

We are having trouble  
with the WEBEX  
Connection Tonight.

We are trying but we  
are unsure if it will  
work for the meeting.

Sorry and Thank You  
for Understanding.

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
39 MAIN STREET SARANAC LAKE NY  
MEETING AGENDA 5:30PM  
Monday, October 25, 2021**

Roberts Rules of Order will be in Effect for this Meeting  
Masks and social distancing required

This meeting will be held in the Harrietstown Auditorium and  
may be viewed through WEBEX address below  
Enter at the Back of the Building 39 Main Street

<https://franklincounty-ny.webex.com/franklincounty-ny/j.php?MTID=m6fd85adc19caf1b4dc48eb8a427a3bcb>

meeting number: 160 736 8911

password: XkBqhffw292

**A. CALL TO ORDER      PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**D. AUDITING:**

a. Pay Vouchers

b. Approve Minutes 10-12-2021 and 10-18-2021

**E. PUBLIC COMMENT:**

**F. CORRESPONDENCE:** Police Report for September,  
Letter from NYS Homes and Community Renewal

**G. ITEMS FOR BOARD ACTION:**

<b>BILL</b>	<b>91</b>	<b>2021</b>	<b>Designating Office to Be Filled at the Election on March 15, 2022</b>
<b>BILL</b>	<b>92</b>	<b>2021</b>	<b>Hire Chazen Companies to Provide Engineering/Site Design and Architectural Services for Baldwin Park</b>
<b>BILL</b>	<b>93</b>	<b>2021</b>	<b>Appoint Sue Smith Zukin to the Downtown Advisory Board</b>
<b>BILL</b>	<b>94</b>	<b>2021</b>	<b>Authorize the Relevy of Unpaid Village Taxes and District Water And Sewer</b>
<b>BILL</b>	<b>95</b>	<b>2021</b>	<b>Call for a Public Hearing for NYS CDBG Grant Project 1029PR165-19 November 8, 2021 at 5:30 PM</b>

**H. OLD BUSINESS: Short-term Rentals**

**I. NEW BUSINESS:**

**J. MOTION TO ADJOURN:**

**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 village resident or not.**
- 3. Each speaker must be recognized by the chairperson before speaking.**
- 4. Individual public comment is limited to 3 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 2.5 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.

REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, October 12, 2021

Work Session 5:00 PM - Downtown Revitalization Initiative- a copy of what was discussed is attached and made part of these minutes.

Regular Meeting began at 5:30 PM and ended at 6:20 PM

Meeting was held in person in the Harrietstown Town Hall Auditorium following all COVID 19 safety guidelines. The meeting was also on WEBEX.

**ROLL CALL FOR REGULAR MEETING:** Present Mayor Clyde Rabideau  
Trustees: Melinda Little, Thomas Catillaz, Trustee Richard Shapiro and Kelly Brunette  
Staff also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson, Village Clerk, Kareen Tyler, Deputy Clerk/Treasurer, Lidia O'Kelly, and Village Attorney, Paul Van Cott.

**PUBLIC HEARING:** Development Code Amendments  
Chair Rabideau opened the public hearing  
Fred Balzac, village resident, spoke opposed to the amendments.  
Chair Rabideau closed the public hearing

**AUDITING:**

Chair Mayor Rabideau made the motion to approve payment for the 2022 budget \$1,132,241.63 voucher number 11047520 to 11047629 complete detail of these vouchers is attached and made part of these minutes.

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**APPROVAL OF MINUTES:**

Chair Mayor Rabideau called for a motion to approve the minutes of 9-27-2021.

Motion: Little Second: Shapiro

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**PUBLIC COMMENT:**

No one spoke

**CORRESPONDENCE:** Brownfield Cleanup Program Public Notice, Letter from Saranac Lake Civic Center

Chair Mayor Rabideau called for motion to accept and place on file the above referenced correspondence.

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**ITEMS FOR BOARD ACTION:**

**Bill 88-2021 Development Code Amendments – SEQR Negative Declaration**

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

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Shapiro

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**Bill 89-2021 Development Code Amendments – LWRP Determination**

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

Chair Mayor Rabideau called for a motion.

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**Bill 90-2021 Hire MJ Engineering for Local Waterfront Revitalization Program Update**

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, Little: yes, Brunette: yes, Shapiro: yes

**OLD BUSINESS:**

Halloween Trick and Treating with road closure on October 29, 2021 was okayed by the board.

**NEW BUSINESS:**

The Short Term Rental Report issued on October 7, 2021 was discussed. It is attached and made part of these minutes.

The board will hold a work session on Monday, October 18, 2021 at 5:30 PM, to further discuss short term rentals.

**EXECUTIVE SESSION:**

Chair Rabideau called for a motion to enter into executive session for Pending Litigation and Employment History

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

Chair Rabideau called for a motion to return to regular session.

Motion: Little Second: Catillaz

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

**MOTION TO ADJOURN**

Chair Mayor Rabideau called for a motion to adjourn.

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

Kareen Tyler, Village Clerk

REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, October 18, 2021  
Work Session 5:30 PM

Meeting was held in person in the Harrietstown Town Hall Auditorium following all COVID 19 safety guidelines. The meeting was also on WEBEX.

**ROLL CALL FOR WORK SESSION:** Present Mayor Clyde Rabideau  
Trustees: Melinda Little, Thomas Catillaz, Trustee Richard Shapiro and Kelly Brunette  
Staff also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson, Deputy Clerk/Treasurer, Lidia O'Kelly, Community Development Director, Jamie Konkoski and Village Attorney, Paul Van Cott.

**DISCUSSION ON SHORT TERM RENTAL**

Information discussed is attached and made part of these minutes.

**MOTION TO ADJOURN**

Chair Mayor Rabideau called for a motion to adjourn.

Motion: Catillaz Second: Little

Roll Call: Catillaz: yes, Little: yes, Brunette: yes, Shapiro: yes

Kareen Tyler, Village Clerk in absentia



## Saranac Lake Police Department

1 Main Street  
Saranac Lake, NY 12983-1795

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



### Saranac Lake Police Department-Activity Report

Submitted October 13, 2021

*TRAP of*

For the Month of September 2021

**Total calls for service: 362**

Total arrests: 11

Mental Hygiene Law arrests: 5 (included in total)

Accident investigations: 12

#### **Administrative:**

Completed the distribution of General Orders to the members. We are still in the process of making the final review of the GO's, before we start the Dailey training bulletins.

#### **Special Events:**

\*\*Calls for service do not include walk-ins at the station, traffic stops, parking tickets/complaints or other interactions with the public that do not necessitate documentation.



## Homes and Community Renewal

KATHY HOCHUL  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

October 22, 2021

**SENT VIA ELECTRONIC MAIL: NO HARD COPY TO FOLLOW**

Honorable Clyde Rabideau  
Village of Saranac Lake  
3 Main Street, Suite 1  
Saranac Lake, NY 12983

Dear Mayor Rabideau:

Re: Grant Agreement 60 Day Completion Notice  
NYS CDBG Project #1029PR165-19

The Office of Community Renewal (OCR) would like to take this opportunity to remind the Village of Saranac Lake that in accordance with the terms of the Grant Agreement, the period of performance for all activities (with the exception of those activities required for the close out and final audit) assisted under the above-referenced New York State Community Development Block Grant (NYS CDBG) ends on **December 20, 2021**. If the Village of Saranac Lake fails to complete the project on or before the Completion Date, an Event of Default shall occur.

OCR records indicate that, as of the date of this letter, there is a balance of **\$930,000** in unexpended grant funds. It is the sincerest hope of the OCR that the project will be completed in a timely manner so as to avoid the reallocation of grant funds.

As per the NYS CDBG Program Guidelines, the OCR provides Recipients a 30-day window following the Completion Date of a Grant Agreement to submit any final drawdown requests for costs incurred prior to the Grant Agreement Completion Date. All funds remaining after the 30-day period will be reallocated in accordance with New York State's Action Plan.

As a reminder, a second public hearing is required, please refer to Chapter 8 of the OCR Grant Administration Manual for further guidance. The OCR is prepared to assist the Village of Saranac Lake in any way possible to ensure the successful completion of this project. If the OCR can be of assistance, please contact Savitry Kola, Community Developer, at (518) 474-2057.

Sincerely,

Charles Philion  
Program Director  
Office of Community Renewal

cc: John Sweeney, Village Manager  
Savitry Kola, Community Developer

RAPOF  
11/8/21



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

SUBJECT: Designate Offices for Village Election

DATE: 10-25-2021

DEPT OF ORIGIN: Village Manager

BILL # 91 -2021

DATE SUBMITTED: \_\_\_\_\_

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED

AMOUNT  
BUDGETED

APPROPRIATION  
REQUIRED:

Designate the offices as vacant for the Village election on March 15, 2022

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

VOTE ON ROLL CALL:

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE CATILLAZ \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

**WHEREAS, the next Saranac Lake General Village Election for Officers will be held on March 15, 2022, and;**

**WHEREAS, the Saranac Lake Village Board of Trustees must designate by resolution and publish the Offices which are to be filled in such Election and terms thereof;**

**NOW THEREFORE BE IT RESOLVED:**

**Section 1. That the Saranac Lake Village Board of Board of Trustees designate the following Offices as vacant at the Village Election to be held on March 15, 2022, for the following terms:**

<b>MAYOR</b>	<b>4 YEAR TERM</b>
<b>TRUSTEE</b>	<b>4 YEAR TERM</b>
<b>TRUSTEE</b>	<b>4 YEAR TERM</b>

**Section 2. The Village Clerk is hereby directed to publish this resolution in the Adirondack Daily Enterprise, the official Village newspaper.**

**Section 3. This resolution shall take effect immediately.**

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

SUBJECT: Consultant Services

Date: 10/25/21

DEPT OF ORIGIN: Village Manager

Bill # 92-2021

DATE SUBMITTED: 10/21/21

EXHIBITS:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
SUMMARY STATEMENT:

A resolution to hire The Chazen Companies to provide engineering/site design and architectural services for Baldwin Park.

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

VOTE ON ROLL CALL:

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE CATILLAZ \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

**RESOLUTION TO HIRE THE CHAZEN COMPANIES  
FOR THE BALDWIN PARK PROJECT**

WHEREAS, the Village was grant awarded funding in the amount of \$57,700 through the North Elba Local Enhancement Advancement Fund (LEAF) for improvements at Baldwin Park in accordance with the Park Vision Plan; and

WHEREAS, the Village issued a Request for Proposals from qualified consultants to provide professional services for the Baldwin Park project; and

WHEREAS, seven proposals were submitted by qualified firms; and

WHEREAS, a committee reviewed the proposals and recommend hiring The Chazen Companies to assist the Village in this effort; and

NOW, THEREFORE BE IT RESOLVED, the Board of accepts the recommendation of the review committee and authorizes the Village Manager to execute a contract with The Chazen Companies.

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

SUBJECT: DAB Member

Date: 10/25/21

DEPT OF ORIGIN: Trustee Brunette

Bill # 93-2021

DATE SUBMITTED: 10/21/21

EXHIBITS:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED: \$

\_\_\_\_\_  
**SUMMARY STATEMENT:**

A resolution to appoint Sue Smith Zukin to the Downtown Advisory Board.

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

VOTE ON ROLL CALL:

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE CATILLAZ \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

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

WHEREAS, the Village of Saranac Lake Downtown Advisory Board has vacancies;

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby appoints Sue Smith Zukin to the Downtown Advisory Board for a term that is in accordance with the bylaws.

Dear Jamie:

I am writing to express my interest in joining Saranac Lake's Downtown Advisory Board. As you may know, my husband, Wayne Zukin, and I own ten commercial and residential buildings within the boundaries of the downtown area. In addition to being financially invested in Saranac Lake's downtown, I am personally committed to enhancing downtown's continued success from a lifestyle point of view. I believe that the vibrancy one feels downtown in mid-July can and should be captured throughout the year. As more people relocate to our region, there naturally are greater demands on downtown businesses and an increasing need for downtown housing. I am well-positioned to work with the DAB to advise the Village Trustees on creating unique and supportive ways to enhance the downtown experience to support growing and diverse interests.

My professional background is as a lawyer, primarily in practice as in-house counsel for a large university for more than 25 years. As an in-house attorney, as opposed to one working at a firm, I am integral to policy-making and implementation, including research on best practices and conferring with governing bodies about operationalizing policies.

Also, I know that creating a culture of reliability and credibility is inextricably linked to establishing relationships of trust and confidence. For me, the most effective way to achieve this is to solicit and listen to others' input and incorporate their interests to the greatest extent possible. When not possible, I am candid about limitations so that everyone's expectations are fairly measured.

I believe I would work well with the DAB and would be an asset to the larger effort to bolster a thriving downtown. I hope you agree and will accept this expression of interest positively.

Of course, please feel free to contact me with any questions at [sue@zukinrealty.com](mailto:sue@zukinrealty.com) or

Sincerely,

Sue

\*\*\*\*\*

Sue Smith Zukin

[sue@zukinrealty.com](mailto:sue@zukinrealty.com)

907.252.9581

**VILLAGE OF SARANAC LAKE  
BOARD OF TRUSTEES  
APPROVING THE RELEVY OF  
UNPAID VILLAGE TAXES AND  
UNPAID DISTRICT WATER/SEWER BILLINGS  
TO THE TOWN/COUNTY TAX BILLS**

SUBJECT: RELEVY WATER/SEWER/TAXES FOR AGENDA OF 10/25/2021

DEPT OF ORIGIN: VILLAGE MANAGER BILL # 94-2021

DATE SUBMITTED: 10/14/2021 EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

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EXPENDITURE REQUIRED: \$0	AMOUNT BUDGETED: \$0	APPROPRIATION REQUIRED: \$0
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**SUMMARY STATEMENT**

Authorization to relevy unpaid Village taxes and district water and sewer to the Town/County tax bills.

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

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

VOTE ON ROLL CALL:

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

TRUSTEE CATILLAZ \_\_\_\_\_



**RESOLUTION AUTHORIZING THE RELEVY OF UNPAID  
VILLAGE TAXES AND DISTRICT WATER/SEWER BILLINGS  
TO THE TOWN/COUNTY TAX BILLS**

WHEREAS, the Village of Saranac Lake has unpaid Village taxes at the end of its collection period and,

WHEREAS, the Village of Saranac Lake has unpaid district water and sewer bills at the end of the current quarterly billing; and,

WHEREAS, the Village of Saranac Lake may relevy these outstanding amounts on the Town/County tax bills to be issued in January 1, 2022,

NOW, THEREFORE BE IT RESOLVED, the Saranac Lake Village Board of Trustees authorizes the relevy of unpaid Village taxes and unpaid district water/sewer bills to the Town/County Tax bills to be issued for January 1, 2022.



LEGAL NOTICE  
Notice of Public Hearing  
Village of Saranac Lake

The Village of Saranac Lake will hold a public hearing on November 8, 2021 at 5:30 PM in the Harrietstown Auditorium, 39 Main Street Saranac Lake NY for the purpose of hearing public comments on the Village of Saranac Lake current Community Development Block Grant (CDBG) project: 1029PR165 funding amount \$930,000 The CDBG program is administered by the New York State Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefiting low/moderate income persons. The hearing will provide further information about the progress of the ongoing CDBG project. Comments related to the effectiveness of administration of the CDBG project will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Harrietstown Auditorium is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Village Clerk, Kareen Tyler at 518-891-4150 ext 202 at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to Kareen Tyler, [clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov) or 39 Main Street Suite 9 Saranac Lake NY 12983 until November 9, 2021.