

REGULAR MEETING OF THE BOARD OF TRUSTEES
August 27, 2018

ROLL CALL FOR REGULAR MEETING: Present: Mayor Clyde Rabideau
Trustees: Melinda Little, Paul Van Cott, Richard Shapiro and Patrick Murphy.

Also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson and Deputy Clerk/ Treasurer, Lidia O'Kelly.

Everyone stood for the pledge of allegiance.

AUDITING:

Chair Rabideau called for a motion to approve payment for the 2019 budget \$ 311,435.25 voucher number 11039605 to 11039692 complete detail of these vouchers is attached and made part of these minutes.

Motion: Murphy Second: Little

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

APPROVAL OF MINUTES:

Chair Mayor Rabideau called for a motion to approve minute of 8-13-2018.

Motion: Shapiro Second: Little

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

PUBLIC COMMENT PERIOD:

Tim Fortune, Downtown Advisory Board, DAB.

- Mr. Fortune mentioned the 3rd downtown meeting celebration will be on September 27 at the Berkeley Green from 5-7PM. Representatives from local organizations will be there.
- He will be addressing 270 Paul Smith College freshmen. Adirondack Enterprise will donate Thursday issues with weekender for free to students. He will call NCCC per same.
- Branding- working on unveiling- mosaic logo; outdoors and "Decidedly Different Saranac Lake"
- Downtown business
- Flowers- He thanked DPW for doing a great job in watering the flowers. Now the store front business will keep up watering.

1. Lindy Ellis, Park and Trails Advisory Board (PTAB).

- The Final draft of Parks Public Plan to come at the September Board Meeting.
- Paul Smith, "Smitty Day" ask students and faculty to do volunteer activity in Saranac Lake October 20. Site supervisors at each projects on list.

Trustee Little asked if it's possible to add a project at the Tri-Lakes Humane Society that involves spreading wood chips on the paths that the dogs are walked behind the shelter.

- Lindy mentioned that the pavers at Berkely Green are sinking and the stairs are unstable and that the fence at the community garden will be repaired.

CORRESPONDENCE: Park Use 90- Miler –Brian McDonnell

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

Motion: Van Cott Second: Little

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

ITEMS FOR BOARD ACTION:

Bill 87-2018 Permanently Appoint Nikolas Pelletieri to Water Waste Water Operator Trainee.

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

Chair Mayor Rabideau called for a motion.

Motion: Van Cott Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

Bill 88-2018 Adopt Updates to Work Place Violence, Harassment and Anti-Discrimination Policies

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: Little yes Murphy yes Shapiro yes Van Cott yes

Bill 89-2018 Begin Hiring Process for Police Officer

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

Chair Mayor Rabideau called for a motion.

Motion: Van Cott Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

OLD BUSINESS:

Trustee Shapiro Status on 1-3 Main Street, what is going on? Options will be presented at the next board meeting.

- a. Sell /not sell
- b. Sell 1-3, keep basement and power house
- c. Sell portion of the building
- d. Sell all 2 buildings and dam plus parking lot

Board requested options/path of logic with documentation. Mayor Rabideau requested a “Work Session” before or after next meeting.

2. Watering planters: All business he asked were willing to water but the access to water is an issue, (no hose). Water only from top with buckets. Tim Fortune will talk with Kathy Steinbruck.

NEW BUSINESS: None

ITEMS FOR DISCUSSION: None

MOTION TO ADJOURN

Chair Mayor Rabideau called for a motion

Motion: Shapiro Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

Respectfully submitted, Lidia O’Kelly, Deputy Clerk/Treasurer

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved
Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	Check ID	Disc. %	Disc. Amt.
			PO No.	Check No.	Check Date	
			Taxable	Contract No.	Disc. %	Non Disc.
				Period	Disc. %	Disc. Amt.
11039605	P/R SRS NRM 8/17/18		0000000126			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817002					0200.0000
				2019 00999	1,073.77	
				1628	08/17/2018	
			1	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R SRS NRM 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					1,073.77	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039606	P/R SRS LNS 8/17/18		0000000126			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817003					0200.0000
				2019 00999	788.00	
				1628	08/17/2018	
			2	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R SRS LNS 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					788.00	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039607	P/R RETIREPOLC 8/17/18		0000000693			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817005					0200.0000
				2019 00999	160.24	
				1630	08/17/2018	
			3	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R RETIREPOLC 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					160.24	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039608	P/R BCBS 8/17/18		0000005003			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817013					0200.0000
				2019 00010	2,545.60	
				23784	08/17/2018	
			4	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R BCBS 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					2,545.60	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039609	P/R DUES-PBA 8/17/18		0000312000			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817014					0200.0000
				2019 00010	412.50	
				23788	08/17/2018	
			5	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R DUES-PBA 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					412.50	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039610	P/R DUES-SEIU 8/17/18		0000120938			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817016					0200.0000
				2019 00010	520.80	
				23787	08/17/2018	
			6	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R DUES-SEIU 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					520.80	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00
11039611	P/R LIFE INSUR 8/17/18		0000029180			08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817017					0200.0000
				2019 00010	12.77	
				23786	08/17/2018	
			7	8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R LIFE INSUR 8/17/18			0		0.0000
					Ext. Cost	Disc. %
					12.77	0.00
					Non Disc.	Disc. Amt.
					0.00	0.00

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved							
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account	
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.	Disc. %	Disc. %	Non Disc.	Disc. Amt.	
11039612	P/R DENTAL-SEI 8/17/18			0000000162					62.70		08/17/2018	08/17/2018	
08/17/2018	999						2019	00010	23782	08/17/2018		0200.0000	
08/17/2018	20180817023				8		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R DENTAL-SEI 8/17/18				0				0.0000	62.70	0.00	0.00	0.00
11039613	P/R NYS DEF CP 8/17/18			0000006465					3,203.42		08/17/2018	08/17/2018	
08/17/2018	999						2019	00999	1632	08/17/2018		0200.0000	
08/17/2018	20180817024				9		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R NYS DEF CP 8/17/18				0				0.0000	3,203.42	0.00	0.00	0.00
11039614	P/R SEIU-COPE 8/17/18			0000120938					3.70		08/17/2018	08/17/2018	
08/17/2018	999						2019	00010	23787	08/17/2018		0200.0000	
08/17/2018	20180817025				10		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R SEIU-COPE 8/17/18				0				0.0000	3.70	0.00	0.00	0.00
11039615	P/R DENTAL-STA 8/17/18			0000002551					129.93		08/17/2018	08/17/2018	
08/17/2018	999						2019	00010	23783	08/17/2018		0200.0000	
08/17/2018	20180817026				11		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R DENTAL-STA 8/17/18				0				0.0000	129.93	0.00	0.00	0.00
11039616	P/R CITIZN1-DD 8/17/18			DIRDEP					300.00		08/17/2018	08/17/2018	
08/17/2018	999						2019	00999	1633	08/17/2018		0200.0000	
08/17/2018	20180817030				12		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R CITIZN1-DD 8/17/18				0				0.0000	300.00	0.00	0.00	0.00
11039617	P/R AFLAC DIS 8/17/18			0000015087					61.15		08/17/2018	08/17/2018	
08/17/2018	999						2019	00010	23785	08/17/2018		0200.0000	
08/17/2018	20180817034				13		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R AFLAC DIS 8/17/18				0				0.0000	61.15	0.00	0.00	0.00
11039618	P/R AFLAC CAN 8/17/18			0000015087					254.74		08/17/2018	08/17/2018	
08/17/2018	999						2019	00010	23785	08/17/2018		0200.0000	
08/17/2018	20180817035				14		8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	P/R AFLAC CAN 8/17/18				0				0.0000	254.74	0.00	0.00	0.00

VILLAGE OF SARANAC LAKE

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Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	Check ID	Disc. %	Disc. Amt.
		PO No.	PO Date	Contract No.		
		Taxable	Ref No	Period		
			Ordered By			
			Approved By			
11039619	P/R AFLAC ACCI 8/17/18	0000015087	AFLAC NEW YORK	206.40	08/17/2018	08/17/2018
08/17/2018	999			23785	08/17/2018	0200.0000
08/17/2018	20180817036		15	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R AFLAC ACCI 8/17/18		0		0.0000	206.40
						0.00
						0.00
11039620	P/R AFLAC DENT 8/17/18	0000015087	AFLAC NEW YORK	27.78	08/17/2018	08/17/2018
08/17/2018	999			23785	08/17/2018	0200.0000
08/17/2018	20180817037		16	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R AFLAC DENT 8/17/18		0		0.0000	27.78
						0.00
						0.00
11039621	P/R AFLAC SDIS 8/17/18	0000015087	AFLAC NEW YORK	188.63	08/17/2018	08/17/2018
08/17/2018	999			23785	08/17/2018	0200.0000
08/17/2018	20180817038		17	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R AFLAC SDIS 8/17/18		0		0.0000	188.63
						0.00
						0.00
11039622	P/R AFLACDEATH 8/17/18	0000015087	AFLAC NEW YORK	1.98	08/17/2018	08/17/2018
08/17/2018	999			23785	08/17/2018	0200.0000
08/17/2018	20180817039		18	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R AFLACDEATH 8/17/18		0		0.0000	1.98
						0.00
						0.00
11039623	P/R FSA-HEALTH 8/17/18	0000002296	VSL-PRIMEPAY	509.22	08/17/2018	08/17/2018
08/17/2018	999			1631	08/17/2018	0200.0000
08/17/2018	20180817045		19	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R FSA-HEALTH 8/17/18		0		0.0000	509.22
						0.00
						0.00
11039624	P/R DIR DEP C1 8/17/18	DIRDEP	DIRECT DEPOSIT	2,135.68	08/17/2018	08/17/2018
08/17/2018	999			1633	08/17/2018	0200.0000
08/17/2018	20180817050		20	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R DIR DEP C1 8/17/18		0		0.0000	2,135.68
						0.00
						0.00
11039625	P/R DIR DEP C2 8/17/18	DIRDEP	DIRECT DEPOSIT	1,930.00	08/17/2018	08/17/2018
08/17/2018	999			1633	08/17/2018	0200.0000
08/17/2018	20180817051		21	8	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost
1	P/R DIR DEP C2 8/17/18		0		0.0000	1,930.00
						0.00
						0.00

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved
Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	Check No.	Disc. %	Disc. Amt.
			PO No.	Check ID		
			Taxable	Contract No.		
				Period		
11039626	P/R DIR DEP S1 8/17/18		DIRDEP	DIRECT DEPOSIT	2,859.46	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817055					08/17/2018
				2019 00999	1633	08/17/2018
			22	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R DIR DEP S1 8/17/18			0		0.0000
						2,859.46
						0.00
						0.00
						0.00
11039627	P/R DIR DEP S2 8/17/18		DIRDEP	DIRECT DEPOSIT	2,024.50	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817056					08/17/2018
				2019 00999	1633	08/17/2018
			23	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R DIR DEP S2 8/17/18			0		0.0000
						2,024.50
						0.00
						0.00
						0.00
11039628	P/R AFLAC SICK 8/17/18		0000015087	AFLAC NEW YORK	89.90	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817057					08/17/2018
				2019 00010	23785	08/17/2018
			24	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R AFLAC SICK 8/17/18			0		0.0000
						89.90
						0.00
						0.00
						0.00
11039629	P/R AFLAC LIFE 8/17/18		0000015087	AFLAC NEW YORK	86.57	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817058					08/17/2018
				2019 00010	23785	08/17/2018
			25	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R AFLAC LIFE 8/17/18			0		0.0000
						86.57
						0.00
						0.00
						0.00
11039630	P/R FEDERAL TAX 8/17/18		FEDFIC	COMMUNITY BANK EFT	9,349.40	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817FED					08/17/2018
				2019 00999	1634	08/17/2018
			26	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R FEDERAL TAX 8/17/18			0		0.0000
						9,349.40
						0.00
						0.00
						0.00
11039631	P/R FICA TAX 8/17/18		FEDFIC	COMMUNITY BANK EFT	12,358.60	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817FICA					08/17/2018
				2019 00999	1634	08/17/2018
			27	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R FICA TAX 8/17/18			0		0.0000
						12,358.60
						0.00
						0.00
						0.00
11039632	P/R MEDICARE TAX 8/17/18		FEDFIC	COMMUNITY BANK EFT	2,890.38	08/17/2018
08/17/2018	999					08/17/2018
08/17/2018	20180817MEDC					08/17/2018
				2019 00999	1634	08/17/2018
			28	8	0.00	0.00
						0.00
Detail Item	Item Description		Taxable	Quantity	Unit	Unit Cost
1	P/R MEDICARE TAX 8/17/18			0		0.0000
						2,890.38
						0.00
						0.00
						0.00

VILLAGE OF SARANAC LAKE

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Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.			Pay Due	Approved				
Voucher Date	Batch	Req. No.	Req. Date	Vendor Name	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	PO No.	Ref No	Approved By	Period	Contract No.	Disc. %	Disc. %	Non Disc.	Disc. Amt.
				Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
11039633	P/R STATE TAX 8/17/18			0000000482		NYS TAX DEPARTMENT			4,428.94		08/17/2018	08/17/2018
08/17/2018	999						2019	00999	1629	08/17/2018		0200.0000
08/17/2018	20180817STA				29		8			0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	P/R STATE TAX 8/17/18				0		0.0000	4,428.94	0.00	0.00	0.00	
11039634	ELECTRIC CHARGES 2018-2019			0000000134		NATIONAL GRID			12,293.65		08/22/2018	
08/22/2018				47602		06/13/2018	2019	00001	22135	08/22/2018		0200.0000
							8			0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	3 MAIN				0		0.0000	1,342.76	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
2	MECHANICS GARAGE				0		0.0000	92.98	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
3	MECHANICS GARAGE				0		0.0000	90.25	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
4	MECHANICS GARAGE				0		0.0000	90.25	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
5	POLICE DEPT				0		0.0000	549.87	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
6	FIRE DEPT				0		0.0000	547.16	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
7	DPW GARAGE				0		0.0000	437.98	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
8	SAND/SALT SHED				0		0.0000	22.72	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
9	STREET LIGHTS				0		0.0000	20.66	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
10	OFF STREET PARKING				0		0.0000	35.28	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
11	PARKS				0		0.0000	55.72	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
12	REC AREAS				0		0.0000	21.23	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
13	BEACH				0		0.0000	136.32	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
14	PISGAH				0		0.0000	254.53	0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
16	HYDRO				0		0.0000	82.13	0.00	0.00	0.00	

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.			Pay Due	Approved						
Voucher Date	Batch	Req. No.	Req. Date	Vendor No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Disc. %	Non Disc.	Cash Account	Disc. Amt.
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.					Disc. Amt.	
11039634	ELECTRIC CHARGES 2018-2019			0000000134		NATIONAL GRID								
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
17	SOURCE OF SUPPLY				0				0.0000	449.52	0.00	0.00	0.00	
18	SEWER				0				0.0000	250.90	0.00	0.00	0.00	
19	B'DALE LIFT				0				0.0000	793.49	0.00	0.00	0.00	
20	WWTP				0				0.0000	6,995.40	0.00	0.00	0.00	
21	HEADSTART				0				0.0000	24.50	0.00	0.00	0.00	
11039635	BLANKET PO FOR JULY 2018			0000000305		NEWPORT CREDIT				159.48		08/27/2018		
08/22/2018				47639	07/01/2018		2019	00001					0200.0000	
							8				0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	BLANKET PO FOR JULY 2018				0				0.0000	159.48	0.00	0.00	0.00	
11039636	WWTP INTERNET 202-805619901-001			0000000961		TIME WARNER CABLE				55.00		08/27/2018		
08/22/2018				47298	06/01/2018		2019	00001					0200.0000	
08/14/2018	805619901081418						8				0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	WWTP INTERNET 202-805619901-001				0				0.0000	55.00	0.00	0.00	0.00	
11039637	PAPER			0000000025		W.B. MASON CO., INC.				36.99		08/27/2018		
08/22/2018				47737	08/14/2018		2019	00001					0200.0000	
08/15/2018	I57845011						8				0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	PAPER				0				0.0000	36.99	0.00	0.00	0.00	
11039640	BINDER CLIPS, SHARPIES, PENS, POWER STRIP			0000000025		W.B. MASON CO., INC.				52.49		08/27/2018		
08/22/2018				47736	08/14/2018		2019	00001					0200.0000	
08/15/2018	I57845335						8				0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	BINDER CLIPS, SHARPIES, PENS, POWER STRIP				0				0.0000	52.49	0.00	0.00	0.00	
11039641	TRIM LOCK MOLDING			0000005321		GRAINGER, INC.				55.76		08/27/2018		
08/22/2018				47366	08/15/2018		2019	00001					0200.0000	
08/15/2018	9876828212						8				0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	TRIM LOCK MOLDING				0				0.0000	55.76	0.00	0.00	0.00	

STATE INSPECTIONS FOR LIGHT DUTY VEHICLE.

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved							
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account	Disc. Amt.
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.	Disc. %				
11039642	STATE INSPECTIONS FOR LIGHT DUTY VEHICLE	0000005165	CARCUZZI CAR CARE CENTER	42.00	08/27/2018								
08/22/2018				46902	06/01/2018		2019	00001				0200.0000	
				M				8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	STATE INSPECTIONS FOR LIGHT DUTY VEHICLES			M	0			0.0000	42.00	0.00	0.00		0.00
11039643	BLANKET PO FOR JULY 2018	0000000192	AUBUCHON HARDWARE	721.18	08/27/2018								
08/22/2018				47643	07/01/2018		2019	00001				0200.0000	
07/31/2018	JULY							8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	BLANKET PO FOR JULY 2018				0			0.0000	721.18	0.00	0.00		0.00
11039644	BLANKET PO FOR JUNE 2018	0000000188	TRUDEAU SAND & GRAVEL	983.08	08/27/2018								
08/22/2018				47257	06/01/2018		2019	00001				0200.0000	
								8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	BLANKET PO FOR JUNE 2018				0			0.0000	983.08	0.00	0.00		0.00
11039645	BLANKET PO FOR JULY 2018	0000000005	STURDY SUPPLY	1,047.40	08/27/2018								
08/22/2018				47641	07/01/2018		2019	00001				0200.0000	
								8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	BLANKET PO FOR JULY 2018				0			0.0000	1,047.40	0.00	0.00		0.00
11039646	BLANKET PO FOR JULY 2018	0000006479	ADVANCE AUTO PARTS	158.94	08/27/2018								
08/22/2018				46876	07/01/2018		2019	00001				0200.0000	
								8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	BLANKET PO FOR JULY 2018				0			0.0000	158.94	0.00	0.00		0.00
11039647	BLANKET PO FOR JULY 2018	0000001639	CURTIS LUMBER CO. INC.	717.20	08/27/2018								
08/22/2018				47644	07/01/2018		2019	00001				0200.0000	
								8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	BLANKET PO FOR JULY 2018				0			0.0000	717.20	0.00	0.00		0.00
11039648	HHA PILOT PMT	0000000902	SARANAC LAKE CENTRAL SCHOOL DISTRICT	8,343.65	08/27/2018								
08/22/2018				47734	08/13/2018		2019	00001				0200.0000	
08/13/2018	001							8		0.00	0.00		0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.		Disc. Amt.
1	HHA PILOT PMT				0			0.0000	8,343.65	0.00	0.00		0.00

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved						
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	PO No. Taxable	Ref No	Approved By	Period	Contract No.	Disc. %	Disc. %	Disc. Amt.	
11039649	HHA PILOT PMT			0000000186		TOWN OF HARRIETSTOWN			5,959.75	08/27/2018		
08/22/2018				47735	08/13/2018		2019	00001				0200.0000
08/13/2018	001							8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	HHA PILOT PMT				0			0.0000	5,959.75	0.00	0.00	0.00
11039650	REBUILD TILLER ROTORS, ICE SPIKES, BRAKE A	0000004833		0000004833		PRINOTH LLC			6,079.03	08/27/2018		
08/22/2018				47351	08/03/2018		2019	00001				0200.0000
08/09/2018	1805005466							8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	REBUILD TILLER ROTORS, ICE SPIKES, BRAKE ASSEMBLY				0			0.0000	6,079.03	0.00	0.00	0.00
11039651	ROUND LED FLOOD LIGHTS			0000005208		STADIUM INTERNATIONAL TRUCKS, INC.			166.20	08/27/2018		
08/22/2018				47344	07/24/2018		2019	00001				0200.0000
								8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	ROUND LED FLOOD LIGHTS				0			0.0000	166.20	0.00	0.00	0.00
11039652	FRONT END ALIGNMENT AND STATE INSPECTIO	0000005165		0000005165		CARCUZZI CAR CARE CENTER			130.95	08/27/2018		
08/22/2018				47359	08/13/2018		2019	00001				0200.0000
08/13/2018	71021			M				8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	FRONT END ALIGNMENT AND STATE INSPECTION			M	0			0.0000	130.95	0.00	0.00	0.00
11039653	SPRAY ON BED LINER, RUST PROOF	0000005359		0000005359		YIPES AUTO ACCESSORIES			1,200.00	08/27/2018		
08/22/2018				47358	08/02/2018		2019	00001				0200.0000
08/10/2018	12854							8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	SPRAY ON BED LINER, RUST PROOF				0			0.0000	1,200.00	0.00	0.00	0.00
11039654	DISPOSAL OF GRIT, SCREENINGS & SLUDGE	0000000628		0000000628		FR. COUNTY SOLID WASTE			12,895.65	08/27/2018		
08/23/2018				47445	06/21/2018		2019	00001				0200.0000
								8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	DISPOSAL OF GRIT, SCREENINGS & SLUDGE				0			0.0000	12,895.65	0.00	0.00	0.00
11039655	TRASH DISPOSAL	0000000628		0000000628		FR. COUNTY SOLID WASTE			581.80	08/27/2018		
08/23/2018				47687	07/19/2018		2019	00001				0200.0000
								8		0.00	0.00	0.00
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	TRASH DISPOSAL				0			0.0000	581.80	0.00	0.00	0.00

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved
Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	Check ID	Disc. %	Disc. Amt.
			PO No.	Fisc Year		
			PO No.	Period		
			Taxable	Contract No.		
11039656	DENTAL INS 09/01-30/18-PD		0000002551	STANDARD INSURANCE CO OF NEW YORK	293.60	08/27/2018
08/24/2018			47746	08/15/2018		0200.0000
08/15/2018	SEPTEMBER			2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	DENTAL INS 09/01-30/18-PD			0	0.0000	293.60
						0.00
						0.00
11039657	MOTG HOTEL REIMBURSEMENTS		0000002570	DOCKERY, JOSEPH G.	406.28	08/27/2018
08/24/2018			47749	08/23/2018		0200.0000
08/23/2018	002		M	2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	MOTG HOTEL REIMBURSEMENTS		M	0	0.0000	406.28
						0.00
						0.00
11039658	2018 MOTG SOUND & LIGHTS		0000002501	FEHER, RUSSELL	450.00	08/27/2018
08/24/2018			46646	06/01/2018		0200.0000
08/24/2018	003		M	2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	2018 MOTG SOUND & LIGHTS		M	0	0.0000	450.00
						0.00
						0.00
11039659	MANHOLE FRAMES. COVER		0000788795	JEFFERSON CONCRETE CORP	988.00	08/27/2018
08/24/2018			47557	08/20/2018		0200.0000
08/14/2018	0160677-IN			2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	MANHOLE FRAMES, COVER			0	0.0000	988.00
						0.00
						0.00
11039660	YEARLY CONTRACT FOR UNIFORM SERVICE		0000002556	CENTURY LINEN & UNIFORM	118.16	08/27/2018
08/24/2018			45401	06/01/2017		0200.0000
				2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	YEARLY CONTRACT FOR UNIFORM SERVICE			0	0.0000	118.16
						0.00
						0.00
11039661	NEW DODGE CHARGER AWD		0000002452	BEYER FLEET SALES & SERVICE	31,850.40	08/27/2018
08/24/2018			46851	03/27/2018		0200.0000
08/02/2018	38695			2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	NEW DODGE CHARGER AWD			0	0.0000	31,850.40
						0.00
						0.00
11039662	STAFF TRNG FOR WEBSITE-TRAVEL EXPENSES		0000003444	JESSE JAMES CREATIVE, INC.	825.00	08/27/2018
08/24/2018			47616	08/03/2018		0200.0000
08/03/2018	JJ5985			2019 00001		
				8	0.00	0.00
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost
1	STAFF TRNG FOR WEBSITE-TRAVEL EXPENSES			0	0.0000	825.00
						0.00
						0.00

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved			
Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account			
Invoice Date	Invoice No.	Recur Months	Refund Year	Check ID	Disc. %	Disc. Amt.			
			Taxable	Contract No.					
11039670	2018/2019 LEASE OF OFFICE SPACE	000000186	TOWN OF HARRIETSTOWN	3,057.00	08/27/2018				
08/24/2018			47279	2019 00001		0200.0000			
08/31/2018	SEPTEMBER			8	0.00	0.00			
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	2018/2019 LEASE OF OFFICE SPACE			1	2,757.0000	2,757.00	0.00	0.00	0.00
3	2018/2019 LEASE OF OFFICE SPACE			0	0.0000	300.00	0.00	0.00	0.00
11039671	2018/2019 LABOR SERVICES	0000003318	ROEMER, WALLENS, GOLD & MINEAUX LLP	1,800.00	08/27/2018				
08/24/2018			47281	2019 00001		0200.0000			
08/01/2018	AUGUST		A	8	0.00	0.00	0.00		
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	2018/2019 LABOR SERVICES		A	0	1,800.0000	1,800.00	0.00	0.00	0.00
11039672	FILTER KITS. FUEL	0000005226	HIGH PEAKS FORD	129.50	08/27/2018				
08/24/2018			46883	2019 00001		0200.0000			
08/14/2018	20949			8	0.00	0.00	0.00		
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	FILTER KITS, FUEL			0	0.0000	129.50	0.00	0.00	0.00
11039673	SWEEPER TIRES	0000000793	WARREN TIRE SERVICE CENTER	835.36	08/27/2018				
08/27/2018			47363	2019 00001		0200.0000			
08/14/2018	96127			8	0.00	0.00	0.00		
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	SWEEPER TIRES			0	0.0000	835.36	0.00	0.00	0.00
11039674	DIESEL	0000001762	ADIRONDACK ENERGY	4,359.19	08/27/2018				
08/27/2018			47744	2019 00001		0200.0000			
				8	0.00	0.00	0.00		
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	DIESEL			0	0.0000	4,359.19	0.00	0.00	0.00
11039675	TELEPHONE CHARGES	0000005308	MAGNA5	1,575.40	08/27/2018				
08/27/2018			47745	2019 00001		0200.0000			
08/10/2018	4923454			8	0.00	0.00	0.00		
Detail Item	Item Description		Taxable	Quantity Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	TELEPHONE CHARGES			0	0.0000	1,575.40	0.00	0.00	0.00
11039676	POTABLE DRINKING WATER-WWTP	0000004937	CRYSTAL ROCK LLC	52.97	08/27/2018				
08/27/2018			47444	2019 00001		0200.0000			
08/21/2018	17711568082118		M	8	0.00	0.00	0.00		

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved			
Voucher Date	Batch	Req. No.	Req. Date	Check No.	Check Date	Cash Account			
Invoice Date	Invoice No.	Recur Months	Refund Year	Period	Disc. %	Disc. Amt.			
		PO No.	PO Date	Ordered By	Check No.	Disc. %			
		Taxable	Ref No	Approved By	Contract No.	Non Disc.			
11039676	POTABLE DRINKING WATER-WWTP	0000004937	CRYSTAL ROCK LLC						
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	POTABLE DRINKING WATER-WWTP	M	0		0.0000	52.97	0.00	0.00	0.00
11039677	FENDER KITS	0000005019	POWERPLAN		2,973.00		08/27/2018		
08/27/2018		47329	07/05/2018		2019 00001				0200.0000
08/21/2018	1892429				8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	FENDER KITS		0		0.0000	2,973.00	0.00	0.00	0.00
11039678	PRESCRIPTION INS 09/01-30/18 65+	0000003159	EXCELLUS HEALTH PLAN		2,528.64		08/27/2018		
08/27/2018		47739	08/10/2018		2019 00001				0200.0000
08/10/2018	18801970				8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	PRESCRIPTION INS 09/01-30/18 65+		0		0.0000	2,528.64	0.00	0.00	0.00
11039679	HEALTH PLAN 65+ 09/01-30/18	0000004085	EXCELLUS BLUECROSS BLUESHIELD		1,874.07		08/27/2018		
08/27/2018		47740	08/10/2018		2019 00001				0200.0000
08/10/2018	18801287				8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	HEALTH PLAN 65+ 09/01-30/18		0		0.0000	1,874.07	0.00	0.00	0.00
11039680	HEALTH CARE PREMIUM 09/01-30/18	0000005003	EXCELLUS HEALTH PLAN - GROUP		42,917.49		08/27/2018		
08/27/2018		47741	08/10/2018		2019 00001				0200.0000
08/10/2018	18789853				8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	HEALTH CARE PREMIUM 09/01-30/18		0		0.0000	42,917.49	0.00	0.00	0.00
11039681	WWTP-GARAGE OVERAGES AND SERVICE PLAN	0000001572	SYMQUEST GROUP, INC.		64.29		08/27/2018		
08/27/2018		47742	08/16/2018		2019 00001				0200.0000
		M			8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	WWTP-GARAGE OVERAGES AND SERVICE PLANS	M	0		0.0000	64.29	0.00	0.00	0.00
11039682	BRACKETS FOR CARS. REPAIR EXTINGUISHERS	0000000181	TRI-LAKE FIRE SAFETY		230.00		08/27/2018		
08/27/2018		47235	08/20/2018		2019 00001				0200.0000
07/31/2018	9523	M			8		0.00	0.00	0.00
Detail Item	Item Description	Taxable	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	BRACKETS FOR CARS, REPAIR EXTINGUISHERS	M	0		0.0000	230.00	0.00	0.00	0.00
11039683	MATERIALS/LABOR TO INSTALL SNOWMAKING C	0000005224	NORTH COUNTRY ELECTRICAL SERVICES, INC.		1,079.34		08/27/2018		
08/27/2018		43613	12/06/2017		2019 00001				0200.0000

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.		Pay Due	Approved						
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account	
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.	Disc. %		Disc. Amt.		
11039683	MATERIALS/LABOR TO INSTALL SNOWMAKING C	0000005224	NORTH COUNTRY ELECTRICAL SERVICES, INC.										
04/06/2018	1989							8		0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	MATERIALS/LABOR TO INSTALL SNOWMAKING OUTLET				0				0.0000	1,079.34	0.00	0.00	0.00
11039684	COPIER LEASE-PD	0000001572	SYMQUEST GROUP, INC.							80.22		08/27/2018	
08/27/2018		47626	06/19/2018				2019	00001				0200.0000	
08/21/2018	32316812	M					8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	COPIER LEASE-PD			M	0				0.0000	80.22	0.00	0.00	0.00
11039685	SEWER SADDLES. FERNCOS	0000003162	FERGUSON WATERWORKS							1,086.48		08/27/2018	
08/27/2018		47567	08/03/2018				2019	00001				0200.0000	
08/09/2018	0837313	M					8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	SEWER SADDLES, FERNCOS			M	0				0.0000	1,086.48	0.00	0.00	0.00
11039686	QUART OF PIPE LUBRICATION	0000003162	FERGUSON WATERWORKS							126.00		08/27/2018	
08/27/2018		47569	08/01/2018				2019	00001				0200.0000	
08/09/2018	836572	M					8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	QUART OF PIPE LUBRICATION			M	0				0.0000	126.00	0.00	0.00	0.00
11039687	REPAIR 2-WAY RADIO	0000000092	CHAMPLAIN COMMUNICATIONS INC.							80.00		08/27/2018	
08/27/2018		47361	08/13/2018				2019	00001				0200.0000	
08/15/2018	1726						8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	REPAIR 2-WAY RADIO				0				0.0000	80.00	0.00	0.00	0.00
11039688	CYLINDER AC. BRAKE CHAMBERS	0000005208	STADIUM INTERNATIONAL TRUCKS, INC.							663.50		08/27/2018	
08/27/2018		47362	08/13/2018				2019	00001				0200.0000	
08/14/2018	3362686						8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	CYLINDER AC, BRAKE CHAMBERS				0				0.0000	663.50	0.00	0.00	0.00
11039689	AIR DRYER, BRACKET KIT	0000000969	FLEETPRIDE							179.98		08/27/2018	
08/27/2018		47356	08/06/2018				2019	00001				0200.0000	
							8			0.00	0.00	0.00	
Detail Item	Item Description			Taxable	Quantity	Unit			Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	AIR DRYER, BRACKET KIT				0				0.0000	179.98	0.00	0.00	0.00
11039690	SPDES LAB TESTING-WWTP	0000003167	BENEFACOR FUNDING CORP							500.00		08/27/2018	

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description	Vendor Code	Vendor Name	Voucher Amt.	Pay Due	Approved							
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date	Non Disc.	Cash Account	
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.	Disc. %			Disc. Amt.	
11039690	SPDES LAB TESTING-WWTP			0000003167	BENEFACOR FUNDING CORP							0200.0000	
08/27/2018				44219	06/01/2016		2019	00001			0.00	0.00	
								8				0.00	
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	SPDES LAB TESTING-WWTP				0			0.0000	500.00	0.00	0.00	0.00	
11039691	RAW WATER & WATER QUALITY TESTING-WTP			0000003167	BENEFACOR FUNDING CORP				800.00		08/27/2018	0200.0000	
08/27/2018				44220	06/01/2016		2019	00001			0.00	0.00	
								8				0.00	
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
1	RAW WATER & WATER QUALITY TESTING-WTP				0			0.0000	800.00	0.00	0.00	0.00	
11039692	ELECTRIC CHARGES 2018-2019			0000000134	NATIONAL GRID				4.99		08/27/2018	0200.0000	
08/27/2018				47602	06/13/2018		2019	00001			0.00	0.00	
08/20/2018	05230-05003							8				0.00	
Detail Item	Item Description			Taxable	Quantity	Unit		Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.	
11	PARKS				0			0.0000	4.99	0.00	0.00	0.00	
Total Vouchers reported:				86								Total GL Detail Reported	311,435.25
											Total Amount All Vouchers	311,435.25	

Fund	Cash Item		----- Direct Pay -----				Total	
			Regular	Prepaid	Wire Transfer	Outstanding		Paid
001 - GENERAL FUND								
	0200.0000	VILLAGE	109,520.47	0.00	0.00	0.00	0.00	109,520.47
		Fund Total	109,520.47	0.00	0.00	0.00	0.00	109,520.47
004 - WATER FUND								
	0200.0000	VILLAGE	11,359.10	0.00	0.00	0.00	0.00	11,359.10
		Fund Total	11,359.10	0.00	0.00	0.00	0.00	11,359.10
005 - SEWER FUND								
	0200.0000	VILLAGE	36,599.08	0.00	0.00	0.00	0.00	36,599.08
		Fund Total	36,599.08	0.00	0.00	0.00	0.00	36,599.08

VILLAGE OF SARANAC LAKE

Voucher Detail Report

Voucher No.	Stub- Description			Vendor Code	Vendor Name			Voucher Amt.			Pay Due	Approved
Voucher Date	Batch	Req. No.	Req. Date	PO No.	PO Date	Ordered By	Fisc Year	Check ID	Check No.	Check Date		Cash Account
Invoice Date	Invoice No.	Recur Months	Refund Year	Taxable	Ref No	Approved By	Period	Contract No.		Disc. %	Non Disc.	Disc. Amt.

ABSTRACT OF CLAIMS FOR VILLAGE OF SARANAC LAKE

The claims set forth bearing numbers _____ to _____ have been audited and allowed by us being the Mayor & Trustees of the Village Board.

Mayor/Trustee: _____ Date: _____

TO THE TREASURER OF THE VILLAGE

You are hereby authorized and directed to pay to the order of the following vendors the various amounts in payment of Claims hereinafter set forth, numbered the same as above inclusive, which have been audited and allowed and are chargeable to the fund and appropriation account as designated.

Village of Saranac Lake, 39 Main St, 2nd floor, Saranac Lake NY 12983
Telephone 518-891-4150

VILLAGE OF SARANAC LAKE
EVENT/PARK USE REQUEST FORM

Name of Organization:

Adirondack Watershed Alliance

Contact Person:

Brian McDonnell

Address:

PO Box 111 Paul Smiths NY 12970

Telephone: (work) 518 891-2744

(cell)

Email address brian@maccanoecanoe.com

Classification (FOR PROFIT (FP) or NOT FOR PROFIT (NFP))

FP

Name of Event:

Adirondack Canoe Classic - The 90 Miles

Event Description:

3 Day Canoe event From Old Forge to Saranac Lake

Park Requesting

Riverfront Park

Road Closure: Parking Lane From Main St → NBT Bank

Hours of Operation for Event:

Set Up Date(s): Sept 9

Hours: 8 AM

Hours: 10 AM

Event Date(s): Sept 9

Hours: 10

Hours: 5

Cleanup / Takedown: Sept 9

Hours: 5 -

Hours: 7

Will there be food concessions or merchandise vendors? Yes No

If yes, please describe and attach certification from Health Department for food vendors

Kwanza - Chicken Dinner

Village of Saranac Lake, 39 Main St, 2nd floor, Saranac Lake, NY 12983
Telephone 518-891-4150

Will you require electricity? Yes No

If yes, for what use? (Additional fee may be applicable for "For Profit Events")

Sound system

Will you utilize a music or voice amplification system? Yes No

If yes, please describe:

2 Speakers - 1 mic

Please attached a certificate of insurance? To use the parks in the Village of Saranac Lake the Village must receive a certificate of insurance naming the Village of Saranac Lake additional insurance, \$1,000,000 per occurrence/\$2,000,000 aggregate.

on file attached

CERTIFICATION: I have read and understand the Guidelines for Event/Park Use and agree to abide by those regulations and to make every effort to assure that the public is aware and remains compliant with these guidelines to maintain a safe, orderly and enjoyable event. I understand that this application must be approved by the Village Board of Trustees. I further understand that failure on my part, personally or on the part of the organization which I represent, to abide by these guidelines constitute sufficient cause to stop this event and deny use of Village facilities in the future.


SIGNATURE

8/24/18
DATE

OFFICE USE ONLY

- Recommendations: Police Patrols
 Traffic Control
 Extra Trash Pick-up (Additional Fee associated)
 Other:

Special Conditions:

- Approved: Director of recreation _____ (initials) _____ (date)
 Village Manager _____ (initials) _____ (date)
 Police Chief _____ (initials) _____ (date)
 Mayor _____ (initials) _____ (date)

Rejected:
Rejected (reason):

Base Fee: \$ _____ plus Other Services from Rate Chart \$ _____ =
\$ _____

Damage/Cleanup Fee: \$ _____

Total paid: \$ _____ Date: _____

Event Follow-up Comments:

Return of Damage/Clean-up Deposit: \$ _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138	CONTACT NAME: Megan Stanley PHONE (A/C No, Ext): (641) 842-2135 FAX (A/C No): (641) 828-2013 E-MAIL ADDRESS: mstanley@mckayinsagency.com														
INSURED Sports & Recreation Providers Assn Risk Management, Inc. Adirondack Watershed Alliance PO Box 111 Paul Smiths NY 12970	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: United States Fire Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: United States Fire Insurance Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: United States Fire Insurance Co															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** CL185954254 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Includes Athletic Participants GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	SRPGAPML-101-0717	05/12/2018	09/23/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Accident Medical			BINDER-ADIRONDACK-2018	05/12/2018	09/23/2018	Excess \$25,000 Deductible \$100

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 2018 Events - Round' the Mountain Canoe/Kayak Race: May 12, 2018; Adirondack Canoe Classic: September 7-9, 2018; Long Lake Long Boat Regatta: September 22, 2018. Certificate holder is an additional insured but only with respect to liability arising out of the operations of the above named insured.

CERTIFICATE HOLDER Village of Saranac Lake 39 Main Street Saranac Lake NY 12983	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

HOLD HARMLESS AGREEMENT

Adirondack Watershed Alliance
(NAME OF EVENT/ORGANIZATION)

AWA (referred to herein as "User") does hereby covenant ~~and agree~~ to defend, indemnify and hold harmless the Village of Saranac Lake, NY (referred to herein as "Village"), to the fullest extent permitted by law in connection with the actual or proposed use of Village facilities, as identified in the associated Village of Saranac Lake Park ~~Use Plan~~ and/or the participation in the event known as The 90 miler

User agrees to indemnify and hold harmless the Village, its representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default by or of User, his/her family and/or invitees and friends, in connection with spectators, observing and/or participating in or of the activities, functions, events, affairs or proceedings of the _____ except as to those claims, suits, liens, judgments, damages, losses and expenses that were caused by the negligence of Village.

User will defend and bear all costs of defending any actions or proceedings _____ against the Village, its officers, directors, agents and employees, arising in whole or in part _____ of any act, negligence, omission, breach or default of or by User. The foregoing indemnity shall include injury or death of the User or members of his/her family, friends, invitees, agents, or representatives and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar employees benefit act.

User hereby expressly permits the Village to pursue and assert claims against the _____ for indemnity, contribution and common law negligence arising out of claims _____ for death and personal injury.

Dated: 8/24/18

Village of Saranac Lake

(Print Name)



User

Brian McDonnell

(Print Name)

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

SUBJECT: Permanent Appointment of Nikolas Pelletieri Date: 8-27-2018

DEPT OF ORIGIN : Village Manager BILL # 87-2018

DATE SUBMITTED: EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT

Permanently appoint Nikolas Pelletieri to water/waste water operator trainee.

MOVED BY: Van Cott SECONDED BY: Murphy

VOTE ON ROLL CALL:

MAYOR RABIDEAU

TRUSTEE LITTLE

yes

TRUSTEE SHAPIRO

yes

TRUSTEE MURPHY

yes

TRUSTEE VAN COTT

yes

**RESOLUTION TO PERMANENTLY APPOINT
NIKOLAS PELLETIERI TO WATER/WASTE WATER OPERATOR TRAINEE**

WHEREAS, The Village of Saranac Lake is committed to the proper staffing of all departments of the Village for the well being of village residents and visitors alike and,

WHEREAS, The Village of Saranac Lake has an open waste water treatment plant operator trainee position and,

WHEREAS, The position will follow all guidelines of civil service and the SEIU Union contract, will be given benefits as outline in the handbook, and,

WHEREAS, Nikolas Pelletieri was appointed provisionally on July 23, 2018 and has since scored in the top three on the civil service examination, and

NOW, THEREFORE BE IT RESOLVED, Nikolas Pelletieri is appointed permanently to WATER/WASTE WATER TREATMENT PLANT OPERATOR TRAINEE.

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

SUBJECT: Adopt Update to Policies

Date: 8-27-2018

DEPT OF ORIGIN : Village Manager

BILL # 88-2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT

Adopt Updates to Anti-Discrimination, Harassment and Work Place Violence Policies

MOVED BY: Little SECONDED BY: Murphy

VOTE ON ROLL CALL:

MAYOR RABIDEAU

TRUSTEE LITTLE

yes

TRUSTEE SHAPIRO

yes

TRUSTEE MURPHY

yes

TRUSTEE VAN COTT

yes

**RESOLUTION TO UPDATE ANTI-DISCRIMINATION,
HARASSMENT AND THE WORK PLACE VIOLENCE POLICIES**

WHEREAS, The Village of Saranac Lake is committed to the safety and security of our employees, and,

WHEREAS, Discrimination, Harassment and Workplace Violence present serious occupational safety hazards to our staff, community and citizens, and

WHEREAS, The Workplace Violence Prevention Act was passed in 2006 to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers, and,

WHEREAS, Governor Cuomo signed into law new measures aimed at preventing sexual harassment in April of 2018, and,

WHEREAS, The Board of Trustees of the Village of Saranac Lake in adopting this resolution will update guidelines for reporting and investigating incidents of workplace violence, and discrimination and harassment, and

WHEREAS, The Village Labor Attorneys present annual training and updating of the village's policies and training for staff and,

NOW, THEREFORE BE IT RESOLVED, The Village of Saranac Lake Board of Trustees adopts the updates to the Anti-Discrimination, Harassment and Work Place Violence policies and training program.



Village of Saranac Lake
Capital of the Adirondacks™

**VILLAGE OF SARANAC LAKE
ANTI-DISCRIMINATION AND HARASSMENT POLICY
ADOPTED, August 27, 2018**

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Mayor Rabideau			
Trustee Little	Aye	Trustee Murphy	Aye
Trustee Shapiro	Aye	Trustee Van Cott	Aye

I, Kareen Tyler, Village Clerk of the Village of Saranac Lake, Franklin County, New York, hereby certify that I have compared the preceding Resolution with the original thereof filed in my office and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Village of Saranac Lake this 28th day of August, 2018.

Kareen Tyler
Village Clerk

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Village of Saranac Lake
Anti-Discrimination and
Harassment (Including Sexual Harassment) in the Workplace

I. POLICY STATEMENT

It is the policy of the Village of Saranac Lake to promote a productive work environment and to prohibit conduct by any employee that disrupts or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the Village of Saranac Lake is committed to educate employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such harassment from the workplace. Any conduct that discriminates against, denigrates or shows hostility or aversion towards a person on the basis of gender (including gender identity or transgender status), race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic predisposition, sexual orientation, or any other protected status is strictly prohibited.

In short, the Village will not tolerate any form of harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such harassment the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of harassment, including sexual harassment, without any risk of repercussion to an employee who, in good faith, files such complaint.

II. APPLICABILITY OF POLICY

This policy applies to all Elected Officials, employees, interns, volunteers, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, whether elected or appointed and regardless of compensation level, and all personnel in a contractual relationship with the Village. This policy also applies to "non-employees" as that term is defined pursuant to State law to include contractors, vendors or consultants or other persons providing service to the Village pursuant to a contract or those who are employees of the contractor, vendor or consultant. Depending on the extent of the Village's exercise of control, this policy may be applied to the conduct of non-Village employees with respect to harassment of Village employees in the workplace.

III. SUPERVISORY RESPONSIBILITY

Department Heads and supervisory personnel are responsible for ensuring a work environment that is free from harassment including sexual harassment. Supervisors must take immediate and appropriate corrective action when instances of harassment come to their attention in order to assure compliance with this policy.

IV. PROHIBITED ACTIVITY

No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person. Employees shall not make offensive or derogatory comments based on race, color, sex, religion, national origin, or any other protected status either directly or indirectly to another person. Employees shall not produce offensive or inappropriate written materials (e.g. letters, email message, or graffiti.) These are examples of harassment that are a prohibited form of discrimination under State and Federal employment law and also considered misconduct subject to disciplinary action by the Village; it is not intended to be a comprehensive list and does not limit the Village's ability to take disciplinary action in other appropriate instances.

V. DEFINITION OF SEXUAL HARASSMENT

This policy places special attention on the prohibition of sexual harassment in the workplace. Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) i. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; OR
- ii. Submission to such conduct is made either explicitly or implicitly a term or condition of work for the Village as a consultant, vendor or contractor or an employee of the consultant, vendor or contractor; OR
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, or termination, affecting such individual; OR
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment refers to behavior that is not welcome, that is personally and objectively offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with an employee's work performance and/or effectiveness

or creates an intimidating, hostile or offensive working environment. Exposure to such conduct that serves to alter the terms and conditions of employment is prohibited by this policy and state and federal law.

VI. FORMS OF SEXUAL HARASSMENT

Specific forms of behavior that the Village of Saranac Lake considers sexual harassment and which are prohibited include, but are not limited to the following:

- a) Quid pro quo threats or promises by a supervisor (loss of job or promise of job, promotion, or other employment benefit).
- b) Verbal harassment of a sexual nature related to an employee's gender, including sexual innuendoes, slurs, sexual slurs, suggestive, derogatory, insulting or lewd comments or sounds, whistling, jokes of a sexual nature, sexual propositions and/or threats.
- c) Sexually oriented comments about an employee's body that are unwelcome and/or unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.
- d) Any sexual advance that is unwelcome or any demand for sexual favors.
- e) Sexually suggestive written, recorded or electronically transmitted material, showing or displaying pornographic or sexually explicit objects or picture, graphic commentaries leering or obscene gestures in the workplace such that it unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.
- f) Physical contact of any kind which is not welcome, including touching, grabbing, hugging, fondling, jostling, petting, pinching, coerced sexual intercourse or sexual relations, assault or intentional brushing up against a person's body.

VII. REPORTING OF HARASSMENT (including Sexual Harassment)

Employees, interns and non-employees are encouraged to report incidents of harassment (including sexual harassment) to their Department Head and/or Village Manager as soon as possible after their occurrence. If the Department Head is believed to be involved in the incident, the report should be made directly to the Village Manager. If the Village Manager is the source of the alleged harassment, the individual should report the problem to the Mayor or any Village Board member. An individual who believes they have been harassed and would like to obtain guidance as to how to proceed in filling a complaint, should contact their immediate supervisor, their Department Head, the Village Manager, the Mayor, or any member

of the Village Board. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the Village Manager, the Mayor, or any member of the Village Board at home if these individuals do not work during the employee's shift.

VIII. WORKPLACE HARASSMENT (including Sexual Harassment) COMPLAINT FORM

To ensure that all harassment complaints are managed appropriately, effectively and in accordance with the Village's policy, harassment complaints, including sexual harassment complaints, will be recorded in writing by using the Village sanctioned Workplace Harassment Complaint Form. These forms can be obtained from the Village Manager's Office. If needed, additional guidance can be obtained from the Village Manager's Office.

IX. CONFIDENTIALITY AND DISCLOSURE

Complaints of harassment will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the Village to third parties or to anyone within the Village employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law. Under State law, the terms of any settlement or other resolution are subject to disclosure **UNLESS** the complaining party seeks confidentiality. Note that this request for confidentiality may be revoked within a certain time frame as may be established by law.

X. INVESTIGATION OF COMPLAINT

The Village Manager will determine the appropriate individual (s) to conduct the investigation. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred. Any complaints received will be investigated promptly, thoroughly, and in as impartial a manner as possible. All employees, interns, volunteers, non-employees and others covered by this policy are required to cooperate in an investigation, if so directed.

XI. EMPLOYEE OR ELECTED OFFICIAL DEFENSE

Any employee or Elected Official charged with sexual harassment will be afforded a full and fair opportunity to offer and present information in their defense. Such information will be confidential to the extent possible.

XII. EMPLOYEE RIGHTS

Nothing in this policy should be construed as in any way limiting employees' rights to use the Dispute Resolution Procedure as described in the Village of Saranac Lake Employee Handbook or any grievance procedure contained in a collective bargaining agreement. Employee also have the right to file a formal complaint with appropriate state or federal agencies responsible for administering anti-discrimination laws.

XIII. DISCIPLINARY ACTION

Any employee or official who is found to have committed an act of workplace harassment including sexual harassment will be subject to disciplinary action, up to and including termination of employment, as provided by Village operating procedures including Civil Service Law Section 75 or the disciplinary procedures contained in a collective bargaining agreement, whichever is applicable. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Village is empowered to take such action.

XIV. PROHIBITION AGAINST RETALIATION

Intimidation, coercion, threats, reprisal or discrimination against any employee who in good faith brings a written or verbal complaint or who assists or aids in the investigation of such a complaint is prohibited. Any employee who participates in the procedure may do so without fear of retaliation. Retaliation against any employee who has filed a discrimination or harassment complaint is prohibited and may result in disciplinary action up to and including termination of employment.

XV. REIMBURSEMENT

Any employee who has been subject to a judgement of personal liability for intentional wrongdoing in connection with a claim for sexual harassment shall reimburse the Village for any monies it paid to a complainant for what was found to be the employee's proportionate share of said judgement.

These reimbursements must be made within ninety (90) days from payment by the Village to the Complainant. A failure to reimburse will result in the sum being withheld directly from the employee's compensation or through enforcement of a money judgement.



Village of Saranac Lake
Capital of the Adirondacks™

VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE POLICY

ADOPTED, August 27, 2018

The question of the adoption of the foregoing resolution was duly put to a vote on , 2018 roll call which resulted as follows:

Mayor Rabideau

Trustee Little Aye

Trustee Shapiro Aye

Trustee Murphy Aye

Trustee Van Cott Aye

I, Kareen Tyler, Village Clerk of the Village of Saranac Lake, Franklin County, New York, hereby certify that I have compared the preceding Resolution with the original thereof filed in my office and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Village of Saranac Lake this 28th day of August, 2018.

Kareen Tyler
Village Clerk

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VILLAGE OF SARANAC LAKE WORKPLACE VIOLENCE PREVENTION PROGRAM

I. POLICY STATEMENT

The Village of Saranac Lake is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village of Saranac Lake property will be thoroughly investigated and appropriate action will be taken. Individuals who engage in this behavior may be removed from Village of Saranac Lake's property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Village of Saranac Lake policies, rules and collective bargaining agreements, Civil Service Law, and/or referral to law enforcement authorities for criminal prosecution. The Village Board of Trustees, officials, department heads, staff, volunteers, vendors, contractors, consultants, and others, who do business with the Village are expected to maintain a working environment free from violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village of Saranac Lake has identified response personnel that include a member of management and an employee representative. If appropriate, the Village of Saranac Lake will provide counseling services or referrals for employees.

All Village of Saranac Lake personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Additionally, personnel are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. The Village of Saranac Lake

Designated Contact Person:

Village Manager: John Sweeney

(518) 891-4150

II. DEFINITIONS:

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, or the Village's ability to provide services to the public.

III. INITIAL EVALUATION AND DETERMINATION OF WORKPLACE VIOLENCE RISKS:

The Village of Saranac Lake determines that the following are some of the factors or situations in the Village workplaces that might place employees at risk:

1. Duties that involve the handling or exchange of monies
2. Duties that involve mobile workplace assignments
3. Working with unstable or volatile persons in criminal justice settings.
4. Working in community-based settings.
5. Working in rural or sparsely populated areas.
6. Working in a poorly lit environment.
7. Working alone.

IV. METHODS VILLAGE OF SARANAC LAKE WILL USE TO PREVENT INCIDENTS OF WORKPLACE VIOLENCE

1. All Village employees shall possess Village-issued identification.
2. Several Village departments are locked and secured preventing the general public from access unless they are authorized or accompanied by a Village of Saranac Lake employee.
3. The hierarchy of controls to which the program shall adhere is as follows: engineering controls, work practice controls and finally personal protective equipment
4. All employees will attend annual work place violence training.

TRAINING At a minimum will include:

1. The requirements of the 12 NYCRR Part 800.6 regulation and the risk factors that were identified in the risk evaluation and determination;
2. Measures that the employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and use of security alarms and other devices;

3. The location of the written workplace violence prevention program and how to obtain a copy.

V. REPORTING OF INCIDENTS

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any Village employee. Workplace violence should be promptly reported to the supervisor or one in authority as well as completing and filing the Incident Report Form (Appendix A) with the Village Manager. The Village Manager will contact the Workplace Violence Advisory Team. Additionally, Village employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. It is important that all employees take this responsibility seriously to effectively maintain a safe working environment.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

VI. RESPONSIBILITIES

A. Elected Officials and Department Heads

Elected officials and department heads shall be responsible for the implementation of this policy. The responsibility includes dissemination of this policy to all employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all administration and supervisors are aware of their responsibilities under this policy through internal communication and training.

B. Supervisory Staff

Each employee designated with supervisory responsibility (hereinafter "Supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report, to the Village Manager, any complaint of workplace violence made to him/her and any other incidents of workplace violence which he/she becomes aware or reasonably believes to exist.

C. Village Manager

The Village Manager is responsible for ensuring new employees have a copy of the Workplace Violence Prevention Program and appropriate training. The Village Manager will also be responsible for annually disseminating this policy to Village personnel, as well as posting the policy appropriately throughout County buildings and locations.

The Village Manager will assist Department Heads and the Workplace Violence Advisory Team in responding to workplace violence; and consulting with, as necessary, counseling services to secure professional intervention.

The Village Manager (or designated department heads) will offer periodic (annual) opportunities for training in the prevention and awareness of workplace violence.

The Program will be reviewed in its entirety at least annually (tentatively April of each year).

VII. The Workplace Violence Advisory Team

The Workplace Violence Advisory Team will consist of the Village Manager, the Department Head (where the incident arose), and a Union Representative (as applicable).

This team will assist in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the Village's readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention intervention and interviewing techniques in responding to workplace violence.

VIII. CONFIDENTIALITY

The Village shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The Village will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that safety and well-being of Village employees would be served by such action.

IX. RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination, and referral to law enforcement in aggravated circumstances.

**APPENDIX A
VILLAGE OF SARANAC LAKE
WORKPLACE VIOLENCE INCIDENT REPORT**

Workplace violence is that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights or expression, or disrupts the workplace, or Village's ability to provide services to the public.

A reportable violent incident is defined as any physical assault, threatening behavior or verbal abuse in any location where an employee performs a work-related duty whether directly involved or observed, except as other statutes cover Work Place Violence in reference to the Police Department; Complete this form and forward the original to:

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

Victim's Name or individual Reporting Incident: _____

Job Title: _____

Address: _____

Home (or contact) Telephone: _____

Incident Date: _____

Incident Time: _____

Incident Location: _____

Work Location (if different): _____

Type of Incident: Verbal Physical Other

Specifics: _____

Were injuries sustained: Yes No

If yes, please specify your injuries and the location of any treatment:

Was Law Enforcement contacted? Yes No

Did the police respond to the incident: Yes No

What Police Department: _____

Was a police report filed: Yes No Report Number: _____

Was your supervisor notified: Yes No

Supervisor's Name and Title: _____

Was any action taken by Employer: (specify) _____

Aggressor/Assailant's Name/Address/Age (if known): _____

(If employee, include Job Title) _____

Briefly describe the incident: _____

Did the incident involve a weapon: Yes No Specify: _____

Were you alone when the incident occurred: Yes No

Did anyone witness the incident: Yes No

If yes, please list witness (es) name, address (if known):

Did you have reason to believe an incident might occur: Yes No

Why: _____

Has this type or similar type incident (s) happened to you or your co-workers previously?

Yes No Specify: _____

Have you had any counseling or support since the incident: Yes No

Specify: _____

Was the aggressor involve in previous incidents that you are aware of:

Yes No Specify: _____

Has corrective action been taken: Yes No

Specify: _____

Additional Comments: _____

Date of Report

Signature of Individual Filing Report

**VILLAGE OF SARANAC LAKE
WORKPLACE VIOLENCE PREVENTION PROGRAM**

ACKNOWLEDGEMENT

(To be placed in the Employee's personnel file)

I hereby acknowledge that I have received, read and understand the Village of Saranac Lake's Workplace Violence Prevention Program and agree to review any changes or modifications to this policy.

Signature: _____

Date: _____

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

SUBJECT: Begin Hiring Process Date: 8-27-2018

DEPT OF ORIGIN : Village Manager

BILL # 89-2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT

Authorize Village Manager and Police Chief to begin hiring process for police officer

MOVED BY: Van Cott SECONDED BY: Murphy

VOTE ON ROLL CALL:

MAYOR RABIDEAU

TRUSTEE LITTLE

yes

TRUSTEE SHAPIRO

yes

TRUSTEE MURPHY

yes

TRUSTEE VAN COTT

yes

**RESOLUTION TO BEGIN PROCESS TO HIRE
A POLICE OFFICER**

WHEREAS, The Village of Saranac Lake is committed to maintaining a full staff in the Police Department for the well-being of village residents and visitors alike and,

WHEREAS, the Village has received the resignation of Travis Farmer, Police Officer, and,

WHEREAS, The Village of Saranac Lake staff is authorized to work through Franklin County Civil Service for a list of qualified candidates and,

WHEREAS, This position is a member of the PBA Union and will begin with all the benefits of a starting union member and,

NOW, THEREFORE BE IT RESOLVED, The Village Manager, the Chief of Police are authorized to begin the recruiting and hiring process to replace the police officer, and,