\$ 3.38	\$ 96.39
HPS Roadway - 70W	86	4,221	359	\$ 63.96	\$ 31.12	\$ 95.08	\$ 11.66	\$ 106.74
HPS Roadway - 100W	118	6,365	492	\$ 63.96	\$ 42.65	\$106.61	\$ 15.98	\$ 122.59
LED Roadway C – 48W	48	5,392	200	\$ 88.80	\$ 17.34	\$106.14	\$ 6.49	\$ 112.63
HPS Roadway – 100W	118	6,365	492	\$ 63.96	\$ 42.65	\$106.61	\$ 15.98	\$ 122.59
HPS Roadway – 150W	173	10,720	721	\$ 63.96	\$ 62.50	\$126.46	\$ 23.41	\$ 149.87
MH Roadway – 175W	207	8,040	863	\$111.48	\$ 74.81	\$186.29	\$ 28.02	\$ 214.32
LED Roadway D – 96W	96	11,690	400	\$110.40	\$ 34.68	\$145.08	\$ 12.99	\$ 158.06
HPS Roadway – 250W	304	19,095	1,268	\$ 63.96	\$ 109.92	\$173.88	\$ 41.17	\$ 215.05
LED Roadway F – 210W	210	24,068	876	\$119.40	\$ 75.94	\$195.34	\$ 28.44	\$ 223.78
HPS Roadway – 400W	470	33,500	1,960	\$ 63.96	\$ 169.91	\$233.87	\$ 63.64	\$ 297.51

Note 1 - PSC 214 Service Classification No. 2; Effective 4/1/2019

Note 2 – Average Streetlight Commodity Cost, Niagara Mohawk service territory, 2018

Annual Benefit Comparison HID - LED

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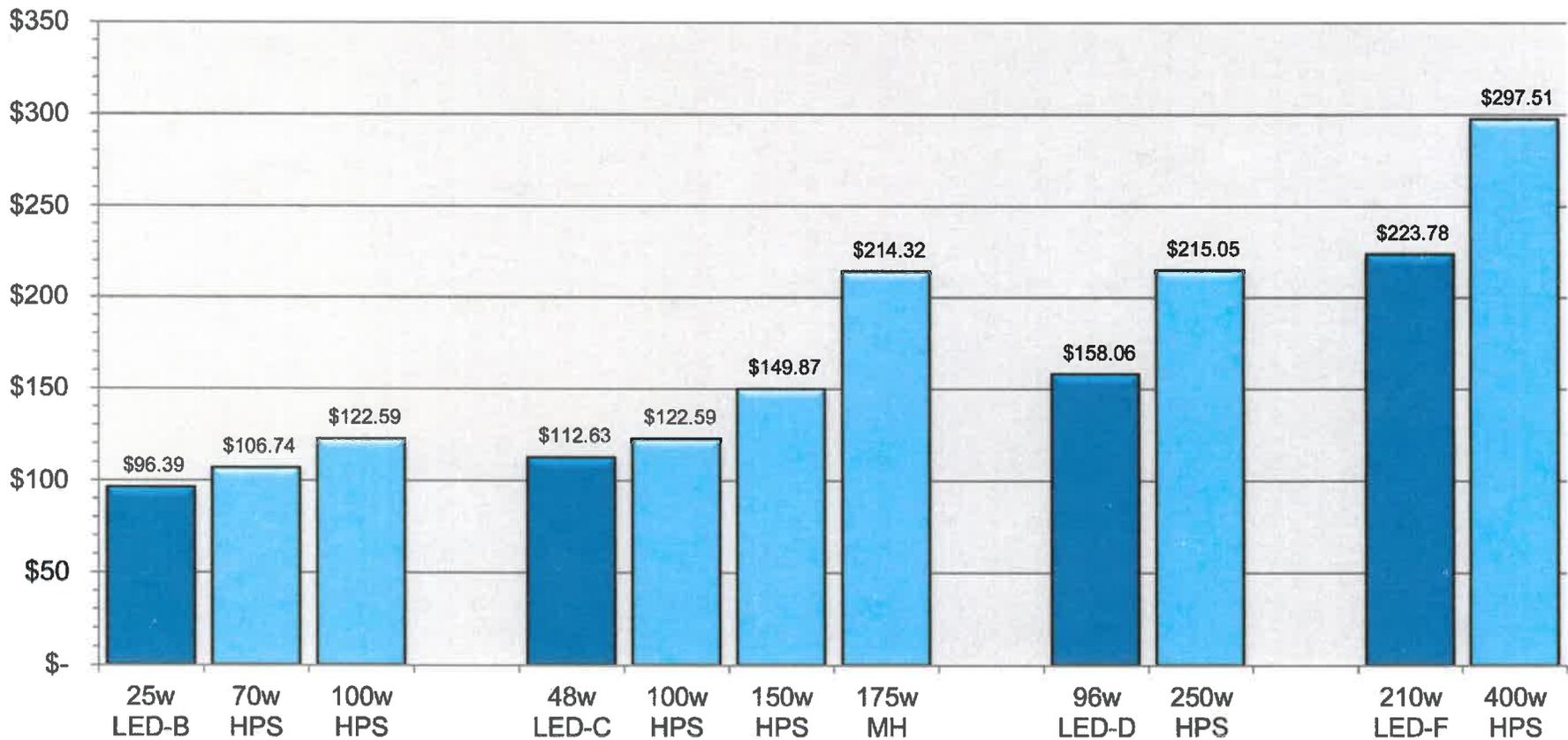
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Luminaire Type / Wattage	Annual Per Unit Total Charge				Annual Per Unit Savings Benefit			
	Estimated Commodity Price				Estimated Commodity Price			
	@\$0.03247 ¹ (kWh)	@\$0.04 (kWh)	@\$0.05 (kWh)	@\$0.06 (kWh)	@\$0.03247 ¹ (kWh)	@\$0.04 (kWh)	@\$0.05 (kWh)	@\$0.06 (kWh)
LED Roadway B – 25W	\$95.42	\$96.91	\$97.95	\$98.99				
HPS Roadway - 70W	\$103.66	\$106.78	\$110.37	\$113.96	\$8.25	\$12.21	\$14.76	\$17.31
HPS Roadway - 100W	\$118.42	\$123.51	\$128.43	\$133.35	\$23.00	\$29.03	\$32.91	\$36.79
LED Roadway C – 48W	\$110.87	\$113.67	\$115.67	\$117.67				
HPS Roadway – 100W	\$118.42	\$123.51	\$128.43	\$133.35	\$7.55	\$12.09	\$15.01	\$17.93
HPS Roadway – 150W	\$143.82	\$153.47	\$160.68	\$167.89	\$32.95	\$41.05	\$46.26	\$51.47
MH Roadway – 175W	\$206.97	\$220.37	\$229.00	\$237.63	\$96.11	\$106.40	\$113.03	\$119.66
LED Roadway D – 96W	\$154.65	\$160.39	\$164.39	\$168.39				
HPS Roadway – 250W	\$204.50	\$230.63	\$243.31	\$255.99	\$49.85	\$63.33	\$72.01	\$80.69
LED Roadway F – 210W	\$216.45	\$229.32	\$238.08	\$246.84				
HPS Roadway – 400W	\$281.26	\$317.65	\$337.25	\$356.85	\$64.81	\$81.64	\$92.48	\$103.32

Note 1 - Average Streetlight Commodity Cost, Niagara Mohawk service territory, 2018

HID – LED Cost Comparison: Annual Facility + Energy Charges¹

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Village of Saranac Lake
Community Development Department
39 Main Street
Saranac Lake, NY 12983
Phone (518) 891-4150
Fax (518) 891-1324
www.saranaclakeny.gov

MEMO

TO: Village of Saranac Lake Board of Trustees

FROM: Community Development Department

DATE: April 23, 2020

RE: Outreach Efforts for COVID-19

Village staff have established several mechanisms and protocols for distributing information regarding COVID-19 to village residents. Staff are working in partnership with other agencies in an effort to ensure that information is reaching the public.

Village Website

Community Development staff update COVID-19 information on the village website weekly. The home page contains information most relevant to village services. There is a COVID-19 project page that contains public health information. That page is being updated in partnership with the Public Health Officer and should be live by April 27th. The Doing Business pages on the website now contain information about federal and regional resources available to small businesses and where to find technical assistance locally.

Outreach

Staff have several email lists that are used to share information with various audiences. Email lists include businesses, village staff and advisory boards, downtown stakeholders, and media. The Community Development Department works closely with the SLA Chamber of Commerce and Franklin County LDC to distribute information to local businesses regarding recommended business practices to protect public health as well as how to access financial resources available to business owners.

Social Media

Community Development staff have a monthly schedule for social media posts. Currently, COVID-19 information is added to the website when it is received and then updates are summarized in social media posts twice per week.

Overall Strategy

Village staff communicate regularly with local and regional agencies and have established strong networks for sharing information. The main goal is to make sure that residents receive accurate information, are aware of services available in the region, and know how to access resources as needed. Ideas and suggestions for improving our outreach efforts are welcome.

Kareen Tyler

From: Jamie Konkoski
Sent: Monday, April 27, 2020 3:15 PM
To: John Sweeney
Cc: Kareen Tyler
Subject: Update Census Response Rate

John,

Here are the updated census response rates according to the website today. These figures include all responses received through 4/26.

New York State	47.6%
Saranac Lake	44.3%
Tupper Lake	48.7%
Malone	48.9%

Jamie

Update



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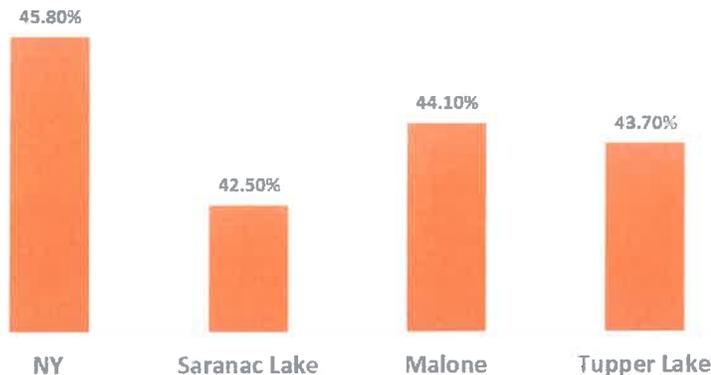
April 23, 2020

Census Update

1. Response Rate

- The current census response rate for Saranac Lake is 42.5%. The final self-response rate in 2010 was 62.2%. NOTE: the Census Bureau has suspended field operations due to COVID-19 so it is more important for local agencies to encourage people to complete the census.
- Track response rates by region: <https://2020census.gov/en/response-rates.html>
- Response rate comparison:

Census Response Rate April 23, 2020



2. Outreach Efforts

- On April 9th Community Development Department sent an email blast regarding the census to the Village Board, village staff, all Advisory Boards, Development Board, downtown stakeholders, and the media. The email encouraged people to complete the census online and encourage others to do the same. Information that could easily be shared via email or social media was included in the email.
- 4 social media posts have been made regarding the Census. The first 2 included information about why the census is important and included a link to the online census.
- A Census Challenge was created to encourage people to complete the census online. 2 social media posts have been made so far with a weekly target response rate.
- Community Development Department has a social media calendar and plans to make 2 posts per week about the Census Challenge through the end of April. The Challenge will likely be extended into May.

3. Other Outreach Methods to Consider:

- Letter to the Editor from a board member
- Press Release about the online Census Challenge
- Pitch a story to the ADE since they did not publish any stories as a result of the email blast

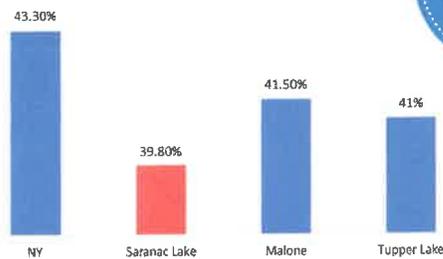
Social Media Post from April 17th

Come on Saranac Lake!! We can do better! Let's get to 45% Response Rate this week!!

2020census.gov



2020 Census Response Rate - 4/17/20



Social Media Post from April 23rd

Census Challenge!

Weekly Goal: 45% - we need more responses!

Complete the census: 2020census.gov

Census Response Rate

■ Apr. 17 ■ Apr. 23

